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WAR RELOCATION AUTHORITY

MINIDOKA PROJECT

August 12, 1942

Memorandum for the Administrative Staff:

In order to facilitate the employment of enlistees on the project and to provide an employment record and payroll control, an Enlistee Employment Document will be used. This document is provided with requisition, personnel and memorandum of employment sections. These sections of the document have the following uses.

I Requisition

When the services of an enlistee are desired, the division desiring the services will prepare a requisition in quadruplicate providing the information as shown on Section I of the Enlistee Employment Document and forward the original and two copies to the Employment Division. The fourth copy will be retained in the files of the requisitioning division.

II Employment Division Action

Upon the receipt of the original and two copies of the requisition, the Employment Division will select a qualified candidate for the position to be filled. The employment officer will fill in and sign Section II, Employment Division Action Section of the Enlistee Employment Document and send the candidate to the division requesting his or her services. The original and two copies of the Enlistee Employment Document will be given to the candidate to deliver to the requisitioning division.

III Memorandum of Employment

When the candidate reports to his place of duty the chief of the division desiring his services will fill in and sign Section III, Memorandum of Employment, unless it is determined that the candidate is not properly qualified in which case a new requisition will be initiated. Inasmuch as the Employment Division will make selection of each enlistee after study of his or her qualifications their rejection cases should be very few.

IV Distribution of Copies of
Enlistee Employment Document

Enlistee Employment Documents will be prepared in quadruple --original and three copies. Upon initiating the document, the requisitioning officer will retain the third copy.

The original and two copies will be sent to the Employment Division and will be kept together in process until the Memorandum of Employment is signed at which time the original and two copies will be sent to the Budget and Finance Section who will distribute the copies as follows:

Original - Budget and Finance Section
Duplicate - Employment Division
Triplicate - Enlistee

The original and two copies of the Enlistees Employment document will be filed alphabetically by enlistee's name to support payroll payments.

The Audit Unit of the Budget and Finance Section will use the original of the Enlistee's Employment Document to aid in preparing a Daily Force Report showing increases for the day by rate groups in the following manner:

Enlistees' Force Report for _____
(Day)

	: \$12	: \$16	: \$19	: Total	:
	:	:	:	:	:
	: No.	: Amt.	: No.	: Amt.	: No.
	:	:	:	:	:
Previous Day	:	:	:	:	:
	:	:	:	:	:
New Employments	:	:	:	:	:
	:	:	:	:	:
*Separations	:	:	:	:	:
	:	:	:	:	:
Present Force	:	:	:	:	:

*To be covered by separate instructions.

Note: Due to some employments for less than eight hours on days of entrance on duty and separations in some instances the amount shown will not be absolute, but will be sufficiently close for budget purposes.

MG:kk

Harry L. Stafford
Harry L. Stafford,
Project Director

Ident. No. _____ Class _____ Name _____

MINNESOTA WAR RELOCATION PROJECT
ENLISTEE EMPLOYMENT DOCUMENT

SECTION I - REQUISITION

Division _____ Date _____
Section _____
Job Title _____ Duration _____
(Indefinite or No. of days)

Job Description _____

Report: To _____ at _____ on _____
(Date) (Hour)

Remarks or Qualification Required: _____

Division Head _____

SECTION II - EMPLOYMENT DIVISION ACTION

Date _____
Identification No. _____

Mr. _____
Mrs. _____
Miss _____ of Block _____ Bldg. _____ Apt. _____
is recommended for the above position at classification:
A - \$13.00; B - \$16.00; C - \$19.00 (cross out class inapplicable)

Employment Division _____

SECTION III - MEMORANDUM OF EMPLOYMENT

Name _____ Payroll Title _____
Entered on Duty: Date _____ Hour _____
Reasons for Rejection if any _____

I accept employment as indicated in Sections I, II and III above.

Approved: _____

Acceptance, Enlistee Signature _____

Division Head _____

Identification No. _____ Class _____ Name _____

War Relocation Authority

Minidoka Project

August 14, 1942

Memorandum for the Administrative Staff:

ENLISTEE CHANGE IN STATUS

Division to Division Transfers:

In order to facilitate division to division transfers the following procedure is prescribed:

Division to division transfers will be cleared through the Employment and Housing Division.

The Division to which the enlistee is to be transferred will initiate the Division to Division and Classification Transfer Slip by preparing three copies thereof signed by the division head. The original and one copy of a transfer slip will be sent to the Employment Division who will validate the transfer and transmit the two copies to the Division from which the transfer will be made for the approving signature of the Division head.

X After approval by the division from which the transfer will be made, the original and copy of the Division to Division Transfer Slip, together with the Time Sheet, will be sent to the Budget and Finance Section where the timekeepers in the Budget and Finance Section of the Administrative Division will dispatch the Time Sheet, together with copy of the transfer slip to the Division receiving the enlistee.

The original of the transfer slip will be filed in the Personnel Records Section of the Administrative Division. X

Reclassification:

The Division to Division and Classification Transfer Slip will also be used to transfer an enlistee from one classification to another and will be cleared through the Placement Officer of Employment and Housing Division in the same manner as a Division to Division Transfer.

// In the case of a reclassification a new Time Sheet will be prepared by the Payroll Clerk of the Personnel Records Section in the same manner as for a new employment. The Time Sheet for the old rate and for the new rate will be kept together until the end of the month and until after the payroll pre-audit is made after which the Time Sheet will be put on the Division Payroll in which the enlistee ended the month-- each classification rate being put under the classification section of the payroll to which it belongs. //

Memorandum for the Administrative Staff:

Continued:

✓ In order to avoid difficulty in closing each months payroll transactions and to facilitate the payment of enlistees no transfers or changes in classifications will be made during a frozen period between the twenty-fifth and the end of each month. //

Attached is a copy of the Division to Division and Classification Transfer Slip.

Harry L. Stafford

Harry L. Stafford
Project Director

MG:AH

WAR RELOCATION AUTHORITY
Minidoka Project

DIVISION TO DIVISION AND
CLASSIFICATION TRANSFER SLIP

The transfer and/or change in classification of the following
enlistee is respectfully requested:

Name _____ Identification No. _____

From: _____ To: _____
Title _____ Title _____

Classification _____ Classification _____

Approval

From _____ To _____
(Division) (Division)

by _____ by _____
(Division Head) (Division Head)

Validation _____ Date _____
(Placement Officer)

WAR RELOCATION AUTHORITY

MINIDOKA PROJECT

August 12, 1942

Memorandum for the Administrative Staff:

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Enlistees' Force Report for _____
(Day)

	:	\$12	:	\$16	:	\$19	:	Total	:
	:	:	:	:	:	:	:	:	:
	:	No.	:	Amt.	:	No.	:	Amt.	:
	:	:	:	:	:	:	:	:	:
Previous Day	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:
New Employments	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:
*Separations	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:
Present Force	:	:	:	:	:	:	:	:	:

*To be covered by separate instructions.

Note: Due to some employments for less than eight hours on days of entrance on duty and separations in some instances the amount shown will not be absolute, but will be sufficiently close for budget purposes.

Harry L. Stafford
Harry L. Stafford,
Project Director

Ident. No. _____ Class _____ Name _____

MINIDOKA WAR RELOCATION PROJECT
ENLISTEE EMPLOYMENT DOCUMENT

SECTION I - REQUISITION

Date _____

Division _____ Section _____

Job Title _____ Duration _____
(Indefinite or No. of days)

Job Description _____

Report: To _____ at _____ on _____
(Date) (Hour)

Remarks or Qualification Required: _____

Division Head _____

SECTION II - EMPLOYMENT DIVISION ACTION

Date _____

Identification No. _____

Mr. _____
Mrs. _____

Miss _____ of Block _____ Bldg. _____ Apt. _____

is recommended for the above position at classification:

A - \$12.00; B - \$16.00; C - \$19.00 (cross out class inapplicable)

Employment Division _____

SECTION III - MEMORANDUM OF EMPLOYMENT

Name _____ Payroll Title _____

Entered on Duty: Date _____ Hour _____

Reasons for Rejection if any _____

I accept employment as indicated in Sections I, II and III above.

Approved: _____

Acceptance, Enlistee Signature _____

Division Head _____

Identification No. _____ Class _____ Name _____

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

November 24, 1942

MEMORANDUM TO: Administrative Staff
SUBJECT: Usage of Passenger-Carrying Vehicles by Evacuees
FROM: H. L. Stafford, Project Director

Passenger-carrying vehicles may be used by evacuees only under the following conditions:

1. Medical attention required for which no facilities within the Project are available.
2. Official business with reference to the operation of the post office.
3. Official business in connection with freight and express hauling from Hunt Siding, Eden and Twin Falls.
4. Official business of the police of the Internal Security Section.
5. Special situations in connection with deaths, weddings and accidents.
6. To make train schedules for evacuees who are officially called to the outside.
7. Other official trips of the Japanese to points outside the Project where common carrier transportation is not available.

When evacuees have been given passes for one of the above types of leaves and where transportation by passenger cars is required, the necessary transportation will be requisitioned by a designated member of the Administrative Staff, who will prepare a Transportation Requisition. All Requisitions for Transportation equipment as may be signed by Administrative Staff members is and at all times shall be subject to cancellation by the Project Director.

The Motor Pool will be provided with a list of Administrative Personnel who are tentatively authorized to sign a Transportation Requisition for evacuees.

Transportation involving the use of Government passenger-carrying vehicles within the Project will be requisitioned from the Motor Pool in the same manner as for transportation to the outside. In case of transportation within the Project, the Motor Pool will furnish a driver. Transportation equipment will not be issued to evacuees on any personal use or "drive their own" basis. Motor Pool Drivers will carry out their responsibilities in strict accord with procedure and rules layed down by the Transportation Officer.

All usage of passenger-carrying vehicles will be reported on a Driver's Trip Ticket. Samples of Transportation Requisition and Driver's Trip Ticket are attached to this memorandum.

H. L. Stafford

H. L. STAFFORD
Project Director

Attachments (2)

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

Motor Pool
Trip No. _____

Req. No. _____

Date _____

TRANSPORTATION REQUISITION

To: Roy E. Olson
Motor Pool Supervisor

From: _____

Division _____

Please furnish transportation in accordance with following instructions which I certify is for official Government business.

Requisitioning Officer _____

Number of passengers _____ With
*Without Driver

From _____ to _____

Time of departure _____ AM
PM Date _____

Estimated time of return _____

Person in charge _____

Names of passengers _____

Purpose of trip: _____

Chg. to Account No. _____

Distribution:

Original--Motor Pool

Duplicate--

Tripplicate--Division File

*Car without driver to be requisitioned only when car is to be driven by a Caucasian member of the Administrative Staff.

DRIVER'S

NAME _____

DATE _____

U. S. A.

No. _____

DRIVER'S TRIP TICKET AND PERFORMANCE RECORD QUARTERMASTER CORPS, MOTOR
TRANSPORT

ORGANIZATION _____

(TIME

A.M.

(OUT _____

P.M.

REPORT TO _____

(TIME

A.M.

IN _____

P.M.

DEPARTMENT OR ADDRESS _____

KIND OF WORK (OR ROUTE) _____

REQUESTED BY _____

(ORGANIZATION OR INDIVIDUAL)

(DISPATCHER'S SIGNATURE) _____

SPEEDOMETER READING _____

FUEL ADDED (GALS.) _____

OIL ADDED (QTS.) _____

IN _____

OUT _____

TOTAL MILES TRAVELED _____

ROADSIDE REPAIRS MADE INCLUDING TIRE CHANGES? (YES OR NO) _____

ACCIDENT? (YES OR NO) _____ (NOTE TIME AND PLACE UNDER REMARKS)

TOOLS OR EQUIPMENT LOST OR DAMAGED? (YES OR NO) _____

AFTER COMPLETING TRIP, NOTE DEFECTS BY A CHECK (✓) MARK OPPOSITE UNIT
NEEDING ATTENTION.

ALL ITEMS CHECKED NEED ATTENTION

ENGINE	RUNNING GEAR	WINDSHIELD WIPER	WATER LEAKAGE
CLUTCH	INSTRUMENTS	OTHER CONTROLS	FIRE EXTING.
BRAKES	LIGHTS	OIL LEAKAGE	TOOLS
STEERING	HORN	GAS LEAKAGE	SPECIAL EQUIP.

REMARKS: _____

(DRIVER'S SIGNATURE) _____

I HAVE NOTED ALL ENTRIES ON THIS FORM AND HAVE TAKEN THE NECESSARY ACTION.

(SIGNATURE OF DISPATCHER, TRUCK MASTER
SECTION LEADER, ETC.) _____

[illegible]

VEHICLE RELEASED AT _____ DATE _____
(SPEEDOMETER READING)
AND ON _____ AT _____ (A.M.
OF _____ (P.M.
BY _____
(SIGNATURE)
(BY OFFICIAL USER)
_____ (RANK)

WAR RELOCATION AUTHORITY
Minidoka Project

October 16, 1942

MEMORANDUM TO: All Administrative Employees
SUBJECT: Correspondence

It has been noted that many divisions are detaching file copies from the original outgoing correspondence and transmitting them separately to the mail room. When this happens, there is some doubt about correspondence actually having been mailed out. When the file copies are sent to the mail room, clipped to the original, there can be no such doubt.

Outgoing correspondence should be prepared in the original and four copies, or if addressed to the Regional Office, in the original and five copies. These copies are used as follows: original to the addressee (original and one copy, if to the Regional Office); two copies to the Central Files; one copy to the Project Director; and one copy returned to the originating division, indicating that the correspondence has been sent.

The foregoing paragraphs also apply to inter-office communications where it is desired to keep a record of the material. If no record is desired, copies need not be prepared.

Harry L. Stafford
Project Director

MINIDOKA PROJECT
Hunt, Idaho

MEMORANDUM

dy

TO: ALL DRIVERS OF AUTOMOTIVE EQUIPMENT

Effective December 1, 1942, all drivers of Government automobiles must present Mileage Ration Books for Service Station purchases of gasoline.

Application has been made for gasoline coupons through the Office of Price Administration and complete requirements have been granted. These coupons will be held in this office and all Administrative Personnel must make requisition in advance for all trips requiring the purchase of gasoline through Service Stations.

R. R. Best

R. R. Best,
Transportation & Supply Officer

Placement Section
Harold James ✓

Stafford

January 5, 1943

TO ALL ADMINISTRATIVE STAFF MEMBERS:

Staff meetings in the future, instead of being held on Mondays and Thursdays as heretofore, will, because of the change in working hours, be held on Wednesdays at 9:30 A.M., and Saturday afternoons at 1:30 P.M. It is suggested that the Wednesday meetings be attended by division heads or their representatives, and the Saturday meetings be free and open to any of the administrative staff who can find it possible to attend. General over-all meetings, such as the one held on New Year's Day, will be held periodically, but not necessarily with regularity. It will be scheduled in advance, and notices sent to all the staff.

All the administrative staff meetings will be held at the Office of the Director.

Harry L. Stafford
Harry L. Stafford
Project Director

Belson

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

*Placement &
Leaves & Furloughs*

January 23, 1943

MEMORANDUM TO: All Users of Telephones on the Minidoka Project

The demand for telephone service has necessitated the installation of two and three telephones on many of the lines resulting in "party line" service. It will be necessary to install additional extension telephones on existing lines.

Practices have developed which result in unnecessary congestion of the lines. The most troublesome practice is that of holding the line while one party is looking up information instead of hanging up the receiver to call back after the information is obtained. Investigation at the switchboard reveals the following offices are in the habit of tying up the telephone lines unnecessarily by holding the connection while looking up information.

Placement, Line 4	Hospital Dispensary, Line 7
Warehouse 10, Line 51	Hospital Central Office, Line 21
Public Works, Line 17	Hospital OPD, Line 22
Statistics, Line 53	Warehouse 19, Line 52
Leaves & Furloughs, Line 53	Timekeeping Office, Line 18

All offices on the Project are urged to hang up the receiver whenever it is necessary to look up information, thus releasing the line for the use of someone else and then calling the party back after the information is obtained.

Investigation also reveals that the lines are being tied up for visiting and for making social engagements, etc., while official business calls are being held up.

It is important that during the hours of eight to five, the use of telephones be restricted to official business, and that all conversation be terminated as quickly as possible to permit other people to use the lines. Each time a call is placed, the caller should be conscious of the fact that someone else is waiting to use that line.

The cooperation of all persons on the Project is solicited to alleviate the present congestion over the telephone system.

R. Sprinkel
R. Sprinkel
Sr. Administrative Officer

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

January 27, 1943

MEMORANDUM TO: All Project Chefs
SUBJECT: Uniform Meal Hours

I wish to take this means of soliciting the cooperation of all chefs on the Minidoka Project to maintain the following meal hours.

Breakfast	7:00 A.M. - 8:00 A.M.
Lunch	12:15 P.M. - 1:15 P.M.
Supper	5:30 P.M. - 6:30 P.M.

The Dining Rooms should not be opened for admittance prior to the time stated in the above schedule. This action arises through the necessity of coordinating the availability of meals with the hours of work on various project jobs.

I would appreciate it if each Project Chef would post this notice in a conspicuous place in his Dining Room in order that all residents will become acquainted with the official meal hours.

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

W. J. O.

Stafford

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

February 18, 1943

MEMORANDUM TO: All Appointed Personnel

The present practice of assigning and dispatching passenger-carrying vehicles on the theory that they will be returned to the Pool each morning and then be available in the Pool throughout the day for the use of various Appointed Employees as the need arises has not worked satisfactorily due to the fact that the cars are not returned to the Pool after individual trips. Complaint is quite general that when a car is needed, no car is available in the Pool.

Effective immediately, the following plan will be instigated to insure that cars will return to the Pool and will not stand idle in the hands of various Appointed Employees:

1. No car will be dispatched for Project work from the Pool without a chauffeur. All chauffeurs will be under the direction of the Motor Pool Supervisor and they will be instructed to return to the Pool after each specific trip. If a car will be needed within fifteen or twenty minutes for an additional trip, the chauffeur should be told to wait, but he will not wait longer than fifteen or twenty minutes and will, on his own initiative, return the car to the Pool.
2. All Appointed Personnel will request a chauffured vehicle for each and every trip required on the Project.
3. Passenger cars needed to handle the commuting problem between the Project and Twin Falls will be dispatched each evening by the Motor Pool Supervisor and the drivers of such cars are instructed to meet the commuting busses on the corner of Ninth and Shoshone each morning at exactly 7:15 A.M. to pick up employees who cannot be accommodated on the busses. All commuting vehicles (except the Fire Chief's car, which leaves Twin Falls at an earlier time) will leave for the Project from Ninth and Shoshone at 7:15 A.M. in order to arrive on the Project at 8:00 A.M. This new schedule for commuters will begin on Monday morning, February 22.

It is incumbent upon this office to see that all cars commuting employees be filled to capacity at all times. It is also incumbent upon all Appointed Personnel to so arrange their work so that the minimum number of vehicles will be needed for the daily commuting trips.

In connection with the necessity of reporting for duty at 8:00 A.M., the hours of duty of Appointed Personnel, prescribed by Dillion S. Myer, Director of the War Relocation Authority, Washington, D. C. are as follows:

Unless the nature of the specific work requires other arrangements, the work hours shall be from 8:00 A.M. to 12 noon, and from 1:00 P.M. to 5:00 P.M., six days per week.

This office is without authority to change the regular hours of duty prescribed by Director Myer.

Due to the present emergency and the absolute necessity for conservation of vehicles, gasoline, oil, and tires, it is incumbent upon all members of the organization to cooperate to the fullest extent in reducing the vehicle mileage to the absolute minimum at all times.

The above procedure does not change the existing regulations pertaining to the requisitioning of cars from the Motor Pool.

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

2/18 P.

WAR RELOCATION AUTHORITY
Minidoka Project

Hunt, Idaho

February 26, 1943

To: Administrative Personnel Employees

Subject: War Bonds

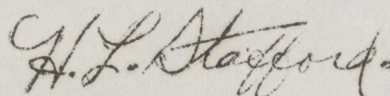
The following is quoted from a letter from the War Department of the District Engineer at Portland, Oregon, dated February 20, 1943:

"We are not unmindful of the fact that at the present time from the salary of each of our employees there is made a 5% deduction for Retirement, 5% deduction for Victory Tax, and the authorized percentage for War Bond investments. In the aggregate this appears to be a substantial deduction; but it should be borne in mind that deductions for Retirement Annuities are in themselves a sound, substantial, and wise investment, just as deductions for War Bonds represent savings in the 'Best Bank of All.' The Victory Tax is our stake in our Country's future.

"We are fully aware that our Boys overseas are now undergoing their 'baptism by fire,' and it behooves us to emulate their dogged determination to achieve the goal in the face of fierce enemy effort. An immediate and successful conclusion to the present conflict, and the assurance of our own and our country's future depends on the supreme sacrifice of those men overseas---backed up by the unselfish support of those back home. Think it over!

"Your Country needs your best efforts. Let's pull together!"

In view of the foregoing, should you desire to increase your present allotment for the purchase of war bonds, please contact the fiscal office.



H. L. STAFFORD
Project Director

WAR RELOCATION AUTHORITY
Washington

June 22, 1943

MEMORANDUM TO WRA PROJECT STAFF MEMBERS

During the recent meeting of the project directors in Washington, a great deal of attention was given to the relocation program, its importance, and some of the steps that must be taken to develop an attitude on the part of evacuees which takes relocation for granted as the logical culmination of the evacuation experience.

I am sure that the project director has discussed with you the things which individual staff members can do to foster such an attitude. The purpose of this memorandum is to give added emphasis to the things which he may have said.

It is planned to establish a relocation guidance committee in each center. There are certain important functions which such a committee can perform, but no small group can do the whole job. It must have the aid of every member of the staff; this means thinking and talking in terms of relocation outside the center for those who are eligible. For you to adopt such an attitude may be difficult, for it is only natural for a person engaged in a task of any kind to want to see that task well done; this makes all of us tend to favor as much permanence as possible in the staffs working under our supervision. I think it will be necessary for every individual staff member consciously to adopt an attitude such as this: The big thing is to encourage people to relocate; the jobs to be done in the center are secondary in importance. We'll do them as best we can with the people we have. But my most important task each day is to encourage eligible evacuees working under my supervision to leave the center; next in importance is the administrative assignment which goes with the usual duties of my job.

H. L. Meyer
Director



STAFFORD

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

July 8, 1943

MEMORANDUM TO: All Appointed Personnel

FROM: H. L. Stafford, Project Director

I have detailed Mr. Richard A. Pomeroy to the position of Acting Assistant Project Director in charge of Community Management. He will perform the duties formerly done by Mr. George L. Townsend, until such time as the position is permanently filled.

Mr. Robert Davidson has been promoted to the position of Assistant Project Director in charge of Operations, effective July 1, 1943.

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

Schafer

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

July 21, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Unofficial forms

It has been requested in Director Myer's Administrative Instruction No. 6 (Revised) dated June 2, 1943, and also in Mr. Leland Barrow's memorandum of July 3, 1943, that we submit to the Washington Office copies of all unofficial forms being used on this Project. All forms to be used in the program of the War Relocation Authority must be specifically approved and authorized. The following paragraph is quoted from Administrative Instruction No. 6 (Revised):

"Immediately upon receipt of this Instruction each Project and field office shall submit to Washington three copies of all forms other than Standard Forms, OEM Forms, or WRA Forms, which they may currently be using. These will be approved for use within the particular field station, or will be re-issued as WRA forms for general use, or alternate forms will be prescribed for the operation in question. A brief explanation of the use should accompany each form as submitted. This procedure shall also be followed for unauthorized forms which field stations may wish to use in the future."

Will you please forward to this office three copies of each unofficial form, accompanied by a brief explanation of its use, not later than Wednesday, July 28, 1943, so that we may transmit this report and forms to Washington. Your prompt attention to this request will be very much appreciated.

R. Sprinkel
R. Sprinkel
Finance Officer

Smith

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
HUNT, IDAHO

August 11, 1943

MEMO TO: ALL APPOINTED PERSONNEL

FROM: H. L. STAFFORD, PROJECT DIRECTOR

SUBJECT: STAFF HOUSING

Three units of staff housing, each containing four apartments, and a central laundry house are scheduled to be ready for occupancy August 23, 1943. The Operations Division hopes to have four more (twenty apartments) housing units and one sixteen-person dormitory completed by mid-September.

Each building contains 2 four-room apartments and 2 three-room apartments. Each apartment will be equipped with electricity, an oil heater, electric stove, electric refrigerator, hot and cold water, modern plumbing, and a shower.

These apartments may be rented either unfurnished (as above) or completely furnished with beds, rugs, chairs, etc. The rent schedule is as follows:

	<u>ONE</u> <u>EMPLOYEE</u>	<u>TWO</u> <u>EMPLOYEES</u>	<u>THREE</u> <u>EMPLOYEES</u>
<u>UNFURNISHED APARTMENTS:</u>			
3-room apartment (center apartments)	\$15.00	\$ 9.38	\$ 7.50
4-room apartment (end apartments)	20.00	12.50	10.00
<u>FURNISHED APARTMENTS:</u>			
3-room apartment (center apartments)	20.00	12.50	10.00
4-room apartment (end apartments)	25.00	15.63	12.50

The order in which appointed personnel will be given the opportunity to occupy these apartments has been determined administratively for the first twenty-eight choices according to the desirability of having the employee live on the Project for performance of his duties. From that point on the order has been determined by lot. This priority includes only appointed personnel with families living with them since apartments cannot be rented at this time to single persons or groups of single persons. Single teachers with dependents cannot be classified as families at present.

The list follows:

- | | |
|--|-------------------------------|
| 1. Fire Chief | 24. Leave Officer |
| 2. Chief of Internal Security | 25. Hospital Administrator |
| 3. Asst. Chief of Internal Security | 26. Reports Officer |
| 4. Asst. Placement Officer | 27. Business Enterprise Supt. |
| 5. Asst. Project Director in Charge of
Community Management | 28. Supply Officer |
| 6. Storekeeper | 29. Wilson, James W. |
| 7. Project Steward | 30. Kibby, Ernest J. |
| 8. Adult Education Director | 31. Roundy, Lauren H. |
| 9. High school principal | 32. Church, Robert H. |
| 10. Employment Officer | 33. Gorski, Henry P. |
| 11. Housing Superintendent | 34. Shook, Vernon P. |
| 12. Community Activities Supervisor | 35. Newbry, Gordon R. |
| 13. Evacuee Property Officer | 36. Folsom, Leon W. |
| 14. Motor Pool representative | 37. McCafferty, Patrick F. |
| 15. Construction & Maintenance Supt. | 38. Foulk, James E. |
| 16. Irrigation Engineer | 39. Glenn, Marlow |
| 17. Asst. Project Director in Charge of
Operation | 40. Tinker, Albert R. |
| 18. Farm Superintendent | 41. Kleinkopf, Arthur M. |
| 19. Asst. Project Director in Charge of
Administration | 42. Colwell, Albert B. |
| 20. Counselor | 43. Neher, Lauren M. (M.D.) |
| 21. Medical Officer | 44. Coad, Edward E. |
| 22. Finance Officer | 45. Barber, Max M. |
| 23. Superintendent of Equipment and
Maintenance | 46. Merrill, Kenneth G. |
| | 47. Johnson, Walter George |
| | 48. Horne, James A. |
| | 49. Probst, Robert H. |
| | 50. Hughes, William E. |

51. Floyd, Harvey
52. Burke, Ivan F.
53. Radke, William F.
54. Beattie, Frank
55. Bayless, Homer
56. Byrd, Marion A.
57. Albertson, Burton J.
58. Stafford, Harry L.
59. Williamson, Ten Broeck

60. Campbell, Floyd A.
61. Roth, Morris
62. Packer, Gerald J.
63. LaJeunesse, Jay G.
64. Caudill, Calvin R.
65. Keener, Hamilton J.
66. Erlandson, E. H.
67. Minnesang, Fred W. Jr.

Persons on this list shall as soon as possible inform the Project Director on the attached form whether they wish to occupy staff housing when it is available and fully equipped. Persons on this priority list will be given their choice of apartments of the proper size in the order named above. When a person declines staff housing his name will be moved to the bottom of the list and he will not have another chance to secure staff housing until all others have been offered housing.

Two adults or two adults and one small child will be housed in the three-room apartment. Three adults and families of four or more will be housed in the four-room apartment.

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

MINIDOKA RELOCATION CENTER
HUNT, IDAHO

RETURN TO: REPORTS OFFICER, JOHN BIGELOW

1. Do you wish to occupy staff housing as soon as it becomes available?
(Write Yes or No) _____
2. All apartments will be equipped with oil heater, electric stove, electric refrigerator, hot and cold water, electricity, and modern plumbing.
Do you wish to rent household furniture supplied by the government?
(Write Yes or No) _____
3. How many persons in your family? (Give ages of children)
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
4. It is understood, if you answer "Yes" to question No. 1, that you will occupy the apartment as soon as possible after it becomes available, but in no case longer than 30 days after notice of availability.

Signed _____
Title _____

*Stafford
Schaffer*

WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

August 16, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Unofficial forms

As requested in our memorandum of July 21, 1943, will you please submit to this office AS SOON AS POSSIBLE 3 copies of each unofficial forms being used in your office accompanied by a brief explanation of its use.

This report and forms must be submitted to Washington IMMEDIATELY, therefore, your cooperation and prompt attention to this request will be appreciated.

R. Sprinkel
R. Sprinkel
Finance Officer

Stafford

WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

September 17, 1943

FISCAL MEMORANDUM TO: All Appointed Personnel

SUBJECT: Obligating Project Funds

Budgetary procedure requires as mandatory that any and all expenditures by the War Relocation Authority be posted against the account involved prior to the obligation. This is necessary as the funds allotted to the Project are divided into various classifications and by fiscal year appropriation, the budgeted limits of which may not be exceeded.

No obligation in the name of the War Relocation Authority shall be made for payment of services, equipment or supplies except by regular purchase procedure through the Procurement Section per Administrative Instruction No. 42 (Revised) and initiated by requisitions from Division heads. Any obligation contracted for in any other manner shall be considered as being for the account of the person making the commitment and payment will be expected from that party.

An emergency situation created by an accident, fire, sickness, etc. outside of usual working hours or off the project may demand immediate action which would cause an individual to obligate the government for certain services.

In such cases the time element might not permit the usual procedures to be followed. A complete justification for such action shall be made on the supporting requisition which shall be submitted at the earliest opportunity.

H. L. Stafford

Harry L. Stafford
Project Director

Files - 148 *177*
WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

September 25, 1943

TO: All Appointed Personnel and
All Evacuees
Of War Relocation Authority
At Minidoka Relocation Center

SUBJECT: Fire Prevention Week

The week of October 3 to 9, 1943, has been designated as Fire Prevention Week to be observed throughout the entire nation. With the approach of winter, because of the crowded living conditions in this Project and because of the highly inflammable nature of the barracks and buildings it is particularly important that Fire Prevention Week be utilized by everyone for the purpose of checking on and eliminating all preventable fire hazards. In addition to possible loss of irreplaceable personal belongings, fire in the Project can cause even more crowded living conditions through decreased housing space and facilities. Wartime shortages and priorities make replacements almost impossible.

For the protection of everyone concerned the following rules shall be observed during Fire Prevention Week and every week thereafter.

1. The interior and exterior of barracks and buildings shall be kept free of rubbish at all times.
2. Inflammable material, including wood, coal, rope, and laundry shall be kept at a distance of at least 36 inches away from the stove and stove-pipes.
3. Wood, kindling, and coal stored outside of the barracks shall be kept at a distance of at least 18 inches away from the barrack.
4. No gasoline, kerosene, or inflammable cleaning fluid shall be used or stored within the barracks.

H. L. Stafford

H. L. Stafford
Project Director

9-30-43

Files - 147 *178*
WAR RELOCATION AUTHORITY
MINIDOKA PROJECT
Hunt, Idaho

September 29, 1943

MEMORANDUM TO: All Employees

SUBJECT: Communications Procedure

In reading copies of outgoing letters contained in the yellow file sent to the Project Director's desk each day, it has been noted that secretaries and stenographers are not following the rules outlined in the WRA Style Manual. The Mails and Files Section has sent copies of this Style Manual to every division and section at least twice since the inception of this Project and they should be available for easy reference. If you have this Manual, please tack it on the wall near your secretary's desk where she can refer to it; if you don't have this Manual, please contact the Mails and Files Section and they will try to order one from Washington for you. (The latest copy of this Style Manual has been designated as Administrative Instruction 15 and will be found with your other Administrative Instructions.) A copy of this Style Manual and a copy of Fiscal Instructions 15 should be on the wall near every stenographer's desk.

Letters concerning WRA policy going to Washington, Field Offices or other WRA projects are to be signed by the Project Director and will be typed for his signature; such letters are to have the name of the section or division typed in the upper left-hand corner of the first page so that when those letters reach the Project Director's desk for signature, he will know where the letter originated. All routine letters that do not make commitments on WRA policy are to go out under the Project Director's name but may be signed by the division or section head designated to sign them, for example:

H. L. Stafford
Project Director

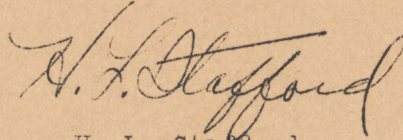
By
Leave Officer

DON'T TYPE LINES FOR SIGNATURES ON LETTERS.

Please see that all letters are centered on the page, that rules regarding margins are followed and that "attention" and "subject" lines are written on the letters as indicated in the sample letters in the back of the Manual. You will note also that communications between members of the same office, between projects, or between the Project and the Regional Office are to be written in memorandum form. Communications going to Washington are to be written as letters. A sample memorandum is included in the back of the Style Manual.

In typing copies of outgoing telegrams or teletype messages, please use all caps so that after they have been filed in the Mails and Files Section a glance will indicate whether a communication is a letter or telegram and thus save considerable time in finding correspondence in that Section.

You will note on the first page of the Style Manual, in a paragraph heavily underscored, that WILL LAIL ROOMS ARE INSTRUCTED TO RETURN ALL LETTERS NOT CONFORMING TO STYLE MANUAL RULES and in the future this will be enforced.

A handwritten signature in dark ink, appearing to read "H. L. Stafford". The signature is fluid and cursive, with the first name "H." and last name "Stafford" clearly distinguishable.

H. L. Stafford
Project Director

To all appointed personnel

Files -16

Stafford

October 4, 1943

To Appointed Personnel

Orders have been issued requiring all persons driving government vehicles to hold a driver's license issued by Internal Security and to comply with traffic regulations.

Staff members who have need of a car are requested to requisition it from the Motor Pool the previous day and after receiving the car, to personally drive it. A project bus is operating for staff members who desire transportation on a vehicle with driver.

Divisions served by the Central Service Organization are requested to requisition such services at least one day in advance, estimating the mileage and time required and giving the cost account number. Upon delivery of a truck load of material or upon completion of the assignment the signature of a division representative is requested on the trip ticket to acknowledge completion of the trip and to release the truck for other assignments.

Every effort will be made to conserve motorized equipment, gasoline, and tires. The cooperation of all parties is urged in limiting trips to essential government business.

A report of any misuse of equipment, overloading of trucks, excessive speeding or other action damaging government property will be appreciated.

Signed *R. S. Davidson*

R. S. Davidson
Assistant Project Director

Stepford

November 9, 1943

TO: Residents of Hunt and Appointed Personnel

You will be given an opportunity to give through Hunt War Fund to the National War Fund. A member of our Campaign Committee will call upon you between November 10 and 20. When you give to the National War Fund, you give to the following agencies:

- | | |
|--|------------------------------|
| .USO | .French Relief Fund |
| .United Seamen's Service | .United Yugoslav Relief Fund |
| .War Prisoners' Aid | .Belgian War Relief Society |
| .Russian War Relief | .United Czechoslovak Relief |
| .United China Relief | .Queen Wilhelmina Fund |
| .British War Relief Society | .Norwegian Relief |
| .Greek War Relief Ass'n. | .Refugees Relief Trustees |
| .Polish War Relief | |
| .United States Committee for the Care of European Children | |

Three Fronts - One Cause

The National War Fund is a Philanthropic Federation with three simple aims:

- (1) To determine the extent of the war-related needs
- (2) To see that everybody has a chance to contribute to the funds required.
- (3) To channel the sums raised where American help is currently needed for the Military Front, the United Nations Front, and through local agencies on the Home Front....enough and on time.

Those three aims lead to one objective--to help win the war sooner, with a minimum loss of life.

Americans will respond as they always have to the appeal of simple humanity. This is a National Community Chest Campaign with a goal of \$125,000,000. One day's pay on behalf of the National War Fund will say for you "We are behind you, boys, and God bless you."

The USO, "home away from home" for America's own fighting men will receive 50% of the total. The government has intrusted to USO the job of providing entertainment, parties, movies, musicals, relaxation, facilities for letter writing, reading materials, phonograph records, refreshment, beds and baths and a friendly home atmosphere for service men.

The Minidoka Roll of Honor includes the names of 416 men in the armed forces of the United States. They will know what it means to have a friend in a strange

port; no matter where they are the lives of soldiers and sailors will be more pleasant because you gave to the National War Fund.

Your gift goes around the world; a thousand services.....a million kindnesses.....are wrapped up in your single gift to your United War Fund. A speedier victory.....a friendlier understanding.....will come because the American people care enough to give voluntarily.

Give once for all!

Giving is fighting too! Full support of the Minidoka USO program and other member agencies in the National War Fund will be met by our own Community Campaign.

We can't all fight,
We won't all suffer,
But we can all give.

We can give our fighters, our allies and their families the greatest weapon of all--the will to win!

You'd do more if you could be there.....and you can be there through a prompt and generous gift to National War Fund.

This is your war: Your men are in it.
Your money is in it (war bonds, stamps, taxes)
Your sacrifice is in it (rationing, scarcities, priorities)
You can do more.....you can help win the war sooner.....and with a minimum loss of life.

R. S. Davidson

Chairman

L. Hara

Treasurer

COMMITTEE MEMBERS

J. V. Briggs
Glenn R. Green
Ellen B. Herndon
S. Hosokawa
H. J. Keener
Walter K. Kipp

Ella L. Koch
J. Nadine Leonard
Kenneth G. Merrill
Tura Nakamura
Carl V. Sandoz

Stafford

November 12, 1943

TO: All Appointed Personnel

Representatives of all Divisions requesting transportation or labor must have requisitions in the day before the service is expected.

For trucks, messenger service, small pickups, and crews of workers, send requisition to Central Services.

For passenger cars without driver send requisition to the Motor Pool.

Please note: A Division Representative's signature is required on the ticket when either truck or labor crew is released upon completion of a job. The time of release is important. Drivers and Supervisors of workers will not have time to look up the proper person for release. The responsibility rests with the Division to limit the charge to the actual time on the job. Careful attention should be given to proper cost account numbers.

Signed R. S. Davidson
Ass't. Project Director
in charge of Operations

Stafford

November 24, 1943

TO: Staff Members

You have been given the opportunity to share in a Project Campaign for the National War Fund.

The suggestion was made that you give one day's pay for our fighters, our allies and their families.

Now the report is in which speaks for you in the following terms:

Evacuee Contributions	\$ 1244.63
Staff Members	<u>663.30</u>
Total	\$ 1907.93

Are you satisfied with 1/3 of the total when we should at least match the amount raised among Evacuee Residents?

If you are one who gave less than one day's pay, this is directed to you. Can you conscientiously say to this community, "I have given my share."

One day's pay from Staff Members represents \$1318.00. That is the goal for Appointed Personnel. To date about $\frac{1}{2}$ this amount has been reported. The Committee Members have looked you up once. Now that you might have no difficulty in remembering who will take your money the following are at your service:

Committee Members

J. V. Briggs
Dorothy Gram
R. S. Davidson
Ellen Herndon
S. Hosokawa
H. J. Keener

Seiichi Hara
Walter Kipp
Ella L. Koch
J. Nadine Leonard
Kenneth Merrill
Tura Nakamura
Carl Sandoz

I know good Americans will respond as they always have to the appeal of humanity.

Signed: R. S. Davidson

Chairman

Sheppard

December 1, 1943

MEMORANDUM: To All Appointed Personnel

Beginning immediately, all pay roll checks and bonds will be distributed through division heads who in turn, will distribute them to the personnel within their divisions.

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

Stafford

MEMORANDUM

TO: All Appointed Personnel

December 8, 1943

FROM: Personnel Management Section

Effective immediately, no statements of availability or release will be issued by this office. All such requests will be issued by the Special Representative of the 11th Civil Service District, of Pocatello, Idaho. The only exception will be a case of an employee being summarily dismissed.

L. W. Folsom
Personnel Officer

L. W. Folsom

Stephens

WAR RELOCATION AUTHORITY

Washington

December 21, 1943

RESTRICTED

A MESSAGE FOR CHRISTMAS AND THE NEW YEAR

To: Staff Members of WRA:

Distribution: C

Let me extend to you the warmest greetings of the Christmas season and best wishes for the New Year.

Looking back over the past year and looking forward to the one ahead, I see a great deal about which all of us should be cheerful. We've come a long way, in spite of the rough going at times. For example, a year ago most of us were greatly concerned about acceptance of our relocation program which then was only a few weeks old. Today relocation is accepted generally by the public; even by some of the most ruthless critics of W.R.A., and more than 16,000 evacuees successfully relocated on indefinite leave stand as testimony to the soundness of the program and the effectiveness with which relocation has been carried on.

We've made real progress in moving the centers toward self-sufficiency in major items of food. There has been a great deal accomplished in increasing the efficiency of labor. Much has been done to make the relocation centers more livable. One of the greatest forward strides has been in establishing mutual confidence between W.R.A. staff members and evacuees, which has led to sharing of responsibility for our major programs.

Those achievements are great enough to overshadow the unfortunate incidents which have made it possible for critics of W.R.A. to gain widespread publicity for themselves and for the minor defects in our administration upon which they have capitalized. But it is important for us to keep our perspective, and not become discouraged by criticism.

Within the last few weeks several events have taken place which give me great encouragement, and I want you to know about them. In mid-November I accepted an invitation to appear before the state commanders, state adjutants and the national officers of the American Legion at their annual meeting. The reception accorded my outline of the W.R.A. program was most heartening. The group, as expected, at the close of the meeting reiterated the resolutions adopted by the national convention several months earlier. But I am convinced that these resolutions do not represent the attitude of the majority of the Legion officials;

and that within this organization, unfriendly though it has been, we have secured a substantial amount of understanding and support.

Late in the month of November I had the opportunity to appear in executive sessions before two important bodies of the Congress, the Senate Committee on Military Affairs and the Congressional delegations from California, Oregon, and Washington meeting jointly. While the Tule Lake incident was of primary interest, both groups were concerned with the W.R.A. program in general and asked numerous and pertinent questions about the broad aspects of the job we are attempting to do.

Representatives of the State and War Departments also appeared before the Senate committee; and State, War, and Justice Department representatives appeared before the West Coast delegation; without exception, their remarks strongly supported the W.R.A. position and program. I am convinced, following these two meetings, that behind the window dressing of a great deal of critical publicity, the key leaders in Congress have a better understanding of the W.R.A. program and are more strongly in support of it than ever before.

I am not blinded to the many critics we have, but I believe sincerely that we enter the new year in stronger position than we have ever occupied. We shall need to proceed with scrupulous regard for the policies and procedures that have been established; our administration must be just, reasoned, and realistic, even beyond the standards set by our critics. The challenge is great but the opportunities are unlimited, as we enter another year of the task which has been assigned to us.

D. S. Myer
Director



OM-689