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WAR RELOCATION AUTHORITY

Washington

August 6, 1943

Teletype Message Confirmation

TO: ALL PROJECT DIRECTORS

Distribution: E

Your coffee ration bank account should be
frozen as of August 4, 1943, pending further instructions.

Richard Barrows

Acting Director

WAR RELOCATION AUTHORITY

WASHINGTON

September 17, 1943

MEMORANDUM

TO: ALL PROJECT DIRECTORS

FROM: John W. Clear
Acting Supply Officer

Dr. Stitts, in charge of Milk Programs for the War Food Administration, advises that if we should have difficulty in obtaining adequate milk supply for our Centers, dried whole milk is available and that this be used as a probable solution of our problem.

Should the Quartermaster Depots fail to meet your requirements of this product, please advise this Office.

RELOCATION AUTHORITY
Washington

October 8, 1943

MEMORANDUM

TO: All Project Directors
Attention: Chief Project Steward

SUBJECT: Project Stewards Report to Chief Project Steward

In order to insure uniform types of inspections in Mess Operations at all projects, the enclosed Daily Inspection Report for Associate and Assistant Stewards should be put into effect immediately.

The Chief Project Steward should, by the information secured from his assistants, be able to have accurate knowledge in writing as to all matters relative to Mess Operations, and can take proper steps for correction.

It is recognized that due to the many administrative details, etc., the Chief Project Steward must depend upon his assistants for such information and the purpose of these reports is to secure such information as is pertinent to good mess operations. Warehousing and rationing should be especially stressed, the protection and security of food stores being of vital importance now more than ever.

He should insist upon strict adherence to all items, and judge his assistants' efficiency by the reports submitted and harmonious results obtained.

R. H. Meyer
Director

OM-406

WRA

RELOCATION CENTER

PROJECT STEWARDS DAILY REPORT

Date _____

Mess Halls Visited:

Condition, remarks, meals taken, etc.

Warehouses:

Inventory of supplies, overages, or shortages, general condition, etc.

Personnel:

Remarks concerning evacuees needing action by C.P.S.

Items Demanding Immediate Action of C.P.S.

Submitted by:

Project Steward

OM-406

WAR RELOCATION AUTHORITY
Washington

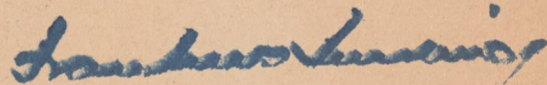
October 25, 1943

MEMORANDUM

TO: All Project Directors
Attention: Chief Project Stewards

SUBJECT: SUGGESTIONS FOR WARTIME EATING

1. Keep a list of the seven basic food groups in your kitchens and mess halls. Follow it when you plan and when you REQUISITION. SUBSTITUTE within groups.
2. Don't plan to serve meat, fish, or poultry -- eggs and cheese all the same day.
3. DON'T WASTE. Try foods new to you. Serve fresh foods first. CONSERVE CANNED SUPPLIES. Use BREAD CRUMBS IN STUFFINGS, BONES IN SOUP, LEFTOVERS of MEAT or VEGETABLES IN STEWS. WATCH THE PEELINGS. COOK POTATOES IN SKINS.
4. HELP CUT DOWN WASTE. HANDLE FRUITS AND VEGETABLES WITH CARE.
5. START A CLEAN PLATE CLUB IN YOUR MESS HALLS. SERVE SMALLER PORTIONS. "EAT IT ALL".
6. SAVE FATS by serving fewer Fried foods.
7. Spread the LOAD. Include all different mainstay foods in WEEKLY MEAL PLANS: Eggs, Fish, Cheese, Beans, Poultry, Meat.
8. Don't REQUISITION FOOD WHICH REQUIRE RATION POINTS JUST TO USE your allowable quota.



Frank W. Harding

Please Post in all Kitchens and Mess Halls

OM-472

C
O
P
Y

Department of the Interior
War Relocation Authority
Washington, D.C.

Mr. Best

February 7, 1945

To all Chief Project Stewards

The Director of War Relocation Authority has arranged for a conference to be held in Denver March 5 through March 8, 1945 for all Chief Project Stewards.

The purpose of this conference will be to formulate procedures for the final phase of mess operations at the centers. In attending this conference you shall come prepared with your own outline for such procedure and in conference with the Chief Project Stewards from all other centers, you shall discuss the problem as it affects all the centers relative to the liquidation of the War Relocation Authority.

The first conference meeting is scheduled for 1 p.m. Monday, March 5, 1945 and all meetings will be held in the WRA offices located in the Midland Savings Building, 444 Seventeenth Street, Denver, Colorado.

You will please advise this office by teletype the date and time of arrival in Denver and your departure date from Denver. This is important since hotel accommodations in Denver as elsewhere are at a premium. Upon the receipt of this information you shall be advised as to the hotel which shall have the necessary room reservations. It is also advisable you plan your itinerary requesting return Pullman accommodations at the same time as making requests for the space to Denver.

We suggest that a copy of the latest subsistence inventories be available at this meeting and a list of all surplus items.

During the existence of the War Relocation Authority, only on one or two previous occasions have the Chief Project Stewards held a conference and unfortunately, it was not possible to have all in attendance. However, it can be said there resulted from the previous conferences constructive and intelligent thinking. Since this conference will have a complete attendance, it is my hope and desire that again we can demonstrate to our Director, Mr. Myer, a real justification for his confidence in our ability to meet any and all requirements in mess operations now as in the past.

Sincerely,

Frank W. Harding

Frank W. Harding, Chief
Mess Operations

CC: Project Directors

Handwritten signature



TO: DIRECTOR, BUREAU OF RECLAMATION
FROM: ASSISTANT DIRECTOR, BUREAU OF RECLAMATION
SUBJECT: [Illegible]

RE: [Illegible]

1. [Illegible]
2. [Illegible]
3. [Illegible]
4. [Illegible]
5. [Illegible]

6. [Illegible]
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8. [Illegible]

9. [Illegible]
10. [Illegible]
11. [Illegible]
12. [Illegible]
13. [Illegible]
14. [Illegible]
15. [Illegible]

16. [Illegible]
17. [Illegible]
18. [Illegible]

Very truly yours,
[Illegible]

APPROVED AND FORWARDED:
[Illegible]
[Illegible]

Handwritten signature