

H1.21

2 of 2

1944-1945

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Memo

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 5, 1944

MEMORANDUM TO: All Division and Section Heads

The use of Revised Trip Sheet WRA-159 will become effective January 9, 1944. A supply of these trip sheets will be issued to authorized division and section heads for the purpose of anticipating daily needs. They will be prepared the day preceding the time vehicles are to be used and must reach the Motor Pool Supervisor by 3:00 p.m. so that a schedule for the following day may be prepared.

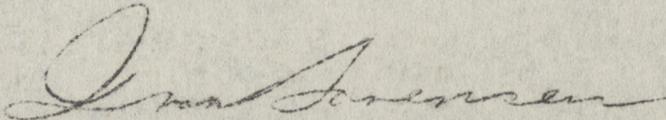
The Trip Sheet must fully show the driver's name and WRA Driver's License Number, kind of equipment desired, estimated mileage and hours to be used, justification and purpose of government business for which it is to be used, and signed by the division or section head. The initiating officer's signature will be prima facie evidence that he takes responsibility for the use requested.

Each truck and car will have a Daily Driver's Inspection Card which must be filled out daily by the driver. The driver will be required to spot-check his vehicle and fill out this card before the vehicle can be released from the Motor Park lot. Before a Trip Sheet is issued, the Inspection Card will also be checked by the Dispatcher to see that the vehicle is in a safe condition. This inspection should not take more than approximately ten minutes.

The driver must keep an accurate record of the mileage and hours used for which space is provided on the bottom of the Trip Sheet. At the completion of the trip requested, the Trip Sheet must be returned to the Motor Pool.

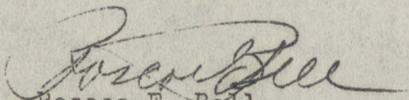
All drivers must have a WRA Driver's License.

With the cooperation of every section in following the above instructions, we feel that our equipment will be in a better condition than it has been in the past.



Ivan Sorensen
Motor Pool Supervisor

APPROVED BY:



Roscoe E. Bell
Assistant Project Director

File

M. D. Nuttall

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

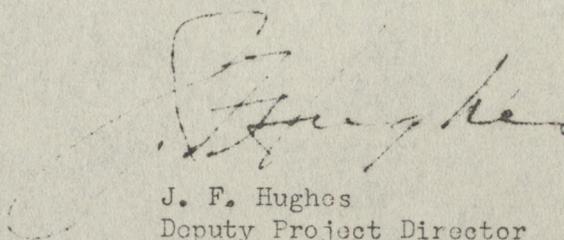
January 11, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads

The Property Control Unit has recently had 20 file storage cases manufactured for use in storing "dead files". It is felt that much of the material now in file cases has lost its current status, and could now be safely stored in order to make room available for current filing, since there is an acute shortage of file cases.

This office will appreciate your reviewing the contents of the file cases in your possession and requisitioning as many of these storage cases as are considered necessary to properly store your correspondence and other files. Space in Warehouse 112 has been designated for this storage. The warehouse will pick up the filled cases upon request. Please call Warehouse 101--Telephone 21 for this service.

In the event that the above procedure will enable you to declare file cases surplus to your need, we will appreciate your reporting them to Property Control at your earliest convenience in order that they may be assigned to other units.



J. F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY

Topaz, Utah
January 17, 1944

N O T I C E

To: All Division, Section and Unit Heads
From: Charles F. Ernst
Project Director

A copy of the attached NOTICE is being distributed to each Resident office employee.

The Vocational Training Committee has decided that all Resident office personnel should attend these meetings. The benefit to be gained by beginners and the more-or-less inexperienced help is unquestioned. In addition, it is hoped that the advanced, more-experienced personnel will carry on this type of in-service training and by attending these meetings they will receive instruction which will enable them to proceed with in-service secretarial training on the Project. It is anticipated that these Wednesday classes will develop closer coordination and cooperation between the personnel of the various departments and a better understanding of the work performed by each department.

Your cooperation is solicited with the view to seeing that all employees in this category, under your jurisdiction, are excused to attend these classes.

Please divide your Resident office personnel into two groups, and encourage them to attend these weekly meetings.

Charles F. Ernst
Project Director

H/H
Attach.

WAR RELOCATION AUTHORITY

Topaz, Utah
Jan. 17, 1944

N O T I C E

TO: All Resident Personnel

FROM: Charles F. Ernst
Project Director

Arrangements have been made to excuse all Resident office personnel for a period of one hour on Wednesday, January 19, 1944, (and succeeding Wednesdays) to attend the introductory class (and future classes) in secretarial training, at which the secretarial training program of the Project will be outlined.

These classes will be conducted by Mrs. Adeline Hunter and will be held at the Administrative Recreation Hall.

In order to accommodate the number of personnel excused for this purpose, the class will be divided into two groups,- one group to attend from 10:15 A.M. to 11:30 A.M., and the other from 11:30 A.M. to 12:45 P.M.

Ascertain from your supervisor which hour you may attend. The signature of your supervisor or unit head opposite the words "first group" and "second group" on this notice will serve as your admittance slip to these classes.*

Charles F. Ernst
Project Director

H/H

Name _____

Department _____

is excused to attend these classes.

First group _____ Second group _____
(check one)

(Signature of Supervisor)

* Each employee is requested to bring a pencil and note book.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 11, 1944

TO: All Division Heads
FROM: Charles F. Ernst, Project Director
SUBJECT: Community Youth Conference

Cognizant of the significance of the Topaz Community Youth Conference, beginning today in the project, we ask that you release two or three of your key resident personnel to attend the panel discussion this afternoon from 3 o'clock at the high school dining hall.

Among pertinent topics to be covered during the afternoon discussion will be leadership development.

Charles F. Ernst

Charles F. Ernst
Project Director

Drayton Nuttall

Post

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 14, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads
FROM: Charles F. Ernst, Project Director
SUBJECT: Relocation Information Team

All resident office workers are scheduled to meet with Mr. Harold Fistere and Dr. P. A. Webber of the Washington Relocation Information Team from 9:00 to 10:00 o'clock on Wednesday morning, February 16, in the administration rec hall.

Will you please arrange for such workers under your supervision to be excused for this period, so that they may attend the meeting.

Charles F. Ernst

CHARLES F. ERNST
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 17, 1944

~~W. J. Infor~~
~~Davies~~
~~Greaves M.P.G.~~
~~Wood~~
~~Meckam~~

MEMORANDUM TO: All Division, Section, and Unit Heads

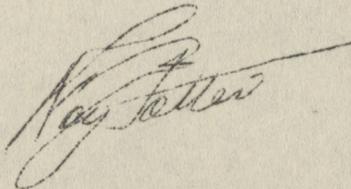
SUBJECT: Assignment of Tools

You have, in all probability, noticed the news item in the Topaz Times of February 15 regarding reassignment of tools to the various crews and individuals throughout the project. In order that this reassignment may be handled in an orderly and expeditious manner, it is requested that section and unit heads supervising crews or individuals to whom tools are assigned confer with Mr. Jerold Bennett at Warehouse 101 in order that the various crews may be scheduled to appear at designated times.

Complete lists of the individuals in each crew should be furnished in order that proper preparations for handling the reassignment may be made. It is expected that this program will commence Monday, February 21, 1944 and continue until all tools now in possession of the various employees of project have been properly recorded.

In the event of unavoidable loss or theft of tools which have been previously assigned, a complete report stating all circumstances of loss or theft and requesting survey of the items should be submitted to Mr. Melvin H. Robins, Property Officer.

Your cooperation in helping to make this undertaking successful will be appreciated.



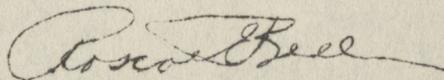
Roy Potter
Acting Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 24, 1944

MEMORANDUM TO. All Division Heads and the Relocation Staff

Effective immediately Miss Leah K. Dickinson will be the Relocation Program Officer of the Topaz Relocation Center. All Correspondence requiring the signature of the Relocation Program Officer should be prepared for her signature.



Roscoe E. Bell
Acting Project Director

LKD

ME:R-3

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 24, 1944

MEMORANDUM TO: All Division Chiefs, Section and Unit Heads
SUBJECT: Management Problem Questionnaire

During the past few days, we have had the opportunity of discussing with Mr. Stephens and Mr. James the Management Problem Questionnaire. Out of our experience, the following additional instructions are being issued.

In case any individuals hesitate to fill out individual questionnaires or it is considered more helpful to have groups of persons fill out one questionnaire jointly, Unit Heads may bring such groups together for that purpose. It is suggested that the Unit Head explain the purpose of the joint reply and then leave the employees to discuss their answers among themselves.

In any event, EACH UNIT HEAD IS RESPONSIBLE for seeing that there is submitted either an individual questionnaire filled out by each person in the Unit or a joint questionnaire for the Unit. In addition, all supervising personnel are expected to fill out individual questionnaires. The questionnaires should be turned in to the Division Chief.

Remember that the deadline for the questionnaire is noon, Friday, February 25.

MEMORANDUM FOR ALL DIVISION CHIEFS
SUBJECT: Management Problem Questionnaire
Roscoe E. Bell
Roscoe E. Bell
Acting Project Director

During the past few days, we have had the opportunity of discussing with Mr. Stephens and Mr. James the Management Problem Questionnaire. Out of our experience, the following additional instructions are being issued.

In case any individuals hesitate to fill out individual questionnaires or it is considered more helpful to have groups of persons fill out one questionnaire jointly, Unit Heads may bring such groups together for that purpose. It is suggested that the Unit Head explain the purpose of the joint reply and then leave the employees to discuss their answers among themselves.

In any event, EACH UNIT HEAD IS RESPONSIBLE for seeing that there is submitted either an individual questionnaire filled out by each person in the Unit or a joint questionnaire for the Unit. In addition, all supervising personnel are expected to fill out individual questionnaires. The questionnaires should be turned in to the Division Chief.

D. Mittal

File

WAR RELOCATION AUTHORITY
Central Utah Project
Tonaz, Utah

Personnel

March 24, 1944

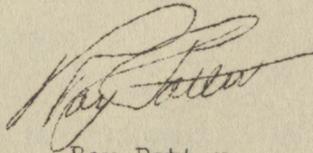
MEMORANDUM TO: All Division Chiefs, Section and
Unit Heads

SUBJECT: Organizational Chart

Attached find a list of appointed staff members as of
March 3. You will note that this list has been prepared
by divisions and sections.

On the first of each month or shortly thereafter, you
will receive a statement from the Personnel Section
indicating personnel transactions that have occurred
during the month. This will enable you to maintain an
accurate file of appointed staff personnel.

If you have any suggestions as to how this list can be
made more useful, the Personnel Management Section will
appreciate all recommendations.



Roy Potter
Acting Deputy Project Director

Attachment

PROJECT ORGANIZATION CHART
CENTRAL UTAH RELOCATION CENTER

MARCH 3, 1944

GENERAL PROJECT MANAGEMENT

Office of Project Director

Charles F. Ernst
Adeline P. Hunter

Project Director
Secretary

Legal Division

Ralph C. Barnhart
Vacant (1)

Attorney
Secretary

Reports Division

Russell A. Bankson

Reports Officer

Center News Section

No appointive personnel

Relocation Division

Leah K. Dickinson
Corlies R. Carter
Vacant (1)
Adrian H. Altvater
Emil E. Sekerak

Relocation Program Officer
Asst. Relocation Program Officer
Relocation Advisor
Leave Officer
Relocation Office Co-ordinator

COMMUNITY MANAGEMENT DIVISION

Raymond P. Sanford

Assistant Project Director

Community Analysis

Oscar F. Hoffman

Community Analyst

Education Section

LeGrande Noble
Drayton B. Nuttall
Brig A. Perkins

Supt. of Education
Jr. Sr. High School Principal
Asst. Jr. Sr. High School
Principal

Laverne C. Bane
Vacant (1)
Eleanor Gerard
Victor Goertzel
Marguerite W. Hudson
Clarence Ostlund
Claude A. Tyrrel
Leon A. Westover
Vacant (2)
Vacant (1)

Night School Director
Vocational Training Supervisor
Supv. of Student Teachers
Vocational Advisor
Head Teacher
Head Teacher
Head Teacher
Head Teacher
Head Teacher
Auto Mechanics Teacher

Education Section - continued

Andrew P. Anderson	Sec. School Teacher
Naomi R. Anderson	Sec. School Teacher
Thayer C. Barrus	Sec. School Teacher
Daisy K. Burre	Sec. School Teacher
Harold E. Carlson	Sec. School Teacher
B. Davis Evans	Sec. School Teacher
Ellen C. Henderson	Sec. School Teacher
M. Laura Hickman	Sec. School Teacher
Zeda R. Lisle	Sec. School Teacher
Lydia A. Lindsey	Sec. School Teacher
Barbara Loomis	Sec. School Teacher
Robert A. Maggiora	Sec. School Teacher
Muriel R. J. Matzkin	Sec. School Teacher
Pauline G. Newman	Sec. School Teacher
John P. Phillips	Sec. School Teacher
Helen C. Plummer	Sec. School Teacher
Glenn T. Seal	Sec. School Teacher
Shervy M. Sharvy	Sec. School Teacher
Elouise J. Sundquist	Sec. School Teacher
Louise M. Watson	Sec. School Teacher
Maurine R. Westover	Sec. School Teacher
Vacant (1)	Sec. School Teacher
Lottie Lee Lamb	Librarian
Wanda Robertson	Elementary School Principal
Jessie Harroun	Sr. Elem. School Teacher
Lora K. Bane	Elementary School Teacher
Ella C. Black	Elementary School Teacher
Iva E. N. Brubaker	Elementary School Teacher
Martha Johnson Chastain	Elementary School Teacher
Sophie D. S. Greene	Elementary School Teacher
Rosalie M. Hoffman	Elementary School Teacher
Callie A. O. Morley	Elementary School Teacher
Zelma Thorpe	Elementary School Teacher
Josephine L. Wyckoff	Elementary School Teacher
Vacant (8)	Elementary School Teacher

Internal Security Section

Theodore R. E. Lewis	Chief of Internal Security
Marshall Y. Chapman	Assoc. Internal Security Officer
Robert W. Roof	Assoc. Internal Security Officer
Harold Russell	Internal Security Officer
Vacant (1)	Internal Security Officer
Robert W. Faris	Principal Guard
Laffayette Theobald	Principal Guard
Frances M. Farrell	Evacuee Escort
Vacant (1)	Secretary

Health Section

James A. Simpson	Principal Medical Officer
Vacant (1)	Sr. Medical Officer
Oscar E. Thomas	Hospital Administrator

Health Section - continued

Vacant (1)	Medical Social Worker
Joseph F. Featherstone	Sanitarian
Vacant (1)	Dietician
Vacant (1)	Chief Nurse
Margaret A. McCaffery	Asst. Chief Nurse
Vacant (1)	X-Ray Technician
Violet L. Adams	Supervising Nurse
Leone B. Campbell	Supervising Nurse
Vina M. Stockbrand	Supervising Nurse
Vacant (3)	Supervising Nurse
Mary E. Sebring	Sr. Staff Nurse
Nora H. Weand	Sr. Staff Nurse
Vacant (4)	Sr. Staff Nurse
Margaret M. Dewar	Medical Technician, Laboratory
**Josephine A. Denby	Sr. Staff Nurse
Vacant (1)	Jr. Staff Nurse

Business Enterprises Section

Walter W. Honderich	Business Enterprises Supervisor
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Community Activities Section

Vacant	Community Activities Supervisor
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Welfare Section

Claud H. Pratt	Acting Counselor
Vacant (2)	Asst. Counselor
Vacant (6)	Jr. Counselor
Vacant (1)	Secretary

OPERATIONS DIVISION

Roscoe E. Bell	Assistant Project Director
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Agriculture Section

W. Wendell Palmer	Chief of Agriculture
William C. Farrell	Farm Superintendent
Alden S. Adams	Asst. Farm Superintendent
George L. McColm	Asst. Farm Superintendent
Vacant (1)	Foreman Mechanic

Engineering Section

Henry R. Watson	Sr. Engineer
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Irrigation, Drainage, & Roads Unit

Clyde F. Tervort	Irrig., Drainage & Roads Supt.
John W. Fullmer	Chief Construction Foreman
Evan A. Johnson	Chief Construction Foreman
John Hersleff	Sr. Construction Foreman
**John A. Delapp	Dragline Operator

Construction & Maintenance Unit

Lawrence B. Taylor	Constr. & Maint. Superintendent
Milton P. Greaves	Asst. Constr. Superintendent
Reuben K. Davies	Electrical Engineer
Wayne Sutton	Sanitary Engineer
Vacant (1)	Asst. Construction Engineer
Owen M. Harmon	Sr. Foreman Mechanic
E. Eugene Gardner	Sr. Foreman Mechanic
J. Frank Hopkins	Sr. Carpenter Foreman
Leon E. Dobson	Foreman Mechanic
Kenneth Meham	Carpenter Foreman
Leonard A. Wood	Carpenter Foreman
Elwood M. Mortensen	Sr. Mechanic

Design and Drafting Unit

No appointive personnel

Motor Transport & Maintenance Section

Clifford L. Purcell	Equipment Maintenance Supervisor
Robert M. Snyder	Asst. Equipment Maintenance Supervisor
Ivan Sorensen	Actg. Motor Pool Supervisor
Vacant (1)	Blacksmith Foreman
Vacant (2)	Foreman Mechanic
Vacant (1)	Mechanic
Theodore A. Dennison	Heavy Duty Truck Driver

Fire Protection Section

Samuel V. Owen	Fire Protection Officer
Willie B. Miller	Asst. Fire Protection Officer

Industry Section

No appointive personnel

ADMINISTRATIVE MANAGEMENT DIVISION

Vacant	Assistant Project Director
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Finance Section

Gilbert L. Niesse	Finance Officer
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Budget & Accounts Unit

Doren B. Boyce	Fiscal Accountant
Richard O. Marstella	Asst. Fiscal Accountant
Earl C. Murray	Acting Auditor
Edward Barrett	Assistant Auditor
Vacant (1)	Jr. Fiscal Accountant
Joseph M. Jones	Fiscal Accounting Clerk
Vacant (1)	Fiscal Accounting Clerk
Mervin A. Bosh	Audit Clerk

Cost Accounting & Property Control Unit

Campton D. Gooding	Cost Accountant
Vincent R. Gonzales	Asst. Cost Accountant
John W. Orton	Jr. Cost Accountant
Melvin H. Robins	Property Officer
Jerold S. Bennett	Acting Storekeeper
Vacant (1)	Cost Accounting Clerk
Shelton T. Barlow	Asst. Storekeeper
Laurence R. Jones	Asst. Storekeeper
Samuel L. Knight	Asst. Storekeeper
Albert L. Skidmore	Asst. Storekeeper
George A. Weber	Asst. Storekeeper
Cleo D. Bishop	Property Clerk

Evacuee Property Section

Gladstone V. Morris

Evacuee Property Officer

Personnel Section

George H. Lafabregue
William J. Campbell
Vacant (1)
Melvin E. Rantala
**Verna L. Murray

Personnel Officer
Actg. Asst. Personnel Officer
Personnel Technician
Personnel Transactions Officer
Personnel Clerk

Office Services Section

Eralia V. Gonzales
Norma H. Skeem
Johnnie Miller
Heber G. Bishop
Dorothy I. Roden

Office Manager
File Clerk
Supervising Telephone Operator
Telephone Operator
Telephone Operator

Supply Section

Roy Potter

Supply Officer

Mess Management Unit

Brandon E. Watson
Carl L. Rogers
Vacant (1)
Roy P. Stahl

Steward
Assistant Steward
Assistant Steward
Storekeeper

Procurement Unit

William W. Hunter
William A. Roden

Procurement Officer
Asst. Procurement Officer

Postal Service Unit

No appointive personnel

Statistics Section

Vacant (1)

Statistician

** Temporary Appointments

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 30, 1944

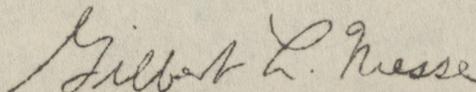
MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Obsolete Forms

This office will appreciate your submitting a list of all forms, formerly used by your respective unit, which have been superseded or have become obsolete and are now no longer in use.

The reason for this request being that the stationery room has a large stock of some forms which have become obsolete, and in order to "clean house" the list requested is necessary.

Your cooperation in this matter will be appreciated.



Gilbert L. Niesse
Finance Officer

M-736

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

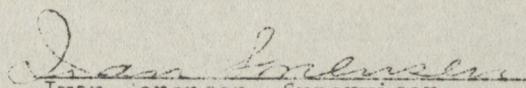
April 5, 1944

MEMORANDUM TO: All Division and Section Heads

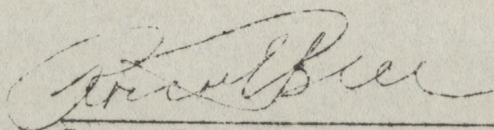
SUBJECT: Night Permits for the Month of April.

The following cars and trucks have submitted justification for Night Permits; therefore, all other cars are to be returned to the Motor Park lot at completion of the day's work:

W21, 8A	Fire Department
W27, W32, 97, 98	Hospital
W35	Roscoe E. Bell
W37	Theodore Lewis
W30	Charles F. Ernst
6C	Internal Security
W33, W41, Truck 61	Commissary
5A, 22A, 25A, 23A, 62, 31, 37, W44, 16E 89	Agriculture Section
15A, 3A, 19A, 20A 21A, W47	Engineering Section


Ivan Jorensen, Supervisor
Motor Pool Section

Approved:



Roscoe E. Bell, Assistant
Project Director

M-738

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

L. Taylor
W2+50W

April 13, 1944

MEMORANDUM TO: All Section Heads

SUBJECT: Typists for Statistical Section

Our Statistical Section has been asked by the Washington Office to prepare a list of all center residents. To accomplish this within the time limit, it is necessary that every division and section loan at least one typist or stenographer for about three hours.

In order to make up a schedule, please submit, not later than Friday noon, April 14, to the Personnel Section the name of the stenographer or typist from your division whom you will loan to the Statistical Section. Indicate whether she will prefer to be assigned in the morning or afternoon. Give the information at the bottom of the sheet.

Charles F. Ernst

Charles F. Ernst
Project Director

Name _____ Section _____
Preference: Morning _____ Office Address _____
Afternoon _____

Jack

Henry Watson

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

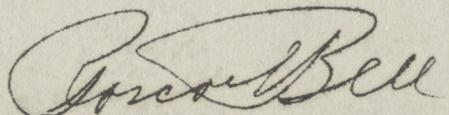
April 14, 1944

MEMORANDUM TO: All Section and Unit Heads

In order to more amply protect motor equipment, the Motor Transport and Maintenance has employed personnel for night service at the Motor Pool. Besides keeping the Motor Pool operating, it is part of their duty to check returning vehicles to the Pool to determine the adequacy of operator's maintenance of adequate oil and water, proper service of battery and the appliance of the vehicle. In addition we have an employee who is doing spot-checking on equipment to check authorization of use to prevent driving by unauthorized operators for unauthorized uses.

In order that the Motor Transport and Maintenance Section may fulfill its responsibilities for maintenance and equipment, I have instructed them to prepare warning slips whenever a driver is not fulfilling his responsibilities. In case a driver is employed by some other section the warning slip will be transmitted to his section chief for his signature and transmitted to the worker. For second offenses of undue negligence, a short suspension to the worker will be recommended, and serious negligence or misuse of equipment shall result in the discharge of the operator. When the Motor Transport and Maintenance sends to you a report on your operator, please transmit the warning slip promptly unless there are some mitigating circumstances in which case you should clear with the Motor Transport and Maintenance Section.

Your cooperation in making this system effective will be appreciated.



Roscoe E. Bell
Assistant Project Director

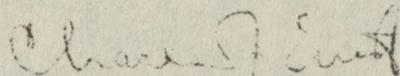
WAR RELOCATION AUTHORITY
Central Utah Project
Tonaq, Utah

April 15, 1944

MEMORANDUM TO: All Division and Section Heads

FROM: Charles F. Ernst
Project Director

Will you please be present at the Appointive Staff Recreation Hall at 4:00 o'clock on Monday, April 17th, as a member of a project wide committee to make plans for a Spring Festival in the early part of May. Please bring one resident worker from your section as a member of this committee.



Charles F. Ernst
Project Director

CFE:RPS:sn

M -744

High School

file

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 25, 1944

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Purchases of Materials, Supplies, and Equipment for
Fourth Quarter of 1944 Fiscal Year

Funds were allotted for the Fourth Quarter of the 1944 fiscal year in the amounts requested by the divisions and sections in their budget estimates for supplies and equipment considered necessary for project operations for April, May, and June. A review of the records indicates that requisitions for all supplies and equipment listed in the estimates have not yet been submitted to the Procurement Unit. Any funds not covered by a definite commitment in the form of purchase order or contract issued prior to June 30 will revert to the Treasury.

It is therefore requested that Division Chiefs and Section Heads make an immediate review of their remaining contemplated purchases for the Fourth Quarter and submit their requisitions for needed supplies and equipment to the Procurement Unit. Should the submission of requisitions be made after June 1, it is quite likely that the Procurement Unit will not be able to obtain quotations from vendors and effect execution of contracts or the issuance of purchase orders before June 30.

In those cases where action is being taken to effect the transfer of property from the Jerome Relocation Center (for which our allotments will be charged in accordance with the amounts shown on the surplus list), our requests for transfer should reach the Washington office by May 15; and it is assumed that we will be advised before June 1 as to the items that will be transferred to our project. If the Washington office advises us that certain requested items will not be transferred or that reduced quantities will be transferred, it will be the responsibility of the Division Chiefs and Section Heads to submit requisitions promptly to the Procurement Unit for such of the items as are still needed.

If it is determined by any division or section that it will not utilize all its allotted funds, this fact should be made known immediately to the Finance Section so that necessary action may be taken to transfer such funds to other sections.

Gilbert L. Niesse

Gilbert L. Niesse
Acting Assistant Project Director

J. Nuttall

File

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division
April 25, 1944

TO: All Section and Unit Heads

In the past, some difficulty has been experienced by appointive staff members making requests direct to the construction crews of the Engineering Section for special items which they desire constructed. This procedure is not encouraged as it disrupts the plan of operation of our crews.

Please cooperate by discontinuing this procedure. All requests for construction which do not involve purely maintenance must be cleared through the office to the Engineering Section. These requests for construction should be made in writing. Because members of the appointive staff have handled requests directly with the cabinet shop, it has become necessary to instruct our foreman to disregard all requests except approved job orders prepared by the Engineering Section.

Requests for maintenance may be made on Form UPW-2 or by phone (25) direct to the Maintenance office as in the past.

Roscoe E. Bell

Roscoe E. Bell
Assistant Project Director

M-750

J. Nuttall

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 29, 1944

MEMORANDUM TO: All Division Chiefs,
Section and Unit Heads

From May 29 to June 3, the Personnel Officers and Transaction Officers from each center and representatives from Washington will hold a meeting.

For this meeting they are anxious to have questions regarding personnel problems from all the appointed staff. Please look upon this as a grand opportunity to assist us with both resident and appointed staff personnel problems with which you have been concerned. In presenting your problems, it would be well if you have a solution to offer for the problem, to also provide that information to the Personnel Officer.

It would be appreciated if you would submit your questions to the Personnel Officer in the administration building not later than May 3 in order that they may be compiled and forwarded to Washington.

Roscoe E. Bell

Roscoe E. Bell
Acting Project Director

M-753

Section
Supplies
Jerome
Summit
Topaz
Watson
S.J.
G.J.

H. Watson

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

SONS
TH

April 29, 1944

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Purchases of Materials, Supplies, and Equip-
ment for Fourth Quarter of 1944 Fiscal Year

Reference is made to my memorandum of April 25 on the above subject and particularly to the third paragraph concerning the requisitioning of available property from the Jerome Relocation Center. We have just received information from the Washington office to the effect that any property requisitioned or transferred from the Jerome Relocation Center will be charged to our allotments for the First Quarter (July, August, September) of the 1945 fiscal year. It was originally considered that our Fourth Quarter allotment for the 1944 fiscal year would be charged with any property requisitioned.

Division Chiefs and Section Heads will now necessarily wish to replan their utilization of funds which are now available for the Fourth Quarter of this year. All requisitions for purchases of materials, supplies, and equipment should reach the Supply Section not later than June 1.

Gilbert L. Niesse

Gilbert L. Niesse
Acting Assistant Project Director

M-752

*D. Nuttall
High School*

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 20, 1944

MEMORANDUM TO: Division, Section, and Unit Heads

SUBJECT: Preparation for Inventory

The physical inventory taken March 31 was the most complete submitted to date. However, there were some discrepancies. In order that the June 30 inventory will reflect still further improvement, it is considered essential that action be taken at this time to prepare for the next inventory.

It is especially important that property located outside the center proper (such as, poultry farm, agriculture area, etc.) be spotted in specific locations in order that the individuals charged with the items may be able to make a complete inventory on short notice.

It is expected that the Washington Examination Staff will visit this Project soon and that a complete physical inventory will be taken upon their arrival. Therefore, all Division, Section, and Unit Heads are urged to maintain an alert, so to speak, on property under their supervision so that an inventory can be taken upon one day's notice.

Your co-operation in this matter will be appreciated.

Gilbert L. Niesse

Gilbert L. Niesse
Acting Asst. Project Director

M-767

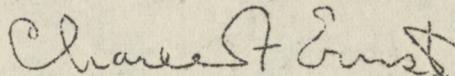
May 22, 1944

Dear Friends:

Just a note to say that I am joining up with Fred Hoehler's Staff in the United Nations Relief and Rehabilitation Administration, 1344 Connecticut Avenue, Washington 25, D. C.

Edith and I are leaving Topaz, Wednesday, May 24 and until we are able to send you any other address a word will reach us if addressed c/o UNRRA as shown above.

Sincerely,

A handwritten signature in cursive script that reads "Charles F. Ernst".

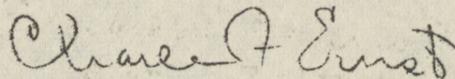
Charles F. Ernst

M-768

May 22, 1944

Kindly be advised that until further notice mail sent to me should be addressed as follows:

Charles F. Ernst
c/o United Nations Relief and
Rehabilitation Administration
1344 Connecticut Avenue
Washington 25, D. C.



Charles F. Ernst

M-769

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Mr. Pratt

CHP

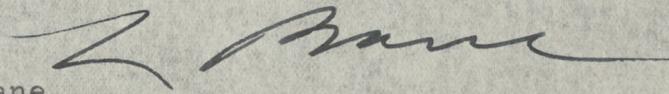
May 31, 1944

MEMORANDUM TO: Section Heads
Community Management Division

FROM: L. Bane
Actg. Asst. Project Director

Mr. Niesse has asked me to call your attention to the announcements over his signature on April 25 and April 29 dealing with the necessity of submitting purchase requests for the Fourth Quarter prior to June 1 in order to give the Procurement Section a chance to get bids and issue purchase orders prior to the end of the fiscal year. As you undoubtedly know all funds remaining unencumbered at the end of the fiscal year are returned to the United States Treasury and are no longer available for our use.

Please try to submit all purchase orders for the Fourth Quarter prior to Monday, June 5.



L. Bane
Actg. Asst. Project Director

LB:sn

Sutton

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Gale

June 2, 1944

MEMORANDUM TO: All Division and Section Heads

Due to a shortage of available workers it has been impossible to secure enough drivers to maintain the former Carrier Service schedule. Therefore, it has been found necessary to make the following changes in this service.

- (a) Carrier Service hours will be:
 - Monday through Friday 7:50 a.m. to 5:15 p.m.
 - Saturday 7:50 a.m. to 12 noon
 - Sunday No service within the Center
- (b) Saturday afternoon and Sunday train service will be maintained as usual.
- (c) Telegrams arriving when the Carrier Service is closed will be delivered by Internal Security. Also persons arriving at the Project late will be escorted from the gate by the Internal Security.
- (d) Special Carrier Service for functions occurring after 5:15 may be met by making arrangements with the Motor Pool a day in advance wherever possible.

APPROVED:

Cliff Purcell
Cliff Purcell, Supervisor
Equipment Maintenance

Roscoe E. Bell
Roscoe E. Bell
Acting Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 5, 1944

MEMORANDUM TO: Division and Section Heads
FROM: Russell A. Bankson, Reports Officer
SUBJECT: "American Fighting Men Speak Out"

The attached booklet, "American Fighting Men Speak Out", was purchased by the Reports Division at the suggestion of Mr. Ernst before he left. He felt that it would prove of interest to the members of the staff. I will appreciate it if you will route it to other appointive staff members and resident personnel in your department when you have finished with it.

Russell A. Bankson

M-780

R. Nuttall

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

June 20, 1944

MEMORANDUM TO: Division Section, Unit Heads
All Appointive Staff, and Block Managers

SUBJECT: Physical Inventory - As of June 30, 1944

War Relocation Projects are required to adopt the perpetual inventory method, beginning July 1, 1944. In addition to this however, complete physical inventories of all property shall be taken at the close of each fiscal year. The inventory for this fiscal year will be taken as of June 30, 1944 and submitted on Form WRA-108, Physical Inventory, in original and three copies, to the Property Control Unit, Warehouse #101, not later than July 15, 1944.

Division, Section and Unit heads are responsible for submitting the inventory of property assigned to their respective units. Each member of the appointive staff having furniture assigned should submit an inventory of such furniture and household equipment. Block Managers are responsible for submitting inventories of Major and Minor property in their blocks.

The Commissary Junior Property and Supply Officer is responsible for taking the inventory in warehouses assigned to the Mess Management Unit. The Project Steward is responsible for the inventory of Major and Minor equipment at the mess halls.

Senior storekeepers under the supervision of the Head Storekeeper will inventory all materials and equipment in warehouses and yards including the Delta Warehouse.

Warehouses will be closed beginning June 25, 1944 until the inventory is completed, except for issuance of justified emergency items. It is requested that requisitions for stationery supplies be made this week for a full two week's supply.

Your cooperation in conforming to these requirements will be appreciated.

Gilbert L. Hiesse

Gilbert L. Hiesse
Assistant Project Director

M-787

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

~~Hopkins~~ J.H.
~~Mills~~
~~Hosmer~~ O.H.
Lyons
Iwai

Operations Division
August 10, 1944

Sofley

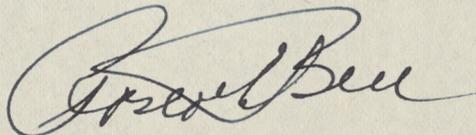
Mr. Watson

MEMORANDUM TO: Section Chiefs in the
Operations Division

In accordance with our discussion in the Operations Meeting this morning, please renew the efforts of your staffs in a safety campaign, especially as regards the loading of trucks, tractors and farm implements.

All reports of unsafe operation of motor vehicles should be reported by telephone to the Motor Pool Office indicating the time and place, and the nature of the offense. Mr. Sorenson will then determine whom the driver is from his records, and will prepare a warning which will be transmitted to the section chief who is the employer of that driver. Mr. Sorenson, in the preparation of the warning, will recognize whether or not it is a first, second or third offense. The disciplinary action recommended by him will be determined accordingly.

I believe that if we all work together, we will be able to more adequately protect the lives of the Center residents.



ROSCOE E. BELL
Assistant Project Director

CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division
Engineering Section

September 8, 1944

MEMORANDUM TO: All Division & Section Heads

SUBJECT: Procedure for securing construction projects and maintaining adequate cost records for each project.

1. That any division or section in need of construction work to requisition the proposed work in letter form to the Chief of Operations attention Chief Engineer. This letter should give a complete justification for the work, covering need, investigation of existing facilities to show none available and estimate of saving in ~~man~~ hours, money or equipment by having this facility, as required by W.P.B.
2. The Chief Engineer will study the proposed work with requesting party and Office Engineer.
3. Rough sketches will be prepared by the Design Unit. The Office Engineer will then review the drawing with the requesting party to see if it meets their need. The Construction Unit will check the sketches and plans and give their opinions as to practicability and simplification of construction. The plans will also be reviewed and initialed by the Fire Prevention Officer.
4. The Chief Engineer will review the proposal with the Chief of Operation Division and obtain his approval before preparing final plans. When approved by the Operations Division the Office Engineer will instruct the draftsmen to prepare the final plans for the proposed work. When finished the proper authorities will sign the drawing. These will be the head of the section requesting the work; Fire Protection Officer, the Chief Engineer, the Head of the Operations Division and the Project Director.
5. The quantities will be listed on a 307, and the W.P.B 617 will be completed.
6. Letter of Transmittal is written to the Director for the Project Directors signature.

A record is to be kept in tabulated form of the W.P.B. 617 submitted by the Office Engineer.

If the W.P.B 617 is rejected, the Office Engineer will make a record that it has been rejected and notify the requesting party.

If the W.P.B. is approved, the requesting party will be notified that the work has been approved, by a copy of the letter of approval. Then the Office Engineer will make a copy of material list on the 307 and send it to the Construction Department together with a complete set of plans. A requisition for all the material to be bought will be prepared and sent to Procurement by Office Engineer. The requesting section head will be notified approximately when the construction will start. There will be no deviation from the approved plans.

A Job and Production Order will be prepared by the Construction Superintendent, at the request of the Chief Engineer. The Job and Production Order will be numbered serially and on it will be listed the project number and also the W.P.B. serial number. A copy of the Job and Production Order shall be sent to the Cost Account Unit and Property Control Officer. All material issued for the construction of the work covered by the W.P.B. 617 shall be charged to the Job number and all labor performed in the construction of the work shall be charged to that job. A total cost of materials issued each month should be entered on the Job and Production Order at the end of the month. The cost of all labor performed on the job should be entered on the Job and Production Order by the Cost Accounting Department. These Job and Production Order should be accessible to the Engineering Section at all times. Indirect charges will be handled by the Cost Account Unit in accordance with prescribed procedure.

When the construction work is finished, the total cost of job should be reported to the Office Engineer. The Office Engineer will keep a tabulated chart of the cost of labor and materials for the completed work and will notify the initial requesting party that the job is complete and the total cost of the job.

Maintenance will be handled as before that is either on written request, U.P.W. 2 or by telephone request to the Construction Maintenance Unit.

Roscoe E. Bell
Assistant Project Director



WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

September 16, 1944

MEMORANDUM TO: All Division Chiefs, Section and Unit Heads
FROM: L. T. Hoffman, Project Director
SUBJECT: Monthly Statistical and Narrative Reports

To eliminate as much duplication of effort as possible in the preparation and submission of monthly reports of activities within the center, the following procedure has been worked out by the Reports Officer, and will be used until further notice, beginning with the reports for September:

1. All statistical reports prepared on the regular Washington forms will be submitted direct to the Project Reports by Section and Unit heads on the first day of each month in the quantity designated in the reminder memo which will be issued a week prior to the due date. That officer in turn will supply the Project Director and Division Chiefs with information copies.
2. Monthly narrative reports on activities are due on the first day of each month. The following procedure should be adhered to in preparing and handling these reports:
 - A. Section and unit heads should address their reports to their respective division chiefs, who will assemble them and forward them immediately to the Project Reports Officer.
 - B. Division chiefs will no longer prepare a summary narrative report from the contents of their section and unit reports, but will cover their overall division activities with a narrative report addressed to the Project Director. This, together with their section and unit reports will be routed directly to the Project Reports Officer, who will provide the Project Director with a complete set of reports when they are assembled.
 - C. FIVE COPIES of each report including the original, are to be submitted to the Project Reports Officer.
3. In preparation of all monthly reports by division, section and unit heads, the following style should be followed, for the sake of uniformity:

MEMO TO: (Division Chief or Project Director, as
the case may be.)

FROM: (Division, Section or Unit concerned.)

SUBJECT: Monthly Narrative Report.

1. Personnel status:

A. Permanent employees (civil service) _____

B. Temporary employees (civil service) _____

C. Evacuee employees _____

D. Progress of Staff Relocation:

a. Indefinite leave during month _____

b. Seasonal leave _____

E. Evacuee vacancies on staff _____

F. Narrative statement of Personnel Problem:

2. Main Activities During Month:

3. Supplies and Materials Needed:

4. Problems Considered:

5. Plans For Next Month:

6. Recommendations and Suggestions to the Project
Director on needed changes in policy or pro-
cedures:

L. T. Hoffman
L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

September 27, 1944

MEMORANDUM TO: All Division & Section Heads
ATTENTION: Girls
SUBJECT: Business & Professional Girls Club

We wish to interest girls, 18 years and over, to join the Business & Professional Girls Club and would appreciate it very much if you would route this notice to the girls in your office.

The purpose of this club is to get together once or twice a month to discuss problems which may arise either during office hours or outside working hours. The club will sponsor socials occasionally within the club or centerwide. At the request of the U.S.O., we may take part in their activities by acting as hostesses. B. & P. will sponsor hostesses for U.S.O. affairs, or members of B. & P. may act as hostesses, if they so desire.

If you are interested, please contact one of the following individuals:

Mrs. Roscoe E. Bell	Phone No. 2
Mrs. Yoshi Hikoyeda	Hospital Administration
Yoshi Morioka	C.A.S.
Janet Nishio	Central Statistics
Sachi Takahashi	Procurement
Miyoko Ito	Adult Education
Shigeko Nogami	Mr. Bell's Office
Toyoko Mizobe	38-11-C
Mary Ogawa	Mr. B. Watson's Office
Mitsuye Endo	Miss Dickinson's Office

Our next meeting will be held on Monday, October 9th, at Rec. Hall 4, 7:30 P.M.

Mitsuye Endo
Chairman
B. & P. Girls

U.S. DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 7, 1944

MEMORANDUM TO: All Division Heads, Section Heads, and All Drivers of W. R. A. Vehicles

Our Second Quarter Allocation of funds for purchase of gasoline has been sharply curtailed. It will, therefore, be necessary for us to reduce gasoline consumption by motor vehicles not less than one-third. This will require the whole-hearted cooperation of all users of motor vehicles. The following steps are necessary:

1. All project employees are expected to concentrate greater effort in the scheduling of equipment use and making all possible arrangements in combining trips.
2. A complete check will be maintained at the gates and all vehicles making more than two trips per day through the gate will be expected to have special justification from the Section Chief.
3. Drivers traveling to the project area will check in person or by phone (23) at the Agricultural Office so that they may transport any persons or equipment needed on the farm.
4. A telephone has been installed at the poultry farm and all drivers will be expected to use this phone to call the Agricultural office, phone #23, before driving into the Center on any errand which can be handled by any other person.
5. A message box will be maintained at the poultry farm for agricultural and engineering employees.

A few bicycles are still available to sections who can make good use of them.

SAVING ONE TRIP PER VEHICLE PER DAY FROM THE FARM TO TOPAZ WILL SAVE 1,000 GALLONS OF GASOLINE PER MONTH. THE REQUIRED REDUCTION IS 5,000 GALLONS PER MONTH. WITH EVERYONE'S COMPLETE COOPERATION IT CAN BE DONE!

The attached list shows your previous allocation of gasoline by vehicle and the new allocation within which it is necessary to operate.

L. T. Hoffman
L. T. Hoffman
Project Director
ME 0-12

トバク参事員會第千六百八報

一九四四 九月十五日午前九開會

司會 極原勝議長

一、欠席 河口(34)

二、文通發送

1. ミネソタカセンター参事員會 藤井書記長綴

2. ホフマン所長宛電文(ヨロド會議) オヴァタイムの件

3. ヴィレン代理人 試訴事件に關し

三、文通受領

1. ニーシイ副所長より 遺骨容器に關す件

四、旧事項

1. 他人或は公共物件 破損 破壊せし者に対し處罰に關する新法令の通過

2. コムニティー基金

コムニティー基金募集開始に關し 詳細は就き日幹部會に於て尙ほ研究する事の勸告案も承認す

3. 落久保事件

参事員會落久保事件の成行きに關し充分なる法的解釋を得し得る程の情報を持ち、依り公共關係委員會に託して本件は將來日系市民に如何なる影響を及ぼす性質のものなりやに就き尙ほ研究に努める事を承認す

4. 秋祭委員矢野武より九月三十日及び十月一日両日に亘り奉行する秋祭に就き説明あり、議長廿一日晚に行はれる祭式に於て参事員會代表として挨拶を述べ、事及び喉原参事員會に當り事を依頼し承認する

5. 飼犬の件

路上に飼犬が自動車に圍圍に群り邪魔となり止むを得ざる場合の殺傷に對し自動車運転手は不可抗力と其の責任を負ふ必要なしとの勸告案を承認す、同時に居住民、飼主に對し新例を通じて注意する事承認する

以上

(午後十二時五分閉會)

録取 藤井萬三(次)

(矢野代理)

Bowen

YRB
Mrs. Yano,

Please have all franked envelopes gathered up and turned into mails and files. This includes gate. Bowen

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 19, 1944

MEMORANDUM TO: All Section and Unit Heads

SUBJECT: Use of Franked Envelopes

Under the new postal regulation, we are charged postage on all WRA franked envelopes used even though they do not go through the mails. Therefore, these should be used only for mailing purpose.

Unfranked WRA envelopes will soon be available for inter-office use and for air mail.

There is a large stock of WPA envelopes in sizes 12" x 16", 10" x 14", 6½" x 9½" which we are authorized to use for inter-office purposes only. There will be no postage charge on these.

Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Administrative Management Div.

M-821

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 20, 1944

MEMORANDUM TO: All Division and Section Heads
SUBJECT: Approval Necessary for Purchase of Equipment

There has been some misunderstanding as to the proper procedure for requesting approval from Washington for the purchase of equipment. Section 20.6.15 of the Procurement Handbook outlines the policy. Summarized briefly this policy is as follows:

1. "The purchase of Equipment items, whether new or used, must be approved in advance by the Director regardless of the source of supply. The lease of these items also requires advance approval -----"
2. "All needed items of equipment and services which require prior approval in accordance with this subsection should be included and fully justified as specific items in the quarterly budget so that the Director's approval for the actual purchase of the required equipment or services can be given simultaneously with your budget allotments. Except in unusual cases, such as when it is desired to change an approved program, teletype or special letter interim requests should not be made. When approval for purchase is given at the time budget allotments are made no further approval is required in accordance with this section. Budget or interim request should be fully justified in accordance with the information called for in this subsection. This is the minimum of information needed by the Washington Office for review purposes."

From the above it is quite clear that Washington expects us to anticipate our needs and include them in the quarterly budget. In cases where changes are found necessary, you should seek approval for a change of the approved program which, of course, will indicate what new items or equipment you wish to cancel and what new items you wish to purchase.

L. T. Hoffman
L. T. Hoffman
Project Director

M-822

Crowne w.c.
Hopkins FH
Keimig O.H.
Hardman
Hammer O.H.
Allen F.R.A.
Morton Km
File

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 30, 1944

MEMORANDUM TO: All Division, Section and Unit Heads
SUBJECT: New Warehouse Schedule

At a meeting held Saturday afternoon, October 14, 1944, between the Property Control and Warehousing Staff and the Engineering Staff it was agreed that starting Monday, October 16, Engineering Warehouses 102, 114, and 116 would be closed except for the periods from 8:00 to 10:00 a.m. on Mondays, Wednesdays, and Fridays.

This new schedule is intended to enable the Warehousing Staff to supervise more closely the checking out of supplies, to take a new physical inventory with exact descriptions of each item and to rearrange the warehouses.

Warehouse 117 for tools and minor equipment, Warehouse 118 for personnel furniture, and the mattress and bedding section of Warehouse 121 will be kept open full time. This is to enable residents living on the project to check in tools and bedding at their convenience.

L. T. Hoffman
L. T. Hoffman
Project Director

Crowl
W.C.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 1, 1944

MEMORANDUM TO: All Section and Unit Heads

SUBJECT: Nomenclature on Requisitions for
Office Supplies

Hereafter, it will be necessary to return for completion all requisitions for office supplies that do not have the complete supply catalog description for each item. This has become necessary because in so many cases it is impossible for the Storekeepers to identify the items wanted.

Your copy of the supply catalog provides an easy reference for this information and should be consulted whenever you place your order.

In order to use up the warehouse stock of items which do not correspond to the exact catalog description but which can be substituted, the Storekeepers will make substitutions whenever possible.

Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Administrative Management Div.

M-829

Crowe
Higdon
Toshii
FH.

[Handwritten signature]

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: All Sections and Units

SUBJECT: Preparation of Advanced Estimates and Emergency Requisitions

All requests for purchase fall into two general classes, (1) advanced estimates, and (2) emergency requisitions.

I. ADVANCE ESTIMATES FOR SPECIFIC THREE MONTHS PERIODS AS FOLLOWS:

For Use During	Estimates Due in Supply Office
March, April, May	January 15
June, July, August	April 15
September, October, November	July 15
December, January, February	October 15

There are two general classes of items for which advanced estimates are to be submitted, (1) Project Supply Catalog items, and (2) Supply and Equipment items not listed in the Project Catalog.

1. Project Supply Catalog items. The Supply Catalog is divided into sections according to major classifications such as office supplies, janitorial supplies, plumbing supplies, etc., and only these sections are sent to a particular unit that are of interest to that unit.

Space is provided opposite each item for the unit to indicate its estimated requirements for the period designated and each page is in duplicate so that a carbon copy of the estimates and the quantities approved for use by the Supply Officer can be returned to the unit for reference.

The detailed procedure for submitting the estimate is prescribed in a memorandum included with each catalog.

2. Supply and equipment items not listed in the Project Catalog. For the requisitioning of equipment items and supply items not listed in the Supply Catalog, blank forms (PR-49a) similar to those in the Supply Catalog are used. For convenience, these are assembled in duplicate with two additional forms needed by the Supply Section, and carbon papers are inserted.

A complete catalog description is required for each item requested. Additional single sheets are provided so that a rough draft of each order can be prepared onto the padded forms.

Each set of these requisitions submitted must be fully justified and bear the signature of the division head as well as of the requisitioner on a PR-53 form attached.

A route sheet with complete instructions and a check list is to be attached to each set submitted. This is to assure that the requisition is properly and completely prepared.

II. EMERGENCY REQUISITIONS

Emergency requisitions may be submitted at any time but they must be fully justified in accordance with Section 20.6.9 of the Procurement Handbook which follows:

"The word "Emergency" as used in this Handbook is defined as a situation that demands immediate attention to protect health, life or Government Property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an "emergency", unless one of the circumstances mentioned above is present. Although failure of a Center to adequately foresee its needs may result in an emergency, it is definitely an indication of non-compliance with a basic WRA policy which stresses advance estimating of supplies and equipment for the planned Center program."

These emergency requisitions are to be submitted on form PR-49a in the same manner prescribed above for items not listed in the Supply Catalog. If items listed on the Project Supply Catalog are requested for emergency purchase they also are to be ordered in the PR-49a form for non-catalog items.

A special Emergency Justification form PR-56 must be submitted in place of the PR-53 used for advanced estimates.

You will receive a supply of these forms and instructions before December 1st for use after that date and are requested to call the Supply Office, Phone 14 for assistance if needed.

Walter Honderich
Walter Honderich
Acting Supply Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 13, 1944

MEMORANDUM TO: All Divisions, Sections and Unit Heads
SUBJECT: Meeting, November 16th - Maintaining of
Manuals and Handbooks

In order that we may be assured that there is a complete understanding of the procedure for keeping handbooks and manuals correctly filed and up to date, a meeting will be held on Thursday, November 16th at 2:00 p.m. in the Administrative Rec. Hall for the purpose of reviewing Section 20.9.1-11 of the manual covering "Procedures".

In those cases where an individual other than the section or unit head is maintaining the manuals and handbooks, it will be desirable for that person to be in attendance. It is requested that each section head indicate to the Office Services Section, the names of those individuals from his section, who will attend the meeting.

Before attending the meeting, each person should read thoroughly Section 20.9.1-11, inclusive, so as to be familiar with the section when it is discussed. It is also requested that each person attending the meeting bring with them the manual and handbooks from the office represented.

L. T. Hoffman
L. T. HOFFMAN
Project Director

M-834

Crone

Watson

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 29, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Orientation Outline for New Appointed
Staff Employees

Effective December 1, 1944 the attached outline for the orientation of new appointed staff members goes into effect. During the past few months we have experimented with this procedure in certain areas of operation with good result.

You are not required to adhere strictly to the outline. It is to be used primarily as a guide. The orientation process should not be made too formal or crowded into one or two days; at least two weeks should elapse before the last scheduled interview is held. After a reasonable period of trial we would appreciate comments and suggestions from those who have had the opportunity of participating in the orientation of new employees.

Forward your suggestions or recommendations to the Personnel Officer.

L. T. Hoffman
L. T. Hoffman
Project Director

Attachment

M-845 ✓

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 1, 1944

ORIENTATION OF NEW APPOINTED STAFF EMPLOYEES

The following orientation plan will go into effect as soon as the new appointed staff member enters on duty on the Project.

The orientation will start first with the Personnel office and proceed on to the Division, Section, and Unit to which the person is being assigned. During this orientation period, effort should be made to leave the new employee with the following impressions.

- (a) The Project is glad to have the services of the new appointee and welcomes him to Topaz.
- (b) That the orientation period is a definite part of the responsibility of the Personnel Officer and others giving orientation information and not that this orientation is time stolen from other essential duties.
- (c) If the new employee is arriving by train it will be the responsibility of the Section Head, who is obtaining the services of the new employee, to meet the employee at Delta and to bring him or her to the Center. Transportation will be made available by his Division Chief. If the new employee is a Section Head the Division Chief will arrange to meet him in Delta, if he is arriving by train.

The scope and responsibilities of the orientation process would generally follow this outline:

A. Personnel Office

1. The Personnel Section will be responsible for giving the new employee the background of the W.R.A., evacuation history, and the highlights of our experience at Topaz.
 2. A brief explanation of the overall administrative organization.
 3. Attempt to obtain the new staff member's attitude towards minority problems and groups, particularly as they apply to the Japanese-American problem.
 4. Copy of Annual and Sick Leave Regulations of Government. Employees effective January 1, 1944 given to
- ✓

employees and other timely information such as, Retirement Benefits, Housing Policies, etc. If the employee is apt to do official W.R.A. traveling he will be referred to the Finance Officer for information.

5. Advise new employee of salary scale, overtime, living conditions, cost of meals, living quarters, etc.
6. Introduce to Chairman of Staff Housing Council who will in turn present Building Representatives on Staff Council.
7. Appointment made with Transaction Officer for induction of new staff member.
8. The Personnel Officer will introduce the new employee to the Project Reports Officer.

B. Project Reports

The Project Reports Officer will have a file on informational material about Topaz and other pamphlets from Washington that will assist a new employee in getting background material of the W.R.A. program. The Project Reports Officer will conduct the new employee on a tour of the Center and introduce to Division and Section Heads. The tour will end at the Personnel Office.

C. Division Chief

1. Division Chief will spend at least one hour with the new appointee discussing the specific duties of the Division and stressing the coordination of the work in the Division as well as with the other Divisions of the center Administration.
2. The Division Chief will spend some time in developing working relations and procedures operative in the organization.
3. Division Chief will give appointee a complete understanding of working relations between the appointive and resident staff members.
4. The Division Chief will introduce the appointee to the Project Director.

D. Project Director

The Project Director will inform the new employee as to the functions of the Washington Office and the Project's responsibility to the Washington Office.

E. Section or Unit Head

1. The Section Head will give the new staff member the overall functions of the Section as well as the specific tasks to be performed by the new employee.
2. The Section Head will stress working relations between members of the Section depicting the appointee's exact relation to the whole program of the Section.
3. The procedures for work by the members of the Section Staff and relations to other staff members within this Division and within other Divisions on the Project should be developed.
4. A copy of the employee's job description will be given to him by the Section Head.
5. The Section Head (or immediate supervisor) should arrange definitely scheduled daily conferences with new employees for approximately one week.
6. The Section Head will arrange for an interview with the Community Analyst and the Relocation Program Officer.

F. Community Analyst

The Community Analyst will discuss with the new employee the important aspects of the attitude of residents and appointed staff which contribute toward mutual understanding in our day to day work.

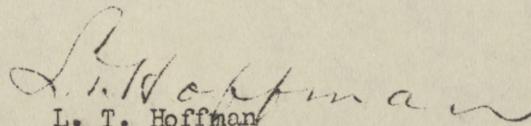
Discussion will be focused on the following major topics:

1. In how far administrative-evacuee relations can be explained in terms of human relations and in how far in terms of race relations.
2. Accepted ways of establishing rapport with residents and securing their respect and confidence.
3. A breakdown of Center population in terms of age, nationality status, occupation, religion, etc.
4. The role of various resident social groups and their present basic attitudes on such question as:
 - a. Resettlement to the East and/or to the West
 - b. Toward the Administration
 - c. Toward each other
5. The new employee and appointive staff morale.

G. Relocation Program Officer

1. Relocation as major objective of W.R.A. and the reasons therefor.
2. Importance of appointive staff attitudes toward relocation program.
3. Picture of the progress of relocation program to date.
4. Reasons for deterring attitudes toward relocation at Topaz.
 - a. Primarily urban population.
 - b. Family problems - health, size of families, etc.
 - c. Percentage of Issei.
 - d. Repatriation.
 - e. Return to Coast and indemnities.
 - f. General resistance to pressure methods.
5. Methods by which Relocation Division works to create positive attitude toward relocation.
 - a. General approach of non-pressure and emphasis on the fact that relocation is an individual or family decision.
 - b. Family Discussions as conducted by Welfare Section.
 - c. Evacuee participation in committees (Future Planning Commission)
 - d. Publicizing of job offers and special group offers.
 - e. Relocation advising by Relocation staff of appointed and evacuee personnel.
6. Relationship with Field Offices and description of channels through which center Relocation Division works with Field Offices.

All participants in the orientation process should bear in mind that it is their responsibility to assist in adjusting the new employee's thoughts in order that he may readily adjust to the W.R.A. program. It is essential that positive thinking and understanding of the evacuees be made soon in the orientation process. It is also essential that this attitude be maintained at all levels of orientation.


L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

*Replacement
Activity*

Bene

December 11, 1944

~~File~~
File.

*Saturday
November 11*

MEMORANDUM TO: Division Chiefs & Section Heads

SUBJECT: Call for Estimates - Fiscal Year 1946

Attached is your copy of Administrative Notice No. 183(A) entitled "Call for Estimates - Fiscal Year 1946."

*88.75 cost per
pupil per
school
year*

This Notice is dated November 15. However, due to difficulties of mailing, it was not received on the Project until December 11. Because of this delay, the time available to prepare the budget is extremely limited. The preliminary estimates for the sections and divisions must be in the hands of the Personnel and Finance Officers by Monday morning, December 18. This will be necessary to permit them to assemble the data together and to make any necessary refinements. The project estimates are to be based on a population figure of 5100.

You will note that the Washington Office is asking that we give detailed justifications including such items as unit cost, work-load analysis, and any other information that can be used to justify the items requested. This is important as the language and justifications used will be the basis upon which Congress will determine our needs and the amount of money available for the operations for the Authority during the 1946 Fiscal Year.

The various summaries listed on page 2 will be prepared by the Finance and Personnel Sections. However, item "F", Detail Justifications of Estimates by Activity, and Item "J", Evacuee Personnel Services Estimate, shall be prepared by the various activities.

It will also be necessary that we submit a detailed listing of Appointive Personnel in the manner similar to that used in our Project Estimate for 1945. The copies of the 1945 estimate that are available in each section should be used as a guide in preparing your 1946 estimate.

*Children have
revisions
on previous
submission*

Because of the lack of time, forms have not been mimeographed for the preparation of these budgets. The estimate should be typed cross-ways on paper 8" x 10 $\frac{1}{2}$ " in size and should be submitted in 2 copies.

The personnel of the Finance & Personnel Sections will be available to discuss any of the items included in the Budget Estimate and will render whatever assistance they can in presenting the necessary justifications and detailed request.

Estimated number of students Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Administrative Management Division
F-131

See Niese for Attachment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 13, 1944

Memorandum to: All Division, Section & Unit Heads

From: Office Services Section

Subject: Outgoing Official Mail

Extending from this date thru January 20, all official outgoing mail must be in the Office Services Section by 3:30 PM in order that it may be assembled and prepared for the postoffice by 4:00 PM. This is necessary due to the heavy Christmas mail load and your cooperation is requested.

M-850

~~Hopkins~~ FH
Kenny
Crane
CHK

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

22 December 1944

MEMORANDUM TO: Division and Section Heads

We have recently been advised by the Washington Office that it is no longer possible for us to do minor construction jobs without a War Production Board approval. The blanket authority under which we have been operating to make minor improvements such as partitions, etc., has been revoked. This is especially true of construction requiring the installation of utilities regardless of the magnitude of these jobs.

The Operation Divisions will give consideration to well-justified requests, and submit them to Washington for approval if the improvements are essential to operation of this Center during the calendar year 1945. All such requests should be directed to the Assistant Project Director in charge of Operations.

L. T. Hoffman

L.T. Hoffman
Project Director

M-855

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topez, Utah

January 1, 1945

MEMORANDUM TO: All Division Chiefs & Section Heads

SUBJECT: Property Control and Warehousing Unit

Effective January 1, 1945, Mr. Doren B. Boyce, Finance Officer, will assume overall supervision of the Property Control and Warehousing Unit. This readjustment is being made as a result of the departure of Mr. Walter W. Honderich, Acting Supply Officer, from the organization.

Mr. Boyce will now handle all property and warehousing functions which formerly cleared through Mr. Honderich's office.

The Postal and Procurement Units of the Supply Section will report direct to Mr. Gilbert L. Niesse, Assistant Project Director, Administrative Management Division.

L. T. Hoffman
L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

January 2, 1945

374

MEMORANDUM TO: Section Heads
Community Management Division

FROM: Raymond P. Sanford
Assistant Project Director

SUBJECT: Return of Correspondence to
Mail and Files Department

If your section has not already done so, will you please have your clerks go through all files and take out all correspondence which should be on file with the Mail and Files department.

This correspondence is readily distinguishable as it will have a printed (numbering machine) serial number on it. It may be a carbon copy but if it has a serial number (usually found toward the bottom of the page), it should be among the correspondence to be returned for central filing.

h

Raymond P. Sanford
Asst. Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

*Community
Services Div.*

January 5, 1945

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Inventory of WRA Field Records

Administrative Notice No. 199 specifies that an inventory of all WRA field records must be submitted to the Washington Office not later than January 31, 1945. In order to further the preparation of this survey, the following procedures and recommendations are outlined for the guidance of section heads in completing this survey.

During the week ending January 13th a preliminary survey must be completed by each unit and section to determine the volume of file material now in their possession, as to the number of linear inches of filing space involved and should be broken down into the three following categories:

1. Nonrecord material as classified in Manual Section 20.8.32.
2. WRA forms for which approval has been received from Washington to destroy. List of these forms have been furnished to each division chief.
3. All other files on the project.

At a meeting to be called for Saturday, January 13th, each division is to report the amount of files in the above categories.

During the week ending January 20th, the sections are to inventory the files in Class 3 above according to the filing survey schedule form attached. A supply of this form is being furnished to each division chief. To facilitate the operation of this survey, the Project Warehouse will return to the various sections whatever files they may now have stored in Warehouse 118. The Project Warehouse will also have available a supply of wooden file boxes in which to store these files.

Before classifying minutes of various organizations as nonrecord material, a check should be made with Project Reports to be sure that they have an official copy of those minutes on file.

Any questions on this procedure should be referred to Mr. Lafabregue for answer.

Roscoe E. Bell
Roscoe E. Bell
Acting Project Director

M-860

WAR RELOCATION AUTHORITY
Files Survey Schedule

Project or office _____ Prepared by _____ Date _____
Division _____ Approved by _____
Section or Unit _____ Date approved _____

Instructions: Use SEPARATE schedule for each series (and each duplicate series) of records. Check or complete EACH item on schedule as indicated. If appropriate categories not given, explain FULLY under "Other " or "Comments and Explanations."

I. TYPE OF MATERIAL (Check one only):

Re individuals only; Re individuals & families; Re families only;
 Fiscal records; Personnel (Appointed); Maps, charts, blueprints, etc.;
 Information file; Central corres. files; Other (describe) _____

II. FILING SEQUENCE:

Alph. name; Alph. subject; Straight numeric; Decimal;
 Alph. location; Numeric subject; Chronologic; Other _____

III. DESCRIPTION OF SERIES CONTENTS:

A. List forms and reports by name and form number or on subject files attach copy of file classification outline. Do not describe as "Miscellaneous."

B. Are these records marked Secret, Restricted, or Confidential () or are they Clear () or do they contain both types of material ()?

C. Quantity: (estimate in terms of file drawers--legal, letter, or other size. _____)

D. Size of record: Letter (); Legal (); " x "; Other _____

E. Earliest date of record _____. Is the series complete?
() yes; () no. If not complete, what is missing? _____

F. Is form or record
() handwritten; () typewritten; () mimeographed; () printed or processed; other (explain) _____

IV. NUMBER OF COPIES:

A. Is this THE original record? () yes; () no.
If not, where is the original? _____

B. Number of copies of record prepared _____;
received _____

C. Distribution of EACH copy prepared or received _____

V. EXTENT OF DUPLICATION: (physical indicates an identical record elsewhere; content indicates a summarization of the record)

<u>Physical</u>	<u>Content</u>	
<input type="checkbox"/>	<input type="checkbox"/>	None
<input type="checkbox"/>	<input type="checkbox"/>	Same unit. Where? _____
<input type="checkbox"/>	<input type="checkbox"/>	Not same unit. Where? _____
<input type="checkbox"/>	<input type="checkbox"/>	Same unit. Where? _____
<input type="checkbox"/>	<input type="checkbox"/>	Not same unit. Where? _____

VI. EVALUATION OF FILE: (For each series indicate recommendation on the operational and/or possible Archival value)

Records have continuing vital or important administrative usefulness. Do they include some papers of a routine or valueless character? yes; no.

Records have historical, research, statistical, or _____ value.

Records are required to be preserved for _____ years by law or regulation. If so, specify _____

Records have transitory or temporary administrative value only.

Nonessential.

VII. EXTENT OF USE FOR REFERENCE PURPOSES: (check all three items)

A. Under 6 mos. - Very Active ; Active ; Inactive

B. Over 6 mos. - Very Active ; Active ; Inactive

C. After what period of time can these records be retired or removed from the files of your office? _____

VIII. COMMENTS AND EXPLANATIONS:



WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Mr. Sanford
11

January 6, 1945

383

MEMORANDUM TO: All Section Heads
Community Management Division

FROM: Raymond P. Sanford
Assistant Project Director

SUBJECT: Personnel Services Estimates
Third Quarter - 1945

Attached you will find:

1. Copy of letter from Dillon S. Myer dated Dec. 20, 1944, regarding personnel ceiling, etc.
2. Copy of Appointive Personnel Services Estimates of All Sections & Community Management Division.
3. Resident Personnel Services Estimates for your Section.

Original Signed by
R. P. SANFORD

h
Attachs.

Raymond P. Sanford
Assistant Project Director

C O P Y

UNITED STATES
DEPARTMENT OF THE INTERIOR
War Relocation Authority

Washington

Mrs. Sanford

December 20, 1944

Mr. Luther T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

Limitations placed upon the Authority by the Bureau of the Budget have made it mandatory during the past few weeks that we operate under a rigid personnel ceiling. At the centers, the resulting scarcity of existing vacancies has made it difficult to determine which of the sections having critical need of personnel shall have priority for employment, and it has become necessary now to place, either in Washington or at the centers, the responsibility for determining which positions shall be filled.

It is believed that the Project Director, because of his close knowledge of the problems of his particular center, is best able to weigh the needs of one section against another and to decide where the greater need lies. Effective immediately, therefore, it shall be his responsibility to determine which of the approved positions at his center shall be filled.

It shall also be the responsibility of the Project Director to recruit needed personnel, and assistance in recruitment will be given by the Washington office only upon specific request. Any specific requests should be directed to the attention of the Personnel Management Section of the Washington office which will obtain the cooperation of the appropriate division or section concerned.

It should be understood that this instruction does not alter the necessity for prior administrative approval by the Washington Office on personnel actions, as outlined in previous instructions.

Sincerely,

/s/ D. S. Myer
Director

WAR RELOCATION AUTHORITY
 Central Utah Project
 Topaz, Utah

APPOINTIVE PERSONNEL SERVICES ESTIMATES
 Third Quarter, 1945

Community Management Division

- - - - -

DIVISION - Community Management- Office of Assistant Project Director

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>APPROVED</u>
Assistant Project Director	CAF-	1
Secretary	CAF-4	1
	Total	2

DIVISION- Community Management-Internal Security Section

Chief of Internal Security	CAF-11	1
Asst. Chief of Internal Security	CAF-9	2
Internal Security Officer	CAF-7	2
Clerk-Stenographer	CAF-3	1
Guards	CPC-5	3
Guard (WAE)	CPC-5	1
	Total	10

DIVISION- Community Management- Welfare Section

Counselor	P-4	1
Assistant Counselor	P-3	2
Junior Counselor	P-2	5
Counseling Aide	SP-6	1
Clerk-Stenographer	CAF-3	1
	Total	10

DIVISION- Community Management- Education Section

Superintendent of Education	P-5	1
Supervisor of Student Teachers	P-2	1
High School Principal	P-4	1
Guidance Counselor	P-2	1
Head Teachers	P-2	5
Secondary School Teachers	P-1	18
Librarian	P-1	1
Elementary School Principal	P-3	1
Sr. Elementary School Teacher	P-1	6
Elementary School Teacher	SP-4	9
Vocational Training Supervisor	P-3	1
Vocational Teacher	SP-8	1
Assistant High School Principal	P-3	1
	Total	47

DIVISION - Community Management - Community Activities Section

<u>POSITION TITLE</u>	<u>GRADE</u>	<u>APPROVED</u>
Community Activities Supervisor	P-4	1
	Total	1

DIVISION- Community Management - Community Analysis Section

Community Analyst	P-4	1
	Total	1

DIVISION - Community Management - Health Section

Principal Medical Officer	P-6	1
Senior Medical Officer	P-5	1
Hospital Administrator	CAF-9	1
Medical Social Worker	P-3	1
Dietician	SP-8	1
Sanitarian	SP-8	1
Laboratory Technician	SP-6	1
Chief Nurse	SP-8	1
Assistant Chief Nurse	SP-7	2
Supervising Nurse	SP-6	6
Senior Staff Nurse	SP-5	1
	Total	17

War Relocation Authority
Evacuee Personal Services Estimates

Central Utah Relocation Center
Topaz, Utah
(Location)

3rd 1945
(Quarter)

COMMUNITY GOVERNMENT SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Date Allocated</u>	<u>Previously Approved</u>	<u>Requested</u>	<u>Changes Recommended</u>
2-1-900	Clerk Typist	\$16	1-1-44	1	1	
2-1-901	Clerk Stenographer	16	1-1-44	1	1	
2-1-902	Clerk	16	1-1-44			
2-1-501	Chairman, Community Govt.	19	7-1-43	0	1	
2-1-502	Executive Secretary Community Government	19	7-1-43	1	1	
2-1-508	Judicial Clerk	19	7-1-44	1	1	
2-1-509	Community Council Clerk*	19	7-1-44			
2-1-510	Interpreter	16	1-1-44			
2-1-511	Executive Board Member	19	1-1-44			
2-1-513	Block Coordinator	19	7-1-44			
2-1-514	Relocation Commission Executive Secretary	19	7-1-44			
\$ <u>267.00</u>				<u>4</u> Total	<u>5</u> Total	<u>5</u> Total

REMARKS:

*This position may be established only with the prior authorization of the Washington Office. Ordinarily it will be authorized on centers which have established the position of Executive Secretary Community Government.

War Relocation Authority
 Evacuee Personal Services Estimates

Central Utah Relocation Center
Topaz, Utah
 (Location)

3rd 1945
 (Quarter)

COMMUNITY MANAGEMENT DIVISION
 OFFICE OF THE ASSISTANT PROJECT DIRECTOR

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Date Allocated</u>	<u>Previously Approved</u>	<u>Requested</u>	<u>Changes Recommended</u>
2-900	Clerk Typist	\$16	1-1-44			
*2-901	Clerk Stenographer	16	1-1-44	1	1	
2-902	Clerk	16	1-1-44			
\$ <u>57.00</u> (Allotment Requested)				<u>1</u> Total	<u>1</u> Total	<u>1</u> Total

REMARKS:

*Evacuee Secretary at \$19.00

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

H. Crane

January 12, 1945

212-B

MEMORANDUM TO: Occupants Staff Housing Apartments,
Dormitories and Block 2

SUBJECT: Physical Inventory of All Staff Housing
as of February 1, 1945

All appointed staff members occupying any type of staff housing are being required to make a physical inventory of all furniture in their dwelling as of February 1, 1945. Forms are attached for this purpose.

The inventory will be prepared in triplicate, the original and first copy will be forwarded to the Personnel Section, third copy being retained by the person completing the inventory.

This inventory is being made to assure that everyone is properly charged with the furniture in their possession. Reconciliation with the Property and Warehousing Files will be made. No unofficial transfer of staff housing furniture is permitted. It is necessary that a record be kept so that all property can be accounted for. All requests for transfer of property between staff dwellings must be cleared through and approved by the Personnel Management Section.

The completed inventories must be submitted to the Personnel Section by February 5, 1945.

Roscoe E. Bell

Roscoe E. Bell
Acting Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

January 16, 1945

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: INVENTORY OF WRA FIELD RECORDS
Administrative Notice No. 199

These are additional instructions to memorandum of January 5, 1945, on this subject. Please study the following instructions carefully. Note that reports for all sections must be turned in to your Division Chief not later than Friday, January 19, 1945.

1. Dead non-record material should be tied in bundles and identified on the top sheet and forwarded to Warehouse No. 121. The material should be marked for "salvage" or for "destruction" as the case may be.
2. Obsolete forms (including WRA and CU forms) should be tied in bundles and sent to Mr. Robins, Warehouse No. 121, properly identified for salvage. Property Control will then declare these forms obsolete and prepare them for salvage.
3. Group 3 "All other files on the Project" will be carefully described on the File Survey Schedule forms and will be forwarded to the Division Chiefs. This form should be prepared in quadruplicate, original and three copies.

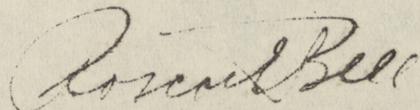
The following general instructions are for your guidance:

1. If there is any question about forms to be destroyed, inquiry can be made of Mr. Niesse's office where a complete record of obsolete forms is kept.
2. Group 2 may be classified by the general classification of "Obsolete Forms" and should be tied in bundles (not boxed) and should be sent to Mr. Robins together with a memorandum of the matter being sent, so that Mr. Robins may survey all of the forms received and prepare them for salvage.
3. Federal Forms. It was decided that surplus federal forms, such as Civil Service forms, OEM forms, etc. should be returned to the issuing agency.

4. Material to be destroyed should not be in file folders but should be removed in order that the folders may be salvaged.
5. Where copies of a certain record are kept by more than one section, copies should be treated as non-record material and the section having the original should survey that record.
6. While files are being sorted, a careful check should be made to locate any original letters which should have previously been returned to Mail and Files, and if any original letters are found they should be returned to Mail and Files in accordance with Office Letter No. 27, dated June 30, 1944.
7. Identification. General identification will be sufficient for Group 1 material, and group 2 may be classified as "obsolete forms", but group 3 should be specifically identified as 1: material recommended as having archival value and 2: material recommended for ultimate disposal.
8. All boxes of record material sent to the warehouse must be labeled as follows:

An identification slip must be pasted on each end of the box showing:
 - a) Division- Section - Unit
 - b) Contents (not titles of files)
 - c) Period covered
9. Carbon copies of identification slips must be pasted inside of the lid so that contents may be identified in case the end slips should become torn, lost, obliterated or blurred.

B:L:h



Roscoe E. Bell
Acting Project Director

February 8, 1945

MEMORANDUM TO: ALL DIVISION AND SECTION HEADS

During my absence from the project from 1:30 P.M.
on February 8 through Saturday, February 10,
Mr. Roscoe E. Bell will be acting project director.

L. T. Hoffman

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Bane

Will

February 19, 1945

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Reorganization of Personnel Management
Section

Effective February 21, the Personnel Management Section will be reorganized as follows:

Mr. Gilbert L. Niesse, Assistant Project Director in charge of Administrative Management, will assume responsibility for the duties of the Personnel Officer including staff housing. All matters previously referred to the Personnel Officer should now be directed to Mr. Niesse.

Under the supervision of Mr. Niesse, the Assistant Personnel Officer and the Transactions Officer will have the following respective responsibilities.

1. Mr. William J. Campbell, Assistant Personnel Officer, will have charge of all matters concerning evacuee employment and labor relations problems.
2. Mr. Raymond M. Almquist, Personnel Transactions Officer, will have responsibility for preparation of appointment papers of new employees, together with payrolling, and maintenance of retirement and leave records.

L. T. Hoffman
Project Director

ME: AP-90

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 3, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Survey Procedure

In the clearing of records for Government property attendant upon the closing of the Center, survey action will play an important role. Survey action should be requested by the accountable officer wherever there is breakage or loss other than natural wear and tear. The only items which should be surveyed are those which cannot be repaired, or if the repair is excessive. Survey action may be requested for salvage if the item has usable parts. Items which have become useless through natural wear and tear may be returned to the warehouse (where survey action will be initiated) as a means of clearing property records.

In order that survey action may be properly accomplished, it must be taken promptly (within 24 hours of discovering loss). In all cases where there is breakage or loss other than natural wear and tear, a survey investigation should be made. In the case of motor vehicle accidents, the Chief of Internal Security is the investigating officer. In the case of fire, the Fire Protection Officer is investigating officer. In all other cases, the person accountable for the property should call the Property and Warehousing Officer for designation of an investigating officer, (a member of the board or an alternate member who is not administratively connected with the section involved will be designated).

Investigations shall be made immediately and be completed within 24 hours. These investigations should be conducted in such a manner as to enable the Survey Board to:

- 1) Fix responsibility; 2) To determine whether or not the damage or loss resulted from negligence; 3) Whether or not the damage or loss was caused by willful action.

The report should include the following (refer to the Safety Manual for suggested items and outline of report);

- a) official report in the case of fire or motor vehicle accident;
- b) signed statements from the persons involved explaining the situation, and clearly indicating whether or not they discharged their responsibility for care of the property;

- c) reporting of findings of the investigating officer;
- d) detailed statement showing the cost of restoration or repair of the damage. This should be itemized to show the cost of individual items, and the cost of labor.

As soon as the investigating officer has assembled the information, it should be brought to the Executive Secretary of the Survey Board, (the Property Officer). A meeting of the Survey Board should be called for disposition of the case within 48 hours of the time the investigation is completed.

The accountable person will be notified when the recommendation of the Survey Board is transmitted to Washington, and advised of the local board's recommendation. The pending survey action will be held in the Property Control pending file until final action is taken by the Survey Board in Washington. As soon as a report of action has been received, the person involved will be notified by the Executive Secretary of the Survey Board of the final decision.

L. T. Hoffman

L. T. Hoffman
Project Director

ME:AP-94

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 3, 1945

SURPLUS PROPERTY BULLETIN NO. 1

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Surplus Property

Since the various activities are now preparing to declare various items surplus to their needs, it is requested that the following points be observed in preparing these declarations of surplus.

At the time a list is made up of surplus property to be returned to the Warehouse, this list should carry all possible description such as proper nomenclature, trade name, manufacturer's name if known, WRA serial number. Also, if several items of property are normally used as a unit they should be declared in that manner regardless of the way they may have been classified on our property records.

The condition of the property should also be indicated wherever possible. This condition should be under the following code:

<u>Code</u>	<u>Means:</u>	<u>Code</u>	<u>Means:</u>
N - New		1 - Excellent	
E - Used ...	Reconditioned	2 - Good	
O - Used ...	Usable without repairs	3 - Fair	
R - Used ...	repairs required	4 - Poor	
X - Items of no further value for use as originally intended but of possible value other than as scrap.			

Note: Except in case of code X, a letter-number combination must always be used to describe condition: For example; N1 (That is, new, and in excellent condition); R3 (That is, used, minor repairs required).

For all items of a specialized nature, such as electrical equipment, laboratory equipment, or hospital supplies, it will probably be necessary for the Property and Warehousing Officer to request that a person familiar with that property assist the Property Clerk in the preparation of surplus declaration.

It is important that proper nomenclature be given and the units of usage indicated, as this in some instances will affect the proper classification under the Surplus War Property Regulations.

Any questions regarding surplus property should be referred to the Property and Warehousing Officer.

L. T. Hoffman
Project Director

M-878

~~W. Crane~~
~~Hopkins~~
File

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 21, 1945

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Personnel Transactions Unit

The staff of the Personnel Transactions Unit will move from the Personnel Building to the north side of the Administrative Building A on Wednesday, March 21.

927
Gilbert L. Niesse ^t
Assistant Project Director
Administrative Management Div.

c. Mr. W. Crane

~~Hopkins~~
~~Kearney~~
Fall

Crane W

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 22, 1945

MEMORANDUM TO: All Division, Section and Unit Heads
FROM: L. T. Hoffman,
Project Director
SUBJECT: WRA Information Digest

This is to call your attention to the March issue of the WRA Information Digest, a copy of which has been distributed to each division, section and unit head.

This publication interprets policies, trends and procedures for the information of all WRA appointed personnel and it is important that all have the opportunity to study it. Will you please call the attention of your staff members to each issue.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 28, 1945

MEMORANDUM TO: Division, Section and Unit Heads

Now that we are on a new work schedule, which provides for Saturday afternoon off for most of the appointed staff together with new work hours for the resident workers, we should all seek to make the most of the time available in terms of work done and results accomplished.

Inasmuch as this new schedule was worked out and approved as a result of the requests of employees, both appointed and evacuee, I would expect a somewhat better response in terms of punctuality, work done and actual hours put in than so far seems apparent on the part of many of our employees. The majority, as usual, have accepted the new schedule with an appreciation of the advantages derived, but there are some who are holding out and holding back their best efforts towards full participation.

While we have recognized the peculiar and somewhat abnormal situation in which our resident employees find themselves insofar as rigid adherence to an 8-hour schedule is concerned, I am of the opinion that we should now take stock of our gradually growing carelessness in this respect and see if with the new work schedule it is not now time to start moving in the other direction -- towards better work habits and better use of the limited time at our disposal. By "we", I mean all WRA employees at Topaz totaling some 2,300 resident employees and 150 appointed staff employees.

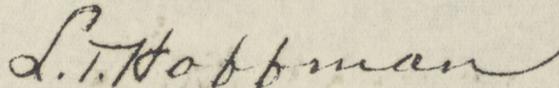
My point is this -- the time left to get this job done, for the benefit of all concerned, is all too short, and the value of training in good work habits is more important now than ever before, particularly for the resident workers. We will be looking for new jobs "outside" too, and a good recommendation, when it comes time for transfer, or a new connection won't do any harm.

In short -- let us all get to work on time, leave on time if the days work is done by then, and discuss with our resident staff workers the value of their doing likewise. Setting a good example ourselves of course means more than words, but I assume that will be done as a matter of course. Fifteen minutes late in the morning, leaving 15 minutes early at noon, and returning late in the afternoon and again leaving before 5:00 P.M. or 5:45 P.M. means an hour less work each day -- you can figure it out yourself for a week or month and see what it adds up to. The hours of work are known to all. Let's see how much

and what good work we can do within those hours and reap the best reward of all - the satisfaction of knowing we've each done a worthwhile job.

You all know I don't send out this sort of pep talk very often, in fact I believe this is the first one of its kind for me here. Hence, I do hope and expect it will be understood, and then carried out, in the spirit in which it is written - that of mutual good will and confidence in each other as fellow employees working together in a tremendously worthwhile and difficult undertaking. Together we can do it, but it will take our combined efforts, with full expenditure of time, work, energy and intelligence every working day, for the full day.

Sincerely,

A handwritten signature in cursive script that reads "L. T. Hoffman". The signature is written in dark ink and is positioned above the typed name and title.

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

File

March 31, 1945

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Curtailment of Supply Activities

We are attaching for your information a copy of a letter dated February 12, 1945 from the Director outlining restrictions on purchases and establishing certain policies for the future. You are also referred to Administrative Notice No. 217 which has already been distributed to the various sections and units.

These memoranda were issued by the Washington Office to promote the full utilization of all materials, supplies and equipment now on hand on the various projects. It is their intent to adjust the surpluses between the various centers.

Effective April 1, only those items approved on the fourth quarter budget can be purchased for any activity. In order to implement proper procurement, it is requested that at the time the activity is advised of the approved items in his fourth quarter budget, requisitions be submitted to effect the purchase on needed items. If the activity is sure the quantity requested will be required during that quarter the entire quarter requirements may be requisitioned at that time. However in the event there are some doubts as to needs, the requisition should be submitted for one months supply only.

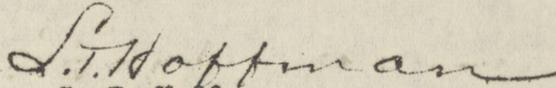
Any requisitions forwarded to the Property Control and Warehousing Unit will be reviewed to determine whether or not the items are in stock and whether or not substitutes are available. If the items are not in stock, the requisition will be returned to the requisitioner advising them of what substitutes Property Control may have available and ask them if that is acceptable or if any other item could be substituted therefor.

In the event no substitutions are available, the requisitioner will then so certify on the requisition and return the requisition to Property Control who will retain one copy of the requisition and forward the other copies to the Finance Section where they will be checked against the budget and then forwarded to the Procurement Unit for purchase action.

It is required that any requisition submitted for purchase by the activities must indicate an estimated price on the requisition as the requisitions will be encumbered in the Finance Section before being forwarded

to the Procurement Unit for purchase action. Any requisitions not carrying an estimated price will be returned to the activity for pricing as under the procedures in revised Supply and Finance Handbooks, no action can be taken by the Procurement Unit until the requisitions have been certified by Finance as to availability of funds.

We cannot stress too strongly the need for all possible ingenuity in utilizing supplies now on the project rather than ordering any more. Substitutions will be the key note on the future supply program. Any comments or recommendations from the various section and unit heads should be routed through the Division Chiefs to the Assistant Director in charge of Administrative Management.



L. T. Hoffman
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Washington

Office of the Director

FEB 12 1945

Mr. Luther T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

Activities at several of the centers during the past few weeks have pointed to the desirability of specifically outlining what the objectives of the War Relocation Authority centers should be during the coming twelve months in regard to procurement and supply functions. The overall policy is clear -- that the War Relocation Authority wants to close the centers with the least possible property and materials on hand that are in excess of its needs, based on a radically curtailed program in many departments.

Purchasing from here on out should be reduced to the lowest possible. The best chance for a coordinated supply program lies in the months ahead. Very accurate plans and estimates of supplies and materials, in detail, should be made for everything that is needed for center functioning, from now until December 31, 1945, if possible, but not less than 90 days at the minimum. Where definite estimates are not possible, there should be only "hand to mouth" buying to take care of a given situation.

Only needed items should be bought or used. Every attempt should be made to use up stocks on hand, making all possible substitutions and using all possible ingenuity and resourcefulness to adapt substitutions from existing inventories. Unnecessary activities or unauthorized projects should not be performed merely because the materials are on hand.

The Authority as a whole may have a full stock of given items but certain centers may be understocked or overstocked, as the case may be. We will want to shift materials and equipment from center to center. It is for that reason that all centers have been requested to submit complete inventories to the Washington office at the earliest possible date. Recently one center was buying 144,000 feet of lumber when another center was declaring surplus 220,000 feet of the same kind and size of lumber. This exacting need for knowing at a given moment what we have on hand and on order also requires that property record cards and warehouse bin cards be accurate and current.

Preliminary to any statements regarding what should or should not be bought is the good operating practice of first using up what we have on hand. Generally speaking, no equipment is to be purchased. Any exceptions must be specifically requested of the Director and approved by him.

Listed below are the major activities requiring purchases in the past, and a general statement regarding future purchasing activity to center closure.

Mess. Only what is needed for normal feeding to reduced population, Inventories on hand to be computed and redistributed. Stocks on hand to be used. No equipment.

Motor Pool. Essential parts to keep equipment running. No repair equipment.

Maintenance, Engineering, and Agriculture. Little or nothing. Use stocks on hand. Redistribute inventories. Use only materials essential to continuance of essential operations and provide for disposition of evacuee property.

Schools. Only what is absolutely needed for which there is no substitute. No equipment or textbooks.

Vocational Education and Adult Education. Only essential operating supplies, and those things upon which a commitment was made prior to December 17, 1944.

Community Activities. Very little. Use substitutes where possible and develop resourcefulness. No priorities assistance.

Janitorial and Operations Supplies. Only those recurring items needed to carry to center closing.

Hospital. Only necessary supplies for operation. No major equipment.

Office and Administrative Supplies. Only essential needs. No equipment. Will need to shift equipment and supplies as needs of WRA change.

Your attention is invited to the several requests made during the past two months to submit inventories and to restrict expenditures and/or the allotment of funds for the purchase of materials and supplies pending receipt of all inventories of supplies now on hand. The communications are listed as follows. In the event center files are not complete, an immediate request for copies should be made.

- (1) Teletype signed by Mr. Clear dated 12-6-44 requesting complete inventories of construction, maintenance and operation supplies.
- (2) Teletype signed by Mr. Pitts dated 12-19-44 requesting inventories of all supplies.
- (3) Teletype bearing the Director's signature dated 12-22-44 withdrawing CMP-5A Priority, effective 1-1-45.
- (4) Teletype signed by Mr. Provinse dated 1-6-45 stopping the purchase and use of materials on approved construction projects, pending a resurvey of construction needs by the Director's office for all centers as a result of the revocation of the Exclusion Order.
- (5) Teletype signed by Mr. Larsen dated 2-1-45 requesting list and detail of unliquidated obligations as of 1-31-45.

After inventories are received from all centers and carefully reviewed, a procedure will be put into operation to transfer surplus supplies between centers. This will reduce purchases of materials and supplies so sorely needed by the armed forces or for other war production, and make it possible to reduce our surplus inventory at the same time.

were

When we assured the restriction would be lifted and evacuees allowed to return to their homes in the several Pacific Coast states, plans were made for the relocation of the center residents, and for disposal of all physical property, equipment and supplies, looking toward the closing of each center in an orderly manner at the earliest possible date. The question of surpluses came up for consideration, particularly in view of our experience in disposing of surpluses when the Jerome Center was closed. It was decided to set up the mechanics necessary to draw from surpluses that were on hand those supplies necessary to operate all centers, and to restrict purchases of supplies to emergency purchases for the period of time required to complete all inventories. When all inventories are received, it will be possible to transfer supplies between centers where there is an obvious surplus shown on the inventory over and above that center's estimate of need (and this should be a reasonable estimate). The inventories that have been received revealed there are surpluses now on hand of some classes of supplies far in excess of the estimated total need at all centers, under normal operating conditions between now and December 31, 1945.

A careful check of incoming purchase order copies indicates business is being conducted as usual at many centers, purchase orders being issued bearing an emergency purchase stamp that cannot be justified as emergencies and that add to the already over-stocked supply of that particular commodity on hand at that center with no apparent regard for substitute material on hand.

Several centers are continuing to extend the AA-2 MRO-5A priority rating, long after my teletype of 12-22-44, even though no funds were allotted for such purchases in the third quarter.

The purchase order copies indicate there are many other violations of the Handbook and Manual instructions. I am quoting, for your convenience, the definition of an emergency (Manual section 20.6.9) and expect that this will be used as a guide in making emergency purchases in the future.

"The word 'Emergency' as used in this Handbook is defined as a situation that demands immediate attention to protect health, life or Government property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an 'emergency', unless one of the circumstances mentioned above is present. Although the failure of a Center to adequately foresee its needs may result in an emergency, it is definitely an indication of non-compliance with a basic WRA policy which stresses advance estimating of supplies and equipment for the planned Center program."

It is not my intention to restrict the purchasing of necessary operation supplies at any Center and, if budget and procurement instructions included in Manual sections 20.2 and 20.6 are complied with, no difficulty will be encountered in obtaining funds for the necessary operating supplies. Emergency purchases will continue to be handled as special requests for the present or until inventories are received from all centers and until the control procedure has been strengthened.

Starting March 1, 1945, each Section Head in the Washington office will review copies of purchase orders issued for supplies for the representative section at the centers and if purchases are made in violation of specific instructions, or if the supplies are already on hand, or if other supplies can be substituted, collection from the employee responsible for the purchase will be requested.

I am sure each Project Director will cooperate fully when the serious nature of the surplus of supplies now on hand is understood. May I suggest each center call a special meeting of staff members including the Supply and Procurement officers pointing out the need for utilizing existing stores insofar as that is possible and maintaining a current inventory and by making substitutions, where necessary. Upon receipt of an inventory and an estimate of requirements from each center, a surplus list will be prepared, from which requirements at all centers insofar as possible will be filled. Only after the needs of all centers are taken care of will stocks be declared surplus to the

appropriate disposal agency.

I will be glad to consider suggestions from all Project Directors for reducing surplus stocks now on hand and for controlling unnecessary purchasing in the future. The essential thing that project directors must impress upon the appointed staff and they in turn make clear to the evacuees is that nothing is to be purchased or built except what is absolutely essential to the proper protection of life, health, and property, and the minimum operating requirements of the center and has been approved by the Director. Only by the cooperation of all concerned can a proper job of utilization of inventories and restricted operations be completed.

Sincerely,

/s/ D. S. Myer

Director

M-879

April 2, 1945

MEMO TO: Division, Sections and Unit heads.
FROM: Relocation Division

Important Opportunity to take Civil
Service Clerical Examinations

On Friday night, April 6 at 7:00 P.M. there will be a test for Civil Service Clerical appointments in CAF 2, 3, or 4 jobs. It will take place in the High School, room 32-7-DE.

Since there is only one such test in a year, this is an excellent chance which should not be missed. Furthermore, appointments will be good for anyplace in the United States. Mr. Burnstad of the Salt Lake City Civil Service Office will be present Friday evening to answer any questions.

Kindly make an effort to publicize this opportunity to all who may be potential Civil Service Clerical workers.

Bett Garrison of the Relocation Office will call on the Division, Sections, and Unit heads within the next 2 days to obtain names and address of all who wish to participate.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 31, 1945

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Curtailment of Supply Activities

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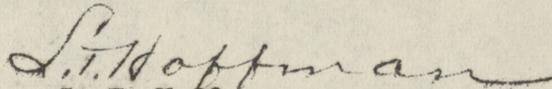
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L. T. Hoffman
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Washington

Office of the Director

FEB 12 1945

Mr. Luther T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

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Sincerely,

/s/ D. S. Myer

Director

M-879

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

YCB

April 14, 1945

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Designation of Acting Personnel
Transactions Officer

Miss Elizabeth Nicholson has been detailed to this center from the Personnel Management of Section of the Washington Office, and will be here for several weeks. During the period of her detail she will be Acting Personnel Transactions Officer.

L. T. Hoffman
L. T. Hoffman
Project Director

M-899

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 20, 1945

MEMORANDUM TO: Division, Section and
Unit Heads

SUBJECT: Procurement Unit

Mr. William W. Hunter is being detailed to the Washington Staff of War Relocation Authority for a period of about two months. During this period Mr. David E. Davis will be Acting Procurement Officer.

L. T. Hoffman
L. T. Hoffman
Project Director

Mr. Frank R. Bowen

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 25, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Vacation Leave - Resident Workers

The vacation leave regulations for resident employees have been in effect for approximately one year and a large number of employees on the project have accumulated 11 or 12 days vacation leave to their credit.

Manual Section 50.5,12C-2 states:

"Workers may accumulate vacation leave not to exceed 12 working days. Unused leave in excess of 12 days shall be forfeited."

For the information of your employees we are attaching a list showing the amount of vacation leave to their credit. If desired the residents who now have the maximum allowable, could use one days leave per month which would equal the leave earned that month and they could still retain 12 days to their credit which would be paid at the time of departure from the center.

L. T. Hoffman

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Handwritten initials

May 31, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Designation of Herman C. Kimball as
Acting Personnel Officer

Mr. Herman C. Kimball who has been serving as Assistant Finance Officer is being designated Acting Personnel Officer and effective June 1, will assume responsibilities for the overall functions of the Personnel Management Section, including personnel transactions and evacuee employment. Mr. Kimball will be located in Administrative Building "A" (telephone 13).

The Evacuee Employment Unit (telephone 32) will continue to be located in the Personnel Building.

L. T. Hoffman

L. T. Hoffman
Project Director

Desirable Qualifications:

Education: Graduation from a recognized college or university with not less than 12 semester hours of statistics, of which at least 3 hours must have been in applied statistics. Experience in addition to that required below may be substituted for the educational requirements on a year for year basis.

Experience: One years experience in the collection and analysis of statistical information.

Application must be made on or before June 12, 1945.

L. T. Hoffman
L. T. Hoffman
Project Director

M-929

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

RB

June 9, 1945

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Designation of Mrs. Ruth C. Baumgartner as
Acting Office Manager.

Mrs. Ruth C. Baumgartner is being designated Acting Office Manager, and effective Monday June 11, 1945, will assume supervisory responsibilities for all functions of the Office Services Section.

Mrs. Baumgartner is replacing Mrs. Eralia V. Gonzales.

L. T. Hoffman
L. T. Hoffman
Project Director

M-932

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

No. 3

June 9, 1945

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Notice of Vacancy

Persons interested in applying for the following described position are requested to submit a written application to the Personnel office on or before June 13, 1945.

Title: Junior Counselor
Relocation - Welfare

Grade: P-2
Salary: \$2600

Description of Duties:

Under the supervision of the Assistant Counselor, has responsibility for the program of financial assistance and other services; for family counseling in relation to relocation and/or other individual or family plans; for administering the clothing allowance program; and for supervising the assignment of residents to housing quarters.

Counsels with individuals and families regarding their plans for the future with particular reference to plans for relocation on a family basis; in accordance with established procedures. Prepares and refers to the Relocation Division summaries of plans for families ready to consider relocation; secures the services of other divisions and sections at the center to meet needs such as health, education, advise on property matters, etc.

Provides counseling and other services in situations involving dependency, neglect, and delinquency; makes foster home studies and maintains supervision over foster home placements; prepares individual and family summaries not only with reference to the present situation at the center, but also contributing factors prior to evacuation through correspondence with social agencies.

Interviews applicants for public assistance and other services and makes recommendations regarding the amount of assistance to be granted and the services needed; makes referrals to and cooperates with other divisions of the center in making available services or care to the residents; maintains current case records on individuals and families coming to the attention of the Welfare Section; counsels with individuals and families regarding their plans for repatriation.

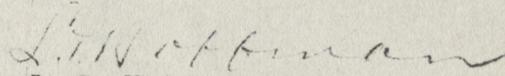
Cooperates with the Division of Education in regard to school attendance problems, and secures both psychological and psychiatric services for both children and adults if needed.

Upon assignment, assumes responsibility for administration of the clothing allowance program, the housing program for resident evacuees, and effects adjustment in housing plans where necessary to insure the welfare of the individual and community; supervises the staff of evacuee case aides and clerical workers engaged in these programs.

Desirable Qualifications:

Education: Bachelor's degree from an accredited university, college or state teachers college, and one year of study in a recognized school of social work. Education should include courses in social welfare case work, family problems, social adjustment, and in public welfare organization and administration.

Experience: One year of successful experience in which a working knowledge of government aid, family problems, and social adjustments has been gained.


L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

No. 4

June 9, 1945

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Notice of Vacancy

Persons interested in applying for the following described position are requested to submit a written application to the Personnel office on or before June 12, 1945.

Title: Gate Clerk
Statistics Section

Grade: CAF-3
Salary: \$1620 per annum

Description of Duties:

Under the supervision of the Statistician examines credentials of and maintains official records on evacuees, appointive staff members and visitors entering or leaving the center.

Stationed at a main gate of a center, examines the credentials of all evacuees passing through the gate. Picks up permits, passes, leave cards or other credentials of evacuees entering center and exchanges for gate slip. When visiting evacuees leave collects gate slips and checks for clearance by housing, finance or other offices with which visitors must make contact before departure. Collects daily work passes or special passes from resident evacuees having business outside the center area and issues badges. Exchanges badges for passes when resident evacuees return.

Maintains tickler files on visitors and notifies the Statistician if they overstay the estimated period of residence on the center. Maintains current record of resident evacuees on short-term leave and notifies the Statistician if they do not return at the expiration of the authorized period. Reports to Statistician residents who have not returned badges at the close of the period required for completion of the business for which badges were issued.

Directs visitors to housing office or other administrative offices instructed. Notifies relocation office or other administrative offices of presence of persons who have not received prior authorization for entrance.

Receives and coordinates the data or documents prepared by evacuee gate clerks assigned to subsidiary gates and members of the Internal Security Section stationed at the gate during regular gate clerk's absence.

Desirable Qualifications:

Experience: One year of experience in the performance of general or specific clerical work including some typing.

Education: High school graduation.

Knowledge and Abilities:

Ability to perform clerical work requiring initiative and judgment.

Ability to understand and carry out complex oral and written instructions.

L. T. Hoffman
L. T. Hoffman
Project Director

Operations Division
Agricultural Section

Topaz, Utah
July 19, 1945

MEMORANDUM TO: Division Chiefs and Section Heads

This is to report on the progress of the Food Crop Program and to enlist your cooperation in a plan to insure an adequate supply of both fresh and stored vegetables for Topaz this Fall and Winter.

As you know the quota of regular employees requested for the Truck Crop Unit has never been filled. Plans prepared last Winter by the Agricultural Section in cooperation with the Truck Crop foremen indicated that 120 full-time employees would be needed from April through October, plus an additional 200 workers each day for a four months rush season period from May 1 to October 1. Efforts of the Administration to recruit regular workers for food crop production have met with little response. Until the first part of June, 35 men carried the full responsibility for the Food Crop Production program. Reassignment of the Landscape crew and a few other workers from other Divisions brought this number up to 60 by June 8. Since that time, several high school students have joined the force so the Victory Garden crew now number 70 men, still 50 short of the estimated number needed to supervise a successful Food Crop program. This small group of loyal workers have continued to plant and irrigate the crops with the faith and hope that somehow and in some way they would receive the necessary assistance to raise the crop. With the help of volunteer workers from the high school and from the other Divisions, they have succeeded in planting all of the vegetable plants purchased or raised in accordance with the original plans.

Three and one half million tomato, cabbage, onion, cauliflower, broccoli, pepper, celery and eggplant plants have been set in the field. In addition beets, carrots, chard, cucumbers, cantaloupes, watermelons, squash, beans, daikon, radish, lettuce, spinach, turnips, sweet corn and peas have been planted—a total of 380 acres of food crops. Many of these crops were planted late and excellent care will be required to bring them to maturity before frost. However the progress of the crops in the field indicate that it is entirely possible for Topaz to have an adequate supply of vegetables this Fall and Winter. Fresh Topaz grown green onions will appear on the Topaz menus within the next few weeks.

We very much appreciate the work of the Divisions during the recent volunteer program organized to meet the plant setting emergency. We are now faced with a more serious problem. The onions and tomatoes are so weedy that it will be necessary to abandon certain fields unless they can be hoed immediately.

Because of the likelihood of similar crisis occurring in connection with the harvesting of the crops, it would seem advisable at this time to set up a permanent program to recruit workers for essential activities or emergency

work. Because of the excellent community spirit within the blocks, I believe it will be advisable to organize this work on the block basis. I have asked the Employment Section to prepare a list for each block indicating the names of the employees and where they are employed. In connection with this list, I am requesting that you submit by July 20 a list of all employees within your division whose activities are so essential to the operation of your division that they cannot be spared for farm work on the average of one day per month. In submitting this list you may also include those who have known physical disabilities which would prevent them from doing this type of work. In preparing this list, please indicate in some detail the necessity for excusing employees from farm assignment.

Workers will be called for farm work in accordance with the following block schedule:

Monday - Blocks — 1, 2, 3, 4, 5, 6, 7

Tuesday - Blocks — 8, 9, 10, 11, 12, 13, 14

Wednesday - Blocks — 16, 19, 20, 22, 23, 26, 27

Thursday - Blocks — 28, 29, 30, 31, 33, 34, 35

Friday - Blocks — 36, 37, 38, 39, 40, 41, 42

Saturday Afternoon — Division and Organization volunteers

The block managers have volunteered to assist in the preparation of the list of workers from each block. Assignment slips will be prepared for each worker in advance by the Agricultural Section, a copy of which will be furnished to the Division Chief so that their regular employer will know in advance that they are being assigned to Agricultural work on that day. The block managers will assume responsibility for seeing that each eligible employee is called and according to a system so that each takes his turn on the farm.

Employees assigned to the Agricultural Section will report to the Agricultural office at 8:00 a.m. instead of their regular place of duty. Lunch will be furnished at the farm and they will be considered as members of the regular farm crew for that day.

The present emergency requires that 100 workers per day be recruited for the Crop Corps. In addition to the above program the Agricultural Section is very anxious to secure all possible volunteer labors to speed up the operations and reduce the need for recruiting regular employees from other divisions. All those who are not employed on the Project, school children (seventh grade or above) and ladies who would like to volunteer for farm work will be urged to report to the Agricultural Section each morning for volunteer assignment.

Provision will be made so that they may return to the Center at noon should they so desire. You will note that Saturday afternoon has been reserved for organized groups of volunteers. I believe it would be a fine gesture on the part of other divisions to participate in the Saturday afternoon volunteer program. Arrangements for this work should be made with the Agricultural Section.

ORIGINAL SIGNED BY
ROSCOE E. BELL

Roscoe E. Bell
Assistant Project Director

APPROVED BY:

Original signed by
J. F. HUGHES

James F. Hughes
Deputy Project Director

Conrad

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 23, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

We are attaching a copy of a letter from the Washington Office in regard to disposal schedules that have been prepared covering all papers on the project.

This letter implements in part the procedure referred to in Manual Release No. 194 covering Sections 20.8.60 to 20.8.75. This also supplements the previous instructions issued in Sections 20.8.30 to 20.8.38.

It is requested that each section begin immediately to review the records in their particular offices and start to prepare them now for final disposition. All original material in the sectional files should be returned to the Office Services Section for inclusion in the central files.

Mr. Bowen is already preparing the individual case files for the residents and any material affecting them should be forwarded to him.

The method of marking documents for disposal as outlined in the next to the last paragraph in the attached letter should be followed by all activities so that it will be done uniformly on the project.

Documents to be marked for disposal and that are not required for current operating data or for use in preparing of the closing report should be physically removed from the files now, marked as salvage paper and delivered to the warehouse for inclusion in the paper drive. If you have a considerable volume of this paper, please call warehouse 101 and arrangements will be made to have this paper picked up.

It is further requested that a report be submitted by August 15 to the Administrative Management Division indicating the progress that has been made on clearing the files and if possible an estimation of the amount of documents that are being retained as archival material. This job should be completed prior to center closing while personnel who are familiar with the files are still here.



Roscoe E. Bell
Acting Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

WASHINGTON

OFFICE OF THE DIRECTOR

June 26, 1945

Mr. Luther T. Hoffman
Project Director
Central Utah Relocation Center
Topaz, Utah

Dear Mr. Hoffman:

Disposal schedules have now been prepared covering all papers in the center central or general classified files that are duplicated at other levels of organization. This has been done in order to make more readily accessible those records remaining which are unique in the center central files, to minimize the shipment of records to Washington, to free filing equipment for re-use or sale, and to reduce the long time cost to the Government of maintaining the records at the National Archives.

Under this disposal authorization the following types of material, upon center closure, will be eliminated from the central or general classified files:

Correspondence, incoming and outgoing, in the central or general classified files, with the Washington Office and San Francisco Office.

This includes, among other things, general correspondence (letters); requests and transmittals of all types with or without accompanying matter transmitted as the case may be; telegrams and teletypes; periodical or special reports whether of general activities, of fiscal matters, of personnel transactions, etc.; when to or from Washington or San Francisco.

Disposal of

The above covers only the specific categories mentioned and it is important that the following types of correspondence be consolidated into the central file for permanent preservation:

1. Correspondence or other records of relationships with persons or organizations outside of WRA, such as state, county or other Federal officials, YMCA and other organizations, private individuals and firms, the press, etc.

2. Correspondence or other records of relationships with other centers.

3. Correspondence or other records of relationships with Relocation Area or District Offices, with the exception of correspondence regarding job offers or relocation opportunities.

4. Purely internal records such as memoranda passed within the center, correspondence with evacuees inside the center, records of dealings with evacuee organizations or activities within the center, etc., all characterized by the condition of not having been forwarded to Washington or to San Francisco.

In order to make possible the actual disposal of the material covered in this authorization, clerical personnel should be assigned immediately to the task of marking all material in the files covered herein, as a continuous duty to be carried on daily as time permits. As the files are added to, material of the sort covered herein should be so marked as they are filed. It is suggested that a diagonal stroke from left to right in red pencil across disposable papers be adopted as the uniform mark of material covered by this authorization.

This disposal authorization supplements, but does not supersede, previous authorizations covered by Manual Sections 20.8.30 to .38 and 20.8.60 to .75.

Sincerely,

/s/ E. J. Utz
Acting Director