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C

MINUTES OF THE WAREHOUSE CONFERENCE

MONDAY July 19, 1943 - 4:30 P.M.

File

PRESENT:

Project Warehouse

Cost Unit

Public Works

Mr. Miller
Mr. Gilbert

Mr. Gooding
Mr. Gonzales
Mas Yamada

Mr. Taylor
Mr. Jensen
Mr. Shimamoto

L. B. Taylor, Chairman

The meeting was called to order by L. B. Taylor, Sup't of Construction and Maintenance. Business began with the discussion of the details and plans for the operation and connections so that the Divisions can function. The following points and suggestions dealing with the subject were brought up:

I AUTHORIZE ARRANGEMENT TO GET MATERIALS FROM THE WAREHOUSE.

A. WRA-96

1. Select men to get supplies
 - a. Give job number and signatures
2. Copies
 - a. Cost Account
 - b. Storekeeper's records
 - c. Formen
3. Form to be sent on 1 sheet to save red tape within the division.

B. Requisition

1. Originate in Divisions
 - a. 24 hours notice
 - b. If materials are not attainable in the Division Warehouse give reference to the Stock Catalog and have the requisition transferred.
2. Justification by Divisions
 - a. Any requisition that does not have a reasonable request send it back.

C. Stock Catalog.

1. Covers the whole set up.
 - a. Given to all Heads within a week
2. Warehouse should establish a 4 months supply designated by Procurement
 - a. Based on what had been used the previous months.
 - b. Based on maximum requisition.

tion.

II CENTRAL TOOL WAREHOUSE TO BE TURNED OVER FOR TOOLS AND UNDER THE JURISDICTION OF THE STOREKEEPER.

- A. Division Head to take complete direction
 - 1. Securing tools by signatures.
 - 2. Form 109
 - a. Each individual responsible
 - b. Termination will not be accepted unless tools are turned in.
 - 3. Inventorn needed
 - a. Get all tools to one central warehouse and take an inventory
 - b. Find space and see what could be allocated.
 - c. Have the store cards at your central spot.

CONSLUTION:

These recommendations to be considered by Mr. Niesse to make out a Procedure as soon as possible.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

September 27, 1944

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

FROM: Melvin H. Hobins, Property Control

SUBJECT: Monthly Narrative Report

1. Personnel status:

A. Permanent employees (civil service) 3

B. Temporary employees (civil service) None

C. Evacuee employees 10

D. Progress of Staff Relocation:

a. Indefinite leave during month 1

b. Seasonal leave 3

E. Evacuee vacancies on staff 5

F. Narrative statement of Personnel Problem:

At present, our evacuee staff consists of young girls. We need at least two men who can serve as Senior Property Clerks and act as contact men between this office, the warehouses, and other offices in the project. These contacts are necessary to keep the flow of documents and shipments going along smoothly.

2. Main Activities During Month:

In addition to the regular routine work of issuing Receiving Reports, shipping evacuee property, doing our posting work, and other

office duties, we have disposed of considerable surplus property. Some of the items disposed of included twenty automotive vehicles to Pace Motor Company, lime and doors to Tule Lake, and plumbing fixtures to Granada Relocation Center. In addition, \$27,844.64 of clothing has been declared surplus to the Treasury Department at Denver, by request from our Washington Office carrying the following notation:

"U.N.R.R.A. interested in securing this clothing."

3. Supplies and Materials Needed:

The following forms are needed in the Property Control Unit:

OEM - 680 Receiving Report
OEM - 188 Property Issue Record
OEM - 678 Property Survey Report
OEM - 727 Declaration of Property

We were supposed to have started using the forms as of July 1, 1944, but have not been able to get any as yet.

4. Problems Considered: No comment.

5. Plans For Next Month:

It is planned to get a roving inventory and numbering crew starting to work during the coming month. Several hundred WRA-345 Material Equipment Cards were returned to us from Washington because of the lack of WRA numbers on the major equipment items listed on the cards. Therefore, it will be necessary to have this equipment numbered if possible.

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

Melvin E. Robins
Actg. Property & Whsing
Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

December 29, 1944

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

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 5
- B. Temporary employees (civil service) None
- C. Evacuee employees: 34
- D. Progress of Staff Relocation:
- a. Indefinite leave during month None
- b. Seasonal leave None
- E. Evacuee vacancies on staff None
- F. Narrative statement of Personnel Problems:

As the time of the closure of the center nears, additional personnel will be needed, both appointive and evacuee, in the property and warehousing unit. Even now, it is very necessary that a property officer and a property clerk be appointed as soon as possible; and a little later, it is estimated that we will need three or four additional appointive storekeepers. It is suggested that our ceiling of evacuee workers be lifted and that we be allowed an additional ten or fifteen workers. These additional workers are to be added to our staff as a necessity for them arises.

2. Main Activities During Month:

In response to the request from the Washington office for inventory information, this unit has been working in connection with other units and

sections, in taking inventories of supplies and equipment on hand at this project.

Considerable surplus property has already been returned to our custody from the various activities; such as, farm tools and implements, and athletic equipment. These items are being checked in at the various warehouses and credits issued to the activities.

3. Supplies and Materials Needed: No Comment.

4. Problems Considered:

One of the main problems confronting this unit at the present time is sufficient warehouse space to accommodate the volume of items that are being returned to our warehouses. It is hoped that we will be able to get several buildings in the military police area for storage purposes. As certain types of supplies are returned to us, they may be immediately declared surplus to our needs, and it is our desire to have these items definitely segregated from all other types of property.

5. Plans for Next Month:

It is anticipated that a representative of this unit will attend the Denver meeting of WRA officials and that in this meeting several problems concerning property control and warehousing procedures may be cleared up. It will then be our intention to follow very closely prescribed procedures that may be given at this conference.

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

No Comment.

Melvin H. Robins
Property & Whsing Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

December 29, 1944

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

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

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- A. Permanent employees (civil service) 5
- B. Temporary employees (civil service) None
- C. Evacuee employees: 34
- D. Progress of Staff Relocation:
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6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

No Comment.

Melvin H. Robins
Property & Whsing Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 3, 1945

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

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 9
- B. Temporary employees (civil service) None
- C. Evacuee employees 36
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 1
 - b. Seasonal leave None
- E. Evacuee vacancies on staff None
- F. Narrative statement of Personnel Problems:
No comments.

2. Main Activities During Month:

On February 6 Mr. Harold L. Byrd and Mr. S. L. Zimmet arrived on the project from the Washington office and remained here until February 23. During their stay here much help was given to the property control and warehouse unit, especially in regards to the handling of minor equipment. A number of meetings were held with the heads of other divisions in which property procedures and problems were discussed. This dissemination of information will help a great deal in making people property conscious. Mr. Byrd and Mr. Zimmet spent two or three days in our office

actually reconciling our stores record cards against a recent inventory which had been taken. Undoubtedly the help and information given by these men will provide the impetus to better work in the property control and warehouse unit.

Several large lists of surplus property have been forwarded during the month to our Washington office. These lists include farm machinery, tractors, seeds, lumbers, and other building materials.

3. Supplies and Materials Needed: No comment.

4. Problems Considered:

In addition to the work that has been done in changing our system of control on minor equipment, we have done considerable work on preparing inventories and estimates of materials on hand and materials that will be needed during the next year.

5. Plans for Next Month:

It is anticipated that during the next month we will make several carload shipments of surplus property from this project. In addition to the L.C.L. shipments everything possible is being done to streamline our shipping procedures and to facilitate the storage of surplus property.

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

No comment.

Melvin H. Robins
Property & Whsing Officer

MHRobins:mt 3/3/45

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

April 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *527*
Assistant Project Director
Administrative Management Division

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 11

B. Temporary employees (civil service) None

C. Evacuee employees 35

D. Progress of Staff Relocation:

a. Indefinite leave during month 3

b. Seasonal leave None

E. Evacuee vacancies on staff 5

F. Narrative statement of personnel problems:

Mr. Gerard Doezie, our property officer, has been transferred to the National Parks Service as of May 1, 1945. This leaves us without a property officer. This will handicap our office considerably until a new property officer is appointed.

2. Main Activities During Month:

On April 14, 1945, a Spot Sale of surplus farm machinery was conducted on this project, with Mr. R. B. Babey of the Denver Office, Regional Procurement Division in charge. Notices of the sale and invitations to bid had previously been sent out to dealers in region No. 9, which comprises the states of Utah, Wyoming, Colorado, and New Mexico. Approximately 100 dealers registered as being eligible to participate. The sale lasted about

Mr. Gilbert L. Niesse-2-April 30, 1945

two hours, and all but one of the 101 items were sold by the Treasury Department for the sum of \$11,521.27. These same items were carried on our property control records at \$18,083.57. This unit was highly commended by representatives of the Treasury Department on our cooperation during the sale, and in the way the property had been arranged for the sale in advance.

During the month of April, other items of farm machinery were disposed of to Government agencies as follows:

a. Office of Indian Affairs	\$1,284.54
b. Forest Service	5,035.20
c. State Penitentiary of New Mexico	1,693.00
d. State Penitentiary of Utah	2,990.86
e. Sevier County	2,642.33

In addition to the above, we also made other sizable shipments to other WRA centers such as: 20,000 pounds of laying mash to Gila River Relocation Project; medical supplies to Gila River, Manzanar, and Tule Lake Centers. During the month we have loaded and shipped five carloads of lumber to Anchor Lumber Company at Salt Lake City for milling in transit, with the final destination as Heart Mountain.

The Treasury Department has had inspectors at our project during practically the whole month making inspections of surplus property, and our warehousemen have been cooperating with them in every way possible.

During April, two salvage drives were conducted and 13,900 pounds of tin cans were shipped; also 19,200 pounds of salvage paper.

3. Supplies and Materials Needed: No comment.

4. Problems Considered: No comment.

5. Plans for Next Month:

It is anticipated that during the next month, we will ship three or four more carloads of surplus lumber to Heart Mountain. It is also anticipated that other sizable shipments of surplus property will be made. We have authorization to ship 12,300 pounds of nails to the Bureau of Reclamation Project at Pleasant Grove, Utah.

Mr. Gilbert L. Niesse-3-April 30, 1945

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

Melvin H. Robins

Melvin H. Robins

Property & Whsing Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 29, 1945

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

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 10

B. Temporary employees (civil service) None

C. Evacuse employees 38

D. Progress of Staff Relocation:

a. Indefinite leave during month None

b. Seasonal leave None

E. Evacuee vacancies on staff 2

F. Narrative statement of personnel problems:

No comment.

2. Main Activities During Month:

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

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

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

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

3. Supplies and Materials Needed: No comment.

4. Problems Considered: No comment.

5. Plans for Next Month:

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

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

Melvin H. Robins
Property & Whsing Officer

MHRobins:mbf
5/29/45

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 30, 1945

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

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

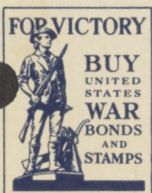
1. Personnel Status:

- A. Permanent employees (civil service) 12
- B. Temporary employees (civil service) None
- C. Evacuee employees 40
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 2
- b. Seasonal leave None
- E. Evacuee vacancies on staff
- F. Narrative statement of personnel problems:

Due to the increase in relocation there has been additional work in this Unit in the preparation of Government Bill of Ladings, Declarations of Surplus Property, etc. We have had a request in at the Placement Office for three additional clerk typists for a full month without receiving any results. If it continues to be impossible for us to get resident clerk typists we will need additional appointive staff help.

2. Main Activities During Month:

During the month of June we have shipped considerable surplus property from this Project, some of the bigger shipments being: 2,000 wool blankets,



Mr. Gilbert L. Niesse-2-June 30, 1945

619 rain coats, 1233 wool jackets, and 1691 woolen breeches. A large shipment of commissary supplies was shipped to the Tule Lake Center, some of the items being: 1800 blue denim aprons, 2880 pyrex pie plates, 1080 china plates, and 540,000 paper napkins. One draft horse, and seven saddle horses were sold.

On May 26, 1945 our Daily Inventory Balance of warehouse stock as recorded on Form W.R.A. 111, showed \$319,298.39, as of June 29 it was \$278,032.04.

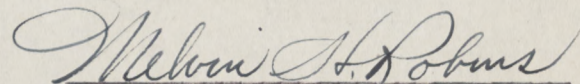
During the month of June, Property Control and Warehouse Unit furnished trucks, laborers, and inventory clerks, and assisted very materially in the closing of the educational program, moving their property back into warehouse stock.

During the latter part of the month of June, this unit has been making extensive preparation for the taking of a Project wide inventory. Instructions and check lists have been sent to every Division, Section, and Unit head, and also to Block Managers and Staff Housing residents. This inventory is to be taken as of June 30, and submitted to Property Control Unit not later than July 15.

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

It is anticipated that during the next month much additional work will be given to this Unit in the way of movement of evacuee property, preparation of Government Bill of Ladings, and also other disposition of surplus property. As re-location progresses much additional material and supplies are made surplus to our needs, necessitating additional work in the preparation of surplus reports.

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


Melvin H. Robins
Property & Whsing Officer

CENTRAL UTAH PROJECT
TOPAZ, UTAH

July 27, 1945

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

FROM: Melvin H. Robins
Property & Warehousing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service)	15
B. Temporary employees (civil service)	None
C. Evacuee employees	42
D. Progress of Staff Relocation:	
a. Indefinite leave during month	4
b. Seasonal leave	None
E. Evacuee vacancies on staff	
F. Narrative statement of personnel problems:	
No comment.	

2. Main Activities During Month:

Probably the principal activity of this unit at the present time is the preparation of lists of surplus property. There are many items surplus to our needs, but we are attempting to list first the items which are heavy and bulky, in order that this type of property may be moved while we have evacuee help available.

We have listed during the past month as surplus to our needs, large quantities of cast iron pipe, sewer pipe, clay pipe, as well as large quantities of bolts, steel cots, and cotton mattresses. We have shipped this month 1917 cases of glass fruit jars and 500 steel cots. A spot sale is being

Mr. Gilbert L. Niesse-2-July 27, 1945

being conducted at Midvale, Utah today in which 25 motor vehicles belonging to this Project will be offered for sale.

The physical handling and shipment of evacuee property and the preparation of Government Bills of Lading is done by this unit; and as the relocation program increases this phase of our work has become one of our main activities. During the last 30 day period we have shipped 181,891 pounds of evacuee property by freight or express. This figure is exclusive of baggage shipments.

Through the combined efforts of the Supply Officer, Property and Warehousing Officers, and School Officials, it has been determined that this Project will be able to transfer to The Office of Indian Affairs 18,921 volumes of general text and library books. A declaration to this effect has been forwarded to the Washington Office.

June 30 inventories have now all been completed with one or two exceptions and reconciliation work has been started upon these inventories against charges made to activity heads, in the case of major equipment. Further use will be made of the inventories in locating large quantities of expendable items which may be considered as surplus to our needs.

3. Supplies and Materials Needed: No Comment.

4. Problems Considered: No comment.

5. Plans for Next Month:

It is anticipated that during the next month the books declared as available for transfer to The Office of Indian Affairs will be crated and shipped. We hope to dispose of from 25 to 50 motor vehicles. It is also anticipated that through our reconciliation work in connection with inventories, that a checkup will be made of all types of government property in the custody of Property and Warehouse Officers.

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

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

August 29, 1945

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

FROM: *adj* Melvin H. Robins
Property & Warehousing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 14
- B. Temporary employees (civil service) None
- C. Evacuee employees 30
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 7
- b. Seasonal leave None
- E. Evacuee vacancies on staff 10
- F. Narrative statement of personnel problems:

The most critical situation confronting this Unit at the present time is in connection with the shortage of laborers to do manual work. The volume of this type of work has increased very materially due to increased relocation, and the close of certain activities. Approximately 1/3 of our labor crew has relocated, others are going out in the near future, and we have been unable to recruit replacements. Under our second quarter budget we are authorized to hire up to ten caucasian laborers, but it is doubtful if laborers will be available for appointment at the wages offered until the bulk of the farm crops have been harvested.

Our storekeeper, assigned to the Motor Transport Store-room, is resigning as of August 31, and a replacement for this position should be made if possible. We are

Gilbert L. Niesse-2-August 29, 1945

also in need of a clerk-typist, or someone who can assist in the typing of Government Bills of Lading, and to do other general office work.

2. Main Activities During Month:

One of the main activities of this Unit during the past month has been in connection with the physical handling and shipment of evacuee property. We now have four warehouses and four dining halls full of evacuee property that is being held pending shipping instructions. We are sending out from 10,000 to 15,000 pounds of crated evacuee property daily, most of which is going via Salt Lake-Delta Freight Line - P.I.E., to the Coast Area, or by Universal Carloading System to Eastern points. During the last month this Unit has prepared 322 Government Bills of Lading, most of which cover shipments of evacuee property.

Work is still going forward in the preparation of documents covering surplus property, but surplus declarations are not being processed but are being held until October 1, 1945, at which time they will be sent direct to disposal agencies as per instructions received in Administrative Notice No. 290. Since receipt of Administrative Notice No. 290, we have received two visitors from Interior Agencies interested in surplus property. Mr. W. Baird Nelson was in representing Geological Survey, and Mr. Wilson and Mr. Young from the Fish and Wildlife Service, spent two days at the Project. Neither of these representatives were fully prepared to do business with us as outlined in Administrative Notice No. 290, but they made lists of the items they are interested in, and other contacts will be made.

A Synchronized Spot Sale was held at Midvale, Utah on August 22, 1945, at which time 18 items of major equipment from this Project was offered for sale. These items include 4 tractors, 2 road graders, 3 rotary scrapers, and other smaller items.

3. Supplies and Materials Needed: No Comment.

4. Problems Considered:

If there are to be any great number of representatives from other governmental agencies come into our Project before October 1, to "pick off" and "ear mark" surplus

Gilbert L. Niesse-3-August 29, 1945

property which they are desirous of buying, it will probably be necessary for appraisers to be designated; persons who are familiar with commodity prices and who will be able to set prices on the items to be sold.

5. Plans for Next Month:

It is anticipated that during the next month we will be confronted with two major problems in this Unit. The first will be to organize and streamline our work in such a way that we will be able to handle the large volume of shipments that are to be made from the Project. The second will be to organize our personnel in such a manner that we will be able to give the necessary help and information to the representatives of other bureaus and agencies which may visit the Project.

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

Melvin H. Robins

Mr. Carl Christie
WAR RELOCATION AUTHORITY

In reply, please refer to:

Transp. Div.

October 15, 1942

Memorandum to: Charles F. Ernst, Project Director
Central Utah Relocation Project

Subject : Handling of Evacuee Property

This will acknowledge receipt of your letter of September 30 and your telegram of October 14 requesting further information relative to the program for handling the property of evacuees.

We are now busily engaged in arranging warehouse and other facilities for the receiving and forwarding of evacuee property in line with the terms of Bulletin No. 21. We are also shipping to the projects as rapidly as possible that property originally placed in storage with the Federal Reserve Bank. The majority of the latter type of property which will be destined to your project is in our San Francisco warehouse, shipments of which will start to your project in the next week or ten days.

In connection with the handling of property now in private storage, we are hopeful that the program we are now working on will be sufficiently completed so that operations may commence on or about the first of the coming month. As soon as the necessary information has been secured you will be advised the effective date and the warehouses where this property will be received. This office realizes the project interest in this program and will do everything possible to accomplish it at the earliest possible moment.

(signed) J. G. Fitzhenry
Traffic Manager



Ray Patter

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

November 27, 1942

PROPERTY BULLETIN NO. 1

SUBJECT: MATERIAL ISSUANCE TICKET, FORM WRA-CU-4

A. Purpose

The purpose of Form WRA-CU-4, Material Issuance Ticket, is two-fold:

1. To record issuance of expendable property for overhead use by Division Storehouses and Project Warehouses.
2. To record the issues of expendable property to Foreman of field crews.

Note: For issues of gasoline, oil, grease, and equipment repair parts and accessories, Material Issuance Ticket will not be used. Forms WRA-17 and WRA-18 should be used for the recording of issuance of gasoline; Forms WRA-17 and WRA-19 are to be used for the recording of issuance of oil; Forms WRA-17 and WRA-19 are to be used for the recording of issuance of grease. Equipment repair parts and accessories will be recorded on Equipment Job Order, Form WRA-CU-22.

B. Preparation

Material Issuance Ticket will be prepared in original and one copy daily by each Division Storehouse making expendable property issues. Material Issuance Tickets are to be numbered consecutively in each Storehouse Division series of numbers. The appropriate headings--number, division, and date--should be filled in fully. The "account number" should be listed at each issue; the article adequately described; "bin number", "quantity", "unit price", and "total price" should be filled in.

C. Signatures Required

When expendable items are issued from the Storeroom, the signature of the individual receiving the property should be obtained. At the end of each day the Division Storekeeper will certify that issues were made as shown on the Material Issuance Ticket. The original copy of the Material Issuance Ticket will then be routed to the Division Chief for the approval of the issuances made.

D. Copies

Original and one copy required.

E. Distribution

Original of the Material Issuance Ticket will be retained by the Division Storehouse. The copy will be forwarded to the Division Cost Clerk. Original of Project Warehouse's Material Issuance Ticket will be forwarded to Property Control Section. Copy will be retained by issuing Project Warehouse.

F. Files

The Material Issuance Ticket will be filed in numerical file.

K. W. Scoopmire

K. W. Scoopmire
Head, Property and Warehouse
Section

WRA-CU-4

MATERIAL ISSUANCE TICKET

Number

Division _____ Section _____ Date _____

Foreman _____ Approved _____

Account Number	Articles	Bin No.	Quant.	Unit Price	Total	Signature

TOTAL ISSUES FOR THIS DATE

I certify that the above Foreman or Section received the articles above.

Division Store Keeper

Issues Approved

Division Chief

dated memo

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

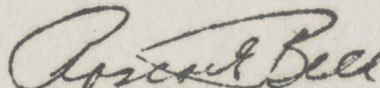
Operations Division

January 14, 1944

MEMORANDUM TO: All Operators of Motor Vehicles

We have completed the tabulation of gasoline usage for the month of December. This tabulation shows that we approached quite closely our allotment under the conservation order of President Roosevelt which requested that we reduce our gas consumption to 60% of that used the last three months in 1942. A further reduction of gas consumption of a little over 500 gallons for the months will bring us within the figure requested.

This was done without enforcing arbitrary caution upon you as drivers of motor vehicles. We appreciate your cooperation and know that you will continue to watch closely the trips taken to eliminate all that are unnecessary. I believe that by careful watch each driver can save at least two more gallons of gasoline per week. This reduction will be all that is necessary to bring us within our quota.


Roscoe E. Bell
Mileage Administrator

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 19, 1944

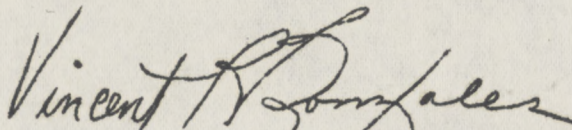
MEMORANDUM TO: Assistant Storekeepers and Jr.
Warehouseman

SUBJECT: June 30 Inventory

All warehouses will be closed June 26th through June 30th, in order that a complete inventory can be taken.

You are urged during this week to make all preparations to take the inventory at that time. Inasmuch as new property procedures will be placed in effect July 1st, it is especially important at this time that every item in the various warehouses be inventoried.

Your cooperation in this matter will be appreciated.



Vincent R. Gonzales
Ass't Cost Accountant

M-788

WAR RELOCATION AUTHORITY
Central Utah Project
Tropic, Utah

File

Watson
Sutton
Hopkins
Leonard Woods
J.F.H.
6-5

MEMORANDUM TO: All Assistant Sr. Storckkeepers and
Sr. Warehouseman

SUBJECT: Persons Authorized to Approve and Sign for
Issuances of Materials of Supplies

Due to changes in personnel it is desirable at this time to submit a revised list of persons authorized to approve issuances from the various warehouses and storage yards.

Mr. Henry R. Watson	Mr. G. Shimamoto
Mr. Wayne Sutton	Mr. Evan Johnson
Mr. Frank Hopkins	Mr. Clyde Tervort
Mr. Leonard Woods	Mr. Kenneth Mecham

are authorized to sign for and approve issuances from Warehouse 114, 102, and 116, and from Yards 1, 2, and 3 in all cases.

The above approval covers all materials except electrical supplies.

Mr. Henry R. Watson	Mr. Wayne Sutton
Mr. George Shimamoto	Mr. Clyde Tervort
Mr. Owen Harmon	Mr. Evan Johnson
Mr. Eugene Gardner	Mr. Leonard Woods
	Mr. J. Crane

are authorized to sign for and approve issuances from Warehouse 102 and 116, and from Yards 1 and 3, covering items dealing with Maintenance and Operations but not including electrical materials.

Mr. Owen Harmon and Henry R. Watson are the only persons authorized to sign and approve issuances of electrical materials from any source.

Mr. Clyde Tervort, Mr. Evan Johnson and Mr. James Crane are authorized to sign for and approve issuances of materials peculiar to the Irrigation and Roads Unit. The above individuals are the only persons in the Engineering Section authorized to approve issuances from the places indicated and only for the types of material shown above.

Your strict compliance with the above instructions will be appreciated.

Vincent R. Gonzales

Vincent R. Gonzales
Ass't Cost Accountant

M-770

According to the latest information, the Project Warehouse is to be allowed a personnel of 51 persons. Included in the figure will be the Supply Clerks, Sr. Warehousemen, Clerk-Typists and Laborers.

Listed below is the minimum requirement is the various departments according to my estimate.

Office #101

- * 1 Sr. Whse. Clerk
- * 3 Clerk-typist
- 1 Stenographer
- 1 Messenger

Delta Whse.

- * 1 Sr. Whse. Clerk
- * 1 Checker-Receiving Clerk
- 1 Checker-Receiving Clerk

Eng. 102

- * 1 Sr. Supply Clerk
- * 1 Supply Clerk
- * 1 Laborer

Yds. 1 & 3

- *1 Sr. Supply Clerk
- *1 Laborer

Eng. 114 & Yd. 2

- * 1 Sr. Supply Clerk
- 1 Supply Clerk
- * 1 Laborer

Eng. 116

- *1 Sr. Supply Clerk
- 1 Laborer

Welfare-Bed., Cloth., & Freight - Whse. 121

- *1 Sr. Supply Clerk
- 1 Laborer

Agr. 115

- * 1 Sr. Supply Clerk
- * 1 Laborer

Staff Dwelling & Off. Furniture -- Whse. 118

- * 1 Sr. Supply
- * 1 Laborer

Motor Transport - Parts Room

- * 1 Sr. Supply Clerk
- 1 Laborer

Supply Section - 120

- * 1 Sr. Supply Clerk
- 1 Laborer

Education-#120

- * 1 Sr. Supply Clerk
- * 1 Supply Clerk

Central Tool Room 117

- * 1 Sr. Supply Clerk
- 1 Supply Clerk
- * 1 Laborer

Hospital

- * 1 Sr. Supply Clerk
- * 1 Supply Clerk
- * 2 Laborer

Receiving 101

- *2 Sr. Warehousemen
- * 1 Receiving Clerk
- 1 Receiving Clerk

Transportation

- * 2 Drivers

Stat. & Off. Supply 101

- * 1 Sr. Supply Clerk
- * 1 Supply Clerk

Coal

- * 1 Sr. Warehouseman
- * 1 Receiving Clerk

Resident Property 110-113

- * 1 Sr. Supply Clerk
- 1 Laborer

Labor Pool

- * 1 Sr. Warehouseman
- * 10 Laborers

Total: 61 persons

War Department
Q.M.C. Form No. 490
(Revised Feb. 8, 1938)

TALLY OUT
(Packing or Loading List)

Serial No. _____
Req. No. 809
No. of Sheets _____
Sheet No. 1

Utah

Warehouse War Relocation Authority Date 3/23/45
Consignee Robert Taylor Co. Carrier _____
Destination Salt Lake City, Utah B/L No. _____
1539 South State St. Car No., Initials, _____
Routing Parcel Post Seals No. _____
Date Shipped 3/23/45 Authority _____

U.S. Nos. on Packages	Number and Kind of Packages	CONTENTS	Gross Weight (Pounds)		Cubic Measure
			Units	Total	
1 pkg.	1 ea.	REPAIR Condenser Tester "gun" Model B 787		10 lbs.	
		REF. Req. MT-1068			

GEORGE MIYAKE

Checker

Packer

Shipper

Received the above articles in apparent good order and good
condition (except as noted) this date _____

Jerold S. Bennett, Head Storekeeper

(Signature)

(Designation)

OFFICE OF DEFENSE TRANSPORTATION
327 ATLAS BUILDING
SALT LAKE CITY 1, UTAH

52.01

C O P Y

Region 7
April 10, 1945

Mr. LeGrande L. Belnap
Salt Lake-Delta Freight Line
350 South 1st West
Salt Lake City, Utah

Dear Mr. Belnap:

A recent investigation of your bus and freight operations at Delta, Utah, reveal that the Salt Lake-Delta Freight Line is operating its bus in excess of the two schedules per day for which it was originally set up. The special trips are being made to transport Japanese Inhabitants and appointive personnel into Delta for recreational purposes principally.

Mr. Bell requested that some service be rendered in excess of the two trips per day, in order that the appointive personnel, as well as some of the Japanese, have a chance to get into Delta after working hours. As a result, this office has agreed that two trips per week can be made to provide this additional service-- one trip is to be on Wednesday evening and the second trip on Friday evening. Will you please notify your bus driver, as well as your Delta Agent to this effect.

It was also brought to our attention that during the summer months some charter bus trips were being planned to provide outings for the Japanese Inhabitants. ODT General Order 10-A, prohibits the use of buses for sightseeing, charter, and other special services, unless directly connected with the war effort in transporting military or naval personnel. We are enclosing a copy of ODT General 10-A for your information. Will you please govern the use of your bus accordingly.

Very truly yours,

OFFICE OF DEFENSE TRANSPORTATION
/s/ L.C.B.

L. Calvin Bosse, District Manager
Highway Transport Department

Encl.

CC:

Mr. Bell, Central Utah Relocation Center
Delta Rationing Board

Mr. Prestwich, Agent Salt Lake-Delta Freight Line, Delta, Utah