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Anderson

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

January 2, 1944

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Project Survey Board and Project Safety Council

Handbook Release No. 169, Distribution A, Personnel Management Section 20.1.300 to 20.1.301, authorizes the creation of a Center Safety Council.

In order to coordinate the reports called for by the Project Survey Board and the Project Safety Council and to eliminate duplication, one report will be submitted for both organizations. To bring closer coordination between these two organizations, they will meet together at specified times to receive reports involving property damages and accidents occurring on the Center.

The procedural reference in the Personnel Handbook designates the Personnel Officer as the Executive Secretary, consequently, the memorandum of October 4, 1944, is hereby cancelled accordingly, and the following employees are designated as the Center Safety Council:

L. W. Folsom, Executive Secretary
W. A. Roden, Assistant Procurement Officer
Verne Campbell, Fire Protection Officer
C. A. Sullivan, Sanitarian

The Safety Council will function in accordance with the duties and responsibilities as outlined in Personnel Handbook Section 20.1.300 and Administrative Memorandum No. 4, Supplement 5, Revised, dated November 20, 1944.

H. L. Stafford

H. L. Stafford
Project Director

H. L. Stafford

January 15, 1944

TO: Staff Members and Others Concerned

Mr. R. S. Davidson is designated as Acting Project Director during my absence beginning 8:00 a.m. Friday, January 14, 1944.

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

MEMORANDUM

TO: All Appointed Male Personnel

January 20, 1944

FROM: Personnel Management Section

Will you kindly complete the attached form and return it to this office at the earliest possible moment. Also, it is requested that you inform this office upon any change in your draft status. It is very important that this office be informed at all times, as to the status of each of the Appointed Male Personnel eligible for the draft. Please give this your prompt attention.

*Completed
1-21-44*

L. S. Folsom

L. S. Folsom
Acting Personnel Officer

Jawell

MINIDOKA WAR RELOCATION PROJECT

HUNT, IDAHO

January , 1944

NOTICE TO: Appointed Personnel

SUBJECT: War Ration Books

O.P.A. regulations General Order No. 5 Sec. 17.1 is applicable to W.R.A. Centers. This regulation requires that all Appointed Personnel living on the Project who are eating 8 or more meals per week in the Dining Hall turn in their Ration Books,

Will all persons to whom this applies turn in your Ration Books directly to the Project Ration Office, 22-9-D or to the Mails and Files Dept. for routing to the Ration Office.

If at any time a Shoe Stamp is needed to purchase shoes, you may apply for a Stamp through Mr. C. W. Abbott or at the Ration Office.

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

If you are leaving the Project for an extended period of time you may redeem your Ration Books on request.

HUNT RATION PANEL

C. W. Abbott
C. W. Abbott
Secretary

Soell

MEMO

February 1, 1944

TO: All Appointive Personnel
FROM: Personnel Management Section
SUBJECT: Bond Rally

There will be a Bond Rally for all Appointive Personnel on Saturday at 12:30 p.m. in the Administration Mess Hall.

Mr. Stafford, our Project Director will speak and also Mr. John K. Rutherford, Project Steward, who has just returned from duty in the South Pacific with the United States Navy. He will give a short talk on the South Pacific and what the buying of bonds means to the men in the service.

Mr. Fred Minnesang, Personnel Technician, will be on hand with the payroll cards for those who wish to further their bond allotments.

Mr. Keener, of the Fiscal Department, will be available for those who desire to purchase bonds and stamps.

Be sure to attend, and above all, help "BACK THE ATTACK!"

L. W. Folsom

L. W. Folsom

Acting Personnel Officer

Mr. Stafford

OFFICE MEMORANDUM

February 23, 1944

TO: All Appointive Personnel

SUBJECT: Federal Income Tax Report

[Handwritten initials]

The Federal Income Report must be submitted by Mar. 15th of this year and the Internal Revenue Department has stationed their representative, Mr. Quarels herefor the balance of this week.

He will be available at Mr. Lovell's Office at 7 P.M. of the remaining evenings of this week to assist you in the preparation of your report.

Dean W. Miller

Dean W. Miller
Assistant Project Director in charge of
Administrative Management

Davidson

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

March 3, 1944

TO: All Appointed Personnel Living on the Project
FROM: William Maxey, Jr., Irrigation Engineer
SUBJECT: Individual Garden Requirement for 1944 Season

In order that a definite plan may be outlined for development of an appointed personnel garden area, it will be necessary that we know in advance the individual requirements. Space will be provided for all those who wish to have a Victory garden but it is requested that the size be limited to the individual's need as well as his ability to care for the plot throughout the entire growing season. It will not be desirable to plant a large area and then, in the middle of the summer, abandon all or part of it to the weeds. An area 40' x 60' will normally supply a medium size family unless substantial production of potatoes is contemplated.

The entire area will be plowed, leveled and provided with individual ditches and drain. It has not been determined, as of this date, whether or not a root cellar will be provided for appointed personnel use. You are, therefore, requested to indicate on the attached sheet the size garden required if a root cellar is furnished, and if a root cellar is not made available. After completing the attached form, please, forward through Halls and File to reach me not later than March 20.

William Maxey
William Maxey, Jr.
Irrigation Engineer

File

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

March _____, 1944

TO: William Laxey, Jr., Irrigation Engineer

FROM: _____

If Winter storage is not provided for garden vegetables,
I will require an area _____ x _____ for a Victory garden.

If Winter storage is provided for garden vegetables, I
will require an area _____ x _____ for a Victory garden.

It is agreed that any produce raised in gardens on
U.S. Government land and through use of water furnished by the
Government will not be sold to personnel on the project or to
persons outside of the project.

Signed _____

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

March 6, 1944

MEMORANDUM TO: ALL APPOINTIVE PERSONNEL
SUBJECT: LONG DISTANCE TELEPHONE CALLS

The telephone lines are badly congested over the entire country and officials placing calls, whether for official or private business, should either stay at their desk awaiting their connection or be sure to leave notice at the desk where they could be located.



Dean W. Miller
Acting Project Director

Stafford

M E M O

TO: All Appointed Personnel

March 15, 1944

FROM: Personnel Mgt. Section

Payroll periods for appointed personnel are from the 1st to the 15th inclusive, and from the 16th to the 30th of each month.

Due to the fact that the checks for the appointed personnel payroll are made out in Portland, it is necessary that our payrolls be submitted to the Portland office about one week previous to their issuance. Should any appointed personnel, who does not have any sick leave or annual leave accumulated, be absent, necessitating their being put on a leave without pay status between the time the payroll goes in and the checks returned, this causes cancellation of their checks and issuance of a supplementary payroll at the close of the pay period; thus, delaying the receipt and payment of their check. It is suggested that the appointed personnel endeavor, so far as possible, not to cause themselves to be placed on a leave without pay status during this period.

Also, when reporting for duty from a period of EXTENDED LEAVE WITHOUT PAY, it is requested that personnel do not report on the last day of a pay period. Either report on the 1st or 16th of the month, otherwise, it again creates a large amount of extra bookkeeping and payroll adjustment; and delays the receiving of any check due for that pay period.

L. W. Folsom

L. W. Folsom
Acting Personnel Officer

Stafford

MEMO

March 17, 1944

TO: All Appointed Personnel

FROM: Personnel Mgt. Section

During the absence of Mr. Kleinkoph, Superintendent of Education, Mr. Richard A. Pomeroy, Asst. Project Director in charge of Community Management, will be Acting Superintendent of Education.

All correspondence and matters concerning Education Section will be referred to Mr. Pomeroy.

H. L. STAFFORD
Project Director

By *L. W. Folsom*
Acting Personnel Officer

WAR RELOCATION AUTHORITY

Minidoka Project
Hint, Idaho

March 17, 1944

TO: All Appointed Personnel

There will be a general staff meeting Saturday, March 18, at 1:15 p.m. at Rm. 22 to hear Mr. Stafford report on the recent conference of project directors in Washington.

John Bigelow
John Bigelow
Reports Officer

Mr. Stafford

OFFICE MEMORANDUM

March 22, 1944

TO: Appointive Personnel, Residents of the Center

SUBJECT: OPA Application Forms

For your information OPA Application Forms for supplementary gasoline are available at my office. With the reduction of the value in the "A" coupon, some members of the staff who are residing on the center will find it necessary to make a request for additional gasoline and the forms are in this office for your convenience.

Dean W. Miller

DEAN W. MILLER
Assistant Project Director

WAR RELOCATION AUTHORITY
Minidoka Relocation Center
Hunt, Idaho

March 29, 1944.

TO: ALL CAUCASIAN SUPERVISORS
IN CHARGE OF EVACUEE CREWS:

The Project Director has directed that members of the above named group meet Saturday afternoon, April 1, in Rec. 22 to discuss problems involved in maintaining a full eight-hour workday for both evacuees and appointed personnel.

Accordingly, meetings will be held as follows:

Community Management and Administrative Management
Caucasian Supervisors from 1 p.m. to 2:30 p.m.

Operations Caucasian Supervisors from 2:30 p.m. to 4:30 p.m.

Angus A. Acree
Angus A. Acree
Reports Officer.

Stafford

B

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

March 29, 1944

TO: All Appointed Personnel Living on Project
FROM: William Maxey, Jr., Irrigation Engineer

You are all aware of the danger to small children playing near the North Side Main Canal immediately east of the Staff Housing units. An eight-wire fence has been built around the canal but it has not entirely removed the hazard as the older children have been able to separate the wires far enough to crawl through. It will not be possible to improve the fence as woven wire fencing material is not available.

This memorandum is being circulated to warn all residents of this hazard and to request cooperation of all concerned in keeping children away from the fence and canal. Work will also be started immediately on a pump and pipeline to supply water for the Administrative Area and tractors and trucks will soon be working in the immediate housing area. It will be the responsibility of the residents to keep their children away from such equipment.

A playground area for small children will be prepared as soon as the Building Construction shacks can be moved. In the meantime children can play on the large area at the southwest corner of the garden plot. Fences and signs have been put up to keep children off of lawns which were planted last fall. The fences are not being observed by either grown persons or children. Please cooperate in keeping off of all lawns until they have had a chance to get started.

If the cooperation and assistance of all persons is not made available on these matters, a serious accident or drowning may occur. This department cannot accept any further responsibility in this matter.

William Maxey Jr.
William Maxey, Jr.
Irrigation Engineer

Stafford

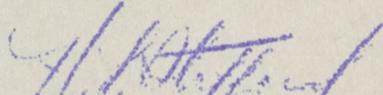
WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

March 31, 1944

MEMORANDUM TO: ALL STAFF MEMBERS
SUBJECT: EXHIBIT

The Community Activities Staff wishes to invite you to attend the Greasewood and Home-made Furniture Exhibit which is to be held at Recreation Hall 12, this coming Saturday, Sunday, and Monday, April 1st, 2nd, and 3rd.

I am sure this exhibit will be of interest to you.


Harry L. Stafford
Project Director

WAR RELOCATION AUTHORITY

Minidoka Project
Hunt, Idaho

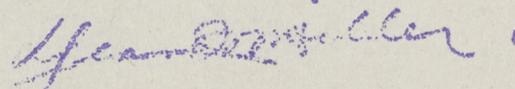
April 13, 1944

MEMORANDUM TO: ALL APPOINTIVE PERSONNEL

SUBJECT: GASOLINE RATIONING
STAFF HOUSING

We are informed by the Twin Falls Gasoline Ration Board that they will not grant a supplementary gasoline ration for commuting between Twin Falls and this center, and that they propose to recall grants previously made.

A number of staff apartments are now available, or will soon be available, and preference for these apartments will be given to families now employed by the WRA. If you do not intend to commute by bus and elect to reside on the center, it is requested that you make application to the Personnel Office, Attention Mr. Minnesang, for an apartment.



Dean W. Miller
Acting Project Director

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt. Usho

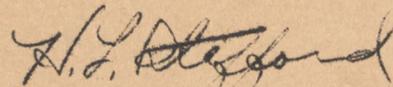
April 17, 1944

MEMORANDUM TO: All Appointive Personnel
SUBJECT: REQUISITIONS FOR WORKERS

Requisitions for workers for positions in the Warehouse, Agriculture and Irrigation Sections shall have priority over all other activities of the project.

Effective immediately, no assignments or transfers will be authorized until the above positions have been filled. Your cooperation is asked in not requesting additional personnel.

Where an employee is terminated for cause, an automatic 30-day suspension will be given him and you are requested to notify all your employees of this action. It should be emphasized that a "separation" carries with it a suspension of clothing benefits.



HARRY L. STAFFORD
Project Director

P O S T O N A L L P R O J E C T S

To all appointed personnel

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WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

April 17, 1944

TO ALL APPOINTED PERSONNEL:

Attached hereto is a copy of the report of a special committee appointed to delineate lines of authority in the present reorganization of labor and transportation on the project.

Please read same carefully and if you have any suggestions for changes or clarifications, please submit them, in writing, to the Reports Officer by Saturday afternoon, April 22, for consideration.

Harry L. Stafford
Project Director

1. It shall be the responsibility of the Property Control Section to receive and transport to the Project all commodities arriving at rail heads and truck terminals, both inside and outside the Project. Property Control shall notify the division affected within 24 hours after arrival of shipment. Under no circumstances shall Property Control be regarded as a labor pool or as a substitute in any wise for Central Service.

Rail heads include Hunt Siding, Eden, Jerome, Twin Falls, and Shoshone.

Exceptions to above:

(a) The Mess Management Section will be responsible for receiving and transporting all commodities consigned to the Mess Management Section.

(b) The Operations Division will be responsible for receiving and transporting all coal arriving at Hunt Siding.

2. Purchases made for Agriculture not shipped by common carrier will be received at source and transported to Project by the Agriculture Section. Upon arrival at Project, the Agriculture Section will clear through Property Control.

3. Emergency purchases will be handled by Procurement both as to purchase and delivery to Property Control. In the event Procurement permits division representatives to make purchase and delivery to Project, the responsibility still rests with Procurement to clear with Property Control.

Any person to whom Procurement has delegated authority to make a purchase and bring commodity to project, and has not checked immediately with Property Control so that advantage may be taken on any discounts allowed, shall be required to pay said discount personally.

4. All equipment to be repaired outside the Project will be delivered to Property Control by division or section, along with properly prepared WRA 7 requesting the service.

Property Control will be responsible for expediting the repair and returning the equipment to the warehouse and notifying the Division or Section, within 24 hours of the return of the repaired equipment.

5. All commodities for shipment from the Project, except hogs for slaughter, will be delivered by the Division or section concerned, accompanied by an inventory, to Property Control, for shipment. Thereafter, all responsibility rests with Property Control.

The only exception will be evacuee property, which will be picked up at the apartment by Property Control.

6. It will be the responsibility of the divisions, or sections, to pick up all commodities at the warehouse. Property Control will issue and load all commodities from the warehouse. Schedules of issuing and loading will be assigned by Property Control after proper requisition has been made.

7. Any surplus commodities must be promptly returned by the division or section to Property Control, who will issue receipt to the division, or section, making return. The only exception will be in connection with staff housing, in which case Property Control will furnish necessary labor to make moves or return property to the warehouse.

8. It is the recommendation of this committee that the control of all trucks rest entirely with the Motor Transport and Maintenance Section, and that no trucks should be assigned on a Class A assignment. The Motor Transport and Maintenance Section will be responsible for promptly filling all division or section requisition for trucks. The trucks assigned must be in best possible operating condition. The Motor Transport and Maintenance Section will be responsible for periodic checks of passenger cars and are authorized to recall for inspection and/or overhaul any and all passenger cars.

The Motor Transport and Maintenance Section will prepare an inspection schedule for all passenger cars and pick-ups assigned on all Class A transfers. Appointed Personnel in control of Class A assigned motor vehicles will be responsible for checking equipment into Motor Pool at the scheduled time. Violation of the schedule will be grounds for cancellation of the assignment.

Appointed Personnel planning trips away from the project shall register such trips with the Assistant Project Director in Charge of Administrative Management, stating time of

departure, destination, and estimated time of return so that, where possible, advantages may be gained by sharing the cars. Violation of this section will be grounds for cancellation of car assignment and for administrative action.

9. Personnel Management shall be responsible for assigning sufficient labor to carry on all approved activities insofar as possible under the employment and budget ceiling. Written requisitions should be placed as far in advance as possible, and priorities on labor assignment may be established.

10. The relationship between Appointed Personnel supervisors and workers must be maintained on a strictly institutional basis. Appointed Personnel supervisors should be careful to fully explain all duties to the workers. The progress and attitude of workers should be documented to the Personnel Management Division; this will insure proper recognition of outstanding workers, and will eliminate the possibility of Appointed Personnel supervisors being criticized for improper release or discharge of workers. All workers should be expected to perform a full day's work, or full week's work of 44 hours. A record should be carefully kept on compensatory time and all compensatory time should be liquidated at the earliest convenience. Insofar as possible, qualified evacuee foreman should be selected. The Appointed Personnel supervisors should work through these foremen in directing the activities of workers. No special privileges or preferences in assignment of duties should be permitted. All considerations whatsoever should be on the basis of merit. Frequent meetings of the Appointed Personnel supervisors and the evacuees should be held to keep all parties currently informed of the program involved. The meeting should be strictly professional and not wind up into a social good time.

11. In connection with the project, the Appointed Personnel is a minority group assigned for the purpose of supervision; therefore, all Appointed Personnel must accept certain responsibility for the well-being of the entire Appointed Personnel staff. Members of the staff should be cooperative and maintain themselves on an institutional basis. At no time should personalities enter into the day's work. Continual association with evacuees make intra-staff relationship unusually difficult. At no time should dif-

ferences of opinion between members of the Appointed Personnel staff be aired in the presence of evacuees. In case of differences of opinion between members of the staff, such differences of opinion shall be resolved to the benefit of the Project as a whole, without regard to the aggrandizement of any division thereof. If this cannot be done for any reason, differences shall be reported to the Project Director for settlement. Discussion of staff relationships with evacuees or in their hearing shall constitute grounds for immediate suspension and recommendation for dismissal.

To all appropriate personnel
File - 8

Barnhart

RUB

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

April 19, 1944

MEMORANDUM TO: Office Services Section

SUBJECT: Incoming Long Distance Phone Calls Not
Classified as Official Government Business

For incoming long distance phone calls for evacuee residents of this center and the call is not classified as official government business, the Office Services Section is instructed to observe the following procedures in notifying the person called:

The Office Services Section will send a notification of the call to the Block Manager's Office requesting the Block Manager to so notify the evacuee. The notification to the Block Managers from the Office Services Section will be sent by the regular messenger service. This service will contact the Block Manager's Office each morning and each afternoon on all days except Saturdays and Sundays. On Saturdays the notifications will be limited to the morning delivery. There will be no notification of phone calls on Saturday afternoons, Sundays or evenings.

Dean W. Miller

DEAN W. MILLER
Acting Project Director

T O B E P O S T E D I N A L L M E S S H A L L S

Barnhart

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

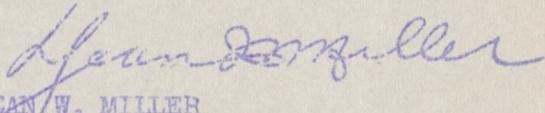
April 20, 1944

MEMORANDUM TO: All Appointive Personnel
SUBJECT: TRIP TICKETS FOR GOVERNMENT VEHICLES

The attention of all appointive personnel is called to Administrative Memorandum No. 15, Supplement No. 1 concerning the report of mileage of government vehicles. The efficient operation of our Motor Maintenance Department and the accurate records necessary to justify requests for gasoline depend to a great extent on accurate reports of the miles each vehicle has used.

Passenger (and not trucks) issued on an "A" basis require a trip ticket each month. Be sure that you read your speedometer at the first and the last of each month and report the readings.

Pick-ups are classified as trucks and require a daily trip report. All trucks regardless of the method of issue require a daily trip report. On all trip tickets show mileage. Appointive personnel having custody of government vehicles must assume responsibility for its proper usage and care.


DEAN W. MILLER
Assistant Project Director

Smith

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

April 27, 1944

TO: Appointed Personnel - Staff Housing Area
FROM: William Maxey, Jr., Irrigation Engineer

The assistance of appointed personnel living in the Staff Housing Area is requested in mowing grass around the units. This request is made necessary due to the large amount of work to be performed by the landscape crew. That section has approximately two hundred trees to plant in addition to completion of the landscaping at the hospital, administrative, and staff housing areas.

A lawn mower is presently being kept at the janitors' locker room in the Recreation Hall and can be procured at any time. It is essential that the rye, which was planted as a nurse crop, be kept short in order that the lawn grass may attain maximum growth. Rye grass at the rear of the housing units is now quite high and should be cut immediately. It is suggested that the work may be divided up with the residents of each housing unit responsible for the work around their building. Accomplishment of the work in that way would cause no hardship on anyone and would greatly improve the appearance of the area.

William Maxey Jr.
William Maxey, Jr.
Irrigation Engineer

Approved:

R. S. Davidson

R. S. Davidson

Barak

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

April 28, 1944

MEMORANDUM TO: All Appointive Personnel
SUBJECT: DINNER FOR T/SGT. KUROKI

T/Sgt. Kuroki will be the dinner guest of the Administrative staff, Thursday, May 4th, at the Administration Mess Hall. Time, 5:30 p.m. Attendance at the dinner will be limited to the members of the appointive staff and their immediate families. Due to limited space it is necessary that you notify this office of the number who will attend from your family. Also it is suggested that the attendance be limited to adults and other members of the family exclusive of real small children.

No. places requested:
Name:
(Return to this office)

Dean W. Miller
DEAN W. MILLER
Assistant Project Director

Stafford

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

April 28, 1944

MEMORANDUM TO: All Appointive Personnel
SUBJECT: RECEPTION FOR T/SGT. KUROKI

On May 2nd at 10 o'clock a reception will be held at the Main Gate welcoming T/Sgt. Kuroki to Minidoka Center. All members of the appointive staff are invited to attend the reception and you are requested to so arrange your work so that you can be present at the reception.

H. L. Stafford
HARRY L. STAFFORD
Project Director

Stoppard

M E M O

TO: All Appointed Personnel

May 5, 1944

FROM: Personnel Mgt. Section

By order of the Project Director, Miss Lidie Fite will be Acting Assistant Project Director in charge of Community Management, during the absence of Mr. R. A. Pomeroy, beginning Monday, May 8, 1944 until further notice. All mail and documents usually prepared for Mr. Pomeroy's signature will be prepared for Miss Fite.

H. L. Stafford
Project Director

By *L. W. Tolson*
Personnel Officer

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

B

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May 12, 1944

MEMORANDUM TO: All appointive personnel of the
Administrative Management Division

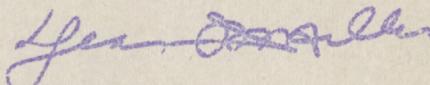
SUBJECT: AVAILABILITY OF PASSENGER CARS FOR
OFFICIAL BUSINESS

During March, 1944, the Project Director transferred the bulk of the passenger cars from the Central Motor Pool to the individual members of the caucasian staff. The transfers were on an "Indefinite A" basis. This policy was adopted as a corrective action and aimed at increasing the availability of cars for official business.

The transfer of cars on an "Indefinite A" basis has been and is opposed by the Operations Division.

It is my personal opinion that the "Indefinite A" assignment is far superior to the old system in that we now have vehicles available for official business while they were difficult and often impossible to obtain under the old system of the Central Pool.

As having a direct bearing on the desirability of one or of the other of these systems, will you please fill out the attached questionnaire and return to this office.



DEAN W. MILLER
Assistant Project Director

TRANSPORTATION FOR OFFICIAL BUSINESS

1. What experiences did you have with the availability of passenger cars under the Central Pool system?
2. Do you find that passenger cars are more readily available now than they were under the Central Pool?
3. Did you find the Motor Pool officials co-operative?
4. Were your requests for transportation (motor cars) filled promptly?
5. Were you assisted or were you handicapped in the performance of your official duties by the Central Pool system of obtaining transportation (passenger cars and/or trucks)?
6. Based on your experience in using cars under both systems, which system do you prefer? Explain in narrative detail.
7. As a general conclusion would you say that the Central Pool system was satisfactory as it operated on this project?
8. Will you give a narrative of your personal experiences under both systems and a conclusion showing why you favor one or the other.
9. Do you keep any record of gasoline used in the car assigned to you?

(Use other side if necessary)

Stafford

M E M O

TO: All Appointed Personnel

May 13, 1944

FROM: Personnel Mgt. Section

Miss Nancy Bauman will act as Elementary School Principal until such time as the position is permanently filled.

By *L. W. Folsom*
Personnel Officer

L. W. Folsom

McLaughlin

[1944]

SPRING CLEAN UP CAMPAIGN

A half holiday on Thursday afternoon, May 18th, is hereby declared for the purpose of enabling all residents - evacuee and appointed personnel - to participate in the Spring Clean Up Campaign.

All residents are urged to dispose of accumulated trash in and around their apartments, offices, and other barracks in accordance with directions outlined in the Irrigator, and announced by the Block Managers.

H. L. Stafford

H. L. Stafford
Project Director

Barnhart

POSTPONEMENT OF CLEAN-UP CAMPAIGN

Due to threatening weather, lack of publicity, and an emergency labor situation at the present time, the Spring Clean-up Campaign, announced by memorandum yesterday, is postponed for at least two weeks. Therefore, the half-holiday declared for Thursday afternoon, May 18, is cancelled.

Announcement of plans for the campaign will be made at a later date, and further announcement will be made regarding a half-holiday in connection with it.

H. L. Stafford
Harry L. Stafford
Project Director

May 16, 1944

Barnham

M E M O

TO: All Appointed Personnel
FROM: Personnel Matl. Section

May 16, 1944

Dr. Francis P. Richards will be Acting Principal
Medical Officer during the absence of Dr. Lauren M. Neher.

By *L. W. Folsom*
Personnel Officer

McLaughlin

MEMORANDUM

TO: All Appointed Personnel

May 16, 1944

FROM: W. Howard Mann--Supply Officer

We have been instructed to purchase all meats, including beef, pork, poultry and fish for the Administrative Mess separate from the purchases for the Evacuee Mess. This will make it possible to serve a better quality of meats and improve the variety of all foods served. It will not increase the quantity of steaks and beef roasts as these cuts are still limited by rationing. Ration Regulations permit a maximum of 30 meat points per person per month (actually the points are based on the number of meals served permitting full credit for those eating irregularly). Wholesale beef when purchased by the whole carcass costs 5 points per pound. This will permit approximately 2 pounds of steaks and roasts per person per month. The remaining points to be used for oleomargarine.

Milk will continue to be issued on the present basis.

The present meal costs are 30¢ per meal. Under the new plan, costs will undoubtedly increase depending on the amount of special foods purchased, such as ice cream, chicken, etc. In order to determine what purchases to make, we would like your opinion of what you feel the maximum meal cost should be. Please write your comments below and return to me as soon as possible.

W. Howard Mann
W. Howard Mann
Supply Officer

Stafford

May 17, 1944

TO: Appointed Personnel Living in Staff Housing
Apartment Area

B

FROM: R. S. Davidson, Chief of Operations

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

R.S.D.

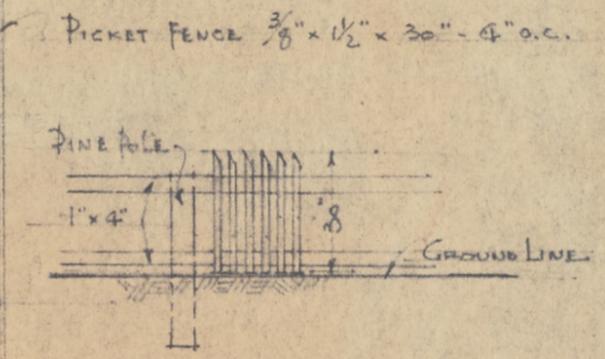
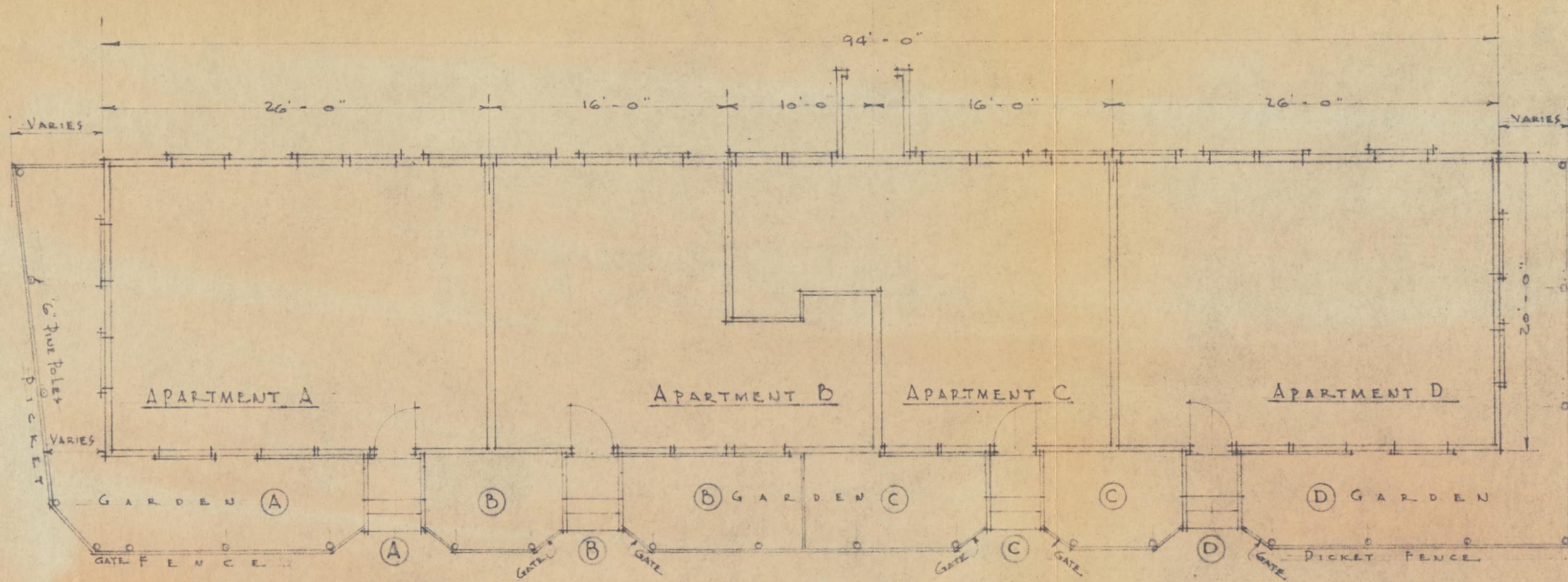
I wish also to call your attention to the care of lawns which must be accomplished by apartment residents, due to lack of sufficient evacuee laborers. Lawns in front and in the rear of the apartments require mowing, but the area between the Recreational Hall and the main walk at the west end of the apartments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

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

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

R.S. Davidson

R. S. Davidson
Chief of Operations



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

DICKET FENCE	
STAFF HOUSING	
WAR RELOCATION AUTHORITY	
D. S. MYER DIRECTOR	
SAN FRANCISCO REGIONAL OFFICE	
C. H. FRYER REGIONAL ENGINEER	
MINIDOKA WAR RELOCATION PROJECT	
HAWAII STATE PROJECT	
SEC. CHIEF	DATE
DIV. CHIEF	PROJECT NO.
A.K.A.	UN. 5/5/44 J.L.X-172

Stafford

May 18, 1944

MEMORANDUM TO: All Offices.
FROM: Office Services.
SUBJECT: Change in Telephone Directory.

Please add the following names to the telephone directory.

ANDERSON, GEORGE W.....501 Relocation Interviewer	PLANK, CLYDE E.....331 Senior Engineer
FROST, MARGARET F.....072 Secondary Teacher	RODEN, WILLIAM A.....191 Asst. Procurement Officer
GALLITERO, AVA DORIS.....581 Fiscal Accounting Clerk	SCHOONOVER, THELMA I.....501 Relocation Interviewer
KINGSBURY, DAYLE W.....331 Foreman Mechanic, Sewage Disposal Plant.	SHEETS, EDWIN E.....582 Asst. Cost Accountant
O'BRYAN, GORDON C.....582 Asst. Fiscal Accountant	

Please change the telephone numbers for the following:

KOYAMA, YASUKO...(Mornings)391
(Afternoon)012

Please add the following offices to the telephone directory:

Attorney's Office.....391

OFFICE MANAGER

MINIDOKA PROJECT
HUNT, IDAHO

MAY 19, 1944

MEMORANDUM TO: ALL APPOINTIVE STAFF
SUBJECT: COMMUTING

WE HAVE BEEN ADVISED BY ONE OF THE APPOINTIVE MEMBERS OF THE STAFF THAT THE STATE BOARD OF THE OPA HAS REVERSED THE TWIN FALLS OPA BOARD IN THEIR DECISION THAT GAS WOULD NOT BE GRANTED FOR COMMUTING PURPOSES.

IT IS OUR UNDERSTANDING THAT GAS FOR COMMUTING, WHERE THE GROUP HAS THE PROPER NUMBER OF RIDERS, MUST BE GRANTED UNDER THE REGULATIONS OF THE OPA. AS A REQUEST IS AUTOMATICALLY ELIGIBLE, IT IS SUGGESTED THAT GROUPS INTERESTED IN COMMUTING AND WHO HAD THEIR REQUESTS DENIED AGAIN PRESENT THEIR APPLICATIONS TO THE LOCAL BOARD.

HARRY L. STAFFORD
PROJECT DIRECTOR

Stappard

OFFICE MEMORANDUM

May 24, 1944

TO: All Appointive Personnel

SUBJECT: SANITARIAN'S REPORT ON DRINKING WATER

We are advised by our Project Sanitarian that he is taking weekly tests of the drinking water and that all recent tests are satisfactory with the water showing no contamination.

You will be immediately advised if there is any change in this condition.



DEAN W. MILLER
Assistant Project Director

Stappard

May 29, 1944

TO ALL APPOINTED PERSONNEL:

Mr. Morris Roth has been designated as Acting Community Activities Supervisor effective immediately. He will perform the duties of this position in addition to his duties as Head Teacher.


Assistant Personnel Officer

Typed

May 31, 1944

TO ALL APPOINTED PERSONNEL:

Dr. Lauren M. Neher will resume his duties as
Principal Medical Officer effective May 31, 1944.

Dr. Richards will again be designated as Acting
Chief Medical Officer effective June 3.


Assistant Personnel Officer

Smith

June 2, 1944

TO: ALL APPOINTIVE PERSONNEL

You are cordially invited to a "Shirt-sleeve and Apron Party" to be held in the AP. Mess on the evening of Wednesday June 7th at 8 o'clock. A self-appointed committee has taken it upon themselves to try and get interest aroused in some sort of recreational activities for the AP. staff, and this is the first activity sponsored by this committee. The program will consist of folk dances and a couple of special numbers. To cover expenses a fee of 10¢ will be charged, with an extra 5¢ per bottle for soda pop.

Will you please mark one or more of the activities you would be interested in having presented as a part of the coming programs, and turn these in at the party Wednesday evening. If you cannot come Wednesday, will you please send your marked preferences to Mr. Frank Barrett, Project Attorney?

Sincerely,

AP. PROGRAM COMMITTEE

SUGGESTED ACTIVITIES:

Folk Dances _____ Community Sings _____

Little Theater Activities _____

Music Appreciation _____

Other Suggestions _____

Stoppard

MEMORANDUM

TO: All Appointed Personnel

June 2, 1944

FROM: Personnel Management Section

Memorandum dated May 31 regarding Dr. Francis P. Richards becoming Acting Chief Medical Officer June 3 is rescinded. Recent instructions state that Dr. Lauren M. Neher will continue as Chief Medical Officer.

By *Carl Williams*
Acting Personnel Officer

Stafford

M E M O

June 7, 1944

TO ALL APPOINTED PERSONNEL:

Mr. Richard A. Pomeroy is designated as Acting Project Director during the absence of Mr. Harry L. Stafford.

Please prepare all correspondence for his signature.

L. W. Tolson
Personnel Officer

Stappard

M E M O

TO: All Appointed Personnel

June 9, 1944

FROM: Personnel Officer

Mr. William E. Rawlings will be Assistant Project Director
in place of Mr. Robert S. Davidson until further notice.

By *L. W. Folsom*
Personnel Officer

Staggard

MEMO

TO: All Appointed Personnel

June 14, 1944

FROM: Personnel Management Section

Mrs. Helen Phifer will be Acting Librarian until further notice.

By *L. W. Folsom*
Personnel Officer

Stopped

M E M O

TO: All Appointed Personnel

June 17, 1944

FROM: Personnel Management Section

During the absence of Mr. L. W. Folsom, Mr. Dan T. Williams
will be the Acting Personnel Officer.

Dan T. Williams
BY
Acting Personnel Officer

Stappard

M E M O

TO: All Appointed Personnel

June 17, 1944

FROM: Personnel Management Section

During Mr. Cutkosky's absence from the project, Mr. Charles Fleischman will take over his duties and become Acting Vocational Training Supervisor.


Acting Personnel Officer

Stoppard

M E M O

6-24-44

TO: All Appointed Personnel
FROM: Personnel Management Section

During Mr. Kleinkopf's absence from the project,
Mr. Jerry Fogarty will be Acting Superintendent of Education.

By *Carl F. Williams*
Acting Personnel Officer

Stappard

M E M O

TO: All Appointed Personnel

June 26, 1944

FROM: Personnel Management Section

Effective June 26, 1944, Mr. Joseph G. Beeson will take over Mr. Pomeroy's duties and become Acting Assistant Project Director in charge of Community Management.

By *Carroll T. Williams*
Acting Personnel Officer

Stoppard

M E M O

TO: All Appointed Personnel

July 6, 1944

FROM: Personnel Management Section

Effective July 7, 1944 by order of the Project Director,
Mr. William E. Rawlings will be the Acting Assistant Project Director
in charge of Operations until further notice.

By *L. W. Folsom*
Personnel Officer

MEMORANDUM

TO: All Adult Members of the Appointed
Staff residing on the Project

July 18, 1944

FROM: Personnel Management Section

SUBJECT: General Mass Meeting,
Wednesday, July 26, 1944, 8:00 P.M.

PLACE: Administration Mess Hall

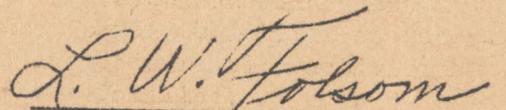
Under Emergency Instructions issued by the Director from Washington in February 1944, the Personnel Management Section is charged jointly with the Community Activities Supervisor with providing recreational and leisure time activities for the Appointed Personnel and their families.

Pursuant to this directive a Committee was called together by the Personnel Officer to determine the ways and means of carrying out the intent of the Directive.

There all ready being in existence an organization formed and officers elected in September 1943 by the Appointed Personnel residing on the project, the Head of this organization acted as Chairman of this Committee Meeting.

The Committee considered various factors and ideas concerning the recreation and welfare of the Appointed Personnel residing on the project, which in its opinion were pertinent to the problem and which could be assembled and presented to a general mass meeting of all adults residing on the project. Two plans are attached for your consideration. Others will be welcomed at the mass meeting.

As the result of this Committee Meeting and the Directive from Washington, a General Mass Meeting of all Adults residing on the Project is hereby called for Wednesday Evening at 8:00 P.M. in the Administrative Mess Hall for an open discussion of plans for the future well being of Appointed Personnel involved.


Personnel Officer

I. PROPOSED PLAN FOR APPOINTED PERSONNEL COUNCIL

OBJECTIVE

The objective is to obtain a democratic representative group to act as a community council. The following proposed plan of organization establishes a plan whereby every group living on the project will be duly represented.

SELECTION OF MEMBERSHIP

The Council shall consist of:

- Unit 1 - 1 person residing in the Hospital
- Unit 2 - 1 person residing in Dormitory 45
- Unit 3 - 1 person residing in Dormitory 49
- Unit 4 - 1 person residing in Dormitory 50
- Unit 5 - 1 person residing in Dormitory 51
- Unit 6 - 1 person residing in Bldgs. 60 or 61
- Unit 7 - 1 person residing in Bldgs. 62 or 63
- Unit 8 - 1 person residing in Bldgs. 64 or 65
- Unit 9 - 1 person residing in Bldgs. 66 or 68
- Unit 10 - 1 person residing in Bldgs. 69 or 70

The Project Director, Personnel Officer and Community Activities Supervisor shall be ex-officio members of the Council.

The Personnel Officer shall appoint a representative from each of the above units to act as temporary chairman of his unit. It will be the responsibility of the temporary chairman to call the residents of his unit for the purpose of electing a regular representative on the A. P. Council.

The Personnel Officer shall act as temporary chairman of the duly elected council and shall call a meeting of the council for the purpose of electing a chairman, vice-chairman and secretary-treasurer from the elected members.

Should a vacancy occur on the Council, it will be the responsibility of the chairman to request a reelection for the purpose of selecting a representative to fill the vacancy.

If a member of the council be unable to attend a meeting, he shall appoint a member of his unit to officially act in his stead.

TERM OF OFFICE

An election shall be held every six months for the purpose of selecting representatives from each unit and officers of the council.

QUALIFIED VOTERS

Qualified voters for the election of members of the council shall be appointed personnel and their respective spouses living on the project.

DUTIES OF COUNCIL

It shall be the duty and responsibility of the council to act on all matters concerning community recreation and problems within the limits of WRA administrative policy and procedure.

It shall also be the duty of the council to inform the members of the appointed staff living on the project their actions and recommendations.

MEETINGS

A regular meeting of the council shall be held every two weeks. The chairman shall have the right to call special meetings as he deems necessary. The council shall call community meetings when sufficient need arises. Members of each unit should present suggestions or problems affecting the community to their elected representative for presentation to the council.

II. PROPOSED PLAN FOR APPOINTED PERSONNEL COUNCIL

1. The Council Committee will be composed of five members:
 - a. one from hospital group
 - b. one from women's dormitories
 - c. one from men's dormitories
 - d. two from apartment area

2. The Council Committee will be elected by secret ballot. The person receiving the highest vote will serve for one year. The next two highest will serve for eight months. The next two highest will serve for six months.

In the event a member of the Council Committee relocates or resigns, the group whom the departing committee member represents will be called together by the remaining members of the staff committee for the purpose of electing a new member to serve out the unexpired term of the departing member.

After the first general election, the respective segments of the community will be responsible for the election of their own representatives.

The Staff Council Committee will be responsible for overall program of recreation and staff welfare. Appropriate committees will be appointed to carry out immediate function in connection with staff recreation and welfare.

The Council Committee will meet at least twice each month and will call a general meeting of the entire staff each quarter.

Stappard

M E M O

July 19, 1944

TO: All Appointed Personnel
FROM: Personnel Management Section

Mr. Joseph J. Fogarty will be the Acting Junior-Senior High School Principal effective Wednesday, July 19, 1944.

L. W. Folsom
Personnel Officer

Stafford

M E M O

July 20, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Arthur M. Kleinkopf will be the Acting Project Director in charge of Community Management during the absence of Mr. Joseph G. Beeson.

L. W. Folsom
Personnel Officer

Stappard

[7/44?]

M E M O

TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Dallas S. Newell has been detailed effective this date to act as Project Statistician. All matters pertaining to statistics will be referred to Mr. Newell.

L. W. Folsom.
Personnel Officer

Attorney

April 12, 1944

TO: All Offices
FROM: Office Service
SUBJECT: Telephone Directory

I. Please add the following names to the Telephone Directory:

BARRACLOUGH, WILLIAM D...331 Const. & Maint. Supv.	LYDAY, FLORICE M.....072 Secondary Teacher
CAWARD, CHARLES W.....571 Asst. Equip. & Maint. Supv.	MATTHEWS, EDWIN JAMES....561 Prop. Supply Officer
GILMORE, ELLEN M.....072 Secondary Teacher	PHILLIPS, WILLIAM S.....561 Storekeeper
HEBERT, LEE H.....573 Sr. Mechanic	SPIEGEL, EVELYN F.....152 Auditor
KIRTON, EDNA.....072 Secondary Teacher	VOLD, ELEANOR.....072 Secondary Teacher

II. Please remove the following names from the Directory:

ABBOTT, CHAUNCY W.	MILLER, WILLIAM G.
BAKER, ROBERT W.	RADKE, WILLIAM F.
FORT, OSCAR	RESSNER, SAMUEL D.
GILES, DIXIE S.	WETZSEL, GERTRUDE
GREEN, GLENN	WILSON, JAMES W.
JANN, REID	

III. Please remove the following offices from the Directory:

COAL DIVISION.....371	LABOR DISPATCHER.....574
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IV. Please add the following offices to the Directory:

ATTORNEY'S OFFICE...391	
AGRICULTURE OFFICE.....131	COMMUNITY ANALYSIS.....011
COMMUNITY COUNCIL.....014	FIELD ENGINEER'S OFFICE..524

V. Please make the following corrections in the Directory:

BENNETT, EDWARD.....524	KIBBY, ERNEST J.....583
BEEBOUT, RHUEL D.....131	KOYAMA, YASUKO.....012
BRAZIE, JAY W.....151	RINDERKNECHT, RAMONA C...311
COX, HINKLE.....593	ROUNDY, LAUREN H.....522
FORD, ALEXANDER J.....591	TALBOTT, MARIE.....311
GREINER, ESTHER.....212	TRAVIS, KATHERINE.....311
HUGHES, WILLIAM.....152	

Offices

COMMUNITY SERVICES.....382	PROPERTY CONTROL.....591
ELECTRICAL SHOP.....524 (Whs. 20 instead of Whs. 19)	TIMEKEEPERS' OFFICE.....332 (Whs. #1--no longer located in Disbursement Office or Whs. 19)
INVOICE DESK.....151	

Smith
REVISED LIST

MEMORANDUM

April 6, 1944

TO: All Appointive Personnel
FROM: Personnel Management Section

In conformance with Administrative Memorandum No. 1, Supplement No. 4, the following schedule for Saturday afternoons off will be followed effective Saturday, April 15, 1944 through July 1, 1944.

Those listed below will have the following Saturday afternoons off:

April 15, 29, May 13, 27, June 10, 24.

Harry L. Stafford	Margaret W. Hester	Gertrude B. Clever
John deK. Bigelow	Jessie F. Koontz	Fred W. Minnesang
Joseph G. Beeson	Edith B. Kleinkopf	Norman A. Braden
W. Homer Moore	Arthur M. Kleinkopf	Jay V. Brazie
Joseph J. Fogarty	J. Nadine Leonard	James E. Foulk
L. Ray Harker	Irma S. Nispel	Otto T. Koster
Helen Ely Amerman	Mary D. Roth	Robert S. Davidson
Charles E. Fleischman	Morris Roth	Rhuel Dana Beebout
Florice M. Lyday	Ruby G. Smith	William Maxey, Jr.
Marguerite Askew	Frances Berman	Homer Bayless
Gwendolyn V. Cline	Virgil K. Barron	William D. Barraclough
Oscar F. Cutkosky	Lidie Fite	Louis A. Thorson
Eunice T. Glenn	Dallas S. Newell	Varsell C. Ballantyne
Frances E. Haglund	Earl B. Ingham	R. Wayne Reeder
Maribelle Hines	Francis P. Richards	William G. Weinberger
Willard G. Jaeger	Dorothy F. Cram	Alvin H. Connor
Mary E. Killerlain	Carmen A. Sullivan	Ivan M. Dickenson
Jessie M. McNary	Beulah L. Atkinson	William S. Bailey
Betty L. Peavey	Mary E. Schwager	Cecil R. Fairbanks
Elma Tharp	Katherine Travis	Lee Henry Hebert
Katie M. Gonnerman	Laura A. Scheib	Gordon M. Nimmo
Eleanor C. Mullins	Dean W. Miller	Neil C. Carson
Louise P. Ruble	W. Howard Mann	Otis C. Hall
Ethel M. Fitzsimons	Cecil A. Wilder	Edgar E. Plumlee
Rakel L. Erickson	John K. Rutherford	Evelyn F. Spiegel
Marion A. Byrd	Albert B. Colwell	Hinkle W. Cox

Those listed below will have the following Saturday afternoons off:

April 22, May 6, 20, June 3, 17, July 1.

Yasuko Koyama	Marie E. Johnson	Ernest J. Kibby
Angus Acree	Ella Louise Koch	Edwin James Matthews
Victor V. McLaughlin	Ruth V. Lambert	Alexander A. Ford
Gerrit Smith	Alyne Morton	William E. Rawlings
Jerome T. Light	Alma M. Plemons	John H. Glendon
Marjorie B. Pollack	Minnie C. Schmidt	Dalice Hill
Lena Haug	Charlotte Stull	Harvey Floyd
Bernice A. Batchelder	Kenneth M. Barclay	Howell T. Pugh
Marguerite L. Corkill	Robert H. Church	Frank Beattie
Max M. Barber	Walter E. Kipp	William I. Johnson
Robert W. Coombs	Lauren M. Nohr	Thomas C. Miller
Arthur B. Ficke	Bert Weston	Richard E. Miller
Alice E. Winn	Dixie S. Giles	Edward M. Bennett
Ellen B. Herndon	Maxalyn W. Evans	Roy Olson
M. Ecco Hunt	Esther E. Greiner	Clarence McGuire
Roid Jann	Lillian Talbott	Jay G. LaJeunesse
Edna E. Kirton	Ramona C. Rinderknecht	John E. Humphries
Erma A. Pattee	Marie E. Talbott	Lauren H. Roundy
Helen M. Phifer	Clyde W. Linville	Glenn E. Frye
Richard A. Pomeroy	Kenneth G. Merrill	Charles Nugent
Harriett T. Pomeroy	William D. Powers	John Molenkamp
Eleanor Vold	Calvin R. Caudill	Ellen M. Gilmore
Charles W. Frost	Irma Jean Sturtevant	LeRoy R. Haley
Marjorie A. Swallow	Leon W. Folsom	William E. Hughes
Tordis M. Heyerdahl	Evelyn Anderson	William S. Phillips
Nannie L. Bauman	Hamilton J. Keener	Gordon R. Newbry
Esther M. Gienap	Elsa Keener	

L. W. Folsom
L. W. Folsom
Acting Personnel Officer

Stafford

M E M O

TO: All Appointed Personnel

August 2, 1944

FROM: Personnel Management Section

Mr. Arthur M. Kleinkopf will be the Acting Assistant Project Director during the absence of Mr. Joseph G. Beeson.

L. W. Folsom

Personnel Officer

Stappard

M E M O

TO: All Appointed Personnel

August 4, 1944

FROM: Personnel Management Section

Mr. Roy E. Olson will be the Acting Equipment Maintenance Supervisor effective this date.

L. W. Folsom
Personnel Officer

Mr. Miller

M E M O

TO: All Appointed Personnel

August 8, 1944

FROM: Vern Campbell, Fire Protection Officer

SUBJECT: Emergency fire equipments

Your cooperation on keeping the following emergency equipment up to high standard of efficiency is earnestly solicited.

1. Fire extinguishers of all type.
2. Houseline hoses.
3. Fire ladders
4. Hydrants

In the event that any of the above equipment is used on a fire or found to be out of order, please notify the Fire Dept. immediately.

Vern Campbell
Fire Protection Officer

Harry L. Stafford

AUGUST 12, 1944

TO: ALL APPOINTED PERSONNEL

SUBJECT: COMPENSATORY TIME ON SATURDAY AFTERNOONS

There has been some discussion concerning the matter of allowing compensatory time on Saturday afternoons when an employee has been away on leave during the two weeks prior to the Saturday afternoon requested.

It has been decided that an employee on annual or sick leave, with annual or sick leave to his credit, will be given compensatory time on Saturday afternoon just as though he had been working, but if he has been on leave so much during his employment here that he does not have sick or annual leave to his credit and it becomes leave-without-pay, any leave without pay of four hours or more will be considered a break in service and compensatory time during that two weeks period will not be allowed.

L. W. Folsom

PERSONNEL OFFICER

Stafford

MEMORANDUM

August 16, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Effective this date by order of the Project Director,
Mr. Gordon R. Newbry will be the Acting Property and Warehouse
Officer until further notice.

L. W. Folsom

L. W. Folsom
Personnel Officer

Staggard

MEMORANDUM

August 16, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Effective this date by order of the Project Director,
Mr. Harry F. Tarvin will be the Acting Reports Officer until
further notice.

L. W. Folsom

L. W. Folsom
Personnel Officer

Stapp

MEMORANDUM

August 18, 1944

TO: Appointed Personnel living on the Project

SUBJECT: Application for Basic A Mileage Ration

The Supply Officer has a supply of application forms for the renewal of "A" gasoline ration books. The current A books expire September 22 but it is necessary to submit your application now. Call at the Supply Office and bring the cover of your present "A" Book.

L. W. Folsom
Personnel Officer

See Howard Mann

Stappard

M E M O

August 19, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Effective this date Mr. Harvey Floyd will be the Acting
Irrigation Engineer.

L. W. Folsom
By Personnel Office

Stappard

M E M O R A N D U M

TO: All Appointed Personnel

August 21, 1944

FROM: Personnel Management Section

Mr. E. C. Murray is hereby appointed Acting Fiscal Accountant in addition to his other duties as auditor effective this date until further notice.

S. W. Folsom
By Personnel Officer

Slagard

MEMORANDUM

TO: All Appointed Personnel
FROM: Personnel Management Section

August 28, 1944

Mr. Joseph J. Fogarty will be the Acting Superintendent of Education during the absence of Mr. Arthur M. Kleinkopf.

L. W. Folsom

Personnel Officer

Stoppard

M E M O R A N D U M

TO: All Appointed Personnel

August 28, 1944

FROM: Personnel Management Section

Miss A. Lidie Fite is hereby detailed to the position of Acting Assistant Project Director in charge of Community Management during the week of August 28 to September 4.

L. W. Folsom
Personnel Officer

Stappard

MEMORANDUM

TO: All Appointed Personnel

September 4, 1944

FROM: Personnel Management Section

Mr. Arthur M. Kleinkopf is hereby detailed to the position of Acting Assistant Project Director in charge of Community Management during the week of September 4 to September 11.

L. W. Folsom

Personnel Officer

Stappard

MEMO

Memorandum To: All Appointed Personnel

Subject: Post Office Hours

Beginning Tuesday September 5, the hours of the Post Office will be from 8:45 to 11:30 AM and from 12:00 to 4:00 PM, Monday through Friday. Saturday hours will be 8:45 to 11:30 AM.

The new hours will permit those working outside the administrative area are opportunity to get money orders etc, during the noon hour.

W. H. Mann

W. H. Mann
Supply Officer

1/4

Stafford

M E M O R A N D U M

TO: All Appointed Personnel

September 6, 1944

FROM: Personnel Management Section

Mr. Dan T. Williams will be the Acting Personnel Officer during the absence of Mr. L. W. Folsom.


Acting Personnel Officer

Stafford

M E M O R A N D U M

TO: All Appointed Personnel
FROM: Personnel Management Section

Sept. 13, 1944

Mr. Royal D. Hughey will be the Acting Leaves Officer during the absence of Mr. Gerrit Smith.

L. W. Folsom

L. W. Folsom
Personnel Officer

Flappad

MINIDOKA PROJECT
HUNT, IDAHO

September 18, 1944

MEMORANDUM TO: All Appointed Personnel
FROM: Personnel Management Section

Mr. Dan T. Williams will be the Acting Personnel Officer during Mr. Leon W. Folsom's absence, presumably September 17 till October 15, 1944.

Dan T. Williams
Dan T. Williams
Acting Personnel Officer

Stopad

MINIDOKA PROJECT
HUNT, IDAHO

September 18, 1944

MEMORANDUM TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Frank Beattie will be the Acting Construction and Maintenance Supervisor. Mr. Robert W. Hampton will be the Acting Assistant Construction and Maintenance Supervisor.



Dan T. Williams
Acting Personnel Officer

Stappard

HUNT, IDAHO

September 19, 1944

MEMORANDUM TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Charles M. Forrest will assume the responsibilities
of Acting Finance Officer beginning September 18, 1944.

Dan T. Williams

Dan T. Williams
Acting Personnel Officer

Millions

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

Administrative
Management

Excerpt

September 20, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Use of Envelopes.

It is noted that the use of envelopes bearing the penalty indicia for inter- and intra-office mail which is not processed through the project Post Office is still prevalent.

Your attention is called to Administrative Notice No. 139 dated, August 12, 1944 regarding this subject and it is requested that the instructions as outlined in this Administrative Notice in accordance with Public Law No. 364, 78th Congress be adhered to.

At the present time, strict adherence to this Administrative Notice can not be met; however, envelopes which do not have the penalty indicia have been ordered. Request should be made through Office Service for the surplus stock of Work Project Administration envelopes for the above use.

H. L. Stafford

HARRY L. STAFFORD
Project Director

Stappard

MINIDOKA PROJECT
HUNT, IDAHO
September 23, 1944

MEMORANDUM TO: All Appointed Personnel
FROM: Personnel Management Section

Mr. William Roden will act as Procurement Officer during
the absence of Mr. Kenneth Merrill, September 25 through September 27.

Wm. Williams
Acting Personnel Officer

Stafford

MINIDOKA PROJECT
HUNT, IDAHO
September 23, 1944

MEMORANDUM TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Edward Huberman will act as Project Director during
the absence of Mr. H. L. Stafford, September 23 through September 29.


Acting Personnel Officer

Stappard

MINILOKA PROJECT
HUNT, IDAHO
September 23, 1944

MEMORANDUM TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Howard Mann will act as Assistant Project Director,
Administrative Management Division, during the absence of Mr. J. H.
Nichols September 23 through September 29.


Carl Williams
Acting Personnel Officer

Stappard

MINIDOKA PROJECT
HUNT, IDAHO
September 25, 1944

MEMORANDUM TO: ALL APPOINTED PERSONNEL
FROM: PERSONNEL MANAGEMENT SECTION

During the absence of Mr. George B. McIntyre from September 25th to September 28th inclusive, Mr. D. E. Hirdman will act as Superintendent of Motor Transport & Maintenance.



Dan T. Williams
Acting Personnel Officer

Sheppard

M E M O R A N D U M

August 29, 1944

R
TO: All Appointed Personnel
FROM: Personnel Management Section

Effective this date Mr. Kenneth G. Merrill is hereby detailed as the Acting Supply Officer in addition to his other duties.

L. W. Folsom
Personnel Officer

Steph

MINIDOKA PROJECT
HUNT, IDAHO
October 2, 1944

MEMORANDUM TO: All Appointed Personnel
FROM: Personnel Management Section

Mr. Victor V. McLaughlin will be the Acting Relocation
Program Officer in lieu of transfer and resignation of Mr. Joseph G.
Beeson.



Dan T. Williams
Acting Personnel Officer

Stafford

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

Administrative
Management

October 4, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Safety Council.

In view of the fact that the Departmental office of the War Relocation Authority has made a tabulation and study of field reports on fires, accidents and property damage, and that this study reveals carelessness in some instances, negligence on the part of WRA employees and evacuees in others and during the fiscal year 1944 such incidents have increased to an alarming degree, there has been established a Safety Council to study conditions both in the Departmental and Field offices.

In view of the foregoing it seems appropriate at this time that a similar organization be created at the Minidoka Relocation Center. Therefore, the following individuals are appointed as a Safety Council:

William Roden, Chairman
Verne Campbell, Fire Protection Officer
Carmen A. Sullivan, Sanitation.

The Safety Council will from time to time confer with Division, Section and Unit Heads and Technicians within the organization in an effort to discharge their responsibilities. In the absence of an adopted Safety Manual these responsibilities will be hinged upon normal Federal regulations and WRA policies in general.

I am at this time soliciting every employees' cooperation to the Safety Council, in an effort to formulate measures in prompting safety and conservation of Government property.

H. L. Stafford
HARRY L. STAFFORD
Project Director

WAR RELOCATION AUTHORITY
Hunt, Idaho

October 7, 1944

MEMORANDUM TO: All Appointed Personnel
SUBJECT: WAR FUND AND COMMUNITY
CHEST DRIVE

The 1944 War Fund and Community Chest Drives are combined this year and will start October 12 to the 15th. Please make your contributions to your section head at your earliest convenience. The goal for each employee is one day's pay. However, the amount you wish to give is entirely up to you. All contributions are voluntary.

The evacuee residents are conducting their part of the drive at the same time. All funds collected on the project will be pooled into one fund.

The funds collected will be used as follows:

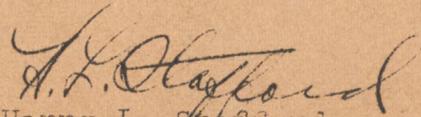
60% to the National Fund which is redistributed to the USO, of which the Hunt USO will receive a share.

40% will be retained on the project, which will be distributed as follows.

10% to Boy Scouts
5% to Girl Scouts
5% to YWCA
10% to Community Council
5% to P. T. A.
5% to YWCA

Persons who live outside the project may prefer to make their contribution where they live. They may wish to give half where they live and half here, or they may wish to make all of their contribution here.

We sincerely hope everyone will be prompt and generous in making this drive a big success.


Harry L. Stafford
Project Director

Stappard

M E M O

October 6, 1944

TO: All Appointed Personnel
FROM: Personnel Mgt. Section

Mr. Louis E. Rice, farm superintendent, will
be in charge of Agriculture and Industry sections
effective October 5, 1944.

A large, flowing handwritten signature in dark ink, appearing to read "Robert Williams".

Acting Personnel Officer

Stappad

M E M O

October 6, 1944

TO: All Appointed Personnel

FROM: Personnel Mgt. Section

Mr. Marion Byrd will be Acting Finance Officer during the absence of Mr. Charles Forrest, commencing October 7, 1944.

Walter T. Williams
Acting Personnel Officer

HARVEST BALL

To all Appointed Personnel:

The Operations Division being responsible for the party on October 6, 1944, Mr. Rawlings passed the buck to the section heads; they in turn passed the buck to their wives.

The committee or section heads' wives with a few recruits from within the division, decided to call it the Harvest Ball as this is harvest season.

The ladies are to come (dressed) in gingham or wash dresses and bring a box dressed (not stuffed) in newspaper. The men are to come dressed in overalls or khaki and bring their pocket books.

The dance will begin at 8:00 P.M. sharp and continue till we all get hungry. After the dance the boxes will be auctioned and we will all have a feast (provided that you women folks fill the boxes with something to eat). The proceeds of the boxes will go to defray the expense of the party and the balance will go into the A. P. recreation fund.

FRIDAY OCT. 6

Ad. Area Mess Hall

8:00 P.M.

FREE COFFEE

Note: Please do not forget your weeds, vegetables, etc. for Farmers Day Friday, October 6, 6 to 10 P.M. Please bring your exhibits at 10:30 A.M. to the A. P. Mess Hall.

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

October 7, 1944

MEMORANDUM TO: All Appointed Personnel

I want to call the attention of all our Appointed Personnel to the attached statement by a Vermont farmer, a member of the Vermont Grange.

In 1775, the farmers of New England were the first to fight for the principles of liberty, equality, and brotherhood on which our nation is founded. Now, in this statement, another New England farmer carries on that tradition by challenging the members of his Grange who want to exclude a man from membership because of race prejudice. That man is an evacuee, an American of Japanese ancestry.

No one, points out the farmer, can question the loyalty, the uprightness, or the industry of the Japanese American candidate for membership. The sole count against him is his ancestry. But the sons and daughters of most Vermont farmers are giving their blood in Europe and Asia and the islands of the Pacific, to annihilate an order which does just that--condemns a man because of his race. Shall we cheat them by encouraging Fascism here at home?

But read the farmer's words for yourselves. They moved me deeply, as I am sure they will move every honest American and renew his faith in the principles for which we and our armies, in different ways, are all fighting.

H. L. Stafford

H. L. Stafford
Project Director

August 26, 1944

A GRANGE MEMBER SPEAKS FOR JAPANESE AMERICANS

In October, 1943, a young Japanese American from the Manzanar Relocation Center went to work for a dairy farmer in northern Vermont. His employer liked him and, the next spring, proposed him for a membership in the Vermont Grange. This proposal was opposed by certain members of the Grange, and a committee called on the farmer to ask him to withdraw it. He refused. Instead, he prepared a statement which he read in a Grange meeting. As a result, the Japanese American was unanimously elected to membership.

The farmer's statement is quoted in full below.

.....

This letter is rather long and it might provoke a long and heated discussion in the grange, but since the application which has backfired so unpleasantly, I feel that the grange would be doing a great service to itself and to our country, by bringing up this question for frank discussion.

When we presented Richard's application for membership, we felt that he would make a desirable contribution to the grange, and that his application would be and should be considered the same as that of any other person.

When with him in my presence, I approached another supposed friend at a large church meeting, this person, a member of another grange, said, "I don't like your company." But I supposed that Enosberg was composed of people of a better sort--folks of a bigger, finer type and point of view.

I feel that to raise this race issue in the grange or to raise a religious issue here in our midst is not only in opposition to the spirit of the grange, but is both unpatriotic and unChristian. It is more. It is an attack upon the four freedoms that we are supposedly fighting for, and a cheap insult on the sacrifice of the lives of our friends and relatives. There are no words in my vocabulary strong enough to expose the hypocrisy of people who would indulge in such a thing. "It is Blasphemy against our Lord."

As we farmers well know, whether we are judging livestock or human beings, it isn't the breed, but the breeding that counts, and there's a vast difference between those two words.

What good is it going to do for us to sit in church on Sunday and hear fine sermons on race relations and world brotherhood, and blackball so fine an ideal, when we could have chosen to be constructive and Christian when the issue must be decided in our own community. It isn't much use for us to become angry with the southern white's attitude toward the Negro somewhere down in Alabama or the British treatment of the people of India, if we, who are the salt of the earth here in Enosberg are going to cold

shoulder fine Christians of other races in our community.

Mark my word. Somebody is raising a dangerous issue in our midst! That person is not the one who presented the application, but the one who will discriminate against his fellowmen for reasons which have no weight. Someone has well said that the race relations problem is not the colored problem--it's pretty largely the white man's problem.

Regarding Richard's fitness for admission, none of the members who are not acquainted with him have ever asked or investigated.

I have lived more closely to him than any of you. I have worked with him, laughed with him, eaten with him, not once, but three times a day, seven days a week for six months and more. We have worshipped and prayed together, too. Like Pilate when Christ was on trial before him, I could say, "I find no fault with this man."

But one opponent to his application says, "did you ever know him before then?" Of course, I didn't. But how many of you here were well acquainted with these other applicants six months ago? Is that an important factor? How many of you will guarantee with your hand on the Holy Bible that they are all better than he? I dare say that he is just as good and fine as the average person here. Isn't that enough? If not, I might say that before he ever came to Vermont, he gave me four references from outstanding white people, and I have in my pocket all four outstandingly fine replies from these men to my inquiries. Hard work on the farm, I insist, gives a farmer a pretty good opportunity to judge his fellow workers. Surely after these six months, I have not acted in haste in presenting his application--neither has the grange acted in any great haste in balloting on his name.

From my point of view, Richard has been an outstanding and valuable farm worker. He has been very helpful to us and we have appreciated it. We have enjoyed associating with him far better than with the grade of other hired help we have been able to obtain.

When we were married and settled down to raise our family, we didn't have a cent to buy our farm with. We had no livestock or equipment or tools and our buildings were pretty badly run down. In these times, under such a denial would be gross thoughtlessness toward the majority of our grange membership, and thoughtlessness of the basic principles for which we are all struggling and fighting in these terrible days.

The winning of the kingdom of God does not usually come in some spectacular way. It comes from little deeds done--almost unnoticed, here and there, in perhaps some unimportant parts of the world. A little friendly word here, a kind deed there, a little encouragement and sharing of the load with someone who has a heavy cross to bear. That is how it is.

The kingdom of God is the building of a Social Climate where kindness, justice, mercy, and love will grow and thrive everywhere, among all peoples and all races. Every word and thought and deed of ours, day by day, either

hastens or delays its coming. Christ has no hands but ours and He is depending on us.

What are the basic issues of this War? Are we fighting for the four freedoms, or are we not? Are we willing to accept the aid of the colored man and the sacrifices of another ally like China? If so, where are we going to draw the line? Are we going to ask them to give their lives for us, then blackball the Negro or the Asiatic from our society when we don't need them?

Some have opposed this application because the fellow is Japanese. We feel that this is pretty weak ground for opposition. In the first place, he is not Japanese, he is of Japanese ancestry. His family was a prominent Tokyo family, Christianized before they came to America! Do you realize that there are 4000 of these boys of Japanese ancestry in our armed forces! Are we going to follow the lead of a fanatical minority group of Americans and turn this into a "race" war? And slaughter 180,000,000 people because they are Japanese, who live in an area smaller than the state of California? NO!

We are not fighting the yellow race or any other race, nor even the Japanese as a people. We are fighting the military regime of Tokyo, the war lords of Germany. The German and Japanese government have their ideas of military power and race superiority. We have to fight these same tendencies, whether in Berlin or Tokyo, Washington or Enosberg. Our ideal is to build a post-war world where Christianity and democracy can hold sway for every race, every people, every group, and every individual to help build this better world.

To those of you who have relatives in the armed forces, I might say, "We have a sister with the U. S. Army somewhere in Europe and a brother-in-law, a splendid fellow, who is a gunner on a battleship somewhere on the Pacific, also several cousins are scattered around the world--any or all of whom may be called upon to give their lives." And yet, we do not hesitate to tackle this problem.

Yet, I have been told by several that I would be doing the Grange a great service by withdrawing his name, and (a prominent state grange official) said that it was a pretty careless thing to do.

But I protest. I think the careless thing is for anyone to raise an issue where there is no issue; to carelessly act without humbling himself before his God, and asking for His guidance.

Don't forget that the white race is a pretty small thing in comparison with the rest of the world's population. We have two choices before us. We can make friends with these others and instill in them our Christian ideals, and our American conception of fair play and of political democracy, or we can start in and kill them all off. One thing is certain--when this is all over, we must sit down to the peace table and talk things over with representatives working in behalf of every race if we are going to prevent WORLD WAR III.

When we hired Richard to come to work for us, we were very specific about the character, loyalty, and Religion of the person we considered employing. We followed up four outstanding references he gave us, and received four outstanding replies. I felt that in hiring a person such as he, I would be helping to solve a difficult American problem as well as obtaining an outstanding farm worker.

Imagine yourselves in his shoes. How would you feel about being expelled from your community and state, constantly open to disgrace for something you could not help - denied even the most fundamental privileges of American citizenship, and no hope for a safe, happy future regardless of how hard you worked, how well you were educated, or how good a Christian you were. I am not sure that the first issue of this war began with the "tragic perfidy" and wickedness of the Japanese attack on Pearl Harbor. I feel very sure that our scornful treatment of other races - the white business man's methods in Asia, if you please, - were decided factors in furthering the designs of Tokyo government long before the first bomb was dropped.

If any of the members of our Grange are looking for someone to hate, why not consider some of the people in our own and allied countries who sold us out before Pearl Harbor? Business men made heaps of money selling scrap iron to the Japanese government with which to build armaments. We laughed when they were killing the Chinese with it. Many Vermont farmer sold his worn out plow and harrow with the sly remark (the humorous sort that we Vermonters are noted for) - "The Japs will be shooting it all back to us some day."

Let us put the blame for this killing where it belongs. Mr. Ballou, the recently returned Missionary, spoke in Vermont several years ago - before we were involved in Asia. He said that the Japanese army was fighting the Chinese with American equipment. Many, many General Motors and Ford trucks rolled through his locality toward the front lines where they were overpowering the Chinese Army and people. Yet, today who ever mentions these evil facts, or who considers our share of the blame for the slaughter of people of countries like China, and who are now our allies? Do you think that the Japanese people who were Christians and opposed to such things ever got the encouragement from us which they should have had?

These are burning questions! They ought to sear our souls!

No! We would not be doing the Grange a service by encouraging race discrimination.

Let us fight the Axis governments - not each other, not the down-trodden who are on our side, or who would be on our side if we would declare our noblest aims and honestly stick to them. Let us not unthinkingly hand out some fine propaganda for the Axis to use against us. Let us not aid the Axis forces in trampling down further these already down-trodden and who are on our side in their opposition of those evil factions now in the power in their ancestral lands.

To those of you in the Grange who sit on the fence in the issue, may I address you in the words of the Methodists' Missionary Hymn, "Come Over and Help Us! The battles are hard and often discouraging. We often lose. He who is not for us is against us! The day is far spent, more laborers are needed in the field." The harvest has been delayed too long because of the cruel storms of Hypocrisy and Selfishness and Hatred.

We cannot sit on the fence of smug self-righteousness, or in the shade of sweet complacency and get this hard work done.

Let us be up and doing, and declare ourselves without hesitation.

To you who oppose this application, I feel badly to learn that at least one member came to the last Grange meeting with the expressed intent of casting a black ballot; I am sorry for that point of view. But I have no personal issue with that person except to say that such an attitude seems like pretty poor spirit toward his obligation in the Grange.

Why do you want to exclude him? Do you dislike the shape of his face? Listen, we are all mortal. We won't live here very long. "A few more days and we all, the beholden sons, shall see no more." We are all going to be dead together for a long, long time. When from our midst God selects the membership of His heavenly society he isn't going to be swayed in his choice by the color of our skins or the shape of our faces. If he were swayed I don't think either you or I would have a Ghost of a chance. God is not going to blackball anyone from his Kingdom for so superficial a reason.

At the present time, we have two rather divergent religious creeds in our Grange which, in other days, were often arrayed against each other. Yet who among you will say that we are not a stronger fraternity because of this fact? Diversity of religion, or of race or nationality, create disharmony. By creating understanding and cementing friendship it can have a very beneficial contribution. Almost all of you Grangers are church members, and I think that in the last analysis it is from the religious point of view that we should determine what our duty is. Perhaps I am only echoing what someone else said long ago - said far more appropriately than I.

Matthew 25: 31-46

We've a story to tell to the Nations. What is it? Race superiority? Race discrimination? Race exclusion? Or instead, do we believe that God is our father and that all men are brothers?

We ask none to join our fraternity who cannot see good in their fellow men, but to all interested in Agriculture, who have generous hearts and open hands to help the needy, raise the fallen, and aid in the labors of this life cheerfully, we say, "Welcome to the Grange."

No, we would be doing the Grange a terrible disservice by withdrawing this application. A Grange, or a church, should never be ashamed to speak out for the "despised and rejected and forsaken of men." We should, as

individual Christians, as members, as Grangers, welcome being put to the test. To fail to let our light shine for the good is what we must avoid at all costs.

Our light is the light of brotherhood and fraternity, of friendship and understanding. Ours is a place where we can gather together from our scattered households, our busy lives, our diverse interests and backgrounds, to seek those things we have in common and mingle as one large happy family. No family worthy of its name will deny its shelter to any good and needy traveler who has no place to lay his head, nor will it deny any good worker shelter and fellowship when there is work to be done if he is willing to help - with a hand marred by honest toil, and the proper password which is, "Christian."

Let us have more faith in the first lesson of our ritual, which is "FAITH." Faith that seeds of friendliness and understanding for the needs of others, when planted in good grange soil, will yield a hundred-fold.

Brothers and Sisters, let us remember the words of our master when he said, "I was a stranger and ye took me not in." "Inasmuch as ye did it unto the least of these ye did it unto me."

File - 8

Stappard

MEMORANDUM

October 14, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Ray Harker will be Acting Junior-Senior High School Principal during the absence of Mr. Jerry Fogarty, 1 P.M. Friday, October 15 through Monday, October 23.


Acting Personnel Officer

Tafford

MEMORANDUM

October 14, 1944

TO: All Appointed Personnel

FROM: Personnel Management Section

Mr. Howard Mann will be Acting Assistant Project Director in Charge of Administrative Management Division during the temporary absence of Mr. J.H. Nichols, commencing October 14, 1944.


Acting Personnel Officer

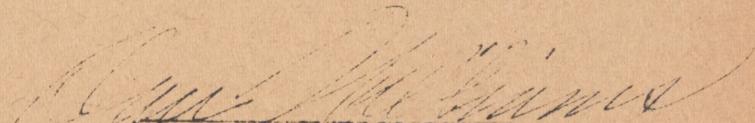
Steppe

MEMO

October 16, 1944

TO: All Appointed Personnel
FROM: Personnel Mgt. Section

Mrs. Nancy Bauman will be Acting Elementary School
Principal during absence of Mr. Alonzo Sprigge, time
duration indefinite.


Acting Personnel Officer

Stafford

MEMO

October 17, 1944

TO: All Appointed Personnel

FROM: Personnel Mgt. Section

During the absence of Mr. Arthur M. Kleinkopf, October 18 through A.M. October 23, Mr. Ray Harker will be Acting Superintendent of Education. Mrs. Marguerite Corkill will be Acting Junior-Senior High School Principal during the same time that Mr. Harker is Acting Superintendent.

Carroll Williams
Acting Personnel Officer

Nines, Carol

MEMO

October 25, 1944

TO: All Caucasian Personnel

FROM: Personnel Management Section

A meeting for all Caucasian personnel will be held Saturday morning, October 28 at ten (10) A.M. at Lining Hall 23, JUNIOR-SENIOR HIGH SCHOOL BLOCK.

It is urged that all Caucasian personnel, including members of families, attend, because points of interest pertaining to Center operations will be discussed by the Project Director.

L. W. Folsom

Personnel Officer

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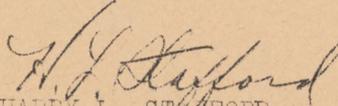
UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

821

November 6, 1944

MEMORANDUM TO: All Appointive Personnel
SUBJECT: Authorized Absence for Voting.

In accordance with the provisions outlined in Administrative Notice No. 177 dated October 19, 1944 from the W.R.A., Washington office, employees will be authorized excused absence for a reasonable time for voting purposes on November 7, 1944. Polls are open from 8:00 A.M. to 7:00 P.M. When necessary excused absence for voting purposes will be granted between 3:00 P.M. and 5:00 P.M. November 7, 1944. See your Section or Division head relative to a problem if you have one.


HARRY L. STAFFORD
Project Director

Harvest

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

November 8, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Sixth War Loan Drive.

The following paragraph is quoted from the Secretary of the Interior, Harold L. Ickes' memorandum of October 21, 1944.

"The Treasury Department has announced that the Sixth War Loan drive will be from November 20 to December 16. The quota which has been established is 35% of the gross payrolls of the Department for September. All purchases of bonds, bought through the payroll plan or otherwise during November and December, will be credited towards our quota."

Mr. Ickes has asked that supervisors begin now to work towards our goal by securing new or increased allotments for the purchase of war bonds through the payroll plan and by making an aggressive campaign for cash purchases during November and December.

The Personnel office has prepared a list of the employees by Divisions showing 35% of their gross semi-monthly salary and their present pledge. I am requesting the Assistant Project Directors to contact the employees in their division to increase their pledge or purchasing supplemental bonds by cash. Mr. Kibby, located in the First Wing in the Administration building, as Agent Cashier will accept the money and purchase bonds through the local bank for delivery to employees. Our goal for this Sixth War Loan drive is \$15,901.34. We more than reached our goal during the Fifth War Loan drive and it is my desire to reach the goal during the coming drive.

H. L. Stafford
HARRY L. STAFFORD
Project Director

Carol River

December 1, 1944

SUBJECT: Meal Charges Appointive Personnel in Administrative Mess Hall, effective December 1, 1944.

1. All Government employees, 30¢ per meal.
2. All members of the Appointed Staff, 30¢ per meal for adults and 15¢ per meal for all children under 8 years of age.
3. Visitors from institutions or organizations working on the center under the direction of the Project Director, 30¢ per meal.
4. All other visitors 35¢ per meal.
5. The prices stated above may be subject to change on a week's advance notice.
6. The Appointive Personnel shall sign for their meals on Form W.R.A. - 198 (Daily Record of Meals Served)
7. All meals eaten by the Appointive Personnel and their families will be liquidated by payroll reductions.
8. All other meals, except for Minidoka Project appointed and evacuee personnel, will be paid in cash at the time meals are taken.
9. Form W.R.A. - 202, Administrative Mess Cost Statement will be posted in the Administrative Mess Hall immediately after the close of the monthly accounting period hereafter.

A. Fite

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

December 9, 1944

TO: All appointed Personnel and Evacuee appointees
SUBJECT: Emergency Duties.

This is to advise that each of you is subject to be called for any emergency which may arise on the (Project), for instance, emergencies such as fires, accidents or disturbances. You will be expected to respond and assume any duty assigned.

This action is taken in order to protect you in the event of injury while performing an emergency duty not provided for in your job description. It is believed that this action will afford you protection, insofar as you are not entitled to the benefits of the U. S. Employees Compensation Act while performing duties not regularly assigned to you.

H. L. Stafford

HARRY L. STAFFORD
Project Director

Files 195

12/13/44

849

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

December 13, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Use of Government-owned or leased motor-propelled passenger-carrying vehicle.

The following is quoted from Handbook Release No. 172, Personnel Management 20.1.13 for your information:

"The Independent Offices Appropriation Act, 1945 (Public 358, 78th Congress) stipulates that any officer or employee of the Government who uses or authorizes the use of any Government-owned or leased motor-propelled passenger-carrying vehicle for other than official purposes shall be immediately removed from office. The words "official purposes" does not include the transportation of officers and employees between domiciles and places of employment. The word "uses" has been defined to include not only the driver of the vehicle but also passengers as well, if it is determined that they knowingly were using a car for other than official purposes. This law is applicable to the War Relocation Authority, and to all employees. Each project director or head of a field office who discovers one of his staff violating the law shall take immediate steps to secure the offender's dismissal. For an interpretation of the law under the particular circumstances prevailing at centers, see Manual 50.2.5."

In many instances the Project Director has received reports which directly reflect or border on violation of the above paragraph. This office has no alternative except the exercise of close scrutiny. All personnel are hereby advised and put on notice that the misuse of WRA equipment will subject the violator to the full meaning of the above paragraph.

H. L. Stafford
HARRY L. STAFFORD
Project Director

J. all a.P.
Files 20

M. L. Klein

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

Berk

December 16, 1944

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Finance Procedure

This memorandum has been drawn up to acquaint new WRA employees with a general picture of Governmental fiscal and budgetary procedure and a definition of the most commonly used terms in Governmental accounting. Inasmuch as most Federal agencies operate in a similar manner, this memorandum is written from a WRA viewpoint. Specific instructions regarding budget preparation will be separately issued at an early date.

ANNUAL BUDGET PROCEDURE

About December 1st the field offices and centers (projects) start to prepare what is known as an annual budget, which is a carefully worked out estimated requirement of funds needed to operate the entire center or field offices for the coming fiscal year. The Federal fiscal year is from July 1 of one calendar year through June 30 of the following calendar year. These estimates are submitted to the central office of WRA in Washington, D.C. not later than January 1, or nearly five months in advance. (This annual budget is not to be confused with the quarterly budget hereinafter described.)

The estimated annual budgets from each center or project and field offices are carefully checked over and, when in acceptable form, are consolidated into one total annual budget request for all WRA units, including the Washington office.

The next step is the presentation of this consolidated annual request to the Bureau of the Budget by the Washington office.

The United States Government adopted a "budgetary" system by Act of Congress, June 10, 1921, and the President was charged with the responsibility of annually presenting a statement of estimates of revenues and of estimated expenditures required to operate the Federal establishments during the coming fiscal year. The Bureau of the Budget was created at this time (June, 1921) to assist the President in preparing and submitting his annual budget to Congress. This annual budget submission is perhaps more familiarly known as the Budget Message to Congress. The Budget Message is presented to Congress sometime during the months of May or June. The Bureau of the Budget is further charged with the duty to "assemble, correlate, revise, reduce, or increase" the estimated financial requirements of the Federal agencies. The Bureau of the Budget is actually the watch-dog of the Executive Office of the President and actually exercises great authority in budget matters. For this reason it is extremely urgent that the annual budget estimates coming from the field offices and centers be intelligently and carefully prepared,

with complete justification. The submission of a properly prepared annual budget request by the field offices and centers enables the departmental WRA office in Washington, D. C. to complete an acceptable request to the Bureau of the Budget.

The consolidated request by the Washington office of WRA is then scrutinized very carefully, revised where necessary, by the Bureau of the Budget after careful consideration with officials of WRA in Washington.

We do not know at this time just how actively the Department of the Interior will participate in the submission of the WRA budget. It is possible that the Department of the Interior may only require that copies of the budget be furnished to them as was done last year, or it may be that the WRA budget may be included in the Interior budget presentation. At any rate, a representative of the Department of the Interior will be on hand in each of the following steps:

1. After review and approval of the Bureau of the Budget, hearings are held before the House of Representatives Appropriations Committee with the Director of WRA, his Executive Officer, a representative of the Bureau of the Budget, and a representative of the Department of the Interior present. At this time the Director is personally called upon to justify the budget request for his Agency. The minutes of these hearings are very educational and should be read by all who take any part of budget preparations. The Committee hearings are available at the centers.

The House Committee, after the hearings, may accept the budget estimate as submitted but more probably will cut or adjust the budget as conditions dictate. The House Committee then prepares a BILL which covers the budget as approved by the House.

2. The BILL is then ready for hearings and review by the Senate Appropriations Committee. The hearings are similar to those held by the House with the same interested parties present. The Senate Appropriations Committee then investigates the bill thoroughly and considerable "leg" work is done by investigators of this Committee into the actual workings of the agency involved. The BILL, after study and investigations by the Senate Committee, is then drafted into an ACT. Experts on appropriation legality, phrasing, etc., precisely prepare the Act and it is then ready for general Congressional action.
3. After the Act has reached this stage, it is, in nearly every case, passed as written by the Congress, who makes an APPROPRIATION of public monies available in the Treasury to operate the Federal agency or establishment during the coming fiscal year. This is made by the so-called appropriation Act outlining in a specific manner just how the funds may be spent. (A copy of past WRA appropriation act is attached.)

At this point the agency has the express approval of Congress to spend or obligate a specific amount of money within a specified time. This specified time is generally restricted to the coming fiscal year in the case of WRA.

So far the WRA center or field office has only been involved to the extent of furnishing an estimate of funds needed to operate the center or

field office for the coming fiscal year to the Washington office of the WRA who have consolidated and submitted a budget request to Congress and have finally received an appropriation earmarked from Congress.

At this point a classification of Federal terminology appears to be in order:

1. AGENCY (OR ESTABLISHMENT) means any Government establishment such as War Relocation Authority, Soil Conservation Service, Indian Service, Fish and Wildlife Services, etc. This term as used does not apply to the field unit or "project", but rather to the parent or central office of the organization, or in the case of WRA, Washington.
 2. APPROPRIATION is the amount of money authorized by an Act of Congress to an agency or establishment of the Government to make payments out of public monies in the Treasury for specific purposes for a specified time and in a specific amount. There are many types of appropriations made by the Congress, however, all appropriations made to the WRA are limited to an availability of one year. The appropriation is not made directly to the particular unit or center, rather it is made to the parent organization or AGENCY.
 3. APPORTIONMENT may be generally considered as that portion of an appropriation which is made available to an AGENCY by the Bureau of the Budget for any one quarter of the fiscal year, (1) July 1 through September 30, (2) October 1 through December 31, (3) January 1 through March 31, (4) April 1 through June 30. The handling of an apportionment is a deal between the AGENCY and the Bureau of the Budget. The "centers" are not concerned particularly with the process of apportionment, however, the centers and field offices are definitely concerned with having funds "apportioned" to cover their quarterly estimates or quarterly budgets.
 4. QUARTERLY BUDGETS are quarterly requests from centers and field offices for allotments. The requests must be prepared and submitted by the centers and field offices in time to reach Washington, WRA, thirty days before the beginning of the new quarter. (Detailed instructions will be separately set forth relative to the preparation of these quarterly budgets.) These budgets must be carefully prepared and justified as the spending of money by activity at a center is absolutely controlled by budget. In other words, should an activity at a center fail to include a sum for needed use, they are placed very much in the position of "No Ticket - No Shirt".
- Upon receipt of a quarterly estimate or quarterly budget request from the centers, the Washington office will request an apportionment of the (annual) appropriation from the Bureau of the Budget. Washington will then receive an apportionment upon the basis of proper and approved quarterly budgets and will make "allotments" to the centers based upon quarterly budget requests.
5. ALLOTMENT is the amount of funds authorized by the head of an AGENCY to a field office or center to spend or "obligate" during a stipulated period. This period is always one of the quarters of the fiscal year. The center is advised by an Advice of Allotment that funds are placed to their credit in the Treasury Department. The center is then in a position to incur

"obligations" and to expend monies. The obligation of and disbursement of public monies, however, is restricted to type and method of expenditures approved in the quarterly budget. It will thus be noted that all Government spending must be planned in advance. Each activity at a center will receive an allotment. It is a cardinal principle of Government fiscal methods that an allotment cannot be overobligated nor overexpended. It is a curious thing that the condition of an activity allotment account will reflect the operating efficiency or degree of excellence of management planning for that activity. The type and breakdown of allotments to each activity will be described in detailed budget instructions.

6. OBLIGATIONS are commitments by the centers, field or central office to pay for services rendered, materials, supplies and equipment for which orders have been placed, and for rental and utility charges, such as telephone, telegraph, electricity, etc., which are covered by contract. It is a set principle of Government fiscal procedure that "obligations" cannot be incurred for a period extending past the quarter in which the service or contract is to be rendered. In the past, the term ENCUMBRANCE was in general use and meant that a certain sum of money was "earmarked" for general but unspecified time and use. This term is now outlawed and is not used. As differentiated from an encumbrance, an obligation is a definite commitment for a definite item for a definite period.

An "obligation" that has been incurred is charged against the individual activity allotment ledger or allotment records, and the amount of the allotment is reduced by the amount of the obligation incurred. In other words, the funds required to pay for any obligation incurred are reserved or set aside to pay for that particular bill. It is mandatory that every known commitment or obligation incurred be recorded against the particular allotment affected in order that money may be set aside to cover the bill and in order that the true balance of funds available for further obligating or spending may be immediately known.

7. UNOBLIGATED BALANCE OF ALLOTMENT is that amount remaining in any allotment record that is available for obligation or disbursement. Generally speaking, it is the difference between the total amount of the allotment and the total amount of obligations incurred and entered against the allotment records or "allotment ledger". "Unobligated Balances" (sometimes known as "available" balances) are subject to obligation up to the last day of the quarterly period. After the last day of the quarterly period, the remaining unobligated balances of allotments become unavailable for obligations because of time (quarterly period) limitations. Payment of bills already obligated, however, may be made from an allotment for a two-year period after elapse of the availability of the allotment. The unobligated balances remaining in an allotment after the close of the period are withdrawn by the Washington office. This is known as having funds revert.
8. VOUCHER is any prescribed form which the Government uses to honor and pay for any obligation or claim for payment. There are several types of vouchers, i.e., pay roll, travel, grant, transfer, and the most commonly used S. F. 1034, Public Voucher for Purchases and Services Other Than Personal, for the payment of supplies, materials and equipment or contracted services. The WRA does not, itself, actually pay bills. The

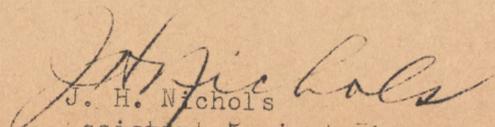
WRA merely prepares and honors by signature the claims of vendors on vouchers and transmits these vouchers to the Regional Disbursing Office of the Treasury Department. The payment checks are actually drawn in that office upon certification of the "authorized certifying officers" at the center that the claims are correct and just. The sole exception to this procedure is the agent cashier at the center who does make payments in cash, but who has been officially designated by the Treasurer of the United States to make payments in his behalf. Neither does the WRA center or central office in Washington actually have any funds on hand (except the agent cashier). The allotments are placed to the credit of the WRA center in the Regional Disbursing Offices of the Treasury Department.

There are numerous restrictions placed upon the expenditure of public money. These restrictions are generally to safeguard the public interest. For that reason, all vouchers are signed by an "authorized certifying officer" at the centers. There are generally two certifying officers at a center in order that payments may be effected during the absence of one or the other from the project. It must be understood and appreciated that these men are personally liable under bond for the propriety of any payments authorized by them. They must, of necessity, be well versed in Government regulations laid down by the Treasury Department, Bureau of the Budget, General Accounting Office, administrative regulations of the agency (WRA), etc. Each voucher certified by these men receives a thorough audit (post audit) later by the General Accounting Office who will either pass the voucher as correct or who may "take exception" to the voucher, in which case they will call upon the certifying officer who signed the voucher for a complete explanation of circumstances, additional data, or who may call upon the certifying officer to "dig down" and pay the amount of the exception from his own pocket. It has sometimes been assumed that the General Accounting Office has loosened restrictions during the present war time. Such is not the case. The functions of the certifying officer are brought out at some length in order that you may understand the extreme financial hazards under which they must operate and why it is sometimes necessary to report or comply with what seems to be just a lot of red tape.

9. GENERAL

The fiscal and budgetary system of the United States, if gone into in detail, appears to be (and is) a complicated and involved subject. It is interesting, however, to realize that most large commercial corporations and organizations have been convinced of the value of the Government budget system and have or are now adopting some versions of this system for better financial control within their own organizations.

Additional and detailed explanations concerning the above subjects are available from this office.


J. H. Nichols
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Administrative Management Division

Attachment

WAR RELOCATION AUTHORITY

Salaries and expenses: For all necessary expenses of the War Relocation Authority, \$39,000,000, including expenses incident to the extension of the program provided for in Executive Order 9102 to persons of Japanese ancestry not evacuated from military areas; salary of the Director not to exceed \$10,000 per annum; employment of aliens; traveling expenses, not to exceed \$375,000; printing and binding, not to exceed \$28,000; procurement, without regard to section 3709, Revised Statutes, of supplies and equipment (with or without personal services); purchase for replacement (not to exceed \$50,000) of passenger-carrying automobiles; the leasing to others of land acquired for the program; purchase of uniforms for internal security officers; transfer of household goods and effects as provided by the Act of October 10, 1940, including travel expenses, of employees transferred from other Federal agencies to the Authority at its request; not to exceed \$10,000 for payment to States or political subdivisions thereof, or other local public taxing units, of sums in lieu of taxes against real property acquired by the Authority for the purposes hereof; for payments for the performance of governmental services required in connection with the administration of the program; the disposal, by public or private sale, of goods or commodities produced or manufactured in the performance of activities hereunder, the proceeds of which shall be deposited in a special fund which shall remain available until June 30, 1945, for the purposes hereof; Provided, That the provisions of the Act of February 15, 1934 (48 Stat. 351), as amended, relating to disability or death compensation and benefits, shall apply to persons receiving from the United States compensation in the form of subsistence, cash advances, or other allowances in accordance with regulations prescribed by the Director of the War Relocation Authority for work performed in connection with such program, including work performed in the War Relocation Work Corps; Provided further, That this provision shall not apply in any case coming within the purview of the workmen's compensation laws of any State, Territory, or possession, or in which the claimant has received or is entitled to receive similar benefits for injury or death; Provided further, That the Secretary of the Interior may delegate to any official in the War Relocation Authority the authority to make appointments of personnel and he may also delegate to any official in the War Relocation Authority the authority to make other determinations necessary for the conduct of administrative management within the Authority; And provided further, That the limitation placed on the amount available for travel expenses for the War Relocation Authority shall not apply to travel of evacuees and their escorts incident to transfers and relocation.