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Nos. 1-30, 1942-1944

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Colorado River War Relocation Project
Poston, Arizona
May 19, 1942

Chrons
Orders

ORDER NO. 1.

To All Employees:

Effective today, Mr. Roy Potter is being designated as Director of Supplies and Transportation under the Administrative Branch. .

Mr. Potter is being given full and complete authority to use available equipment in the place he feels it is most needed. Upon arrival of automotive equipment, it should be delivered to Mr. Potter immediately. .

All requisitions for equipment should be made direct to him, in writing if possible. .

W. Wade Head
W. Wade Head
Project Director

WWH/hj

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Field Service
Colorado River War Relocation Project
Poston, Arizona
May 26, 1942.

ORDER NO. 2

SUBJECT: SUBSISTENCE

TO: Mr. Roy Potter, Acting Supply and Transportation Officer

Mr. E. S. Wickersham, Chief Warehouseman

Mr. E. A. Best, Chief Steward

An Assistant Warehouseman under the supervision of the Chief Warehouseman has been placed in charge of all subsistence supplies received on the Colorado River War Relocation Project. For your information and guidance and to confirm verbal instructions issued to the Assistant Warehouseman there are listed below the duties of this position:

1. To keep an incoming tally or receiving report (by units) of all subsistence stores received.
2. To keep a tally out (requisition record) of all subsistence supplies delivered to the Chief Steward.
3. To keep a stock record account (by units) of all subsistence supplies on hand in the warehouse and in cold storage.
4. To see that all subsistence and supplies listed on delivery orders submitted to him by the Chief Steward are promptly delivered to the designated kitchens.
5. To see that a consolidated requisition of all subsistence supplies delivered by him to the Chief Steward are properly signed by the Chief Steward.
6. To see that all subsistence supplies in the warehouse, cold storage and in the individual kitchens are inventoried on the last day of each month.

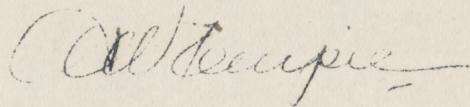
He will be assisted by the Chief Steward and a disinterested official, who will be appointed by the Chief Administrative Officer to accomplish this inventory. The inventory shall be signed by the Chief Steward and the official appointed to take said inventory.

7. This inventory shall be converted into a cash value in order to determine the value of subsistence supplies on hand; this value to be used in determining the cost of rations consumed on this project for the month.
8. The Assistant Warehouseman shall, upon the receipt of individual kitchen delivery orders, determine the number of trucks required to make deliveries of said supplies the following morning. He shall then place a requisition with the Supply and Transportation Officer or his authorized representative for that number of trucks to be at the subsistence warehouse not later than 8:30 a.m. the following morning.
9. The individual delivery orders (requisitions) shall be prepared in such a manner as to show quantities delivered only on the original copy. Quantities shown delivered shall be inserted by the individual kitchen clerks on two (2) carbon copies; a copy retained and a copy returned to the Assistant Warehouseman, whereupon the quantities shown received at the kitchens shall be compared with the quantities shown delivered to the truck drivers.
10. Subsistence and subsistence supplies shall be delivered to the three project camps by the Supply and Transportation Officer and be received, inspected, stored, cared for and issued under the supervision of the Chief Warehouseman.
11. Assistants: While the volume of work involved will eventually determine the number of employees necessary to maintain the required flow of subsistence and subsistence supplies authority is hereby granted for arranging for the following Japanese assistants:
 - (a) One Japanese Assistant whose duties shall be to assist in checking all

subsistence and subsistence supplies and to assist in the loading of supplies for delivery to the various kitchens.

- (b) Three Japanese Clerks whose duties shall be to assist in the establishment and maintenance of required stock records and to perform other work to be assigned by the Assistant Warehouseman.
- (c) A sufficient number of Japanese laborers whose duties shall be primarily to assist in the unloading, receiving, storage, care and loading of subsistence and subsistence supplies and to perform other work as assigned.

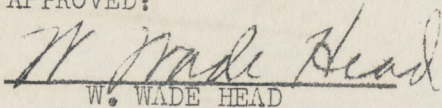
12. The instructions contained herein will be amplified as conditions warrant and will be included as a part of detailed procedure to be promulgated describing the preparation and disposition of required forms and the establishment and maintenance of required records.



A. W. EMPIE,

Chief Administrative Officer

APPROVED:


W. WADE HEAD

Project Director

Order No. 2

NOTICE TO ALL CAUCASIAN EMPLOYEES

Administrative Instruction

Subject: Hours of Work

In accordance with policies announced by the War Relocation Authority and authority issued by the Office of Indian Affairs, all Caucasians employed on the Colorado River War Relocation Project will be required to work not less than 48 hours per week beginning the week of June 21st. This will mean that beginning June 27th, all employees will be required to work Saturday afternoon.

This condition is brought about by reason of the fact that War Relocation Authority, in instructions issued June 17, 1942, in which a policy was announced with regard to the hours of work for Japanese evacuees, requires all evacuees to work not less ~~than~~ 48 hours per week.

W. Wade Head
W. Wade Head

Project Director

awe/hc

Colorado River War Relocation Project
Poston, Arizona
June 26, 1942

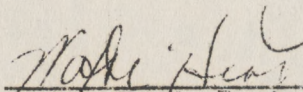
ORDER NO. 3

It has been brought to my attention that official mail is going out of this office without passing through the Mails and Files Division.

All outgoing mail in the future must be routed to Mrs. Gribbens for mailing as she must prepare reports for our records and monthly reports to be furnished the Bureau of the Budget on each piece of outgoing mail.

It has also been brought to my attention that mail has been going out of this office to various employees of the San Francisco Regional Office. The proper procedure for handling this kind of mail is to pass it through the office of the Project Director, Associate Director or the Chief of the Administrative Branch.

It is requested that everyone comply with this in the future.



Wade Head, Project Director

WH:hj

Order No. 3 ✓

NOTICE TO ALL CAUCASIAN EMPLOYEES.

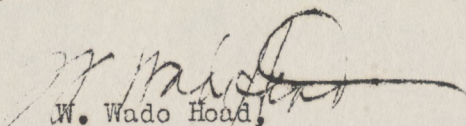
Administrative Instruction

Subject: Hours of Work

July 10, 1942

Reference is made to Order No. 2 prescribing hours of work whereby a 48 hour work week was begun effective June 27th. This was occasioned by instructions issued by the War Relocation Authority which have since been changed.

Under date of July 7th, Supplement No. 1 to Administrative Instruction No. 10 was received changing the minimum number of hours per month for all Japanese evacuees from 200 to 190. This makes possible the change from a 48 hour week to a 44 hour week, beginning July 11, 1942. The work hours will therefore be 8 hours per day Monday through Friday and 4 hours on Saturday. This applies to all Japanese as well as Caucasian employees.


W. Wado Head,
Project Director

Colorado River War Relocation Project
Peston, Arizona

ORDER NO. 4

July 18, 1942

To All Employees Operating Government-Owned Motor Vehicles:

Reference is made to Secretary's Office Memorandum for All Bureaus and Offices, dated April 9, 1942, Office of Indian Affairs Circulars No. 3454, dated May 6, 1942, and No. 3456, Supplement No. 1, dated June 15, 1942, copies of which are attached hereto for your information and guidance.

In connection with the instructions contained in Circular No. 3454, dated May 6, 1942, it is required that a Daily Operation Record be kept covering the operation of all passenger cars, busses, passenger-carrying trucks, station wagons, carryalls, coupe-pickups, as well as any truck; such as a panel, sedan delivery, pickup, etc.; that are operated primarily to provide personnel transportation.

This Daily Operation Record will be submitted to this office in triplicate, the original and first copy on forms provided and the second copy on plain paper, for 15-day periods; namely, 1st to 15th, and the 16th to 30th/31st of each and every month immediately following the close of the period, commencing July 1, 1942.

The forms should be used as economically as possible and you should use plain sheets for any retain copies that are made for your files. In view of the fact that these reports will be submitted to the Indian Office, it is required that they be prepared on a typewriter, the duplicate and triplicate being exact carbon copies of the original, therefore, it is suggested that a daily memorandum be kept in a notebook or in similar manner, and that the information be transcribed on the form at the close of the period. All information required on the form must be included.

In regard to Circular No. 3456, Supplement No. 1, dated June 15, 1942 outlining approved procedures in accordance with the requirements of the Department of Interior Automotive Equipment Manual, your attention is invited to the responsibility which is placed upon each operator of Government-owned vehicles, in connection with the proper operation and care of any motor vehicle assigned you for your use. Particular attention is called to paragraph 2 of this Circular which states in part; "The position you hold, therefore, in large measure is dependent upon operating and maintaining any vehicle assigned to you in proper condition."

You are advised that it has been established that the maximum speed at which a Government-owned motor vehicle is to be operated is 40 miles per hour. Any violation of this regulation will subject you to administrative disciplinary action.

All Government-owned motor vehicles operating on this project are considered to be operating under severe conditions due to the dust and heat, therefore, it is required that the service operation outlined in the "1,000 Mile Service" shall be applied each 500 miles until such time as it appears advisable to extend this period.

The service outlined in the "5,000 Mile Service" will be applied as outlined.

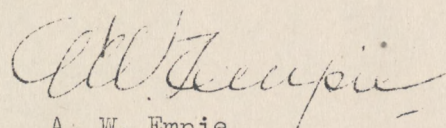
A strict accounting of these services will be maintained by the automobile repair shops located at Poston and Parker, Arizona. The repair shops will maintain a service record of each motor vehicle, from which record it will be determined whether the operator of the vehicle is complying with his responsibility in regard to securing the above-mentioned services regularly.

Your attention is invited to page 4 of Circular No. 3456, Supplement No. 1 regarding changing the position of tires at 5,000 mile intervals in accordance with item 7 of the "5,000 Mile Service." The responsibility for the application of this operation and maintaining proper inflation of the tires on the vehicle that you are operating is at all times placed entirely upon the operator.

Definite instructions have been issued from time to time concerning the care and operation of automobiles and trucks, and each driver has received a copy of Safety and Traffic Regulations.

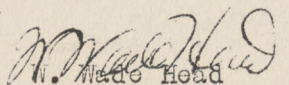
Numerous violations of the above instructions and regulations have been observed and many complaints have been made concerning the violation of rules and the misuse of equipment.

In the future, any Japanese driver found violating instructions and regulations will be required to surrender his driver's permit and thereafter will not be allowed to operate equipment on the Colorado River War Relocation Project. In addition, each employee - either Japanese or Caucasian - will be held financially responsible for any damage to any property entrusted to him, and deductions will be made on the payroll to cover costs of repairs and/or replacements made necessary through negligence on the part of the employee in care of the property.



A. W. Empie
Chief Administrative Officer

Approved:



N. MacLeod
Project Director

Attachments

Colorado River War Relocation Project
Poston, Arizona

817

July 18, 1942

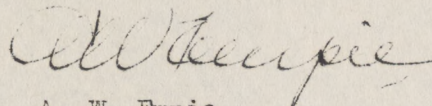
ORDER NO. 5

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: All Caucasian Employees

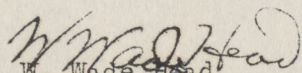
Notice is hereby given that any employee who takes leave from this project without prior approval and the filing of an approved application for leave - Standard Form No. 1-034, will be placed on leave without pay and thereby placed in a non-pay status.

Applications for leave must be filed and approved by the Head of the Division or Chief of the Branch, prior to departure from the project.



A. W. Empie
Chief Administrative Officer

Approved:



W. Wade Head
Project Director

Colorado River War Relocation Project
Poston, Arizona.

July 18, 1942

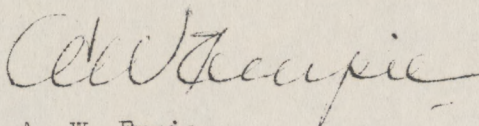
ORDER NO. 6

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: All Employees

Due to the fact that difficulty is being experienced in obtaining unit prices on materials, supplies and equipment being received on this project and the fact that this situation necessitates holding copies of the Requisition for Property Form 5-720, which would otherwise be released for the Property Custodian, it is requested that hereafter in preparing requisitions for property, an extra copy on thin, white paper, be inserted and prepared at the same time the other copies are made.

The extra copy of the requisition for property will then be forwarded by the Chief Warehouseman to the Property Custodian for use in his work.



A. W. Empie
Chief Administrative Officer

requisition

Colorado River War Relocation Project
Poston, Arizona

September 25, 1942

ORDER NO. 7

ADMINISTRATIVE INSTRUCTION

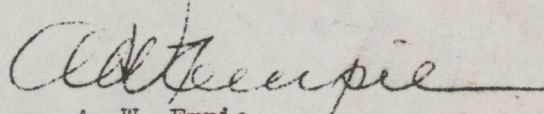
MEMORANDUM TO: All Employees

Effective Saturday, September 26, charges for meals taken by children of employees of this Project will be as follows:

Children who have not yet reached their fifth birthday: (1 to 4 years of age); No charge.
Children who have reached their fifth but have not yet reached their tenth birthday: (5 to 10 years of age): 20¢ per meal.
All children 10 years of age and over: Regular rates.

Children will be admitted to the dining hall accompanied by their parents and charges for each meal taken by children will be collected through the medium of payroll deductions from the salaries of the employees. In the event children desire to take meals in the absence of their parents arrangements should be made before hand in order to avoid confusion at the cashier's desk.

A separate accounting record will be maintained of all meals consumed by children and a recapitulation prepared for payroll deduction purposes, by consolidating meals consumed by children with those of the parents.


A. W. Empie,
Chief Administrative Officer.

Colorado River War Relocation Project
Poston, Arizona

November 6, 1942

Order No. 7
Amendment No. 1

ADMINISTRATIVE INSTRUCTION

NOTICE TO ALL EMPLOYEES

The purpose of this Amendment to Order No. 7, is to clarify the situation with regard to the charge for meals taken by employees' children.

It was the intention of the Administration in issuing Order No. 7 to make it possible for employees to eat at the Personnel Mess who were living in single barrack type quarters and who had no housekeeping equipment and facilities for preparing their own meals. This provision was not intended to apply to families located either at Parker or Poston who have facilities for preparing meals in their quarters.

If employees who have family quarters and housekeeping facilities continue to take advantage of this provision it will be necessary to consider the possibility of exchanging quarters with those people who desire to take advantage of housekeeping facilities.

Those people who do have family quarters and facilities for preparing meals who bring their children to the mess halls will be required to pay for all meals consumed by the children regardless of age at regular established rates.

/s/ A. W. Empie

Chief Administrative Officer

Colorado River War Relocation Project
Peston, Arizona

NORRIS JAMES
COLORADO RIVER
WAR RELOCATION PROJECT

OCT 5 1942

October 2, 1942

PARKER, ARIZONA

ORDER NO. 8

ADMINISTRATIVE INSTRUCTION

SUBJECT - PROCUREMENT PROCEDURE (PURCHASE REQUESTS)

Effective immediately upon issuance of this Order, Circular No. 2, dated May 7, 1942, will be automatically rescinded and the following procedure will apply in processing Requests for Purchase, Indian Office Form No. 5-677.

Basic Requirements

The following provisions are taken from the "Manual of Administrative Accounts and Procedures" prescribed for all Indian Service units by the General Accounting Office:

Section 613;

1. Requests for Purchase (Form No. 5-677) shall be utilized for all materials and supplies required. Verbal orders shall not be honored except in cases of extreme emergency and then only subject to confirmation in writing by the proper officer.

Current Operating Procedure

1. Separate Purchase Requests shall be prepared for each of the following types of materials. Purchase Requests received in the Procurement Office which include more than one class, using the following list as a guide, will be returned for revision.

Paper Products (Towels, Napkins, etc).
Office Supplies (Pencils, ink, clips, etc.)
Office Machines (Calculators, Typewriters, etc.).
Office Furniture (Desks, Tables, Files, Chairs, etc.).
Cement.
Lumber (Rough).
Lumber (Surfaced)
Steel (Reinforcing).
Steel (Structural, Angels, Rails, Channels, I Beams, etc.).
Dental Supplies.
Dental Instruments.
Greases.

Medical Supplies, Drugs. Med.
Medical Instruments.
Hospital Supplies.
Auto Parts.
Tools, Electric
Tools, Hand.
Tools, Agricultural, Hand (Hoes, Irrigation Shovels, etc.).
Implements and Agricultural Machinery.
Tractor Parts (Separate list for each unit, make, model, type, serial and motor number, must be stated).
Lamps, Electric.
Batteries, Auto.
Batteries, dry, flashlight, and telephone.
Oil, Lubricating.
Oil, diesel fuel oil.

2. The Request for Purchase, Form No. 5-677, shall be prepared in triplicate by the requisitioning officer. By "requisitioning officer" is meant the person to whom authority has been delegated, in writing, by the head of the division to request supplies, materials and equipment for use in carrying out the program of the division.

3. The original and two (2) carbons of the Request for Purchase shall be forwarded by the requisitioning officer to the division head (or his authorized representative) for approval. By "authorized representative" is meant the person to whom authority has been delegated, in writing, by the division head to approve requisitions for supplies, materials and equipment necessary in carrying out the program of the division. Approval by the division head signifies that the proposed purchase is not only in conformity with the program for the current fiscal year but that funds are available for payment of the estimated cost of the materials.

4. The second carbon of the Request for Purchase shall be retained by the division in which the request originates. This copy should be filed chronologically for future reference.

5. The original and first carbon of the Request for Purchase shall be forwarded by the requisitioning division directly to the Procurement Officer for numbering, registration, and processing.

6. Upon receipt of the Request for Purchase in the Procurement Office the original and first carbon shall immediately be numbered and registration cards prepared. One registration card shall be filed numerically by activities and the other shall be filed numerically by classes of materials to the greatest extent possible.

7. Upon numbering and registering the Purchase Request the Procurement Officer shall immediately communicate with the warehouse for the purpose of determining the items and quantities shown on the requisition which can be supplied from warehouse stock. The Procurement Officer, upon receipt of advice from the warehouseman as to the number of items and quantities which can be supplied from warehouse stock, shall prepare a Requisition for Property, Form 5-720, in quadruplicate and transmit it to the warehouse for filling.

8. The Procurement Officer shall issue a Purchase Order, Form 5-678, for all items which cannot be supplied from warehouse stock. Purchase Orders may be issued only after all legislative and regulatory requirements have been complied with.

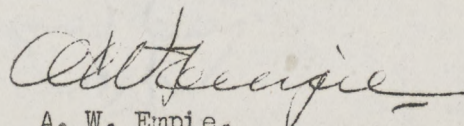
9. The original of the Request for Purchase shall be filed in numerical order in a Requisition file to be established and maintained in the Procurement Office.
10. The first carbon of the Request for Purchase shall be forwarded to the warehouse with the Request for Property, Form 5-720, and/or the 4th and 5th copies of the Purchase Order, Form 5-678. The use of the Requisition for Property, Form 5-720, as explained is not intended to obstruct its normal use, i.e., presenting such requisitions directly to the warehouse by persons authorized to withdraw items from warehouse stock.

For convenient reference there is attached hereto a flow chart covering the preparation and disposition of the various copies of the Purchase Request, Form 5-677.

The Procurement Officer shall return to the requisitioning division any Request for Purchase which has been presented with incomplete information. All Requests for Purchase shall be dated and completely executed, showing appropriation symbol, allotment ledger account number, item number, complete description including size, color, type, trade name, catalogue page and item number, if any, quantity, unit, estimated unit price and total amount. The cost account number chargeable shall be shown and the allotment ledger account number shown in column headed "Class", in the event more than one allotment ledger account number is involved, otherwise the allotment ledger account shall be shown on the line immediately beneath the appropriation symbol.

Upon receipt of a Purchase Request, completely and properly executed, the responsibility for procurement shall then rest with the Procurement Officer and any arrangements for the procurement and delivery of supplies must be made directly with the Procurement Officer and the Chief Warehouseman. Any persons accepting delivery of supplies and materials will be acting as representatives of the Procurement Officer and the Chief Warehouseman, whose requirements shall be fully complied with.

Purchase Requests shall be referred to the Chief Administrative Officer only where questions of policy are involved.



A. W. Empie,
Chief Administrative Officer.

FLOW CHART
FOR
PURCHASE REQUESTS
Form 5-677

Original and 2 Carbons
Prepared by Requisitioning
Officer and Forwarded to
Division Head for Approval



Original
1st Carbon
2nd Carbon
Approved by Division Head or
his authorized representative.
2nd Carbon - Retained in
Requisitioning Division.
Other copies to be forwarded
as follows:



Original
1st Carbon
To Procurement Officer for
numbering, registration and
processing.
Original - Placed in numerical
Requisition file.
1st Carbon forwarded as
follows:



1st Carbon
To Warehouse with Requisition
For Property Form 5-720 and/or
4th and 5th copies of Purchase
Order, Form 5-678.

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Colorado River War Relocation Project
Poston, Arizona
October 19, 1942

ADMINISTRATIVE ORDER

Memorandum to Mr. A. W. Emple.

In the future, any requisitions involving the purchase of firearms or ammunition should be approved by me, personally.

It is my present policy that approval will not be given any employee on this project to bear firearms at any time.

(sgd) W. Wade Head
Project Director

WWH:hj

cc: Procurement
Gelvin

Colorado River War Relocation Project
Poston, Arizona

Order No. 9

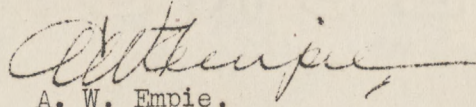
October 20, 1942

Memorandum to: Branch Chiefs and Division Heads

From: A. W. Empie, Chief Administrative Officer

It is imperative in carrying out our warehousing program that no verbal instructions be issued with regard to the unloading of supplies, materials and equipment being received on this Project without prior clearance by the Chief Warehouseman, or his authorized representative. A great deal of confusion has been caused in the past by various persons attempting to act in the capacity of receiving officer.

In the future where supplies are delivered to this Project and unloaded and checked by other than the Chief Warehouseman, or his authorized representative, the particular individual employee responsible for this action will assume personal responsibility for payment of the supplies so unloaded and received, in addition to assuming full responsibility for any delinquencies thereby created in the Proprietary books of account and subsidiary records.



A. W. Empie,
Chief Administrative Officer.

Colorado River War Relocation Project
Poston, Arizona

ORDER NO. 10

October 26, 1942

ADMINISTRATIVE INSTRUCTION

TO ALL EMPLOYEES:

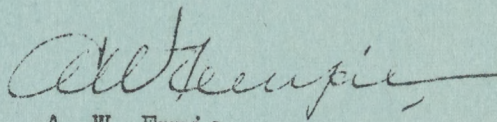
During the past few weeks a number of pieces of automotive equipment have been received on this Project and placed in use without first clearing through Mr. H. H. Townsend, Supply and Transportation Officer.

This notice is being issued for the purpose of requesting each person who has anything to do with the procurement of automotive equipment, whether passenger cars or trucks, to register the acquisition of each piece of equipment with Mr. Townsend's office in order that the proper record may be maintained and permanent assignment worked out.

It is requested that each division immediately report to Mr. Townsend all equipment in their possession, listed either by the person to whom the equipment has been assigned or the work upon which the equipment is currently engaged. This list should include a description of the equipment by make, serial number, and type.

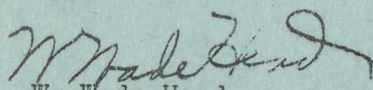
This instruction applies to the receipt of automotive equipment assigned for use by the Engineering Branch, as well as all other branches of the Project organization.

Your full cooperation in this regard is anticipated.



A. W. Empie
Chief Administrative Officer

Approved:



W. Wade Head
Project Director

COLORADO RIVER
WAR RELOCATION PROJECT

OCT 27 1942

PARKER, ARIZONA

Recd
11/3 pm

November 3, 1942

Order No. 11
Administrative Instruction

MEMORANDUM TO: ALL EMPLOYEES

Effective November 4, 1942, the working hours
for the Colorado River War Relocation Project
will be changed from 8:30 A. M. until 5:30 P. M.
Breakfast will be moved up from 7:00 to 7:30
A. M. The lunch hour will be from 12:30 to
1:30 P. M. Dinner from 5:45 to 6:45 P. M.

W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

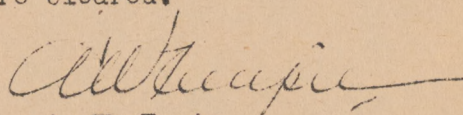
December 22, 1942

ORDER NO. 12

ADMINISTRATIVE INSTRUCTION

TO ALL CAUCASIAN EMPLOYEES:

- I. Staff members leaving the rolls of the Colorado River War Relocation Project must return or account for all Government property in their possession on or before the last day of active duty.
- II. Prior to the employee's final separation from the rolls, the return of such property shall be investigated and certified by the Property Custodian at the employee's official station. This shall be done on a form which may be obtained from the Property Custodian.
- III. The Fiscal Officer shall hold up delivery of the employee's final pay check until items outstanding are cleared.



A. W. Empie
Chief Administrative Officer

(1360)

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COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

December 30, 1942

ORDER NO. 13

ADMINISTRATIVE INSTRUCTION

TO ALL EVACUEES:

Notice is hereby given that Friday and Saturday, January 1 and 2, 1942, will be regarded as holidays for evacuees at Poston Units I, II, and III.

Employees engaged in work within Divisions which are essential to the welfare of the communities and which for this reason must continue to work on these holidays must arrange in cooperation with the Head of the Division for carrying on the work whether this is accomplished by staggered hours or arranging for substitute workers. In no event, however, will payment be made to substitute workers.

Attention is invited to the fact that January 1 and 2 only are declared holidays and that workers who are normally on duty on Sunday will be expected to report for duty at the regular time on January 3. As a matter of further information and guidance in this respect, there is quoted as follows the provisions of Administrative Instruction No. 27, section IV, paragraph F:

"Where any evacuee employee fails to report for duty for reasons other than illness without having been excused for cause by his immediate supervisor, he shall be liable to discharge or to deduction of three days' pay, or both. In addition, he shall not be entitled to pay for the days of unauthorized absence. Such an employee shall have the right to appeal to the Fair Practice Committee from any action taken under this paragraph."

Please be guided accordingly.

(Sgd) W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

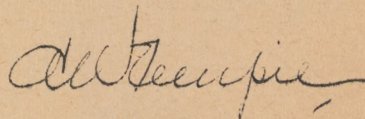
February 10, 1943

ORDER NO. 14

ADMINISTRATIVE INSTRUCTION

NOTICE to all Foremen and Staff Officers having in their employ one employee or more:

From this date, February 1, 1943, you are required to keep a record of any equipment assigned to you or reassigned by you to any employee in your department. Upon the retirement of the employee under your supervision you will report on Form 1301, Release for Terminated Employee, which must be OK'd and signed by you in the lower left-hand corner. The employee will present this form to the Property Custodian's office. It must then be signed by the Property Custodian or Assistant Property Custodian before any check due the employee will be issued.



A. W. Empie
Chief Administrative Officer

*Ad. Instruction -
Poston*

Kennedy

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

ORDER NO. 15

February 10, 1943

ADMINISTRATIVE INSTRUCTION

TO: ALL APPOINTED AND EVACUEE PERSONNEL

SUBJECT: EXTRA FEEDING

Inasmuch as the food situation throughout the Nation is critical due to transportation problems and the fact that large supplies of foods are being shipped to our armed forces abroad, the people of the United States are asked to conserve as much food as possible. Therefore, the people of Poston are urged to recognize this fact and to desist from using food for outings, parties, etc. From this date on, the Chief Steward is hereby instructed to refuse all requests for food to be used except for the regular three meals per day, for lunches being served to persons unable to get to the mess halls and in certain cases where fruit is given to persons working on heavy construction, adobe or subjugation, with the understanding that even this may be curtailed at a later date as the supply of fruit may be only adequate to be used for regular meals.

I recognize fully that we do need certain social activities to bolster morale and to give the people of Poston as normal a life as possible here, so it is hoped that such outings will be continued but keeping in mind that food cannot be furnished by the Government for these purposes other than three meals a day. I am sure that all persons concerned will cooperate with the Chief Steward's office and recognize that he personally is not responsible for such curtailment but rather is acting as a servant of the Government and also attempting to comply with the regulations imposed upon all people of the United States at this time.

W. Wade Head
W. Wade Head
Project Director

*Adm. Instruct -
Poston*

(1831)

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 3, 1943

ORDER NO. 16

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: All Divisions Affected in Handling and Accounting
for Agricultural Products

FROM: A. W. Empie, Chief Administrative Officer
H. A. Mathiesen, Chief of Agriculture and Industries

SUBJECT: Handling and Accounting for Agricultural Produce

The following procedure is to be followed in delivering and accounting for all agricultural products produced and used locally.

All products produced in Poston for local consumption will be handled through the project warehouse or when considered advisable, delivery will be made in the field to a representative of the warehouse. A receiving report must be issued by the Chief Warehouseman on all products produced on the project in the same manner as other merchandise obtained from the outside is receipted for. Details for physical handling of produce can be arranged suitable to the nature of the products involved, particularly keeping in mind that it must all clear through the warehouse so that the Agricultural Division receives full credit for all such production on whatever basis is applicable.

The Subsistence Section places orders far in advance covering their subsistence needs for the project. For that reason it is most essential that the Marketing Section of the Agricultural Division keep the Subsistence Section advised constantly of all the local production. The Marketing groups will therefore supply the Subsistence Section with the following reports and schedules:

1. A progress report or map showing in detail the acreage and kind of growing vegetables, estimated pounds of pork, beef, dairy products, poultry, etc., in production, and approximate date and quantity available of all such products shall be furnished the Subsistence Section at the time of planting or when production is initiated.

2. A 30-day subsistence schedule shall be maintained constantly more closely estimating quantity, grade and type of vegetables or produce available for local consumption. On the basis of this report the Subsistence Section will regulate their open market subsistence purchases and shipments from other centers with a view to giving first consideration to the consumption of local produce.

3. A 10-day harvest schedule must be provided, for not less than 10 days ahead at all times. This should show the types of vegetables, produce, specific time of harvest, a close estimate of quantity and grade and estimated prices in detail. On the basis of this schedule the Subsistence Section will plan the use of local produce in their menus.

For accounting purposes the following provisions will be observed:

1. Transactions will be initiated by the issuance of a request from the Subsistence Section to the Agricultural Division for the delivery of certain produce on a certain day according to the planned menu.

2. The produce ordered will be delivered by the Agricultural Division to the Warehousing Section either at the warehouse or in the field, according to arrangement. A receiving report will be issued by the Chief Warehouseman the same as for receipt of any other merchandise. For disposition of the receiving report see attached Flow Chart (Exhibit 1).

3. When the original and five copies of the receiving report are received in the Agricultural Division they shall be priced within three days and distributed as shown on the Flow Chart (Exhibit 1).

4. At the end of each month for verification purposes the Agricultural Division shall make a statement of all products delivered to the warehouse during the month. This shall be made in triplicate, the original to be forwarded to the Cost Accounting Section, the duplicate to H. A. Mathiesen's Office, and the triplicate retained in the Agricultural Division. The septuple copies of receiving reports for the month are to accompany the original of the summary report to the Cost Accounting Section at the close of the month.

5. Cost Accounting entries. Only one entry will be necessary in the Cost Accounting records. This entry will be made from the original receiving report and will be as follows:

1. Costs (Subsistence)
Agricultural Sales

When the monthly summary statement is received from the Agricultural Division it shall be compared with the Agricultural Sales Account and any discrepancies shall be followed up and corrected.

Any questions with regard to recording transactions connected with this procedure, the preparation of any documents, etc. should be discussed with the Fiscal Officer, Mr. J. W. Shepard.

H. A. Mathiesen

H. A. Mathiesen
Chief of Agriculture & Industries

A. W. Emple

A. W. Emple
Chief Administrative Officer

Attachment

FLOW CHART

AGRICULTURAL ACCOUNTING RECEIVING REPORT

WAREHOUSE	AGRICULTURAL SECTION	COST ACCOUNTING	AGR. & IND. OFFICE	SUBSIS. DEPT.
ORIGINAL	→	→		
DUPLICATE	→			
TRIPLICATE	→			
QUADRUPLICATE	→			→
QUINTUPLE				
SEXTUPLE	→		→	
SEPTUPLE	→	→		
Retain quintuple, forward original and five copies to Agriculture Office. File quintuple in unpriced file. When priced tripli- cate is received, enter the price on stores card and on any unpriced rec- uisitions. Remove copy from unpriced file and file same as other receiving reports.	Price and dispose of as follows: <u>Original to Cost Accounting Section</u> <u>Duplicate - retain</u> <u>TriPLICATE - return to the Warehouse</u> <u>Quadruplicate to Subsistence Office</u> <u>Sextuple to Agric. & Industries Office</u> <u>Septuple to Cost Accounting Office</u> with the monthly summary for veri- fication.	For entry on agric- ultural records.	For in- formation only	For in- formation only

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 31, 1943

ORDER NO. 16
Supplement 1

ADMINISTRATIVE INSTRUCTION.

MEMORANDUM TO: All Divisions affected in Handling and Accounting for
Agricultural Products

FROM: A. W. Empie, Chief Administrative Officer
H. A. Mathiesen, Chief of Agriculture and Industries

SUBJECT: Handling and Accounting for Agricultural Produce

Recent instructions from the War Relocation Authority, Washington D. C. provide for the pricing of all Agricultural Products on an actual cost basis and if not possible to do this, then on the basis of estimated costs. This necessitates the following changes in the above mentioned order:

Paragraph 3 Page 2 is changed to read as follows:

Under this change in procedure it will be necessary for the Department of Agriculture to furnish the Stores Accounting Section and the Warehouse with a complete list of all contemplated production showing in detail unit prices on a per lb. basis whenever possible before any produce is harvested and delivered. With few exceptions, this list or schedule should be provided to cover the entire season. When the original and five copies of the receiving report have been received by the Store's Accounting Section they shall be distributed as shown on the Flow Chart (Exhibit 1).

Paragraph 4 Page 2 is changed to read as follows:

At the end of each month for verification purposes the Agricultural Division shall make a statement of all products delivered to the warehouse during the month. This shall be made in triplicate, the original to be forwarded to the Cost Accounting Section, the duplicate to H. A. Mathiesen's Office, and the triplicate retained in the Agricultural Division. The septuple copies of receiving reports for the month are to accompany the original of the summary report to the Cost Accounting Section at the close of the month. The Agricultural Office should upon receipt of the Duplicate copy of Receiving Document insert thereon in red pencil, the price the article could have been sold for on the open market at the producing center at the time of delivery to the Project Subsistence Section. For comparative purposes a monthly and annual tabulation record should be prepared and maintained by the Agricultural Office covering all produce delivered to the Project showing both the estimated cost price used and the Market price at the Center at the time of delivery.

A revised flow chart for Receiving Report is attached hereto. Any questions with regard to recording transactions connected with this change in procedure, the preparation of any documents, etc., should be discussed with the Fiscal Officer, Mr. J. W. Shepard.

H. A. Mathiesen
H. A. Mathiesen
Chief of Agriculture & Industries

A. W. Empie
A. W. Empie
Chief Administrative Officer

F L O W C H A R T

Exhibit 1

AGRICULTURAL ACCOUNTING RECEIVING REPORT

Warehouse	Stores Acct'g	Agr. Sharp's Office	Cost Acct'g	Agr & Ind's Office	Subsistence Section
ORIGINAL	→		→		
DUPLICATE	→	→			
TRIPLICATE	→				
QUADRUPLICATE	→				→
QUINTUPLE					
SEXTUPLE	→			→	
SEPTUPLE	→	→	→		
Prepare and price. Retain QUINTUPLE copy in numerical file and forward other copies to Stores Acct'g. Unit.	Dispose of as follows: <u>ORIGINAL</u> To Cost Acct'g Sec- tion. <u>DUPLICATE</u> To Mr. Sharp Agr. Office. <u>TRIPLICATE</u> Post to stores ledg- er cards immediately and file numerically. <u>QUADRUPLI- CATE</u> To Subsist- ence Office. <u>SEXTUPLE</u> To Agric. & Industries Office. <u>SEPTUPLE</u> To Agric. Office - then to Cost Acct'g Sec- tion with their month- ly summary.	<u>DUPLICATE</u> For entry on Agric- ultural records. <u>SEPTUPLE</u> To Cost Acct'g Sec- tion with the monthly summary for verification.	For entry on agric- ultural records	For infor- mation only.	For infor- mation only.

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 17, 1943

ORDER NO. 17

ADMINISTRATIVE INSTRUCTION

WAREHOUSE RECEIVING AND ACCOUNTING PROCEDURE

Basic Policy:

The Secretary of the Interior issued an order to the Commissioner of Indian Affairs on August 8, 1940, outlining the procedure to be observed in reorganizing the Indian Service, both the Central Office and Field Offices. In establishing the Colorado River War Relocation Project and the various Branches of the Project organization the same basic organizational requirements were followed.

Early in 1942 the Indian Office promulgated instructions to all field offices outlining the procedure to be followed in reorganizing offices coming under the jurisdiction of superintendents as well as those supervised by district officials. As a part of this instruction to field offices, a typical organization chart was designed and transmitted primarily for the benefit of traveling auditors for their use in consultation with superintendents in effecting the reorganization called for by Indian Office Order 527 dated January 20, 1942.

One of the distinctive phases of the reorganization contemplated by the Secretary's Order dealt with the establishment of what was termed a "Property and Equipment Management" Division. In explanation of the functions of such a division it was stated as follows: "Analysis of property and equipment use. Warehouse management and Property Custodian." In other words, in planning the reorganization of the field offices, recognition was given to the fact that property and equipment management deserved the same kind of treatment as matters such as personnel, procurement, fiscal, mails, files and communications, and for that reason a separate and distinct divisional allocation was contemplated.

II. Proprietary Accounting Section:

It was recognized, however, in establishing such a division that a very close working relationship between this division and other divisions of the organization would be essential, but that in particular a very close coordination of functions must be established between this division and the Fiscal Division, Proprietary Accounting Section.

That such basic reasoning followed at that time was logical seen to have been borne out through our experience in establishing the various divisions of the Administrative Branch of this Project. We have been looking to the Chief Warehouseman and his organization for the establishment and maintenance of subsidiary card ledgers which must be

maintained in support of the general ledger control account maintained in the Proprietary Accounting Section. Inasmuch as the maintenance of all proprietary accounting records, including the supporting card ledgers for stores and property, is a prime function of the Proprietary Accounting Section, to call upon an entirely separate division for such information has proven to be not logical. This Order, therefore, contemplates transferring the responsibility for maintaining all card ledgers for supplies, materials and equipment, including subsistence, to the Proprietary Accounting Section of the Fiscal Division. This transfer will include personnel and equipment and will involve a segregation of personnel, materials, and equipment between the Chief Warehouseman, the Chief Steward, and the Fiscal Officer. The organization of the Proprietary Accounting Section will be accomplished in such a manner as to establish as many working units as necessary to effect the proper operation and maintenance of the necessary card ledgers for subsistence and other supplies, materials and equipment.

III. Property Custodian:

This Order also contemplates the transfer of the responsibility for establishing and maintaining all property accounting records from the office of the Property Custodian to the Proprietary Accounting Section. This is necessary for the same basic reasons as the transfer of the stores accounting from the office of the Chief Warehouseman to the Proprietary Accounting Section, i.e. in order for the proprietary accounting records to be complete, the control accounts must be currently supported in detail by the subsidiary card ledger for equipment fixed property, and the depreciation reserve accounts and such subsidiary records cannot be maintained in support of the control account so long as the responsibility for the maintenance of such ledgers is assigned to a section whose prime function is the conservation and care of property and not the maintenance of accounting records.

This Order, therefore, contemplates the transfer of the personnel and office equipment from the office of the Property Custodian to the Proprietary Accounting Section to the extent necessary to meet the requirements of both sections.

This Order also includes instructions and authority to proceed immediately to establish in the office of the Chief Warehouseman personnel and procedures whereby the Property Custodian will be fully represented at all times at the warehouse. Such an arrangement should be self-evident. The warehouse is the central point for receiving and distributing property and is the point at which all property should be surveyed and marked prior - and not subsequent - to the distribution thereof throughout the entire Project area.

IV. Warehousing:

As pointed out in the statement of basic policy, warehouse management is considered ordinarily in the Indian Service along with the work of the Property Custodian as a division of the Project organization and as such ordinarily embraces all the work under that particu-

division, i.e. responsibility for receiving, warehousing and distribution of supplies, materials and equipment for all divisions of the entire Project organization.

Due, however, to the magnitude of the work involved in feeding approximately 18,000 people and the fact that such a task involves a very large responsibility for the care in receiving, warehousing and distributing of foodstuffs and subsistence supplies, experience has shown that warehousing and distributing subsistence and subsistence supplies should be transferred to the office of the Chief Steward. This Order, therefore, contemplates such a transfer, including, as stated above, personnel and office equipment. The Chief Steward, however, will call upon the Chief Proprietary Accountant for exactly the same service with respect to the establishment and maintenance of stores card ledgers as will the Chief Warehouseman and the Property Custodian. In other words, the Proprietary Accounting Section will establish and maintain all subsidiary card ledgers in support of the general ledger control accounts, and in so doing will operate as an accounting service section to all interested offices.

In transferring the work and responsibility for the warehousing and distribution of subsistence and subsistence supplies from the office of the Chief Warehouseman to the office of the Chief Steward, it is not considered desirable to include the work and responsibility involved in receiving subsistence and subsistence supplies. However, since the Chief Steward is responsible for the ordering and acquisition of all types of foodstuffs and supplies necessary in the feeding of all persons on the Project he should share the responsibility of inspection, acceptance, or rejection in accordance with terms of the contract, purchase agreement, etc., with a view to the efficient and economical expenditure of funds. The work of preparing receiving reports, both for materials received at the railhead and at Poston, will be retained and carried on by the Chief Warehouseman.

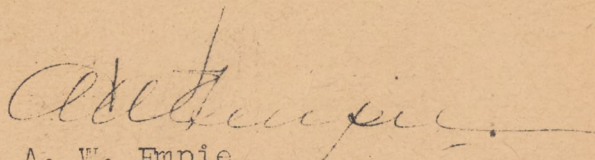
Warehouse space will be assigned in a sufficient quantity, based on the best estimates available, to provide space for the use of the Chief Steward and responsibility for the proper storage, as well as the general appearance of the buildings and surrounding space, will be assumed by the Chief Steward.

V. Supply and Transportation Officer:

It must be remembered that the Chief Warehouseman as well as the Chief Steward is a part of the divisional organization of the Supply and Transportation Officer insofar as warehousing and transportation are concerned, and that the transfer of duties and responsibilities from the office of the Chief Steward, or vice versa, does not alter materially the relationship of each office to the Supply and Transportation Officer with respect to these functions. It will be the duty and aim of the Supply and Transportation Officer to supply the needs of both offices to the extent of his facilities and ability both as to warehouse space, transportation facilities and other essentials necessary to the efficient and economical operation of both offices. The Supply and Transportation Officer and the Chief

Warehouseman will be expected to improve warehousing operations, looking to increased efficiency in serving all divisions of the Project, and in so doing are at liberty to consider changes in procedures, improvements to buildings and grounds, establishment of greater divisional responsibility for ordering, receiving and storing supplies, materials, and equipment.

Necessary changes in procedures, personnel, etc. pursuant to this Order will be the subjects for discussions between the several offices concerned as well as additional instructions from this office considered appropriate.



A. W. Empie
Chief Administrative Officer

Emergency Admin. Inst. Poston

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

ORDER NO. 18

March 22, 1943

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: ALL DIVISION HEADS AND BRANCH CHIEFS

The memorandum issued March 1 by Mr. Head limiting processing of procurement requests to strictly emergency requirements has not accomplished the purpose for which it was issued. The fact that an emergency exists in the operation of our Procurement and Fiscal Divisions so far as the processing of purchases and payment of accounts is concerned makes it absolutely necessary that some step be taken to relieve the present situation.

Various memoranda have been issued in the past requesting that needs be anticipated and purchases grouped with the purpose of reducing the number of requests to be processed. These memoranda in the form of requests for cooperation by anticipating divisional needs were made as follows:

May 7, 1942: Circular No. 2
July 25, 1942: Memorandum from Supply & Transportation Officer
Nov. 9, 1942: Procurement Office Memorandum No. 1

Conditions have reached the point where it becomes necessary that some positive step be taken to relieve the existing congestion. As a first step, all Division Heads are requested to anticipate their needs for the period from April 1 to June 30, and to submit as soon as possible requests for purchase to care for their needs during the above-stated period. These requests must be in the Procurement Division not later than 5:30 P.M. on March 31. Thereafter, no Request for Purchase will be processed for any activity excepting the Subsistence and Health Sections unless the Division Head can justify his request on the grounds that the need to be met is one which could not have been anticipated and covered in a procurement request issued prior to March 31.

The above procedure will release some of the Procurement Division personnel during the month of May to assist in making current the work of the Fiscal Division so far as payment of accounts is concerned.

Approved:

Ralph M. Gelvin
Ralph M. Gelvin
Acting Project Director

A. W. Empie
A. W. Empie
Chief Administrative Officer

Evans

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

April 6, 1943

ORDER NO. 19

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: All Divisions Affected in Handling and Accounting for
Industry Subsistence Production

FROM: A. W. Empie, Chief Administrative Officer
H. A. Mathiesen, Chief of Agriculture and Industries

SUBJECT: Handling and Accounting for Industry Subsistence Products

The following procedure is to be followed in delivering and accounting for all Industry subsistence products, produced or processed and used locally.

All subsistence products produced or processed in Poston for local consumption will be handled through the project warehouse or when considered advisable, delivery will be made at the place of production or processing to a representative of the warehouse. A receiving report must be issued by the Chief Warehouseman on all subsistence products produced or processed on the project in the same manner as other merchandise obtained from the outside is receipted for. Details for physical handling of all subsistence produced or processed locally can be arranged suitable to the nature of the products involved, particularly keeping in mind that it must all clear through the warehouse so that the Industry Division receives full credit for all such production on whatever basis is applicable.

The Subsistence Section places orders far in advance covering their subsistence needs for the project. For that reason it is most essential that the Industry Division field offices keep the Subsistence Section advised constantly of all the local production. The Industry Division field offices will therefore supply the Subsistence Section with the following reports.

1. A progress report or subsistence schedule shall be maintained constantly, closely estimating quantity, type, etc. of produce available for local consumption. On the basis of this report the Subsistence Section will regulate their open market subsistence purchases and shipments from other centers with a view to giving first consideration to the consumption of local produce.

2. A 10-day production schedule must be provided, for not less than 10 days in advance at all times. This should show the type of produce, specific time of delivery, a close estimate of quantity and grade and estimated cost prices in detail. On the basis of this schedule the Subsistence Section will plan the use of local produce in their menus.

For accounting purposes the following provisions will be observed:

1. Transactions will be initiated by the issuance of a request from the Subsistence Section to the Industry Division field office for the delivery of certain products on a specified day according to the planned menu.

2. The products ordered will be delivered by the Industry Division to the Warehousing Section either at the warehouse or at the place of production or processing, according to arrangement. A receiving report will be issued by the Chief Warehouseman the same as for receipt of any other merchandise. For disposition of the receiving report see attached flow chart (Exhibit 1).

3. Under this procedure it will be necessary for the Industry Division to furnish the Stores Accounting Unit and the Warehouse Section with a complete list of all contemplated production showing in detail unit prices on a per lb. basis whenever possible. This must be done before any produce is delivered. Uniform prices should be established by Industry Section Heads on all produce in the three camps on an estimated cost basis. When the priced receiving report is received by the Store's Accounting Unit, the original and five copies shall be distributed as shown on the flow chart (Exhibit 1).

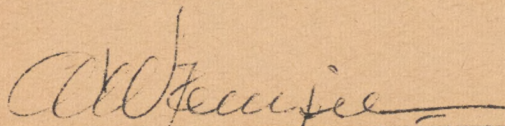
4. At the end of each month for verification purposes the Industry Division field offices shall make a statement of all products delivered to the warehouse during the month. This shall be made in triplicate, the original to be forwarded to the Cost Accounting Unit, the duplicate to H. A. Mathiesen's office, and the triplicate retained in the Industry Division field office. The septuple copies of receiving reports for the month are to accompany the original of the summary report to the Cost Accounting Unit at the close of the month. The Industry Division field office should upon receipt of the duplicate copy of receiving document insert thereon in red pencil, the price the article could have been sold for on the open market at the producing center at the time of delivery to the Project Subsistence Section. For comparative purposes a monthly and annual tabulation record should be prepared and maintained by the Industry Division field offices covering all produce delivered to the Project showing both the estimated cost price used and the market price at the Project at the time of delivery.

5. Cost accounting entries. Only one entry will be necessary in the cost accounting records. This entry will be made from the original receiving report and will be as follows:

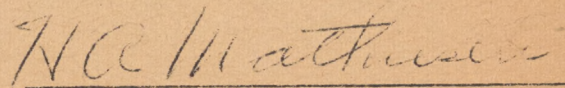
1. Costs (Subsistence)
Industry Department Sales

When the monthly summary statement is received from the Industry Division field offices it shall be compared with the Industry Division sales account and any discrepancies shall be followed up and corrected.

Any questions with regard to recording transactions connected with this procedure, the preparation of any documents, etc. should be discussed with the Fiscal Officer, Mr. J. W. Shepard.



A. W. Empie
Chief Administrative Officer



H. A. Mathiesen
Chief of Agriculture & Industries

FLOW CHART
INDUSTRIES ACCOUNTING
RECEIVING REPORT

Warehouse	Stores Acct'g	Industry Field Office	Cost Acct'g	Agr & Ind's Office	Subsistence Section
ORIGINAL	→		→		
DUPLICATE	→	→			
TRIPLICATE	→				
QUADRUPLICATE	→				
QUINTUPLE	→				
SEXTUPLE	→			→	
SEPTUPLE	→	→	→		
Prepare and price. Retain QUINTUPLE copy in numerical file and forward other copies to Stores Acct'g Unit.	Dispose of as follows: <u>ORIGINAL</u> To Cost Acct'g Sec- tion. <u>DUPLICATE</u> To Industry Field Office where article is produced. <u>TRIPLICATE</u> Post to stores ledg- er cards immediately and file numerically. <u>QUADRUPLICATE</u> To Subsis- tence Section. <u>SEXTUPLE</u> To Agric. & Industries Office. <u>SEPTUPLE</u> To Industry Field Office. Then to Cost Acct'g Sec- tion with their month- ly summary.	<u>DUPLICATE</u> For record- ing in In- dustry Field Office in the respec- tive camp. <u>SEPTUPLE</u> To Cost Acct'g Sec- tion with the month- ly summary for verifi- cation.	For entry on Industry records.	For infor- mation only.	For infor- mation only.

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

July 27, 1943

ORDER NO. 19
Supplement 1

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO: All Divisions Affected in Handling and Accounting for
Industries and Subsistence

FROM: A. W. Empie, Chief Administrative Officer
H. A. Mathiesen, Chief of Agriculture and Industries

SUBJECT: Handling and Accounting for Industry Subsistence Products

Recently Mr. W. C. Sharp was selected as Acting Assistant Chief of Agriculture and Industries. By this arrangement, his Agricultural Central Office in Room 50, Administration Building, will serve as a central office for all Industry activities in the same manner it is serving for all Agricultural activities. As a result of this, there are certain changes to be noted in the handling of receiving documents and Industry subsistence reports, prescribed in Order No. 19, under date of April 6, 1943. They are as follows:

Paragraph 3, Page 1 should be changed to read as follows:

The Subsistence Section places orders far in advance, covering our subsistence needs for the Project. For that reason, it is most essential that the Industry Division keep the Subsistence Section advised constantly of all the local production. The Industry Division Field Offices will therefore supply Mr. Sharp's Office with the necessary information; and they in turn, supply the Subsistence Section with a consolidated report of all anticipated production by submission of the following reports (no change in reports):

Paragraph numbered 2, Page 2:

(Exhibit I) change to (Exhibit I, revised, July 27, 1943). No other change in paragraph.

Paragraph numbered 3, Page 2 change as follows:

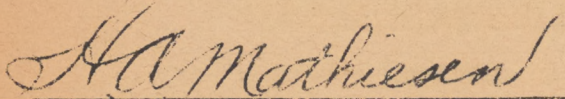
(Exhibit I) change to (Exhibit I, revised, July 27, 1943). No other change in paragraph.

Paragraph numbered 4, Page 2 is changed to read as follows:

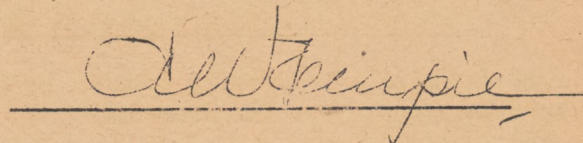
At the end of each month for verification purposes, the Office of the Acting Assistant Chief of Agriculture and Industries shall make a statement of all produce delivered to the Warehouse during the month. This shall be made in triplicate, the original to be forwarded to the Cost Accounting Section, the duplicate to H. A. Mathiesen's Office, and the triplicate retained in Mr. Sharp's Office.

The septuple copies of receiving reports for the month are to accompany the original of the summary report to the Cost Accounting Section at the close of the month. The Office of Acting Assistant Chief of Agriculture and Industries should, upon receipt of the duplicate copy of receiving document, insert thereon in red pencil, the price the article could have been sold for on the open market at the produce center at the time of delivery to the Project Subsistence Section. For comparative purposes, a monthly and annual tabulation record should be prepared and maintained by the Assistance Chief of Agriculture and Industries, covering all produce supplied by the Industry Department and delivered to the Project, showing both the estimated cost price used, and the market price at the Center at the time of delivery.

A revised flow chart for receiving report is attached hereto. Any questions with regard to recording transactions connected with this change in procedure, the preparation of any documents, etc. should be discussed with the Fiscal Officer, Mr. J. W. Shepard.



H. A. Mathiesen
Chief of Agriculture & Industries



A. W. Enapie
Chief Administrative Officer

FLOW CHART

Exhibit I
(Revised
7/27/43)

INDUSTRIES ACCOUNTING RECEIVING REPORT

Warehouse	Stores Acct'g	Mr. Sharp's Office	Cost Acct'g	Agr & Ind's Office (HAM)	Subsistence Section
ORIGINAL	→		→		
DUPLICATE	→	→			
TRIPLICATE	→				
QUADRUPLICATE	→				→
QUINTUPLE					
SEXTUPLE	→			→	
SEPTUPLE	→	→	→		
Prepare and price. Retain QUINTUPLE copy in numerical file and forward other copies to Stores Acct'g Unit.	Dispose of as follows: <u>ORIGINAL</u> To Cost Acct'g Section. <u>DUPLICATE</u> To Mr.Sharp Office. <u>TRIPLICATE</u> Post to stores led- ger cards immediately and file numerically. <u>QUADRUPLI- CATE</u> To Subsist- ence Office. <u>SEXTUPLE</u> To Agric. & Industries Office (HAM). <u>SEPTUPLE</u> To Mr. Sharp Office, then to Cost Acct'g Sec- tion with their month- ly summary.	<u>DUPLICATE</u> For entry on Industry records. <u>SEPTUPLE</u> To Cost Acct'g Sec- tion with the monthly summary for verification.	For entry on Industry records.	For infor- mation only.	For infor- mation only.

Mails + Files

104-5

Colorado River War Relocation Project
Poston, Arizona

Order No. 20

April 14, 1943

Effective April 19, 1943, all persons except those whose wages or salaries are paid by the Treasurer of the United States, and their dependents, shall be charged at the following rate (payable in Cash before each meal) for meals eaten in Project Dining halls:

Breakfast	\$.50
Lunch	.75
Dinner	1.00

The establishment of the above schedule of rates has become necessary due to the restrictions of civilian point rationing and the increase cost of subsistence supplies. For your information, all persons on this project are subject to Civilian Point Rationing Regulations as established by the C.P.A.

W. Wade Head
W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

April 26, 1943

ORDER NO. 21

ADMINISTRATIVE INSTRUCTION

ALL EVACUEES AND APPOINTED PERSONNEL:

The purposes of clarifying the Project Director's position with regard to the shipment from Poston of Government-owned property now in the possession of the evacuees, the following procedure shall be observed:

- (1) CLOTHING. Clothing which has heretofore been issued to the evacuees for their use in connection with the performance of their duties such as jackets, trousers, uniforms, etc., shall be returned for credit prior to departure from the Project.
- (2) BLANKETS, MATTRESSES, AND COTS. Blankets, Mattresses, and cots heretofore issued to the evacuees shall remain the property of the Government, and such items may not be taken from the Project. The Block Managers, the Block Managers' Supervisors, and the Unit Administrators are responsible to the United States for the safe-keeping of these items and a strict accounting must be made of all items issued under this heading.
- (3) FURNITURE. constructed during operation of Project such as tables, desks, bed steads, chairs, Chiffoners, chests of drawers, clothes closets - constructed in the carpenter shops or by the Evacuees in their homes out of material belonging to the government. This action is necessary both due to the fact that much of it was constructed at the expense of the Government and also for the benefit of those who are to remain on the Project for an indeterminable period of time.

Evacuees transferring to other Government Project may be allowed to ship this type of furniture. This ruling does not apply to small items of more or less personal nature constructed of lumber on the Project, which may be taken with the residents upon departure.

/s/ W. Wade Head
Project Director

Camp I

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

April 29, 1943

ORDER NO. *1422*
ADMINISTRATIVE INSTRUCTIONS

TO ALL UNIT ADMINISTRATORS, BLOCK MANAGER SUPERVISORS AND BLOCK MANAGERS

In order to facilitate the shipment of furniture and personal property, owned by the Evacuees, living in Units I, II and III and which must be inspected by the Inspector before such items are crated or packed for shipment, it is requested that an inventory be secured from each Evacuee owning any property. The inventory should give the trade name, serial, model or identification number of each article.

The inventory should include such items as:

Typewriters
Sewing Machines
Coolers
Electric Fans
Electric Motors
Vacuum Cleaners
Heaters
Electric Stoves
Adding Machines
Calculators
Hot Plates
Clocks
Refrigerators

Washing Machines
Surgical Instruments
Laboratory Equipment
All Kinds of Wood Working or Etching Tools
Wood Working Tools
Plumbing Tools
Furniture such as:
Beds
Springs and Mattresses
Cots
Blankets
Mirrors

Tables
Chairs--all kinds
Floor or Stand Lamp, Elect.
Chiffoners
Chest of Drawers
Clothes Closets
Card Tables
Folding Chairs
Desks
Davenport
Over-stuffed Chairs
Rugs

Engineering equipment such as Transits, Levels, Alidades, Plane tables, Tripods, Compass, Steel tapes and chains. The serial number, make and model should be given for identification.

Do not include clothing, toilet articles, trunks, suit cases or jewelry on this inventory.

This inventory will remain in the Block Manager's office file and to be used by the Inspector to check out the Evacuees on leaving the Unit. This inventory must be in the office of the Block Manager's office not later than May 15th.

W. Wade Head
W. Wade Head
Project Director

Colorado River War Relocation Project
Poston, Arizona
April 26, 1943

Order No. 23

Administrative Instruction

Subject: Recording time of Evacuee Workers

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Effective May 1, 1943-the Colorado River War Relocation Project will begin payment of evacuee labor in accordance with War Relocation Authority Administrative Instruction No. 10 (Revised) as outlined in the memorandum of April 13, 1943 issued by the project Timekeeping Unit. This procedure provides for payment of evacuee employees on the basis of actual hours worked rather than on the basis of a 30 day month. The standard hours provided are 8 hours per day, 5 days each week, and 4 hours on Saturday. The hourly rate of pay varies with the number of working days per month, and schedules will be provided monthly by the Timekeeping Unit for use in figuring the pay. Pay for the months of May and June will be based on the following rates:

May -	188 hours
	\$12 or \$0.063 per hour
	\$16 or \$0.0851 per hour
	\$19 or \$0.1010 per hour
June -	192 hours
	\$12 or \$0.0625 per hour
	\$16 or \$0.0833 per hour
	\$19 or \$0.099 per hour

On page 2 of the above mentioned memorandum, the last sentence of the second paragraph reads "Do not record fractional hours." This should read "Do not record fractional hours less than one-half." Under this provision, employees will not be credited with time worked less than one-half hour. This means that if an employee elects to leave work at 11:45 o'clock rather than at 12 noon, which is the established time for leaving work, or at 4:45 o'clock in the afternoon rather than at 5 o'clock, the employee will not receive credit for the half-hour from 11:30 o'clock to 12:00 o'clock, or for the half-hour from 4:30 o'clock to 5:00 o'clock. This applies also to employees coming to work later than 8:00 a.m. or 1:00 p.m.

W.R.A. instructions provide that the only absence which can be considered excused absence with pay is absence on account of illness or on compensatory leave. The only present exception to this provision is that so long as evacuee advances and clothing allowances are paid in cash excused absence with pay may be granted employees for sufficient time to collect their pay. No Division Head or Section Head is authorized to grant pay for any other absence, in the future, excepting in cases approved by the Project Director for a special reason, and it shall be the responsibility of Division and Section Heads to see that time is correctly recorded for employees who elect to work other than the prescribed hours.

W. H. Head
Project Director

(2669)

Prevention

Colorado River War Relocation Project
Poston, Arizona

104.9

May 5, 1943

Order No. 24

To all Division Heads and Section Chiefs

Notice is hereby given that the Chief Warehouseman and Property Custodian have been instructed to charge to the respective employee any metal or other type of container for which the Government has to pay a deposit.

These metal containers must be returned to the vendors for credit and during the time such containers remain on the Project they must be charged in turn to the responsible employee.

Unless these containers are cared for and returned for credit the cost thereof will be charged to the employee's account.

A. W. Empe
A. W. Empe,
Chief Administrative Officer.

(2720)

Colorado River Relocation Project
Poston, Arizona

May 14, 1943

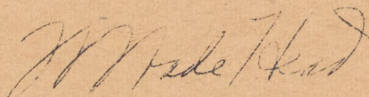
ORDER NO. 25

ADMINISTRATIVE INSTRUCTION

TO ALL EVACUEES AND APPOINTED PERSONNEL:

For the purpose of establishing control over the movement of vehicles operating on this Project, the following procedure shall be observed.

All vehicles, not owned or leased by the Government, shall be prohibited from operating within the confines of Poston without first being approved by the Dispatcher's Office at Camp No. 1. In general, equipment brought to this Project shall be impounded in Motor Pools and the keys therefor shall be turned over to the custody of the Dispatcher. Equipment shall be receipted for on Form WRA 223. Where equipment arrives loaded with property, arrangements can be made to permit unloading before placing vehicle in Motor Pool. Evacuees are urged to refrain from bringing in vehicles until shortly before leaving the Project, as equipment impounded under this order shall not be released until the date the owner leaves the Project or until released at the discretion of the Dispatcher.



W. Wade Head
Project Director

Colorado River War Relocation Project

Poston, Arizona

July 26, 1943

ROOM & BOARD CHARGE FOR VISITORS

Order No. 26

War Relocation Authority Administrative Instruction No. 61, (Revised)
provides as follows:

I. Subsistence Charges

- A. A charge of 20¢ per meal will be made for all meals furnished visiting Japanese-Americans, including members of the Armed Services, except in the case of evacuees visiting the center from other relocation centers.
- B. No charge shall be made for meals furnished evacuees visiting the center from other relocation centers.

II. Housing Charges

- A. A charge of 20¢ per night shall be made for occupancy of living quarters expressly furnished for visitors, subject to the exception stated in B below.
- B. No charge shall be made for evacuees visiting from other relocation centers, nor shall charge be made for other visitors when space is occupied in the quarters of the family, friends, or relatives.

In compliance with this instruction, effective immediately, charges as stated will be made for meals and quarters furnished visiting Japanese-Americans.

Payment will be received at the Project Leave Office at the time visitors call for their out-passes. Charge will be made for three meals per day excepting that on the day in and the day out charge will be for the number of meals served during the time the visitor was in Poston on those days.

Visitors will avoid inconvenience and delay in obtaining their out-passes if they report to the Unit Leave Office upon their arrival.

Out-passes will not be issued by the Leave Office until charges for meals and quarters have been paid.

MORIS BURGE
Moris Burge
Acting Project Director

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COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

September 11, 1943

Order No. 27

ADMINISTRATIVE INSTRUCTION

Subject: Indian Service Equipment

Indian Service equipment at present
in use on the project is not to be purchased by
the project, nor is rent to be paid for its use.

WADE HEAD
Project Director

cc: Mr. Gelvin
Mr. Empie
Mr. Rupkey
Mr. Palmer
Mr. Shepard
Mr. Angel
Mr. Schoenhut
Mr. Culbertson

Colorado River Relocation Project
Poston, Arizona

November 11, 1943

ORDER NO. 28

ADMINISTRATIVE INSTRUCTION

TO ALL EMPLOYEES:

SUBJECT: Change of Hours

Effective November 15, 1943, the working hours Monday through Friday will be from 8:30 a.m. to 12:00 noon, and from 1:00 p.m. to 5:30 p.m. The schedule for the beginning of meals will be as follows:

Breakfast	7:30 a.m.
Lunch	12:15 p.m.
Dinner	6:00 p.m.

On Saturdays the working hours for the evacuee employees will be from 8:30 a.m. to 12:30 p.m. Lunch will begin at 12:45 p.m. On Saturday afternoons the appointed personnel shall work from 1:30 p.m. to 5:30 p.m.

W. Wade Head

W. WADE HEAD
Project Director

File by No.

Colorado River Relocation Center
Poston, Arizona

December 17, 1943

ORDER NO. 29

ADMINISTRATIVE INSTRUCTION

TO ALL EMPLOYEES

SUBJECT: Change of Hours

The Board of Supervisors of the County of Yuma, and the Council of the City of Yuma, adopted resolutions placing the business and local government offices throughout Yuma County on Pacific War Time. Poston and Parker are in Yuma County.

Effective midnight of Saturday, December 18, this center will similarly change from Mountain War Time to Pacific War Time. This will require the turning back of timepieces one hour.

Effective at that time, the working hours Monday through Friday will be from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. The hours on Saturday will be the same, except for the evacuees who will work from 8:00 a.m. to 12:00 noon.

The schedule for the beginning of meals will be as follows:

Breakfast	7:00 a.m.
Lunch	12:10 p.m.
Dinner	5:30 p.m.

W. Wade Head
W. WADE HEAD

Project Director

(4056)

Poston - admin notices

Colorado River Relocation Center
Poston, Arizona

Dr. French
39
April 27, 1944

PROJECT ORDER NO. 30

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Use of Government-owned Automobiles on Official Trips

The increasing shortages of gasoline and tires necessitate a drastic reduction in the mileage of project automobiles. You are requested to issue authorization for off-project trips only after careful examination and determination that such trips are necessary. In the future, official travel to Phoenix should be made by train or bus, and only in unusual circumstances will the use of automobiles be authorized.

Effective immediately, the following procedure shall be followed in the issuing of travel authority involving the use of Government automobiles:

1. Request for Travel Authority (Form OET 39) shall be submitted to the Head of Division in which travel is initiated for his approval and signature.
2. The approved request shall be submitted to the Fiscal Accountant, Budget and Accounts Unit, for approval as to availability of funds.
3. From Budget and Accounts Unit, the Request shall be sent to Mr. Leslie G. Miller, Motor Pool Supervisor, for approval as to availability of an automobile.
4. The request shall be submitted to Mr. H. W. Palmer, Procurement Officer for approval and issue of a Travel Order.
5. After the Travel Order has been issued, the Request and Travel Order shall go to the Project Director for final approval.

No project-owned automobiles are to be used for off-project trips unless their use has been approved as provided in this order.

This procedure will require that Requests for Travel Authority be submitted long enough in advance of the desired time of departure so that the requirements of this order may be complied with. Otherwise departure must be delayed.

MORIS BURGE
Moris Burge
Acting Project Director

(4348)