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Mr. Griswold

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

February 21, 1945

MEMORANDUM TO: Division, Section and Unit Heads
SUBJECT: Health Section

Effective February 21, 1945, Mr. George Stout, Hospital Administrator will act in the capacity of Supervisor of the Health Section.

Dr. Martin Loebman, Senior Medical Officer will act as Medical Advisor to the Hospital Administrator.

B. F. Runyan

Ben F. Runyan
Acting Project Director

Mr. Inswood

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 23, 1945

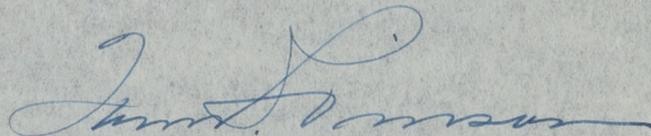
MEMORANDUM TO: Division, Section and Unit Heads
SUBJECT: Gasoline Supply

Please be advised that our gasoline allotment for the Third Quarter, 1945, will be depleted by early March, unless drastic steps are taken to curtail consumption.

Therefore, each Division, Section and Unit Head is respectfully requested to use his influence and efforts to avoid duplication of any service and to consolidate all movements under his control, wherever possible, and to avoid any unnecessary travel.

The Motor Pool Supervisor is and shall be authorized and instructed to deny all transportation requests which in his opinion may be unnecessary or may be consolidated with other trips.

Your cooperation and consideration will be appreciated.



Tom B. Vinson
Equipment Maintenance Supv.

Mr. Grissold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 14, 1945

TO: Division, Section & Unit Heads

Until further notice please have letters
prepared for the signature of Ben F. Runyan,

Acting Project Director.

L. H. Bennett

L. H. Bennett
Project Director

Revised

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS ARIZONA

March 17, 1945

MEMORANDUM TO: Division and Section Heads

SUBJECT: Personnel Changes

This will notify you that Mrs. Marguerite Brown is now Assistant Statistician. Effective March 19th, Mrs. Irene R. Herren will be Acting Office Manager in charge of the Office Services Section.

B. F. Runyan

B F Runyan
Ass't Project Director
Administrative Management Division

M. Grinnell

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 20, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Responsibility for Government Property

The following is an extract from the WRA Handbook,
Property Control 20.4.

E X T R A C T

20.4.3 Since the value of government property acquired represents a large investment of government funds, and because custodial responsibilities are placed upon the authority for other properties of considerable value, it is necessary that the acquisition, usage, and disposition of all property be rigidly accounted for and that the accountability and responsibility for all property be definitely established. Accountability and responsibility devolve upon any person to whom public property is intrusted, and who is required to maintain a property account thereof.

A Property Officer who carries property on a Stock Record Account, and has such property in his possession, either in use or in storage, has 'accountability' and 'responsibility' for the care and safekeeping of such property.

He has 'accountability but not responsibility' for property which has been issued to others and for which a receipt has been obtained. The Property Officer continues to remain 'accountable,' and the person to whom issue has been made assumes 'responsibility.' Any individual who gives his signature as a receipt to the Property Officer for property, becomes responsible for its care and preservation until such property has been returned to the accountable office, or receipt has been obtained by the Property Officer from a successor, or until he has otherwise been relieved by an approved Report of Survey.

20.4.5B ---the heads of activities using minor equipment shall remain accountable to the Property and Warehousing Officer therefor until relieved of such accountability by return of such equipment to warehouse stock, by transfer to other activities, or by survey action.

Activity heads shall maintain a control card for all minor equipment issued to each employee under the activity. Form OFM-138, Property Issue Record shall be used.

Evacuees should not be permitted to leave the Project until property clearance is obtained from the Activity Head. Evacuees should be cleared by Activity Head on any property issued to them.

E N D O F E X T R A C T

This memorandum is issued to bring to the attention of all concerned, the accountability and responsibility for Government Property.

The revised Handbook, Property Control 20.4 from which extract was taken, became effective February 1, 1945, but has not been distributed to all section and division heads on account of a limited number of copies received.

B. F. Runyan
B. F. Runyan
Acting Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

Mr. Griswold

March 21, 1945

MEMORANDUM TO: All Division, Section and Unit Heads
SUBJECT: Attendance Reports - Appointive Personnel

Beginning with the pay period ending March 31, 1945, it will be necessary for all Attendance Reports for Appointive Personnel to be submitted to the Personnel Management Section not later than the beginning of business April 2nd.

Attendance Reports for all subsequent pay periods must be submitted to the Personnel Management Officer no later than the morning after the end of the pay period.

The above is necessary in order that we may properly submit Appointive payrolls to the Disbursing Officer to receive salary checks on the due dates.

Your cooperation will be greatly appreciated.

B. F. Runyan
B. F. Runyan
Acting Project Director

Mr. Griswold

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 22, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Third Quarter Obligations

Under the new accounting procedure effective February 1, 1945, it is necessary that all obligations be established in the Finance Section no later than the 25th of each month in which a quarter ends.

All requisitions for purchase must be submitted to the Procurement Officer in sufficient time for him to execute purchase orders or contracts and have them obligated in the Finance Section by this date.

Requisitions not processed as outlined above will be returned unobligated.

B. F. Runyan
B. F. Runyan
Acting Project Director

Mr. Griswold

Rivers, Arizona
March 29, 1945

MEMORANDUM

TO: Division, Section & Unit Heads

Effective today I will again sign all
mail that was previously routed through the
Director's office for signature.

L. H. Bennett

L. H. Bennett
Project Director

A. L. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS ARIZONA

April 20, 1945

MEMORANDUM TO: Division, Section, and Unit Heads

SUBJECT: Correspondence Handbook 207

This is to call your attention to Handbook Release No. 207, dated April 1, 1945. This Handbook outlines up-to-date procedures for WRA correspondence.

A very limited supply of these Handbooks were received. Please be sure that every stenographer, typist, and secretary under your supervision has a chance to study this procedure and that a copy is always available for their ready reference.

The Office Services Section may send back for rewrite correspondence that is not prepared in accordance with Handbook 207.

B. F. Runyan
/s/ Ben F. Runyan
Ben F. Runyan
Assistant Project Director
Administrative Management Division

Mr. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

April 26, 1945

TO: DIVISION, SECTION & UNIT HEADS
RE: REDUCTION IN EVACUEE EMPLOYMENT

From this date on we will be making reductions in evacuee employment throughout all of the sections that employ large numbers of persons.

In order to affect the reductions without creating hard feelings or resistance from the communities I suggest that you notify the Manpower Commission at least ten days before any reduction is put into effect. By so doing we can secure the support of the Manpower Commission if we explain to them the reduction in budget or elimination of activities.

Please cooperate on this point.

L. H. Bennett

L. H. Bennett
Project Director

Mr. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

May 10, 1945

*Sum
note*

TO: DIVISION, SECTION & UNIT HEADS

RE: ACTING PROJECT DIRECTOR

During my absence from May 12 to May 23 inclusive, Mr. James L. Shelly will be Acting Project Director and mail signatures should be prepared in his name.

L. H. Bennett

L. H. Bennett
Project Director

Mr. Griswood

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

May 12, 1945
11:30 A. M.

IMPORTANT

TO: DIVISION, SECTION & UNIT HEADS

RE: CORRECTION

Please mark your records to show that
Mr. Herman A. Ott will be Acting Assistant Project
Director in charge of Administrative Management
for the thirty-day period ending June 12, 1945.

This morning at 9:00 A. M. a memorandum was
sent out with the omission of the word "Assistant".
This was an oversight.

James L. Shelly
James L. Shelly
Acting Project Director

Off
Arthur L. Lins would

May 12, 1945

TO: ALL DIVISION, SECTION AND UNIT HEADS
RE: SUPPLY OFFICER

This is to advise that Mr. Steman
A. Foust will be Acting Supply Officer for the
30 day period ending June 12, 1945.

H. A. Ott

H. A. Ott
Acting Assistant Project Director
Administrative Management Division

Juswald

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

May 12, 1945

TO: DIVISION, SECTION AND UNIT HEAD
RE: ACTING EVACUEE PROPERTY OFFICER

During the absence of Mr. T. I. Reynolds,
Evacuee Property Officer, from May 12 to May 23
inclusive, Mr. Marlowe D. Bemis will be acting
Evacuee Property Officer.

William Huso

William Huso
Relocation Program Officer

W. G. Guswald

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER RELOCATION CENTER
RIVERS, ARIZONA

May 14, 1945

MEMORANDUM TO: All Division Section & Unit Heads

SUBJECT: Expenditure of 1945 Funds

This is to advise that all requisitions for purchase must reach the Procurement Office on or before June 15 for expenditure of 1945 fiscal year funds. This is necessary to allow sufficient time for encumbrance of funds prior to closing of books by the Finance Section on June 25. The Procurement Unit will be unable to properly obligate funds after that date.

H.A. Ott
Acting Assit. Project Director
Adm. Management Division

SAFoust/kk

Mr. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

May 15, 1945

TO: DIVISION, SECTION & UNIT HEADS

RE: INTERVIEWS

The Welfare and Relocation Divisions will call a considerable number of residents in for scheduled interviews.

Since the majority of the persons will be on evacuee payrolls, this may at times cause you a certain amount of inconvenience. However, I wish you would smile about it and encourage everyone to keep these interviews. We need the cooperation of everyone in this matter.

Thank you.

James L. Shelly
James L. Shelly
Acting Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

Gene R. Herren

May 18, 1945

TO: Division, Section and Unit Heads

SUBJECT: Attendance Reports - Appointive Employees

Since pay days for appointive employees have been changed to the 12th and 27th, all attendance reports are not being received in the Finance Section by noon of the next day following the end of the pay period as previously requested. Some attendance reports have been as much as three days late. Our payroll employees have had to work a great deal of overtime in order to submit payrolls to our Disbursing Office in sufficient time to receive all pay checks on the designated pay day.

Our new pay day procedure requires that we prepare payrolls from attendance reports to avoid overpayments. Beginning with the pay period ending May 31st, (the pay day of which is June 12th), attendance reports not received in the Finance Section by noon of the day following the end of a pay period will delay receipt of pay checks for the activity affected.

Your cooperation will be greatly appreciated by us, in order that we may facilitate delivery of pay checks on the due dates.

W. G. Graham

W. G. Graham
Finance Officer

W. L. Griswold

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

May 22, 1945

MEMORANDUM TO: Division and Section Heads
SUBJECT: Return of Project Director

Mr. Bennett will be on the project May 24, 1945. As of that date and thereafter, please prepare mail requiring the director's signature for L. H. Bennett to sign.

Your cooperation and assistance during my "acting directorship" is sincerely appreciated.

James L. Shelly
James L. Shelly
Acting Project Director

Arthur Griswold

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

May 25, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Retirement Meeting 10:15, Saturday May 26

There will be a meeting in the Recreation Hall of all Division, Section, and Unit Heads immediately after the morning coffee time, Saturday morning.

Mr. C. J. Benner, Retirement Representative of the United States Civil Service Commission, will conduct a conference on Retirement rights and privileges.

All Heads are expected to be present. Any other member of the Appointed Staff may attend, providing it does not interfere with important duties.

L. H. Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

Jane R. Herren

May 30, 1945

TO: Division, Section and Unit Heads
SUBJECT: Timekeeping for Evacuee Employees

We wish to call your attention to the following instructions pertaining to timekeeping for evacuee employees:

1. Evacuee Leave Regulations Effective May 1, 1944.
2. Signature Card Procedure, Project Instruction No. 18 and memorandum dated February 23, 1944 by S. F. Runyan.
3. Timekeeping Manual of Procedures dated April 28, 1944; and memoranda dated April 4, July 5, and November 9, 1944 pertaining to this Manual of Procedures.
4. Traumatic injuries instructions dated April 5, 1943 and March 22, 1944.
5. Compensatory Time memorandum dated January 17, 1944 and Project Instruction No. 3 Dated September 13, 1943.
6. Memorandum on Military Leave dated May 5, 1943.
7. Memorandum on employment procedure dated July 10, 1944.

We will appreciate the cooperation of all Section Heads on the submittal of Daily Time Reports (Forms WRA-Gila 17 and WRA-Gila 28), signature cards (Form WRA-Gila 42), applications for leave (Form WRA-335 and S-1295), as covered by the above instructions.

Thank you for your past and future cooperation.

W. G. Graham

W. G. Graham
Finance Officer

Arthur L. Griswold

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 11, 1945

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Inventory

The WRA Handbook, Property Control, 20.4.8B, requires that a physical inventory of all Government property be taken at the close of each fiscal year.

This inventory shall be submitted in the original only, as of June 30, 1945, and must be forwarded to the Property and Warehousing Unit not later than July 10, 1945. It shall be prepared on Form WRA-108 revised, Physical Inventory of Property, a supply of which may be obtained from the Project Warehouse on Form WRA-7 revised.

Separate inventories shall be submitted on each class of property (Major and Minor equipment). and each class shall be listed alphabetically. A complete and accurate description of each article listed must be given.

The following certification shall be shown on the last page of each inventory, and shall be signed by the responsible officer.

"I hereby certify that this inventory represents a true and accurate list of all government property in use by this activity, and that this equipment is in my possession as of June 30, 1945."

Signed _____

Title _____

All equipment which cannot be located when making the physical inventory shall be reported in a request for survey in accordance with Project Instructions No. 11, dated November 25, 1945.

L. H. Bennett

L. H. Bennett
Project Director

Mr. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

JUNE 12, 1945

TO: DIVISION, SECTION & UNIT HEADS
RE: ACTING ASSISTANT PROJECT DIRECTOR,
ADMINISTRATIVE MANAGEMENT DIVISION

As of this date Mr. Lyston S. Black will be Acting Assistant Project Director in charge of Administrative Management. Please direct all correspondence to him instead of to Mr. Herman A. Ott. Mr. Black's appointment will be effective through July 11, 1945.

L. H. Bennett

L. H. Bennett
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 18, 1945

MEMORANDUM TO: All Division, Section, and Unit Heads

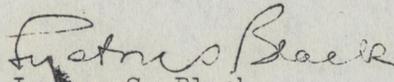
SUBJECT: Closing of Warehouse

In order to successfully complete an accurate inventory of the Project Warehouse Stock, it will be necessary to close the Project Warehouse on June 26th, 27th, 28th, 29th, and 30th.

It is requested that all Units forward requisitions for office supplies and forms immediately so that issues can be made by June 23, 1945.

It is also urged that all Units or Activities submit requisitions for material and supplies during week of June 18th to 23rd, since no issues shall be made while the warehouse is being inventoried.

It will be greatly appreciated if Activity Heads will comply with above requests; all emergency issues during inventory week shall require the approval of the Supply Officer.



Lyston S. Black
Acting Ass't. Project Director
Administrative Mgt. Division

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

126
June 19, 1945

MEMORANDUM TO: All Division, Section, and Unit Heads,
and Timekeepers

SUBJECT: Timekeeping Procedures

There appears to be some confusion pertaining to documents in connection with the proper recording of time for Evacuee Workers.

In order to clarify existent timekeeping instructions, the following documents and requirements are necessary:

FIELD TIMEKEEPERS:

1. Do not allow a worker to enter on duty, and do not record any time worked without a properly executed assignment document. Contact Personnel Management Section immediately.
2. Workers should be checked twice daily. Do not post Daily Time Sheet unless worker reported and worked, or was in a Leave Status.
3. Vacation Leave and Leave Without Pay applications must be submitted to Personnel Section and approved in advance of taking leave.
4. Sick Leave applications must be submitted to Personnel Section not later than the day of return to duty; and absences beyond 3 days must be supported by a physician's statement.
5. Daily time reports must be signed by the Properly designated Foreman and Timekeeper, and proper signature card for this Foreman and Timekeeper must be on file in Central Timekeeping Office before time reports are submitted.

6. On any questions pertaining to timekeeping call the Central Timekeeping Sub-Unit.

7. Submit time reports daily to Central Timekeeping.

OFFICE TIMEKEEPERS:

1. Upon receipt of Daily Time Reports in office, the following action should be taken;

(a) Check signatures of Foremen and Timekeepers against signature cards. These must conform.

(b) Check daily time reports for Properly approved Leave applications before posting to 115 cards. These Leave applications must be attached to daily time reports before posting 115 cards. Also see that proper sick leave applications are with daily time sheets before posting. If a 115 card is posted with sick leave over a period of time, approved applications must be filed with daily time report showing last day of illness.

(c) Check daily time report's names, I.D. numbers, rates of pay, etc., against 115 before posting. Time sheets must show complete names, etc.

(d) Post daily time reports to 115 each day.

2. Check assignments against signature cards when received before posting to 115 cards.

3. Insert and complete two way stamp on all documents before processing to Pay Roll Sub-Unit.

4. Check WRA-112 cards for compensatory time shown on 115 cards, and post 112 cards if compensatory time has been properly approved by the Project Director in writing.

5. Any discrepancies on daily time sheets should be referred back to the field timekeeper for corrections.

6. Ask supervisor questions about anything you don't understand.

W. G. Graham

W. G. Graham
Finance Officer

A. L. Griswald

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS ARIZONA

JUN 27 1945

To: All Division and Section Heads

SUBJECT: Out-going Teletypes

With the increasing number of out-going teletypes being sent daily, messages are reaching Office Services late each day. It is requested that, except in emergencies, all teletypes be submitted to the Mail Room not later than 4 pm, and all straight wires and day messages not later than 2:45 pm if delivery is to be made at destination the same day.

The following is the schedule for Teletype calls.

Morning calls:

8 am
10 am

Afternoon calls:

1 pm
3 pm
4:30 pm

Saturday calls:

8 am
10 am

Your cooperation will be appreciated.

Lynton Black

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 29, 1945

CONFIDENTIAL

MEMO TO: Division and Section Heads

SUBJECT: Survey of Personnel Requirements

Between now and the completion of the liquidation process there will be constantly recurring problems concerning the necessary personnel required to properly complete our mission.

It is requested that you will please make an immediate survey as to your anticipated future needs from a personnel standpoint, sending a memorandum of these findings to the Acting Assistant Director of Administrative Management.

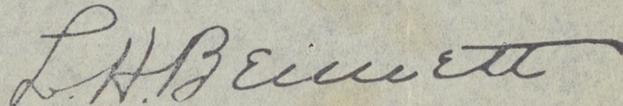
Please break this plan down into requirements for two periods:

1. Any additions or changes that might be necessary during the first quarter of the 1946 fiscal year beginning July 1, and ending September 30, 1945.
2. Requirements and changes for the second quarter beginning October 1.

In consideration of your requirements for the first quarter, your attention is invited to the possible necessity of establishing new positions to take care of those teachers whom you especially desire to transfer to your activity.

In the second quarter it will be especially necessary for you to consider the fact that evacuee assistance will be greatly curtailed and in some instances non-existent.

Your prompt consideration and desired plan would be appreciated.



L. H. Bennett
Project Director

CONFIDENTIAL

Ms. Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 30, 1945

TO: DIVISION, SECTION & UNIT HEADS
RE: REGULAR STAFF MEETING, WEDNESDAY,
FOURTH OF JULY.

Please attend a regular staff meeting
in the Butte Staff Recreation Hall at 9:00 A. M.,
Wednesday, July 4, 1945.

L. H. Bennett

L. H. Bennett
Project Director

J. F. Herren

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 6, 1945

MEMORANDUM TO: Division and Section Heads

SUBJECT: Unclassified Jobs Needed For Center Closure

Washington Administrative Notice states that a wage survey must be made in order to establish prevailing wages for unclassified jobs needed for center closure.

All Unit Heads are requested to anticipate all possible needs for skilled or unskilled laborers between now and closure and notify the Personnel Officer at once whether or not such personnel will be needed. After such determination, an extensive survey must be made and Washington approval secured before hiring would be possible. Hence, action now is imperative.

L. H. Bennett
L. H. Bennett
Project Director

fw
Arthur L. Gies would

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 13, 1945

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Federal Employees Pay Act of 1945

On July 1, 1945, the base salary for all classified positions was increased on the following basis:

Twenty per cent of that part of the base salary not in excess of \$1200; plus ten per cent of that part of the base salary in excess of \$1200, but not in excess of \$4600, plus five per cent of that part of the base salary in excess of \$4600.

The above increase in base pay is in addition to the overtime which we receive for all hours worked per week over forty.

The administrative work week for the centers has been designated as six 8-hour days, eight hours for each day Monday to Friday, inclusive, and a full eight hours to be worked on Saturday. Leave can be taken on each day of the week without losing overtime pay if Saturday is worked. Saturday is the overtime day and if an employee is absent on that day, he receives no pay. No leave of any kind may be charged for absence occurring on Saturday.

Project and Assistant Project Directors may authorized compensatory time, provided employee requests same in writing for irregular or occasional overtime work.

Employees regularly scheduled to work between the hours of 6 p.m. and 6 a.m. receive a ten per cent increase in base rate as a night differential but no overtime pay on this night differential. In other words, base pay, overtime on base pay, and night differential on base pay.

All within grade promotions have been changed from thirty to eighteen months for all employees whose base pay is \$3800 per annum and over, and from eighteen months to twelve months for all employees whose base pay is under \$3800 per annum, if the employee received an efficiency rating of 'good' or better than 'good'. Service Credits shall include service in the Armed Forces, Merchant Marine, or on War Transfer LWOP, if such service is after July 1, 1945.

All appointive pay rolls will be on a bi-weekly basis and will be paid on the second Thursday after the close of the pay period. The first bi-weekly pay period will end July 14th, and the pay day will be July 26th. The next bi-weekly pay period will end July 28th, and the pay day will be August 9th, etc.

There has been no change in the Income Tax law. Tax deductions will naturally increase on the same basis as the pay increases.

Lump Sum Payments will be made on the basis of forty hours per week with no overtime payment involved.

The evacuee work week and pay period remain the same, or eight hours each day Monday to Friday, inclusive, and four hours on Saturday, and pay periods monthly.

Deductions for Bonds, hospital, quarters and subsistence will be made on a bi-weekly pay period basis instead of semi-monthly as in the past.

In order for the Finance Section to prepare the Appointive Pay Roll in sufficient time to receive the pay checks on the prescribed pay day, it will be necessary for all attendance reports to be submitted to the Personnel Management Section by noon of the Saturday on which the bi-weekly pay period ends. All attendance reports must be approved by the Personnel Management Officer and must reach the Finance Section no later than 8 a.m. on Monday morning following the end of the pay period.

Attendance reports and leave regulation procedure remain the same as in the past.

All of the above procedure became effective July 1, 1945

L.H. Bennett
L.H. Bennett
Project Director

AG

A. L. Griswold

GILA RELOCATION CENTER
INTER-OFFICE MEMORANDUM
RIVERS, ARIZONA

July 14, 1945

TO: Division, Section and Unit Heads

SUBJECT: Disposal of Incoming and Outgoing correspondence
to Washington and San Francisco.

Office Service Section is preparing to consolidate all records as can be withdrawn from all offices. Recently a letter was received from Mr. Utz, Acting Director, regarding all correspondence between this Center and Washington and San Francisco, to the effect that all papers prepared for Central files be marked with a diagonal stroke from left to right in red pencil. This should apply to all copies retained by each office who uses these copies for reference or follow-up purposes. Listed below are to be marked:

1. Correspondence, requests, transmittals, telegrams, teletypes, periodicals, special reports whether of general activities, of fiscal matters, of personnel transactions.
2. Correspondence with Relocation Area or District Offices relative to job offers or Relocation opportunities.
3. With the closing of the fiscal year 1945, records are now due for consolidation to the File Unit. Please clear your files of material no longer needed for current operations. All records must be bound or placed in boxes and a list of same be made stating if the material is duplicates of records, original records, non-records or excessive paper. Please refer to Manual Section 20.8.60, regarding disposition of WRA forms applicable to your section or Unit.

D M Todd
Douglas M. Todd
Acting Ass't. Director
Administrative Management Div.

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

TO: ALL DIVISION, SECTION AND UNIT HEADS
SUBJECT: INTER-OFFICE AND INTRA-CAMP MAIL

The U. S. Post Office, Rivers, has announced effective July 16, 1945, all intra-camp mail passing through the local Post Office must be transmitted in envelopes bearing the penalty indicia.

All inter-office mail going by messenger service should be placed in non-franked envelopes. Such mail will be distributed by the Mail Room. Please notify all clerk and typist of these instructions.

DM Todd

Douglas M. Todd
Acting Ass't Project Director
Administrative Management Div.

Irene R. Harrison

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 23, 1945

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Analysis and Survey of Section Needs

A committee has been appointed by the undersigned, with Douglas M. Todd - Chairman, W. G. Graham - Executive Secretary, and James L. Shelly, Robert S. Davidson, Joe H. Janeway, William M. Huso, and Ethel A. Fleming - Members, to analyze and assist in correcting situations pertaining to shortages of Caucasian personnel, and the streamlining of functions and organization. It is requested that each Division and Section Head submit to Mr. Todd an analysis of the Caucasian personnel requirements that they deem necessary to efficiently operate their Sections from now until the closing of the center on November 15th, and their problems now existent.

Please list the number of positions which you have and the number of positions which you will require in addition to your present approved actual organization.

Also, please submit to Mr. Todd any recommendations you wish to make pertaining to streamlining the functions of your Section, and elimination of excessive documentation which you consider is unnecessary to the functioning of your Section.

The above should be submitted immediately. Upon receipt of this information, Mr. Todd, and the committee appointed to work with him, will interview each Section Head and go over his suggestions and recommendations with the view of making an equitable distribution of personnel now available and endeavor to settle the problems affecting his Section.

Your cooperation will be greatly appreciated.

L.H. Bennett
L.H. Bennett
Project Director

Jane R. Herren

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

August 3, 1945

MEMORANDUM TO: DIVISION, SECTION AND UNIT HEADS
SUBJECT : LUMP SUM PAYMENTS TO EVACUEE WORKERS.

We have received the following authority from our Washington office:

"Authority is hereby granted to make lump sum payments to evacuees for vacation leave earned and unliquidated compensatory time when services are terminated due to relocation. Manual and Handbook Sections 50.5 pertaining to payment of evacuee workers for vacation and compensatory leave will be changed accordingly. The present provisions for extending the termination date to cover vacation and compensatory leave remain in effect for other than termination due to relocation and may be followed, if desired, in lieu of making lump sum payments when an evacuee relocates. If lump sum payment amounts to \$44 or more, withholding tax deduction is to be made in accordance with schedule shown on page 9 of treasury circular WT- revised 1944. Evacuee worker will have to declare his dependency status on form W-4 and deduction made accordingly. Refer to Manual Section 50.9.5 and .6 for details on preparations of form W-4. Any taxes withheld from evacuee workers are to be handled and accounted for in the same manner as for appointive personnel."

Evacuee workers should be encouraged to work as long as they can prior to their relocating, as a lump sum payment will give them that much more money to use when they relocate, and it will also help the Project due to the labor shortage.

Will you please advise all evacuee employees regarding this lump sum payment.

D M Todd
Douglas M. Todd
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

Stewart

August 15, 1945

MEMORANDUM TO: Unit Section & Division Heads

SUBJECT: Detail of Evacuee Labor

Starting Friday, August 17th, every able bodied evacuee in the Butte community is subject to one day per week detail to the engineering section for the purpose of picking up, packing and crating, transporting and loading evacuee property and for making or delivering boxes for Evacuee Property.

Butte is to be divided into six districts and male residents in each district are to work one day per week for engineering.

The section from which workers are absent on detail will do required timekeeping and will pay the detailed employee for the time he devotes to engineering detail.

Douglas H. Todd
Project Director

U.S. DEPT. OF INTERIOR
WAR RELOCATION AUTHORITY
RIVERS - ARIZONA

August 18, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Time Change in Submission of
Attendance Report

In consideration of the 44 hour week and in order that the pay roll may be submitted at the proper time, supervisors are requested to submit the bi-weekly Time and Attendance Reports to the Personnel Management Section before 5 p. m. of the Friday just prior to the end of each pay period.

In submitting Attendance Reports, it will therefore be necessary to anticipate the last day of the pay period. In case there is a change of status of any employee, after submission of the Report, supervisors are requested to report such change to the Personnel Transactions Officer as early as possible Saturday morning.

So that there will be no delay in the submission of the pay roll, supervisors are especially requested to deliver Attendance Reports not later than the deadline specified.

Douglas M. Todd
Douglas M. Todd
Project Director

How Stewart

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
RIVERS, ARIZONA

August 21, 1945

TO: Division, Section and Unit Heads.

Effective August 21, 1945 the following procedure will be placed into effect in its entirety:

GATE CLERK PROEEDUPE - STATISTICS SECTION

CAUCASIAN EMPLOYEES

WRA employees shall be allowed to enter and leave the project upon presentation at the gate of their permanent pass which is issued to them upon their entrance on duty with WRA.

CAUCASIAN VISITORS

Caucasian visitors who wish to enter the project on business, or for the purpose of visiting WRA project employees, shall be the responsibility of the Gate Clerk. Gate Clerks shall issue a visitor's pass, in an original and one copy, to visitors when they enter the camp. Visitors shall be instructed to have these originals signed by the WRA employee with whom they conduct their business, or the employee they are visiting before they leave the camp. The copy shall be held by the Gate Clerk in a pending file alphabetically. Upon the visitor's return to the gate, the Gate Clerk shall take up the original pass, being careful to see that the pass has been approved by the proper WRA employee. These original passes shall be turned in daily by the Gate Clerk to the Statistician. The copy will then be discarded.

EVACUEE VISITORS

The evacuee visitors pass will be WRA-338 only. When a visitor enters camp the Gate Clerk will make the collection for meals, if necessary, and will deposit same with the Agent Cashier the next morning. WRA-397 can be used by Gate Clerk to support his deposit with Agent Cashier. The Gate Clerk will inform the evacuee that before he/she leaves the center, he/she must contact Agent Cashier to pay any amount due or secure refund, if due. The Agent Cashier's notation on WRA-338 will allow the evacuee to get thru the gate when leaving camp. All Gate Clerks will be furnished sufficient change by the Agent Cashier, as all are now bonded.

EVACUEE RESIDENTS LEAVE

The outgoing gate slip as used at present, WRA-Gila-6, will remain in effect for indefinite and short term leave, but short term leave will also use WRA-133 Rev. as at present.

WRA-139a, Gate Pass, as used at present, will remain in effect for evacuees who have to leave the center on business.

D M Todd
Douglas M. Todd
Project Director

Mr. Stewart

U. S. DEPT. OF INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

August 22, 1945

To: Division, Section and Unit Heads

Subject: Surplus Property

It has come to the attention of the Supply Section that representatives of other agencies have been contacting various units direct regarding our anticipated surplus property.

Since it is incumbent upon the Property Control and Warehousing Officer to "earmark" property surplused or about to be surplused for transfer to other agencies, please refer all visitors, representatives, and inquiries in regard to surplus property to the Supply Officer. Failure to do so will result in misinformation to the prospective purchaser and lead him to believe he will be able to receive certain equipment already "earmarked" for someone else.

DM Todd
Douglas M. Todd
Project Director