Nos. 2-3, 5-10, 15-18
1942-1943

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

C I R C U L A R S

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1	Undated	Structure and Operation of the Division
2	May 7, 1942	Requests for Purchase
3	May 12, 1942	Procedure for correspondence
3 Amend.	July 6, 1942	Preparation of Telegrams
Unnumbered	June 18, 1942	Procedure for travel authority
5	Un-dated	Wage scale for Japanese
5 Amend. 1	July 10, 1942	Work hours for Japanese
6	July 20, 1942	Mail closing time.
6 Circ. Let.	September 7, 1942	Police Department
7	December 11, 1942	Caucasian employees' annual leave
8	February 10, 1943	Civil Service Personnel
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10	February 11, 1943	Timekeeping Procedure
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Unnumbered	October 1,	

United States
Department of the Interior
Colorado River War Relocation Project
Poston, Arizona

Circular No. 2 May 7, 1942

1. To All Employees

2. From Administrative Officer

3. Subject: Requests for Purchase

Each employee of this project who has anything whatever to do with the incurring of an obligation is required to contribute in some way toward the establishment and maintenance of necessary accounting records. To promote the effecient functioning of the procurement section of the Fiscal Division, it is essential that all Requests for Purchase be written and for this reason verbal orders cannot be honored.

The following procedure is prescribed covering procurement procedure with the request that Division Heads and all employees cooperate to the fullest extent. Every effort should be made to submit requests well in advance of needs. It will be very helpful if the various Division Heads will consult for the purpose of discussing their needs and consolidating their requests for the same types of materials, thereby avoiding duplication of effort and speeding delivery of materials.

PROCEDURE FOR REQUISITIONING
SUPPLIES AND EQUIPMENT FOR THE COLORADO RIVER WAR RELOCATION PROJECT

1. The requisitioner will prepare "Purchase Request", Form 5-677, in quadruplicate for all items of supplies and equipment required, for submission to the head of the division or duly authorized approving officer, under whom he operates, for approval. In this connection, for materials intended for immediate use on the project, it will be the responsibility of the requisitioner to place on the purchase request, the cost account number and activity involved, to denote the feature of the project on which the material is to be used.

2. The approving officer having fully determined the use and the necessity for the items requisitioned will approve the requisition and forward same to the Warehouseman for supplying from the stores on hand and/or for placing in line for purchasing if not otherwise available.

3. Should the items requested be available from the stores the Warehouseman will proceed to make delivery to the requisitioner; his agent or messenger, at the warehouse or through the facilities of the Supply and

Circular No. 2 May 7, 1942

Requests for Purchase (Continued)

Transportation Division, as may appear necessary, consideration being given the kind, quantity and weight of the items.

4. Should the items requested not be available from the stores, or not on order, the Warehouseman will, at once, forward the Purchase Request to the Allotment Ledger Clerk for checking as to availability of funds, who will then forward same to the Administrative Officer for his approval.

5. Upon receiving a purchase request, duly executed and properly approved the Procurement Officer will, at once, proceed to procure the items required, by such methods as may be available to him, namely open market purchases, advertising for bids, placing contracts and/or

(a) Submitting the request for purchase (Original and two copies) to the Regional Office of the WRA at San Francisco for items predetermined to be bought by that office, a schedule of which will be subsequently furnished each project.

(b) Submitting the purchase request (or form of requisition to be furnished by the United States Army) to the QMC Depot designated for the area in which the Project is situated, for subsistence rations.

6. The Procurement Officer will, upon final disposition of the "Purchase Request", return one copy, with the action taken in regard thereto clearly and fully noted thereon, to the Requisitioner for his information and guidance.

7. Mr. H.W. Palmer is now Acting Procurement Officer and Mr. R.W. Gribbens is Acting Associate Procurement Officer.

8. All requisitions should be prepared, signed, routed and otherwise disposed of in accordance with "Source Document Flow Chart" for form 5-677, reference to which may be had by consulting the Chief Accountant, Mr. J.W. Shepard; the Procurement Officer, Mr. H.W. Palmer; the Warehouseman, Mr. E.S. Wickersham or the Administrative Officer, Mr. A.W. Empie. Routing through the Administrative Officer has been added to the flow and the chart will be revised accordingly.

A.W. Empie
A.W. Empie
Acting Administrative Officer

Approved:

W. Wade Head
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA.

Circular No. 3 May 12, 1942.

TO: DIVISION HEADS, SECTION CHIEFS, AND ALL OTHER EMPLOYEES.

In order to facilitate the establishment of uniform records and procedure dealing with correspondence and matters pertaining thereto the Division of Mails, Files, and Communications is in the process of being organized for the Colorado River War Relocation Project.

Mrs. Connie M. Gribbens will be in charge of this division of the office and will have serving under her Caucasian and Japanese personnel engaged in the recording, and routing of incoming mail, mailing of outgoing communications, the filing of all correspondence and other material. Mrs. Gribbens will also have supervision over a stenographic and typists pool to provide facilities for processing routine correspondence, preparation and issuance of mimeographed material and other work which cannot be handled directly by stenographers assigned to the various divisions and sections.

As a part of the Mails, Files and Communications Division there will be maintained and operated a teletype machine and it is anticipated that a central switchboard will be operated through which would be cleared all incoming and outgoing telephone messages.

It is planned to adopt the uniform filing system prescribed by the Interior Department for use at Indian Service Field jurisdictions, adapting this system to our needs but substituting our primary headings and subsidiary classifications.

For the time being, in order to establish uniformity in the preparation of correspondence, transmission of telegraphic communications, receiving incoming messages and correspondence, the following procedure should be observed.

PREPARATION OF OUTGOING CORRESPONDENCE.

All outgoing letters should be prepared in quadruplicate; that is, the original and three carbons, unless it is necessary or desirable to prepare additional copies for the use and information of other divisions or sections. The first carbon will be used for filing purposes and if signed by a person other than the writer shall be initialed by the writer and any persons through whom the correspondence is routed for review. The second carbon will be filed in the Mails, Files and Communications Division in the chronological file.

The third carbon shall be detached and filed in a chronological file maintained in the office of the person writing the letter. Additional copies will be prepared as indicated above in accordance with the requirements.

Upon preparation of a letter the first carbon will be stamped at the bottom as follows: "Project File". The second carbon shall be stamped, "Chronological". The letters shall be assembled with the original at the top, followed by the first and second carbons and any additional carbons to be routed to division heads or section chiefs. After the letter has been signed it shall be routed to the Mails, Files and Communications Division for mailing and distribution of the various copies.

PREPARATION OF TELEGRAMS

Outgoing Prepaid Messages.

All outgoing prepaid messages must be signed by the person transmitting the message or his duly authorized representative. All telegrams shall be prepared in a uniform manner and routed to the Mails, Files and Communications Division for transmittal. Eight copies shall be prepared of all outgoing prepaid messages unless additional copies may be necessary.

The following disposition shall be made of the various copies:

Original and first carbon to be made up on Standard Form #14 for transmittal to the telegraph company; the original to be used for recording service marks and returned for attaching to the original copy of the voucher, the carbon to be retained by the telegraph company.

Second carbon shall be marked, "Project File" and accompany the original and first carbon to the mailing room for detaching and filing.

Third carbon to be marked, "Chronological" and accompany the original to the mailing room for filing.

Fourth carbon to be placed in a chronological file maintained in the office of the person preparing the telegram.

Fifth carbon to accompany the first and second copies to the mailing room where it will be transmitted to the addressee as a confirmation copy.

Sixth and seventh carbons to be transmitted with the original and copies to the mailing room for use of the Chief, Accounting Section for obligation purposes.

Outgoing Collect Messages

All outgoing collect messages shall be prepared in quintuple unless additional copies are required. Upon preparation of the various copies the disposition shall be made as follows:

Original signed and transmitted to the telegraph company.

First carbon shall be marked, "Project File", and accompany the original to the mailing room for filing.

Second carbon shall be marked, "chronological" and shall accompany the original to the mailing room for filing.

Third carbon shall be maintained in the office of the person writing the telegram.

Fourth carbon shall accompany the original and first carbon to the mailing room and shall be mailed to the addressee as a confirmation copy.

Additional copies shall be transmitted to the mailing room for appropriate disposition.

Incoming Prepaid Messages.

All incoming prepaid messages shall clear through the mailing room and the original will be used for filing purposes. Copies of all incoming prepaid messages will be prepared with the first copy being used for filing in the Mails and Files chronological file and additional copies distributed to various division heads and section chiefs as appropriate.

Incoming Collect Telegrams.

Copies of all incoming collect messages shall be prepared; the original and various copies to be disposed of as follows:

Original briefed and filed in the unpaid telegram file.

First copy to be placed with the original in the unpaid telegram file.

Second copy to the person to whom the telegram is addressed.

Third copy for filing in the Mails and Files chronological file.

Fourth copy to the Chief, Accounting Section for obligation purposes.

Additional copies to be prepared and distributed to various division heads and section chiefs as appropriate.

For the information of all employees concerned it is desired to state that every attempt will be made to distinguish between personal and official mail. All mail will be delivered to the Mails, Files and

Communications Division for opening and distribution. If personal mail is opened by mistake it will be resealed and routed to the addressee.

As quickly as possible additional instructions with regard to briefing incoming mail, routing such mail, filing, etc. will be made the subject of additional circulars.

A. W. Empie,
Chief Administrative Officer.

Approved: W. Wade Head
W. Wade Head,
Project Director.

Tel + Tel

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

Circular No. 3 (Amendment) July 6, 1942

TO: DIVISION HEADS, SECTION CHIEFS, AND ALL OTHER EMPLOYEES

Office Circular No. 3 dated May 12, 1942 is amended in part as follows:

"PREPARATION OF TELEGRAMS

Outgoing Prepaid Messages:

All outgoing prepaid messages must be signed by the person transmitting the message or his duly authorized representative, and approved by either the Project Director, Associate Project Director, Chief Administrative Officer, or Senior Adminis trative Officer.

All telegrams shall be prepared in a uniform manner and routed to the Mails, Files, and Communications Division for transmittal. Eight copies shall be prepared of all outgoing prepaid messages unless additional copies may be necessary."

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

Approved:

W. Wade Head
W. Wade Head
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
INDIAN FIELD SERVICE
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

Circular No. 5 (Amendment) July 6, 1942

TO: DIVISION HEADS, SECTION CHIEFS, AND ALL OTHER EMPLOYEES

Office Circular No. 5 dated May 12, 1942 is amended in part as follows:

"PREPARATION OF TELEGRAMS

Outgoing Prepaid Messages:

All outgoing prepaid messages must be signed by the person transmitting the message or his duly authorized representative, and approved by either the Project Director, Associate Project Director, Chief Administrative Officer, or Senior Administrative Officer.

All telegrams shall be prepared in a uniform manner and routed to the Mails, Files, and Communications Division for transmittal. Eight copies shall be prepared of all outgoing prepaid messages unless additional copies may be necessary."

A. W. Empie
Chief Administrative Officer

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Circular No. 5
Amendment No. 1

July 10, 1942

Announcement to Enlistees of the Colorado River War Relocation Project

Reference is made to the Announcement to Enlistees of the Colorado River War Relocation Project in which the three rates for cash advances were announced.

It was stated in that announcement that the work hours would be 48 per week, Monday through Saturday, and each person to receive the full month's pay would be required to be in duty status for a minimum of 200 hours per month.

Under date of July 7 the following supplemental instructions were received from the War Relocation Authority in Washington:

> "Section II, paragraph 2, of Administrative Instruction No. 10 is hereby amended to provide that each enlistee will be required to be in duty status a minimum of 190 hours a month in order to receive his full cash advance for that month."
>
> Section IV, paragraph 3, is amended to read as follows:
>
> 'Payment vouchers will be prepared on the basis of Form WRA-6, Time Roll - Residents. If an enlistee is in duty status less than 190 hours during the month, a deduction of 1/190 of the monthly rate will be made for each hour or fraction thereof over one-half. Thus, an enlistee in the $19 group who is in duty status 185¼ hours would be entitled to 185/190 of $19 or $18.50.'"

Accordingly, in computing the amount due each enlistee for work performed, time sheets will be extended on this basis,

Your attention is directed to paragraph 5 of Circular No. 5, above referred to, which is quoted below for your convenience:

> "All members of a family who are over 16 years of age and who work on the project will receive full credit. If the evacuee does not wish to work he will be allowed to remain in camp and pay board for himself and each member of his family on the project at the rate of $20.00 per month per member."

In accordance with this policy, issued by the War Relocation Authority, each person who is offered employment and who refuses to work will be charged at the rate of $20 per month for himself and each dependent. Such charges if not paid immediately will accrue against the enlistee and a deduction will be made from his salary when he does work, to cover the amount due the United States.

Inasmuch as it will be possible to work 190 hours per month on the basis of 44 hours per week, work hours beginning Saturday, July 11th, will be 8 hours per day Monday through Friday and 4 hours on Saturday.

W. Wade Head
Project Director

Circular No. 5
Amendment No. 1

July 10, 1942

Announcement to Enlistees of the Colorado River War Relocation Project

Reference is made to the announcement to Enlistees of the Colorado River War Relocation Project in which the three rates for cash advances were announced.

It was stated in that announcement that the work hours would be 48 per week, Monday through Saturday, and each person to receive the full month's pay would be required to be in duty status for a minimum of 200 hours per month.

Under date of July 7 the following supplemental instructions were received from the War Relocation Authority in Washington:

"Section II, paragraph 2, of Administrative Instruction No. 10 is hereby amended to provide that each enlistee will be required to be in duty status a minimum of 190 hours a month in order to receive his full cash advance for that month."

Section IV, paragraph 3, is amended to read as follows:

"Payment vouchers will be prepared on the basis of Form WRA-6, Time Roll - Residents. If an enlistee lacks duty status less than 190 hours during the month, a deduction of 1/190 of the monthly rate will be made for each hour or fraction thereof over one-half. Thus, an enlistee in the $19 grade who is in duty status 185½ hours would be entitled to 185/190 of $19 or $18.50."

Accordingly, in computing the amount due each enlistee for work performed, time sheets will be extended on this basis.

Your attention is directed to paragraph 5 of Circular No. 5, above referred to, which is quoted below for your convenience:

"All members of a family who are over 16 years of age and who work on the project will receive full credit. If the evacuee does not wish to work he will be allowed to remain in camp and pay board for himself and each member of his family on the project at the rate of $20.00 per month per member."

In accordance with the policy, issued by the War Relocation Authority, each person who is employed and who refuses to work will be charged at the rate [illegible] for himself and each dependent. Such charges if not paid [illegible] against the enlistee and a deduction will be made from [illegible] he does work, to cover the amount due the United States.

Inasmuch as it is impossible to work 190 hours per month on the basis of 44 hours per week, work hours beginning Saturday, July 11th, will be 8 hours per day Monday through Friday and 4 hours on Saturday.

W. Mark Head
Project Director

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS

Colorado River War Relocation Project
Poston, Arizona

July 20, 1942

CIRCULAR NO. 6

ADMINISTRATIVE NOTICE

MEMORANDUM TO: Branch Chiefs and Division Heads

Effective Wednesday, July 22nd, mail closing time will be changed from 3:30 p.m. to 5:00 p.m. The Mails and Files Division has been instructed to deliver to the Post Office, all mail which it is possible to prepare not later than 4:00 p.m. Any additional mail accumulating for forwarding between 4:00 and 5:00, will be delivered by the Mails and Files Division to the Post Office, not later than 5:00 p.m. Please instruct people preparing mail and your respective divisions and sections accordingly.

A.W. Empie,
Chief Administrative Officer

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS

Colorado River War Relocation Project
Poston, Arizona

July 20, 1942

CIRCULAR NO. 8

ADMINISTRATIVE NOTICE

MEMORANDUM TO: Branch Chiefs and Division Heads

Effective Wednesday, July 22nd, mail closing time will be changed from 5:30 p.m. to 5:00 p.m. The Mails and Files Division has been instructed to deliver to the Post Office, all mail which it is possible to prepare not later than 4:00 p.m. Any additional mail accumulating for forwarding between 4:00 and 5:00, will be delivered by the Mails and Files Division to the Post Office, not later than 5:00 p.m. Please instruct people preparing mail and your respective divisions and sections accordingly.

A.W. Empie,
Chief Administrative Officer

(265)

Colorado River War Relocation Project
Poston, Arizona

CIRCULAR NO. 7 December 11, 1942

ADMINISTRATIVE INSTRUCTION

TO ALL CAUCASIAN EMPLOYEES:

There follows below the contents of Circular No. 3482, dated December 4, 1942, received from the Indian Office on December 9.

In granting leave the instructions contained in this Circular should be strictly adhered to during the period December 18 to January 10, inclusive.

Circular No. 3482

December 4, 1942

Annual Leave

To All Field Officers and Officers in Charge of Employees:

Director Eastman of the Office of Defense Transportation has asked that the travel of Government employees be curtailed as much as possible over the Christmas holiday period. To this end annual leave shall not be allowed to be taken between December 18 and January 10 where travel by public carrier would be involved, and any leave heretofore granted to be taken between these dates shall be canceled. The only exception will be cases of real emergency. In granting leave of absence during the above period, bureaus and offices will require the employee to attach to his application a statement that he does not intend to travel out of town by public carrier. Also, so far as possible without impairing the war effort, the calling of meetings which would involve travel should be avoided during this period.

(The above is the substance of Order No. 1765 signed by Abe Fortas, Acting Secretary of the Interior.)

When employees are required to work on a holiday, the only absence allowable is by excuse of the appropriate supervisory officer. We cannot legally charge leave for absence on legal holidays, but any employee refusing to work when required would be subject to disciplinary action. No action seems required in those cases where holidays occur within or at the end of an extended period of leave.

(The above is the substance of a message received in this office from Mrs. J. Atwood Maulding, Director of Personnel. It answers numerous inquiries received regarding this matter.)

(Sgd) Paul L. Fickinger
For the Commissioner

W. Wade Head
W. Wade Head
Project Director

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

December 22, 1942

CIRCULAR NO. 8

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO ALL DIVISION HEADS AND BRANCH CHIEFS:

There follows a copy of Indian Office Order No. 530 dated November 10, 1942, which outlines the current procedure to be followed in preparing correspondence.

Rules, regulations, and instructions which have previously been issued covering the preparation of correspondence on this Project are hereby amended in the light of instructions contained in the Order quoted below.

Any detailed instructions necessary to insure that all stenographers follow these instructions should be taken up with the Chief of Mails, Files, and Communications, Miss Clair S. Brereton.

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS
CHICAGO

ORDER NO. 530 November 10, 1942

TO ALL SUPERINTENDENTS AND EMPLOYEES IN THE FIELD SERVICE:

Secretarial Orders Nos. 1724, 1747, and 1748 concerning the paper-saving program are quoted below:

> "Order No. 1724, August 14, 1942.
>
> Hereafter in writing letters or other documents, the typist is to proceed on the theory of not wasting paper. The document is to be started well toward the top of the sheet -- with due regard, of course, to appearances -- and it is to be continued on the sheet to about an inch of the bottom before being carried over to a following sheet.
>
> I hope that no more letters will be written that apparently flaunt our apparent disregard of what ought to be elementary, namely, making valuable paper go as far as possible."

"Order No. 1747, October 14, 1942.

The Stenographers' Handbook, pages 2 and 3, paragraphs 3, 9, and 13 and Order No. 1724 with reference to the preparation of letters are hereby amended to provide that hereafter all letters shall be single spaced and wherever possible put on half-sheet paper.

Letters should be placed on the page with an eye to balance, but those which may fill a page or run over to another should begin well toward the top, except that second and follow sheets should allow room at the top for binding.

Margins should be three-fourths of an inch on each side and one inch at the bottom of letters that run to more than one page."

"Order No. 1748, October 14, 1942.

The general disregard of Order No. 1724 is so marked that one would be justified in concluding that it is deliberate. Documents are sent to me on two pages that could be written on one. Aside from the waste of paper, I object to the appearance of these papers. Since my expostulations have fallen on deaf ears, I have decided that, in the future, I shall suspend, without pay, those who are guilty of the violations of this order.

Frequently short letters are sent to me that are dropped on the middle of the page and which could have been written on a half sheet. Aside from the waste of paper that is involved, the appearance of these letters is particularly objectionable to me."

In order that the field may carry out the intent of these orders uniformly, the following instructions are issued:

1. Correspondence with agencies or individuals outside the Indian Service.

   (a) All correspondence requiring less than a half-sheet of standard size stationery shall be prepared on half-size stationery. Typing on the reverse side of half-size sheets is permissible where the stenographer has misjudged the length of the letter. Typing on the reverse side of the sheets shall begin opposite to the bottom side of the front sheet to facilitate reading when filed.

   (b) All correspondence requiring more than one sheet of standard size stationery shall be prepared on standard size sheets. No half-size sheets of stationery are to be used where correspondence requires more than one-half sheet.

2. Correspondence within the Indian Service.

   (a) All correspondence requiring less than a half-sheet of standard size stationery shall be prepared on half-size stationery. Typing on the reverse side of half-size sheets is permissible where the stenographer has misjudged the length of the letter. Typing

on the reverse side of the sheets shall begin opposite to the bottom side of the front sheet to facilitate reading when filed.

(b) All correspondence requiring more than one standard size sheet of stationery but not more than one and one-half sheets shall be prepared on one standard size sheet of stationery and both sides of the sheet shall be used. Typing on the reverse side of the sheet shall begin opposite to the bottom side of the front sheet to facilitate reading when filed.

3. Carbons.

(a) Carbon copies of all correspondence shall be prepared on the same size sheets as the original and only one side of the copies should be used until further notice.

(b) Extreme care should be exercised in the number of copies made. Except in unusual cases one file copy and one chronological copy should suffice for office use.

4. Responsibility for compliance with Instructions.

(a) Stenographers who prepare correspondence shall be responsible in the first instance for compliance with these instructions.

(b) Reviewing officers shall be equally responsible for compliance with these instructions and on them rests the responsibility for not allowing any correspondence to leave the field offices in violation of these instructions.

5. Violation of Instructions.

(a) Any person who violates these instructions will be liable to suspension without pay for a period of one day for each violation. If violations by the same person occur regularly, such employee will be subject to more severe disciplinary action.

6. Availability of Half-size Sheets.

(a) Until a supply of half-sheets can be obtained by the field offices, standard size stationery should be cut in half to provide the needs. The lower half should be used by typing or mimeographing the letterhead thereon.

W. Barton Greenwood
For the Commissioner"

A. W. Empie

A. W. EMPIE
Chief Administrative Officer

COLO. RIVER WAR RELOCATION PROJ
Poston, Arizona

Circular No. 8 February 10, 1943

MEMORANDUM TO: All Officers in charge of Employees;

Pursuant to a statement made by the United States Civil Service Commissioners on February 8, 1943, setting forth the policies and procedures which will govern all recruitment of civilian personnel to fill positions in the Government Service which are subject to the Civil Service Act and Rules and/or War Service Regulations, effective immediately the following statement of personnel recruiting policies are in effect:

1. Requititions for Personnel. Good management dictates that each requisition for personnel serve in effect as a certification:
   (a) That all the positions covered by the requisitions are essential to carrying on the work program of the department in time of war, and
   (b) That funds are available or definitely will be available to cover the salaries of the positions included in the requisitions, and
   (c) That so far as is known the work to be carried on by the incumbents of the positions covered by the requisitions will not duplicate other activities carried on either within the department or in other departments.

Many agencies have previously had personnel and budget procedures which carry out this policy. This has not been true in all agencies.

Each agency should immediately see that proper relationships are established between its personnel and budget offices, and that appropriate procedures are adopted to insure that each personnel requisition submitted to the Civil Service Commission has met the three tests indicated above.

Henceforth the Commission will assume that each requisition has been received and meets the tests above outlined.

2. Notification of All Vacancies. The Commission must be currently advised, through the submission of requisitions, of all vacant positions which an agency needs to have filled by persons not now working in the agency.

Only by knowing the total personnel requirements of the Federal Government can the facilities of the Commission be used effectively in recruiting and placing the best qualified personnel. Furthermore, unless the Commission has this information, it will be unable to adequately represent the needs of Government agencies in connection with its membership on the War Manpower Commission.

3. Rejection of Requisitions for Personnel Where it Would Be Virtually Impossible to Obtain Persons with Desired Qualifications. Where a personnel requisition from a department or agency sets forth qualifications which are, in the judgment of the Commission, too exacting in the light of the requirements of the job and of present labor market conditions, the Commission will return the requisition.

In taking this action, the Commission will indicate its willingness to work with the department or agency in developing some other solution, such as the development of a training program and the recruitment of the necessary trainees for this program.

(1823)

4. Referral of Requests for Personnel to the Bureau of the Budget. Whenever, in the judgment of the Commission, a requisition for personnel raises questions as to the duplication of like and similar work in other agencies and other issues which fall within the jurisdiction of the Bureau of the Budget, it will provide the Bureau with a copy of the requisition. The Commission will, however, continue its efforts to fill the requisition unless requested not to do so by the Bureau of the Budget.

5. Inventory of Pending Requisitions. The Commission, in cooperation with representatives of each agency, will immediately take an inventory of all pending personnel requisitions with a view toward

(a) Canceling all of those which do not have to be filled under present conditions;

(b) Canceling those where, in the judgment of the Commission, qualification requirements are so exacting in the light of the requirements of the job and of present labor market conditions that it would be virtually impossible to find persons with the desired qualifications; and

(c) Adding requisitions for any vacancies not previously submitted to the Commission.

6. Inter-Agency Transfers. In filling requisitions for personnel, first priority will be given to qualified employees already in the Federal service. Especially will this apply to those who may, by order of the Director of the Bureau of the Budget, represent excess personnel where presently employed. Every effort will be made to utilize fully present employees of the Government before new employees are brought in from outside.

Accordingly, all responsible heads are herewith advised that no new appointments will be made until a requisition of your personnel requirements for the period February through June, 1943, is received and approved by the Commission. Requisitions should be directed to my office as soon as possible; I, in turn, will forward our consolidated requisition to the Commission with the view of soliciting their assistance in meeting our needs. If in the event, the Commission is unable to fill all or part of our requirements, proper authority to do our own recruiting may be issued, but unless and until such clearance is obtained, we should all refrain from making contacts, either personal, through correspondence, or otherwise, with the view of recruiting personnel. All Government activities are prohibited from publicizing their personnel needs through the press, magazines, over the radio, in periodicals, trade or professional journals, and otherwise without the express approval of the Commission.

When submitting your requisitions for personnel needed for the balance of the present fiscal year, it is suggested that completed applications of applicants, who you feel are qualified, accompany your report so that same may be forwarded to the Commission for consideration. Upon receipt of our personnel requisitions, the Commission will endeavor to supply an adequate number of qualified applicants to fill our needs. They will be selected from appropriate lists of eligibles or from such other sources as, in its judgment, may be appropriate. The eligibles supplied by the Commission may include the names of persons whom you may recommend if, in its opinion, they are the best qualified and available persons known to the Commission. Normally, the Commission will not certify a person whom we might recommend unless and until it has had a minimum period of two weeks in which to certify qualified applicants in response to our requisition.

(1824)

In conclusion, future emphasis must be placed on the quality of our personnel rather than on the speed with which personnel requirements are met. Speed must continue to be a factor, but too much speed in the handling of personnel transactions can result, if wrong persons are put in jobs, in serious inefficiency and a consequent slowing down of the war program.

Your cooperation in submitting your personnel requisitions as soon as possible will be greatly appreciated. No new appointments will be processed until all requirements established by the Commission have been met. Your promptness to this end is solicited.

C H Smith
C. H. Smith,
Personnel Officer

Approved:
A W Empie
A. W. Empie,
Chief Administrative Officer

(1825)

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

February 16, 1943

CIRCULAR NO. 9

ADMINISTRATIVE INSTRUCTION

MEMORANDUM TO ALL DIVISION HEADS, SECTION CHIEFS AND OTHERS:

Since the 7th of January all letters and pieces of similar first class mail have carried small green slips known as routing or briefing slips. The purpose of the green slips is twofold:

(1) To indicate briefly the contents of the piece of mail to which it is attached.

(2) To show the section or sections to which is routed and its final disposition.

Beneath the green slips are three white slips with carbons in between. While the green slip must remain with the original mail until final disposition or answer is made and then be returned to Mails and Files, the white slips may be detached by the department or departments to which the mail has been referred and may be used in several ways. Suggested uses are as follows:

(1) Follow-up or tickler file. Such a file arranged by date may be checked daily, weekly, or monthly as the case may be.

(2) Reference file. White slips filed alphabetically by name (company or individual) for easy reference. This is particularly useful where mail has passed through a section and been routed to another for final answer.

(3) May be attached to carbon copies of correspondence and filed in departmental file when original mail is returned to Mails and Files with the green slip attached.

When the briefing slips are originally typed there are six copies made simultaneously: the four described above travel with the mail when it leaves Mails and Files; the other two, pink and yellow, are filed in two files. The yellow slips constitute a permanent cross reference file; the pink a charge out file. That is, for every green slip missing from the Mails and Files Office there is a pink charge out slip showing where the mail was sent. When the mail is returned to file, or the green slip properly annotated is returned, the corresponding pink slip is pulled and destroyed. Thus a record is kept of all mail received except invoices, shipping tickets, vouchers and the like which require no answer and which are not returned to file. Likewise carbon copies of letters, travel permits and confirmation of telegrams are not briefed.

All mail requiring an answer is briefed and should be returned to

Mails and Files with the file copies of the answer and the original green slip attached. Exceptions to this rule are made with letters pertaining to employment, legal or medical matters which necessarily must be filed in those respective offices, but the green slips are returned to Mails and Files properly noted.

With the cooperation of all departments in the Project, it is possible to establish a central file which not only will be of real service to you, but will enable you to rid yourself of filing problems.

We should appreciate your immediate cooperation in returning answered mail to the Files for proper filing. Eventually we expect to reclassify all materials which have accumulated in various files so that all information will be much more readily available than it is at present. May we emphasize the importance of initialing all green slips returned to central files so that we may know they are ready for filing.

Clair S. Brereton

Clair S. Brereton
Head, Mails, Files & Communications Division

Approved:

A. W. Empie

A. W. Empie
Chief Administrative Officer

Colorado River War Relocation Project
Poston, Arizona
February 11, 1943

Circular No. 10

Administrative Instruction

Subject: TIMEKEEPING PROCEDURE

Effective March 1 further provisions of War Relocation Authority, Administrative Instruction No. 10, will be put into effect. This Instruction provides for maintenance in the division offices of the evacuee employees Monthly Time Sheets which are now maintained in the timekeeping office. Division and section heads are made directly responsible for the correct recording of time for their employees and the following instructions should be studied carefully.

I. Notice of Assignment

A. A notice of Assignment, Form W.R.A.-21, will be prepared in quintuplicate by the Employment Section and will be given to each worker assigned. The worker will report to the division to which he has been assigned and give all copies of the Notice of Assignment to the Division Head or a delegated official of the Division.

B. The division official will show the entrance on duty date and sign all copies of the Notice of Assignment and make distribution of the copies as follows:

1. Original--Timekeeping Unit of the Fiscal Division

2. 1st copy--Employment Section

3. 2nd copy--Division's files

4. 3rd copy--Evacuee employee

5. 4th copy--Community Services Division

C. The divisional copy of the Notice of Assignment will be held in an open file pending receipt of the Monthly Timesheet, Form 5-791, from the Timekeeping Section.

D. As soon as the Monthly Time Sheet is received from the Timekeeping Section the account or activity number shall be recorded in the designated column on the Monthly Time Sheet. The activity number shall be verified by referring to the cost account schedule. The division's copy of the Notice of Assignment will be filed by the division.

The Division files shall be kept according to:

1. Pay classification

a. Worker's name (alphabetically)

E. Upon termination of an assignment, the division's copy of the Notice of Assignment will be attached to the division's copy of the Termination Slip and placed in a "dead file".

II. Time Cards

A. Monthly Time Sheets will be prepared in the Timekeeping Office from Notices of Assignment and forwared to the division. This also applies to new employees.

B. Division heads or section chiefs should assign an employee to maintanin a daily record of employment on the Monthly Time Sheets. Divisional or sectional records will be verified by field timekeepers from timekeeping office daily.

C. When a worker's employment is terminated his Monthly Time Sheet will be taken from the active file and certified by the supervising officer as to the days worked. The number of days or hours shall be extended to the column headed "Total time", and the amount of pay earned shall be entered in the column headed "amount". Extension scale may be obtained from the Timekeeping Office. The Monthly Time Sheet shall then be forwarded immediately to the Timekeeping Section where it will be held until the end of the period or until the person is reemployed.

In case of a transfer which does not involve termination, of employment such as a transfer from one foreman to another under the same activity, the employee's Monthly Time Sheet shall go with the employee to the new job.

In case of transfer to work involving a different cost feature, the new activity account number shall be recorded on the next line of the Monthly Time Sheet and time worked on this activity shall be carried on the same line.

D. A day or two prior to the end of each month, the Timekeeping Unit will prepare the Monthly Time Sheet for the next month by filling in the heading and showing the rate of pay. The Monthly Time Sheets will be prepared from and kept with the fiscal copy of the Notice of Assignment until the close of the last day of the month, at which time the new Monthly Time Sheets will be separated from the Notice of Assignment and sent to the proper divisions.

E. Upon receipt of the new Monthly Time Sheets, the divisions will check them against their copies of Notices of Assignment and place the Monthly Time Sheet in the Proper file.

(1898)

III. Time Checking

A. The following code will be used on the Time Card to indicate the daily status of an employee during the month:

X - Present - Full day
/ - Present - Half day
E - Excused Absence
U - Unauthorized Absence
C - Compensatory Leave
S/L - Sick Leave

B. If an enlistee works four hours on Saturday, he will be given a full day's attendance indicated by "X" for that particular day. If an enlistee works Saturday and Monday, he will be given a full day's attendance for the intervening Sunday.

C. Where an evacuee employee fails to report for duty for five days for reasons other than illness without having been excused for cause by his supervisor, the evacuee shall be terminated from duty.

D. Workers, except those paid on a part-time basis, absent on account of illness, will be given sick leave credit, provided they present a certificate from the doctor indicating they are unable to work. Sick leave shall be limited to 15 working days for any one illness. If the worker is unable to return to his duties after the lapse of 15 days, he or she will be eligible to apply for unemployment compensation at the Employment Office.

E. At the end of each month or on termination of employment the employee will sign the Monthly Time Sheet certifying that the time recorded is correct. Space is provided in the lower right hand corner of the Monthly Time Sheet for employee's signature. After this certification each division will calculate their own Monthly Time Sheets and extend the days or hours worked and the amount earned in the designated columns, bringing down the total time and total amount due into the "total" block. The Monthly Time Sheets shall then be certified by division head or section chief in space provided and then forwarded to the timekeeping section where they will be audited and completed for payroll purposes.

F. The memorandum of January 30, 1943, from the Timekeeping Section contain's instructions for the recording of overtime and the allowing and recording of compensatory leave, and that memorandum is hereby made a part of this order.

IV. Workers' Time

A. Workers' time will not be broken down in units smaller than one-half day or 1/60 of a month except for part-time or partial day workers.

(1899)

B. For payroll purposes, a month will be considered to consist of 30 days. If a worker begins his employment on the 31st of the month, he will not be paid compensation for that day unless he is hired for that day as a part-time worker.

V. Part-Time Workers

A. If a worker is employed on a part-time basis, his Notice of Assignment will be marked "Part-Time Worker" by the Employment Division. The same rule will apply to Partial day Workers.

B. Part-time workers will be paid only for the days worked and will not be paid for intervening Sundays or Holidays. Four hours work on Saturday will constitute a full work day for a part-time worker as well as for a full-time employee, with the exception of partial day workers (high school students and housewives) who will be paid only for actual hours worked.

C. A worker employed more than the equivalent of twenty 8 hour days in any month shall be considered to be on a full-time basis and will be paid from the first day worked until the last day worked, including intervening Sundays and holidays at the monthly rate.

VI. A. This procedure is not applicable to appointed personnel.

A. W. Empie
Chief Administrative Officer

Approved:

W. Wade Head
W. Wade Head
Director

Secretary

Colorado River War Relocation Project
Poston, Arizona

May 20, 1943

Circular No. 15

Administrative Instruction

To: All Division Heads and Branch Chiefs

In order to facilitate required accounting procedures, and in order to identify incoming shipments, it is imperative to reduce the issuance of "Confirmation Purchase Orders" and the assignment of purchase order numbers, without actually preparing the order, to an absolute minimum.

We do not question that there are emergency situations where circumstances justify the issuance of "Confirmation Purchase Orders". In the past, however, transactions of this type have been excessive. In the event that an emergency arises making it imperative in the best interests of the Project to issue a "Confirmation Order" the Procurement Office must be notified immediately and the approval of the Procurement Officer, (or his authorized representative), secured in order that a formal purchase order can be prepared.

In the event that the source of supply cannot be readily determined it will be possible to issue an order to a dealer who most likely will be in a position to furnish the desired merchandise. If such a dealer, however, is not able to furnish the desired items and if such items can be located at other sources a change order may then be written upon receipt of all essential information. This practice is required in order to establish a base file for use in all divisions of the Administrative Branch, thereby identifying the transaction with the incoming shipment and pertinent documents.

The practice of removing Government property and equipment from the Project to some repair shop and leaving it there for repair without a formal purchase order must be discontinued because of the fact that in so doing Project funds are being obligated which may not actually be available. Notice has been given previously that where an employee incurs an obligation involving the payment of a bill which has not been officially approved and recorded he is not representing the Project and will be held personally responsible financially for any cost incurred. It is a prime requirement also that the movement of all property be recorded and this cannot be done if it is taken from the Project without authority.

A. W. Empie,
Chief Administrative Officer.

(2899)

Colorado River W a r Relocation Project
Poston, Arizona

June 21, 1943

Circular No. 16

Administrative Instruction

To: All Employees subject to conservation of Government property

Indian Office Circular No. 3507 quotes a memorandum received from the Office of the Secretary of the Interior, a portion of which is also quoted here for your information and guidance:

> "I am sure the difficulties now being encountered in procuring many articles of general office use are of common knowledge. Many items of supply are no longer in production. Under existing conditions, therefore, it behooves each employee of the Department to conserve in every way possible and prolong the life of items of equipment and supply which he or she may use in their daily work. To further this request I am asking you to place a copy of this memorandum in the hands of each of your employees. I hope they will retain them for it carries with it an individual appointment of each as a trustee of Government property."

I would like to call your attention to the fact that this instruction applies to all employee s of the Colorado River War Relocation Project, whether appointed personnel or evacuee personnel. I would like to state also that this applies to all types of property whether Equipment, Materials and Supplies or Building and Plant.

We must exert every effort to comply with the request of the Secretary's Office towa rd the end that all Government owned Supplies, Materials and Equipment may be conserved to the advantage of the nation as a whole.

W. Wade Head

W. Wade Head,
Project Director.

(3135)

Colorado River War Relocation Project
Poston, Arizona

July 6, 1943

Circular No. 17

Administrative Instruction

To: All Evacuees and Appointed Personnel

There follows the contents of an Administrative Notice dated June 16, signed by Mr. Dillon S. Myer, Director of War Relocation Authority:

"Subject: Improper Use of Official Stationery

I. All employees of the War Relocation Authority and all evacuees in Relocation Centers are reminded of the regulation that Government property may not be put to unofficial or personal use.

II. In particular, official stationery and envelopes of the Government must never be used for personal correspondence. Even though the Relocation Program may be discussed in the letter, the correspondence is personal unless written by an employee of the Authority in line with and in furtherance of his official duties.

III. Furthermore, the use of official stationery for personal correspondence creates the impression that the correspondence is official and represents the views of the Authority, and this may have embarrassing results for the Relocation Program.

IV. Copies of this notice shall be given to all employees of the War Relocation Authority. Project Directors shall also see that it is brought to the attention of all evacuees in the Centers."

All evacuees as well as administrative personnel are requested to conform strictly with provisions of this instruction.

W. Wade Head,
Project Director.

(3257)

Colorado River War Relocation Project
Poston, Arizona

July 12, 1943

CIRCULAR NO. 18

Teletype Service

Your particular attention is invited to Administrative Instruction No. 15, Part I, Supplement I, Revised, dated June 12, 1943, received and sent to all Division Heads on June 26. This Administrative Instruction contains information concerning teletype services available to WRA. The city of Phoenix, through which our traffic is routed, has inadvertently been omitted from the list. Please especially note paragraph 2 which reads as follows:

"Messages to WRA offices at any of these points should be by teletype rather than telegraph, since teletype is cheaper and usually quicker."

Pending receipt of the style manual please follow instructions for preparing teletype messages as outlined in the memo dated April 30, 1943.

May we again remind you that such messages must be received in the Teletype Room, Administration 4, not later than 3:30 P.M. if they are to be transmitted on the same day.

A supply of teletype message blanks is maintained in this office and may be had for the asking.

Clair S. Brereton
Chief, Mails, Files and Communications

Approved:

Chief Administrative Officer

(3319)