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Williamson

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 9, 1943

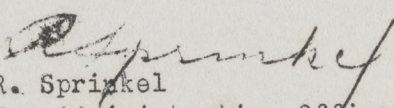
INFORMATION BULLETIN NO. 1

MEMORANDUM TO: Division Heads and Section Heads

SUBJECT: Information Bulletins and Fiscal Instructions

Information Bulletins, serially numbered, will be published by mimeograph process from time to time by the Administrative Division for the information of Appointed Personnel. These bulletins will cover subjects of interest as well as instructions to Appointed Personnel.

There will also be released a series of instructions entitled "Fiscal Instructions". These also will be released from time to time by the Administrative Division and will be specifically for the purpose of directing fiscal procedures. Fiscal Instructions will also be serially numbered, and it is hoped that each Division Head and Section Head will maintain a file of the Fiscal Instructions by chronological order for ready reference in the future.

  
R. Sprinkel  
Sr. Administrative Officer



*Baggins*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 8, 1943

INFORMATION BULLETIN NO. 2

SUBJECT: Priority Required for Government Long Distance Calls

You will be interested in an order recently issued by the Board of War Communications which provides that certain Government long distance telephone calls relating to the war effort or public safety be given preferred handling. A copy of this order is attached.

After studying the order, you will note that this office will be entitled to priority 3 and seldom, if ever, will be entitled to priorities 1 and 2. It is doubted whether all of the long distance calls made from this office on Government business are even priority 3, but whenever in the opinion of the official making the call that priority 3 is justified, the officer should tell the operator immediately upon placing the call that it is a priority 3 call and when the priority is announced, the call will have precedence over all of the long distance messages which do not have any priority such as are used by the general public.

The procedure outlined above for long distance telephone service applies also to our teletypewriter service. The same priority is to be used. The rule concerning teletypewriter service is as follows:

"Any subscriber having exercised the privilege of priority 1, 2, or 3 shall immediately relinquish the circuit on completion of transmission of the priority message or messages concerned."

The cooperation of all officers authorized to place long distance calls against the Government telephone account is solicited to the end that the expense of long distance calls will be held to an absolute minimum, and particularly that the priority privilege will be used only when absolutely necessary.

Appointed personnel on the Minidoka War Relocation Project authorized to place long distance calls against the Government telephone account are limited to Division Heads or the person acting in their absence. Whenever any other appointed employee in the organization finds it necessary to make a long distance call, the particular Division Head involved should authorize the call in that particular instance.

*R. Sprinkel*  
R. Sprinkel  
Sr. Administrative Officer



BOARD OF WAR COMMUNICATIONS  
Washington, D. C.

63668

Order No. 20

Priority for Urgent Telephone Toll Calls Essential  
to the War Effort or Public Safety

WHEREAS, The Board of War Communications has determined that the national defense and security and the successful conduct of the war demand that certain telephone toll calls relating to the war effort or public safety be given preferred handling;

NOW, THEREFORE, By virtue of the authority vested in the Board by Executive Order No. 8964 of December 10, 1941, prescribing regulations governing the preference and priority of communications, and by virtue of the authority vested in the Board by Executive Order No. 9089 of March 6, 1942, prescribing regulations governing the use, control, supervision and closing of stations and facilities for wire communications;

IT IS HEREBY ORDERED AS FOLLOWS:

1. Priorities

On and after November 1, 1942, urgent toll calls placed with commercial telephone systems by the authorized persons or agencies designated in paragraph 2 shall upon request be given priority over all other toll calls in accordance with the provisions of, and in the order set forth in subparagraphs (a), (b) and (c) below:

(a) Priority 1 shall be given to calls which require immediate completion for war purposes or to safeguard life or property and which relate to one or more of the following matters:

- (1) Arrangements for moving armed forces during combat operations.
- (2) Extremely urgent orders to armed forces.
- (3) Immediate dangers due to the presence of the enemy.
- (4) Hurricane, flood, earthquake or other disaster materially affecting the war effort or public security.

Where necessary for the immediate completion of a call having Priority 1, any conversation in process (other than one having Priority 1) may be interrupted.

(b) Priority 2 shall be given to calls which require immediate completion for the national defense and security, the successful conduct of the war, or to safeguard life or property other than those specifically described in Paragraph 1(a).

(c) Priority 3 shall be given to calls which require prompt completion for the national defense and security, the successful conduct of the war, or to safeguard life or property and which involve matters of the following type:

- (1) Important governmental functions.
- (2) Machinery, tools or raw materials for war plants.
- (3) Production of essential supplies.
- (4) Maintenance of essential public services.



- (5) Supply or movement of food.
- (6) Civilian defense or public health and safety.

2. Preferred callers

The following persons and agencies are designated as authorized persons or agencies entitled to use telephone toll priorities where such call is required in the manner and for a purpose specified above.

The President of the United States, the Vice President, Cabinet Officers, Members of Congress, Army, Navy, Aircraft Warning Service, Federal, State and Municipal Government Departments and Agencies, Embassies, Legations, and Commissions of the United Nations, Civilian Defense Organizations, Red Cross, State and Home Guards, essential war industries, essential services such as communications, transportation, power, water, fuel, press associations, newspapers, and health and sanitation services.

3. Records

A record shall be kept by all telephone carriers of all priority calls, which record shall include the priority given and whether a conversation in process was interrupted. Such record shall be kept by the telephone carrier for two years after the date of the call.

4. Reports

Within thirty days after the end of each calendar month, the American Telephone and Telegraph Company shall file with the Board a report for the Bell System Companies showing;

- (a) the number of calls during the preceding calendar month given Priority 1, 2, and 3, and the number of calls given Priority 1 for which other calls were interrupted;
- (b) periods of time required for completion of each class of priority calls.

5. Violations

The telephone facilities of any subscriber who willfully obtains or attempts to obtain priority for a toll call by fraudulently designating such call as a priority call or by furnishing false information to any telephone carriers for the purpose of obtaining a priority, shall be subject to closure, removal or other appropriate governmental action.

Subject to such further order as the Board may deem appropriate.

BOARD OF WAR COMMUNICATIONS

(Signed) James Lawrence Fly

James Lawrence Fly  
Chairman

Attest:

(Signed) Herbert E. Gaston

Herbert E. Gaston, Secretary

October 8, 1942



*Bigelow*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 9, 1943

INFORMATION BULLETIN NO. 3

SUBJECT: Signing of Correspondence to the Washington Office, to  
Field Offices and to other Project Offices

Effective immediately, all official correspondence to either the Washington Office, to one of the Field Offices, or to another Project shall be prepared for the signature of the Project Director.

All outgoing correspondence prepared for the signature of the Project Director will have the name of the Division in which it was prepared typed in the upper left-hand corner of the letterhead immediately below the printed phrase, "In reply, please refer to:". Letters are now being received on the Project Director's desk for his signature which cannot be identified readily with the division in which they originated. The typing of the Division's name, such as: Administration, Community Services, Community Enterprise, Legal Div., etc. will readily identify the letter for the Project Director's information and also will facilitate routing and filing of correspondence in W. R. A. offices.

The office file copy offset to the right should carry the initials of the Division Head indicating that he has read the letter and approves of its form and contents.

*R. Sprinkel*  
R. Sprinkel  
Sr. Administrative Officer



*Williamson*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

March 10, 1943

INFORMATION BULLETIN NO. 4

SUBJECT: Meal Charges for Visitors

Effective immediately, the meal charge for visitors, other than Japanese-American soldiers, will be 35¢ each. This rate will apply whether the meals are taken in the Administrative Mess or in Evacuee Messes. Government Officials and other persons, such as religious workers, assigned to the Project for a week or more are not considered to be visitors. Such persons will pay the same meal rate as W. R. A. Project employees.

Members of the armed forces of the United States who visit evacuees shall be charged subsistence at the following rates:

- A. No charge will be made for living quarters in space allotted to the family, friends, or relatives of the visitor.
- B. A charge of 20¢ per night will be made for living quarters in barrack space expressly furnished to such visitors.
- C. A charge of 20¢ per meal will be made for all meals furnished such visitors.

Members of the armed forces visiting relatives and friends on the Project should be directed upon arrival to the Agent-Cashier in the Administration Building for payment of meals and quarters charges in accordance with the above schedule. Collections made from visitors in accordance with the above schedule will be deposited in the Treasury of the United States as Miscellaneous Receipts.

*R. Sprinkol*

R. Sprinkol  
Sr. Administrative Officer



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WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

March 12, 1943

INFORMATION BULLETIN NO. 5

SUBJECT: Compensation Benefits to Evacuees

According to Administrative Instruction No. 79, dated January 13, 1943, evacuees injured or disabled while in the performance of duty for the War Relocation Authority are entitled to compensation benefits listed below under the provisions of the United States Employees' Compensation Act:

- (1) Necessary medical treatment and hospital care.
- (2) Compensation payments at the rate of two-thirds of the worker's monthly wage, excluding the period during which a worker receives pay after any injury and excluding a three-day waiting period after pay stops.
- (3) Compensation awards for permanent partial disability resulting from the loss of limbs, eyes, fingers, etc.
- (4) In case of death, burial expenses not in excess of \$200.00.
- (5) Compensation awards to dependents if the injury causes death.

"A worker may elect to receive either sick leave benefits or compensation benefits for 15 days following an injury during which he is disabled, but he may not receive both. A worker who has elected to receive sick leave benefits may claim compensation for disabilities continuing after the expiration of the sick leave benefits."

The following Compensation Act forms shall be prepared in duplicate (the original to be sent to the Commission and a copy for the Project files):

Form CA-1, Employee's Notice of Injury, must be submitted to the Official Superior by every employee injured in the performance of his duty within 48 hours after such injury. However slight the injury may be, CA-1 must be executed.

Form CA-2, Official Superior's Report of Injury, must be submitted when the injury causes disability for work beyond the day or shift in which the injury occurred or results in any charge against the Commission for medical expense.

Form CA-3, Report of Termination of Partial or Total Disability, must be completed immediately after disability from injury terminates whether or not the employee makes claim for compensation, unless such notation has already been made on CA-2.

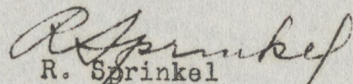


Form CA-4, Claim for Compensation on Account of Injury, must be submitted in case where the employee wishes to claim compensation for the injury.

Form CA-8, Claim for Continuance of Disability Compensation, will be submitted to the Commission semi-monthly when disability continues for an extended period of time.

Other CA forms not so commonly used may need to be prepared in certain cases.

Please report all injuries to Mr. Fred W. Minnesang, Personnel Officer, as soon as possible after the injury has occurred, and obtain the required CA forms.



R. Sprinkel

Sr. Administrative Officer



Williamson

MINIDOKA PROJECT  
Hunt, Idaho

April 15, 1943

Information Bulletin No. 6

SUBJECT: Special Work Clothing Issues to Evacuee Work Crews.

For your information the following is being quoted from the memorandum issued on April 9, 1943, by Dillon S. Myer, Director:

"Administrative Instruction No. 27 provides that, in addition to clothing allowances, uniforms will be provided by the Authority to certain classes of workers. My memorandum of November 10, 1942 stated that it was not the policy of the Authority to provide complete outfits of work clothing to any worker without charge; and consequently, that uniforms required by the Authority should be the minimum necessary for purposes of identification or sanitation. That memorandum further prescribed various uniforms and authorized certain items of personal equipment to be issued to workers without charge as needed.

"This memorandum supplements and re-defines the items of work clothing which may be issued to the prescribed classes of workers without deduction from their clothing allowances. The prescribed items are to be issued not for the purpose of supplementing clothing allowances but as "tools of the trade," issued because they are an essential part of the worker's occupational equipment and as such, necessary for the efficient performance of assigned tasks and protection of the health and welfare of the worker. The lists of uniforms and personal equipment contained in my memorandum of November 10, 1942 are hereby superseded.

"Project Directors are herewith authorized to purchase and issue the following items to the designated classes of workers:

1. Identification Insignia - Arm bands, badges or uniform headgear for Police and Fire Department personnel.
2. Sanitary Caps and Aprons - For mess personnel and butchers.
3. Waterproof Aprons - For dishwashers and produce handlers.
4. Smocks - For doctors, nurses, nurses aides, and orderlies.
5. Aprons - For carpenters, carpenters' helpers, blacksmiths, and blacksmiths' helpers.



6. Gloves - For garbage crews, welders, electricians, (special type) stevedores, equipment operators, workers engaged in packing vegetables requiring icing, coal crews, and brush crews. On projects where severe winter conditions prevail, gloves may be furnished to other outdoor manual workers where necessary to protect the health of the worker.
7. Safety Devices - Goggles, dust masks, welders' masks, shin or toe guards, and other items as needed for safety.
8. Rubber Boots - For irrigators and others required to work in water.
9. Fire Fighting Equipment - Fire helmets, raincoats, gloves, and rubber boots for firemen. (These items will be a part of fire-house or fire truck equipment to be used only when fighting fires).
10. Cover-alls - For workers on hog projects, coal crews, garage mechanics and grease crews, garbage disposal and sewage crews.

"These listed items will be issued through divisional warehouses to the prescribed classes of workers and should be considered as part of the division or section work crew equipment. Issues will be made on the basis of procedure established in the Administrative Instruction on Property Control and items will be issued to workers on memorandum receipt form. Return of worn-out equipment will be required before issues of new items.

"Aprons for mess personnel and smocks for hospital personnel will be laundered by the Authority. Property accountability will be maintained for clothing laundered and issues will be made at regular periods through the warehouses of the Project Steward and Chief Medical Officer.

"The above authorized items may be issued from Project warehouse stock or may be procured through regular channels. No additional items may be supplied by the Project to any class of workers without prior authorization from the Director."

R. Sprinkel  
Sr. Administrative Officer



*Williamson*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 22, 1943

INFORMATION BULLETIN NO. 8

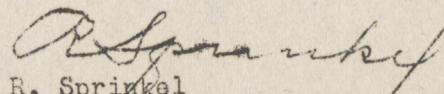
There is quoted below for your information a copy of telegram received from Dillon S. Myer, Director, War Relocation Authority.

"WAR MANPOWER COMMISSION HAS DESIGNATED GOVERNMENT SERVICE AS ONE OF THIRTY-FIVE ESSENTIAL OCCUPATIONS AND CONSEQUENTLY WRA EMPLOYEES NOT EFFECTED BY RECENT ORDER OF WAR MANPOWER COMMISSION ORDERING EMPLOYEES OF NON-ESSENTIAL INDUSTRIES TO WAR ACTIVITIES OR ARMED SERVICES. DEFINITIVE STATEMENT ON DEFERMENT FOR FEDERAL EMPLOYEES EXPECTED WITHIN FEW DAYS FROM WAR MANPOWER COMMISSION. UNTIL FURTHER INSTRUCTIONS ALL REQUESTS FOR DEFERMENT OF WRA EMPLOYEES SHOULD BE SUBMITTED TO ME FOR REVIEW AND SUBMISSION FOR PRESIDENTIAL APPROVAL.

/S/ D. S. MYER"

The above does not change the existing draft status of any W.R.A. employee. Prior to the receipt of this wire, there was some doubt whether the War Relocation Authority was in the category of a defense industry to which all able-bodied employees are required to transfer or be subject to immediate draft into the armed forces.

The above-quoted wire does not grant any deferment whatever. Previous to the receipt of this wire, the War Relocation Authority had formerly announced that no deferment would be requested for any W.R.A. employee. Apparently, further instructions will be received concerning the policy of requesting deferments on the basis of possible indispensability.

  
R. Sprinkel  
Sr. Administrative Officer



File - 166 154  
August 28, 1943

WAR RELOCATION AUTHORITY

MINIDOKA PROJECT

INFORMATION BULLETIN NO. 9

TO: All Appointed Personnel and  
All Evacuee Employees  
of War Relocation Authority  
at Minidoka Relocation Center

SUBJECT: Emergency Duties

This will advise you that it is the official duty of each of you to respond to any call for emergency service within the Relocation Center area made necessary by fire, accident or other disturbance. When so called, you are expected to respond and perform the duty assigned to you.

This action is taken in order that you may be protected by the provisions of the U.S. Employees Compensation Act, as amended and extended, while performing emergency services. That Act applies only to injuries of an employee of the United States sustained while performing his official duties.

*H. L. Stafford*

H. L. Stafford  
Project Director



File - 5

Ministry - 28

To all A.P.

Sept. 20