

H 5.06

67/14
C

*Initial & return for
new files*

*Taylor
Hutchinson
Haves
Woodhall*

*M.M.H.
R.K.D.*

WAR RELOCATION AUTHORITY
Central Utah Project

November 2, 1942

MEMORANDUM TO: Administrative Staff

SUBJECT: Carrier Service

On Wednesday, November 3rd, a carrier service is to be established which will accommodate all members of the Project Staff when they are on official business for the WRA. A pool of automobiles and drivers is to be maintained at the Administrative building parking area. Requests for service are to be made on the accompanying forms. These forms will be accepted and cleared by a dispatcher who will be stationed in the North Wing of the Administration Building. Trips will be scheduled within the Project area and between Topaz City and Delta. Emergency calls for service may be made by telephone. However, for ordinary use, it is desired that the forms be filled out and submitted in advance so that advantageous use of all equipment can be maintained.

J. F. Hughes
J. F. Hughes
Assistant Director

JFH:MI

WAR RELOCATION AUTHORITY
Central Utah Project

AUTHORIZATION FOR CARRIER SERVICE

To the Dispatcher:

Mr _____

is authorized to use Carrier Service on official business:

Within the Center _____

To Delta _____ (Check one)

Duration of trip _____

Date _____ 194__

Completed

Division or Section Head

Please have Mr _____
arriving Delta at _____ M on _____ 194__
met by a government car and transported to the Center.

Completed

*Henry R. Watson
Sr. (Engineer)*

*all PW employees
Read + initial*

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

File

November 7, 1942

Notice

MEMORANDUM TO: Project Personnel

SUBJECT: Leave Procedure

For your information there is given below a brief resume of leave procedure:

1. Signed and approved leave applications are to be submitted for every type of leave--annual (including tardiness), sick, leave without pay, and military.
2. In case of tardiness, please indicate on the time report and leave application.
3. The minimum charge for annual leave is 15 minutes and additional leave is charged in like multiples.
4. The minimum charge for sick leave is one-half of a regular work day, i. e. four hours, and additional sick leave is charged in multiples of one-half hour.
5. Applications for sick leave must be submitted within two days after return to duty.
6. Sick leave taken in excess of three days must be certified to by a practicing physician or other practitioner and is to be submitted within fifteen days after return to duty.
7. Sick leave **not** in excess of 15 days may be advanced at any time to any employee holding an indefinite appointment, however, such leave may not be advanced unless the duration of the illness is for five or more consecutive working days.
8. No charge is made to annual leave for the lunch period. If an employee is absent from 10:00 A. M. to 2:00 P.M. the charge is for 3 hours unless lunch is taken after the return to duty.
9. Compensatory leave (overtime) may not be used to cover tardiness. Charge is to be made to annual leave or leave without pay.
10. When an employee is absent on account of illness or an unexpected emergency, immediate notification is to be made to his immediate supervisor.

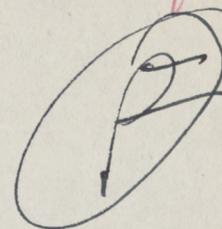
Gilbert L. Niesse
GILBERT L. NIESSE
Chief, Administrative Division

Mr. Lorne W. Bell

\$50 for Volun.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 16, 1943



MEMORANDUM TO: All Division Directors

SUBJECT: Administrative Instruction No. 45 -
Assistance to Evacuees Granted In-
definite Leave for the Purpose of
Accepting Employment

The following wire was received from Mr. E. M. Rowalt
of the War Relocation Authority office in Washington
D. C.:

"CHARLES F ERNST

APRIL 15, 1943

QUESTION HAS BEEN RAISED AS TO WHETHER
PAYMENT OF \$50 OR PART THEREOF MAY BE
MADE UNDER ADMINISTRATIVE INSTRUCTION
45 TO VOLUNTEERS INDUCTED INTO ARMY IF
THEY DO NOT HAVE \$50 CASH. ANSWER IS
NO.

E M ROWALT
WRA WA"

Gilbert L. Niesse
Gilbert L. Niesse *by IK*
Chief, Administrative Div.

Woolf

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 1, 1943

- N O T I C E -

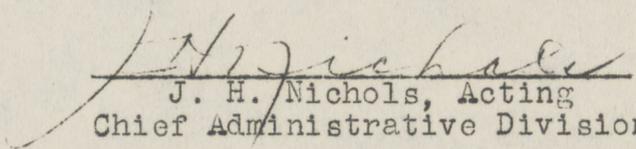
TO: All Appointive Personnel
SUBJECT: Overtime Bill

Cited below in the latest information received from the Washington Office regarding the allowance of overtime.

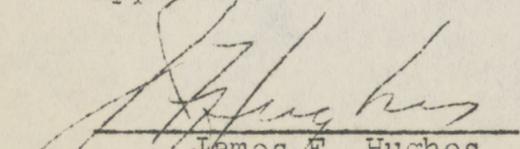
"The present Overtime Bill expires April 30, 1943. Inasmuch as the House of Representatives is in recess and will be unable to pass the new overtime bill prior to the time the May 1, 1943 to May 15, 1943 payrolls are prepared, payrolls will be prepared on the base salary only, not including overtime."

It will be necessary that everyone observe the regular 48-hour-week working schedule even though the overtime bill has not yet been approved.

Supplemental payrolls will be prepared when instructions are released from the Washington Office as to the effective date and percentum involved.


J. H. Nichols, Acting
Chief Administrative Division

Approved:


James F. Hughes
Ass't. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 18, 1943

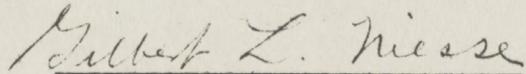
N O T I C E

TO: All Administrative Personnel
SUBJECT: Travel Authorizations

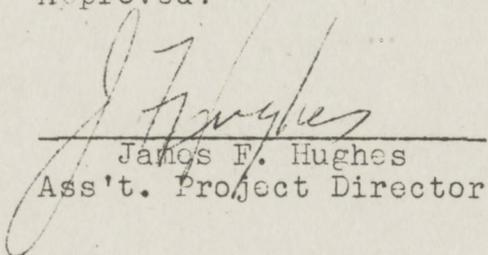
Reference is made to Administrative Division Memorandum #7, dated February 18, 1943, from which is quoted paragraph 2 on page 2: "Regardless of the period for which the travel authorization might have been issued, each trip must be cleared through the Office of the Director or the Assistant Director."

To protect yourself as a traveler, it is requested that Request for Travel, Form OEM 39, be made and approved prior to your departure from the project. This procedure is necessary to effect preparation of Travel Authorization.

In view of the fact that travel funds have been limited for the balance of the fiscal year, it is requested that all travelers comply with instructions outlined in the above mentioned memorandum, with special emphasis on the above quoted paragraph.


Gilbert L. Niesse, Chief
Administrative Division

Approved:


James F. Hughes
Ass't. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

~~E. Hails~~
Edw
Richardson

June 22, 1943

N O T I C E

TO: All Appointive Personnel
SUBJECT: Revision Date of Releasing Appointive
Personnel Checks

Effective for the pay period ending June 30, appointive personnel pay checks will be released to the Division Chiefs for distribution on the morning of the 1st and 16th day, instead of the 15th and last day of the month. This is done to assure definite release dates and avoid delays encountered through late mail deliveries.

Gilbert L. Niesse
Gilbert L. Niesse, Chief
Administrative Division

Approved by:

James F. Hughes
James F. Hughes
Deputy Director

Mr. R. P. Sanford

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

J

January 4, 1944

MEMORANDUM TO: All Division Chiefs

A meeting will be held Friday, January 5th at 9:30 a.m. in my office to discuss the problems presented in Administrative Notice No. 199, field survey of files.

This survey must be completed during the month of January and the initial action must be taken at this time to permit an orderly survey to be made.

Gilbert L. Niesse

Gilbert L. Niesse ^{Tn}
Assistant Project Director
Administrative Management Div.

cc: Mr. G. Lafabregue
Mr. D. B. Boyce

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 5, 1944

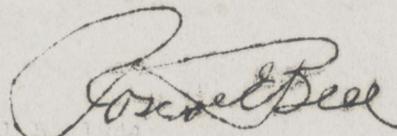
MEMORANDUM TO:

SUBJECT: Efficiency Ratings

A meeting will be held this Thursday afternoon, April 6, promptly at 4:00 P.M. in the Administrative Rec Hall.

At this meeting, Mr. Oscar Hoffman and I will give you detailed information on the purpose of the yearly ratings as well as the technique to be employed in their completion.

It is imperative that all members of the appointed staff who will act in either a rating or reviewing capacity be present.



Roscoe E. Bell
Acting Project Director

MEMORANDUM TO:

SUBJECT: Efficiency Ratings

A meeting will be held this Thursday afternoon, April 6, promptly at 4:00 P.M. in the Administrative Rec Hall.

At this meeting, Mr. Oscar Hoffman and I will give you detailed information on the purpose of the yearly ratings as well as the technique to be employed in their completion.

M 739

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

July 10, 1944

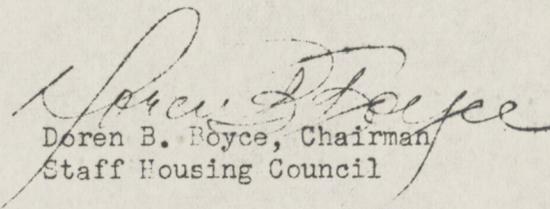
MEMORANDUM TO: The Staff Housing Occupants

SUBJECT: Election of Representatives

At the regular Staff Housing Council meeting on July 7, it was decided that a new election of the members of the Staff Housing Council be held. It is desired that a representative be appointed from each of the Staff Housing apartments, from each of the dormitories and one representative from block two. These elections are to be completed by July 15. The present building representative will conduct the election. If you do not have a representative or do not know who that representative is, please arrange among yourselves prior to Friday evening to complete the necessary election.

This will also give you a chance to get acquainted(?) with your next door neighbor.

The election results should be turned into the present chairman no later than Monday, July 17.


Doren B. Boyce, Chairman
Staff Housing Council

M-794

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 2, 1944

MEMORANDUM TO: All Members of the Appointed Staff

It has been agreed that there is enough interest in the Country Dancing done by Members of the Staff Tuesday and Thursday nights to continue it after Mr. Yager leaves.

The only practical way to do so is to have an advanced practice team for the double purpose of learning more advanced dances and of developing dance leaders. A number of people want to join this team either for learning more dances or learning to teach or both. The team will have its first session Thursday evening, August 3rd, promptly from 8:00 to 9:00 in the Administrative Recreation Hall.

Anyone interested is welcome and should come Thursday evening or notify Miss Louisa Finney, Dorm. D-11.

STAFF HOUSING COMMITTEE

P.S. The regular Country Dancing will start as usual at nine o'clock, Thursday night and Tuesdays as well.

ME:AP-59

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

PERSONNEL

TOPAZ, UTAH
AUGUST 4, 1944

TO: MR. L. Y. Hoffman
Project Director

The following apartments have been prepared for the persons who are visiting the Center to stay overnight on Friday, August 4:

206-C for Mr. and Mrs. Otis Peterson
209-C for Mr. Miller

These apartments are not locked but can be locked from the inside but will require no key.

ORIGINAL SIGNED BY
GILBERT L. NIESSE
Gilbert Niesse
Assistant Project Director

BEH:ek:5/4/44

cc: Mr. Hoffman
Mr. Sanford
Mr. Bell
Mr. Campbell
Mr. Lafabrega
Mr. Roof
Mr. Bowen ✓

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

*Due Aug 24
6 copies
horizontal*

August 18, 1944

MEMORANDUM TO: R. P. Sanford (Comm. Mgmt. - Other)

SUBJECT: Second Quarter Budget Estimate 1945 Fiscal Year

(1) Second Quarter Budget Estimates for the 1945 Fiscal Year are to be prepared by Divisions and Sections and submitted to the Finance Section not later than Thursday, August 24, 1944. Sections are to submit their estimates to their respective Assistant Director who will review and forward to the Finance Section.

(2) The estimates are to be prepared in an original and six copies and should be prepared on forms similar to the copies of the Fourth Quarter Budget that were returned to each Division. The Finance Section has made a review of the past expenditures for the various Divisions and Sections and the following figure is the estimated amount allowable for your Division (or Section) for the Second Quarter which includes October, November and December, 1944.

\$ 600.00 *1*

The total estimated amount allowable for the entire project is \$643,080. which is based upon an estimated average population of 5825 at an average cost of \$1.20 per person per day. There has been subtracted from this amount our fixed costs, such as, Rents, and Utilities, Clothing Allowances, Public Assistance Grants, Personal Services (based on Washington ceiling), Transportation and Communication Expenses.

(3) The amount of \$ 600.00 is to be divided by you between:

- 01.4 Personal Services (Temporary) *none*
- 02.1 Travel - Administrative
- 05. Rent and Utilities *none*
- 07.2 Other Contractual Services
- 08 Supplies and Materials
- 09 Equipment
- 11.4 Project Travel - Evacuee

01.4 - Personal Services - Temporary. The positions under this account are to be listed on Forms 304 Rev. and a narrative justification included on a separate sheet.

02.1 - Travel - Administrative. Request must indicate the title of the traveler, the number of days to be in travel status, and the rate per day, together with a narrative justification of the travel.

05 - Rents and Utilities. Request must cover all miscellaneous rentals for the quarter.

07.2 - Other Contractual Services includes all contractual services not otherwise classified.

08 - Supplies and Materials must be itemized and also show amount on hand. This also must be accompanied by a narrative justification. The narrative statement should be adequate to justify both the itemization and the quantities of each item, each Division or Section to follow in general the outline used in 1945 Budget Estimate.

09 - Equipment must be listed item by item with the estimated cost of each to arrive at the total requested. An overall justification should be made for the equipment as well as specific justifications for unusual items of equipment.

11.4 - Project Travel - Evacuee. Include in this account estimated work travel expense of evacuees, together with a justification. (See page 206 of 1945 Budget Estimate.)

The Personnel Section has been charged with the responsibility of obtaining from Division Chiefs and Section Heads their requirements for personal services, both appointive and evacuee for the 2nd quarter budget.

We are submitting to each section in duplicate, Form WRA-304 Rev. with proper job numbers and titles as approved by Washington for the positions in each section. We are also submitting the evacuee employment lists as approved by Washington. We are having our employment on a quota of 2500 for this quarter. Each Division has been advised of the total for that division which can be distributed to the various sections within the division.

It is imperative that we all keep in mind that we should think realistically insofar as our personnel needs will be for the 2nd quarter. Every effort should be made to streamline our operations so that we maintain essential services with a minimum number of workers.

Washington gave permission to continue present incumbents in secretarial and teaching positions at \$19.00. These individuals will be classed as clerk-stenographers in the 901 group with a footnote to explain the discrepancy in column 9 and 14.

Manual release No. 110 covering Section 20.2.1 to 20.2.26 is attached for your guidance in preparing this budget. This is a new release and should be studied carefully as a lot of budget questions are answered.

In order to meet the Washington deadline, one completed copy of the TRA-304 Rev. should be submitted to the Personnel Office before August 24, 1944.

The Fourth Quarter Budget received commendation from Washington as to justifications given and as a result we received practically all the funds requested. We cannot stress to strongly the need for listing all requirements for the quarter with adequate justification as the Washington allocation of funds is based almost wholly on the justifications furnished.

If you have any further questions as to the submission of these budgets, please feel free to contact the Finance and Personnel Sections.

Gilbert L. Niesse

Gilbert L. Niesse
Assistant Project Director

CENTRAL UTAH PROJECT
Topaz, Utah

file

October 14, 1944

Mr. Jack H. Nichols
Assistant Project Director
Minidoka Relocation Center
Hunt, Idaho

Dear Jack:

I am sorry that I have not been able to furnish you before this time, the information you requested last week concerning the release of the military buildings to the WRA.

We too, have had some difficulty in obtaining the formal release of the buildings. I am attaching correspondence concerning this subject up to the time that we were advised by U. S. Engineer's Office in San Francisco, that the release of buildings could be effected through their office in Salt Lake City. We have contacted Mr. William P. Stevens, of the Real Estate Division, U. S. Engineers, Salt Lake City, Phone 5-7412, and have made request for the transfer of several buildings to the WRA.

Mr. Stevens' office has given ^{verbal} release and it is understood that formal release will be forthcoming soon.

Since you advised that the Minidoka M.P. is under the jurisdiction of the Salt Lake City Headquarters, I presume that you would also make request for release of buildings direct to Mr. Stevens' office.

We have just received an Emergency Instruction of October 4, concerning the Evacuee Roster, and we are planning to multi-graph the form as called for on page 2. If you would like us to include in our order sufficient copies for your use, please drop me a line and I will see that you get the required number.

Best regards to you, Devere and the Children.

Sincerely,

Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

Attachments

cc: Mr. Bowen

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. Niesse

Gilbert L. Niesse
Assistant Project Director
Administrative Management Div.

M-829

C
O
P
Y

MEMORANDUM TO: Mr. Raymond P. Sanford
Assistant Project Director

FROM: Gilbert L. Niesse

SUBJECT: Amusement Tax

In regard to the movie to be held by the High School graduating class on December 2, a further check was made with the Collector of Internal Revenue in Salt Lake City, Utah. In the absence of the Project Attorney, this investigation was made by the Finance Section.

Mr. Anderson in the Internal Revenue office advised that the exemptions under USC-26-#1701 did not control the situation here. He further stated that they are classifying us in the same category as military establishments and as long as the funds raised are to be used solely for the benefit of the residents, no Federal Tax will apply in this instance.

No letter need be written to them requesting permission to conduct a tax free entertainment.

Gilbert L. Niesse
Ass't Project Director
Adm. Management Division

DBBOYCE
11/22/44

cc: Project Attorney

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Budget

December 11, 1944

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."

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.

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.

Gilbert L. Niesse

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

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

January 5, 1945

MEMORANDUM TO: All Section Heads, Administrative
Management Division

It is requested that during my absence from the Project, January 8 to 13, Section Heads handle with Division Chiefs those matters which are normally handled through my office. Incoming teletypes and correspondence will be dispatched immediately to the respective Section Heads by my secretary.

With regard to the signing of correspondence to the Washington Office normally prepared for my signature will be prepared for the signature of the Project Director; memoranda to Division Chiefs ordinarily signed by me are to be signed by the Section Heads.

Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Adm. Management Division

cc. Mr. R. E. Bell
Mr. R. P. Sanford

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

400

January 29, 1945

MEMORANDUM TO: Mr. Raymond P. Sanford
Assistant Project Director
Community Management Division

Attention: Mr. L. G. Noble

In regard to your question as to responsibility and accountability for property, the following comments are made:

A person may be both accountable and responsible for property or he may be either accountable or responsible without being both. Under Government procedure, the accountable officer is usually held responsible and bonded to the Treasurer of the United States. However ~~if~~ the accountable officer, if bonded, can hold the responsible individual for any loss of property. To be more specific, a Property and Warehousing Officer is accountable for all major equipment on the project. However, the person having major equipment in his possession is responsible therefore and will be held pecuniary liable in the event of damage due to negligence or willful action.

A person to whom the Property Officer transfers minor equipment is accountable and responsible for it. If he, in turn, turns this equipment over to another individual for actual use, he is still accountable but the individual to whom he released the property is then responsible for it. As a specific example, if the high school physical education director has signed for a dozen basketballs and in turn gives the balls to several coaches, he is accountable for them but can hold the coaches responsible and if the balls are lost or damaged through negligence or willful action, the coaches or players who are responsible may be held for this loss. This regulation applies regardless of whether the responsible person is either a resident or a member of the appointed staff.

COMMUNITY DEVELOPMENT
CENTRAL PROJECT
JANUARY 22, 1945

January 22, 1945

Mr. Raymond J. Harford
Assistant Project Director
Community Development Division

Mr. I. J. Kelly

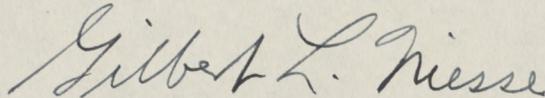
In regard to your question as to responsibility and
accountability for property, the following concerns
are noted:
A person may be held responsible and accountable for
property or other assets in an individual or personal
capacity. Under Government procedures,
the accountable officer is usually held responsible
and held to the standard of the United States
Government. The accountable officer is held
liable for the amount of the loss or damage
to the extent of the individual's personal assets.
The officer is also held liable for any loss of
property. To be held liable, a property and loss
claim must be made against the officer's personal
assets. The officer is responsible for all major equipment
on the project. However, the person having possession
must in all cases be responsible for the loss or damage.
It will be held pecuniarily liable in the event of damage
due to negligence or willful action.

A person who uses the property of the Government
in an individual or personal capacity is held
liable for the amount of the loss or damage to
the extent of the individual's personal assets.
The officer is also held liable for any loss of
property. To be held liable, a property and loss
claim must be made against the officer's personal
assets. The officer is responsible for all major
equipment on the project. However, the person
having possession must in all cases be responsible
for the loss or damage. It will be held
pecuniarily liable in the event of damage due
to negligence or willful action.



In the event losses have occurred they must be reported to the Property Officer for preparation of a survey. A Survey Board will then determine the facts in the case and make their recommendation as to responsibility of the loss. The case is then referred to the Washington Office who will make the final determination.

This summarizes fairly briefly the survey procedure . If you desire, further details as to the responsibility of individuals and the methods of collection and their right of appeal will be furnished to you.



Gilbert L. Niese
Assistant Project Director
Administrative Management Div.

In the event loss have occurred they may be reported to the Property Officer for determination of a survey. A survey party will then determine the facts in the case and make their recommendation as to responsibility of the loss. The case is then referred to the Assistant Office who will make the final determination.

This arrangement fairly divides the survey procedure. If you desire further details as to the responsibility of individuals and the method of collection and their right of appeal will be furnished to you.

Gilbert L. Messer
Assistant Project Director
Administrative Management Div.



WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 27, 1945

No. 450

MEMORANDUM TO: Dr. L. G. Noble
Supt. of Education

Attention: Miss Florence Thorp
Mrs. Maude Boen

FROM: Raymond P. Sanford, Chief
Community Management Division

I noticed in the Minutes of the Elementary School Staff Meeting of March 26, 1945, that Miss Koizumi and her art pupils have made labels for the classrooms in each school block.

Please express my appreciation to Miss Koizumi and her pupils for their thoughtfulness and initiative in preparing these labels. Children take more pride in improvements in which they have participated.

h

Raymond P. Sanford

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 27, 1945

MEMORANDUM TO: Hospital
Evacuee Property
Relocation
Cost Unit, Finance
Project Employment
Legal
Welfare
~~Education~~
Internal Security

Please refer to Office Letter No. 48 which is attached hereto on the subject of Central Reference File of individual and family records.

Attached is a list of individuals whose families have completely relocated. The Statistics Section would like to receive individual and family records which are located in the processing sections of the individuals listed. It would be appreciated if the records could be forwarded not later than April 6, 1945.

Gilbert L. Niese
Gilbert L. Niese
Assistant Project Director
Adm. Management Division

Attachments

Education

NO. REMAINING IN CENTER	NAME	FAMILY NO	TYPE OF FINAL DEPARTURE	DATE OF FINAL DEPARTURE
COMPLETE	ABE, Yuka	14748	Ind	1/23/44
	" Teruko Sophie	"	"	"
	" Hana	"	"	"
	" Senjiro	"	"	11/4/43
	" Alice	"	"	3/24/43
	" Martha Masako	"	"	3/2/43
COMPLETE	ABE, Toyo	18996	Ind	5/6/43
COMPLETE	ABE, Miyoto	22477	T-S	9/23/43
	" Kazuo	"	"	"
2	ABE, Yuri Sally	24421	Ind	1/10/44
COMPLETE	ABE, Seiichi	25397	T-S	9/23/43
COMPLETE	ABIKO, Yasuo William	33247	Ind	11/4/43
	" Lilly Sadako	"	"	"
COMPLETE	ADACHI, Henry Tokichi	14812	Ind	5/18/43
	" Masayo	"	"	12/18/43
	" Wayne Norihiro	"	"	"
	" Minohiro Henry	"	"	"
2	ADACHI, Takeko	20663	Ind	10/19/43
COMPLETE	ADACHI, Minoru	20773	T-S	9/23/43
	" Toshiyo	"	"	"
	" Richard Shigeki	"	"	"
	" Setsuko Arleen	"	"	"
1	ADACHI, Rose Fusae	21914	Ind	8/14/44
2	ADACHI, Shigeichi Bob	21914	Ind	5/29/44
1	ADACHI, Asano	21961	D	11/10/43
	" Ryuji	"	Ind	12/21/44
	" Sachi	"	"	2/7/44
COMPLETE	ADACHI, Kosuke	21969	T-S	9/28/43
2	ADACHI, Ryuichi	21971	Ind	2/26/44
	" Chiyo	"	Ind	1/25/43
	" Fumi	"	"	2/26/44
	" Seiichi	"	"	1/9/43
	" Eichi	"	"	9/9/43
4	ADACHI, Katsuhiko	26902	Ind	1/25/44
COMPLETE	AIDA, Sadakichi	21898	T-S	9/28/43
2	KANAI, Saburo Sam	14795	Ind	5/30/43

NO. REMAINING IN CENTER	NAME	FAMILY NO.	TYPE OF FINAL DEPARTURE	DATE OF FINAL DEPARTURE
3	AIHARA, Michiko	21418	Ind	8/19/44
	" Sumako Florence	"	"	"
COMPLETE	AIZAWA, Fusako	22406	Ind	6/9/43
	" Hatsuuro	"	"	"
	" Seiji	"	"	8/16/43
	" Kashiwa	"	"	6/9/43
2	AKAGI, Kay Tada	13469	Ind	4/4/44
	" May Taya	"	"	10/22/43
2	AKAGI, Tamotsu	13471	Ind	5/9/44
	" Sumiye	"	"	10/11/43
	" Jun	"	"	6/4/43
3	AKAGI, Yoshio	13650	Ind	1/10/44
1	AKAGI, Takeo William	13681	Ind	6/28/44
COMPLETE	AKAGI, Shomatsu	20314	Ind	1/19/44
2	AKAGI, Kunitada Jim	20622	D	6/24/43
	" Hiroomu Henry	"	Ind	10/15/44
COMPLETE	AKAHOSHI, Arata Edwin	37243	Ind	7/17/44
	" Florence Shizuko	"	"	"
2	AKAMATSU, Donald Shinji	20305	Ind	3/17/44
COMPLETE	AKASHI, Denichi	18967	T-S	9/15/43
	" Yoneko Grace	"	"	"
	" Keiko	"	"	"
	" Yoshikazu	"	"	"
	" Sumako Helen	"	"	"
	" Nancy Koito	"	"	"
COMPLETE	AKASHI, Sanae Paul	21493	T-S	9/15/43
	" Kiyoshi Vivian	"	"	"
	" Toshikazu Paul	"	"	"
	" Motomu	"	"	"
	" Mitsuru Raymond	"	"	"
	" Satsuki	"	"	"
	" Tomoye Doris	"	"	"
COMPLETE	AKI, George	20779	T	1/20/43
	" Misaki	"	T	12/20/43

NO. REMAINING IN CENTER	NAME	FAMILY NO	TYPE OF FINAL DEPARTURE	DATE OF FINAL DEPARTURE
COMPLETE	AKINAGA, Nobuo	21476	T-S	9/15/43
	" Hisaye	"	"	"
	" Fujiko	"	"	"
	" Sunao	"	"	"
	" Kengi	"	"	"
	" Kazuko	"	"	"
	" Hisako	"	"	"
	" Misao Joe	"	"	"
	" George	"	"	"
	" Osamu	"	Ind	6/20/44
6	AKITA, Saburo	16379	Ind	12/11/44
COMPLETE	AKITA, Magotaro Togo	17281	Ind	10/27/43
	" Matsu	"	"	11/22/43
	" Nancy Ann	"	"	"
COMPLETE	AKITA, Sozaburo	20331	Ind	12/8/43
	" Toshi	"	"	"
	" Kiyoshi	"	"	"
COMPLETE	AKIYA, Ichiro Karl	19166	Ind	5/7/43
COMPLETE	AKIYAMA, Masao	22480	T-S	9/23/43
	" Chiyoko	"	"	"
COMPLETE	AKIYAMA, Martin Seichi	38550	Ind	3/20/44
	" Fusayo	"	"	5/4/44
COMPLETE	AKIYOSHI, Roy Hisashi	20776	Ind	9/3/43
	" Yoshiko	"	"	9/25/43
	" Joyce	"	"	"
COMPLETE	AKIYOSHI, Jutaro	20776	T	6/2/43
	" Frank Masashi	"	Ind	3/26/43
	" Takamichi	"	"	6/2/43
COMPLETE	AKIYOSHI, Kumaichi	39340	Ind	5/24/44
COMPLETE	AKUNE, Naoji	27781	T	6/4/44
	" Hisayo	"	T	"
	NAKAMURA, Natalie Hiroko	27783	T	"
	" Joanna Chiyoko	"	T	"
3	AKUTAGAWA, Satoru	17843	Ind	8/29/44
	" Kenji Kenneth	"	"	"
COMPLETE	AMANO, Minoru George	20770	Ind	3/1/43
COMPLETE	AMANO, Rose Shigeko	22421	Ind	7/19/43
2	AMEIYA, Tane	22438	Ind	9/23/43
	" Minoru	"	"	2/10/43

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 13, 1945

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

FROM: Gilbert L. Niesse

SUBJECT: Closing of Dining Halls

As a result of conferences with the Project Director, the Chief Project Steward, the Assistant Project Director, Operations Division and other interested personnel, the following procedure has been agreed upon as outlined below in connection with the closing of dining halls.

Plan for Closing Dining Halls

Dining halls will be closed in accordance with Washington policy and will follow the geographical plan which was approved by the Project Director April 24, 1945. This plan provides that dining halls #9, 10, 11, 12, 13, 14, 29, 30, 31, 33, 34 and 35 will be the last to close as their location is such that they are within one block of any dining hall scheduled for closing; dining hall #1 will be an exception.

Notices Concerning Closing of Dining Halls

Recommendation for closing a particular dining hall will be made by the Chief Project Steward and after approval by the Project Director, notices regarding such closure will be sent to the Chairman of the Community Council and the Chairman of the Block Managers. Notices will be sent at least ten days in advance of the date set for closing. The Block Manager will inform the residents of the closing of the dining hall and that arrangements have been made for proper food service at another designated dining hall.

New Eating Arrangements

The Chief Project Steward will make necessary arrangements with the Chef of the dining hall that will serve the residents of the block where the dining hall will be closed. The Chef will be informed of the number of additional workers which will be allowed in accordance with established dining hall quotas. Additional food, supplies and equipment will also be furnished the kitchen.

Transfer and/or Termination of Workers

A memorandum will be sent by the Chief Project Steward to the Chef and

other workers of the dining hall to be closed informing them of the closure date and the opportunities existing for transfer of workers to other dining halls and units. The Steward and the Chef will determine jointly the number of workers that will be temporarily retained in the dining hall after the closing date to effect clean up of the kitchen. Workers not transferred to other dining halls or units will be terminated.

Traffic Control

As a safety measure the Internal Security Section will provide adequate control of traffic during meal hours when residents are crossing streets to dining halls. "Caution" signs will also be installed in the closed dining hall areas.

Inventory of Equipment

Inventory will be taken of all major and minor equipment in both the Dining Hall and Kitchen. Determination will be made by the Chief Project Steward as to, (1) the equipment which will be transferred to other kitchens, such as tables, dishes, silverware, kitchen equipment, etc., (2) the equipment that will be transferred to the Property Control Unit, and (3) equipment that is recommended for salvaging (such as dining hall tables, work tables, etc.). Equipment which is charged to Mess Operations Section and which finally cannot be located will be covered by Survey Report upon recommendation of the Chief Project Steward. The Steward will make recommendations to the Survey Board concerning unusable equipment.

Storage of Equipment in Kitchens

The following equipment will remain in the kitchens unless special arrangements are made to have it moved elsewhere:

Refrigerators, kitchen ranges, water heaters, hot water tanks, sinks, meat blocks, shelving in storeroom, stove pipes and smoke hoods. (Outside loading platforms will remain in place)

Refrigerators

Refrigerators will be disconnected and will remain in the kitchen. Cleaning of the refrigerators will be performed by the kitchen crew; disconnecting, servicing and blocking will be performed by the Engineering Section.

Kitchen Ranges, Water Heaters, Hot Water Tanks and Sinks

Kitchen ranges, water heaters, hot water tanks and sinks will remain in the kitchen. The Engineering Section will shut off and drain water from the heaters and tanks and service them; kitchen ranges will be cleaned, oiled, serviced and placed in "stand-by" condition by Engineering Section.

Air Coolers

Air coolers will be removed by the Engineering Section and any change in property accountability for them will be handled by that Section.

Electricity

Electricity service will be left on until determined by the Assistant Project Director, Operations Division, that it is no longer required.

Partition Between Dining Hall and Kitchen

The Engineering Section will install partitions between the dining hall and the kitchen. Materials which can be salvaged from dining hall tables will normally be used for this purpose.

Windows and Padlocks

The Engineering Section will board up the kitchen windows and install hasps and staples on the kitchen doors. Padlocks will be placed on the doors by the Property Control and Warehousing Unit, which unit will have custody of the equipment remaining in the kitchen.

Salvaging of Dining Hall Tables, Kitchen Work Tables and Other Shop-Made Items of Equipment

When dining hall tables, kitchen work tables and other shop-made items of equipment is recommended for salvaging, and the Survey Board approves such recommendation, the Engineering Section will perform all necessary salvaging operations including the removal of salvaged materials to the salvage yard.

Kitchen Clean Up

The kitchen crew will perform a general clean up of the kitchen, including such operations as removal of ashes from stoves; removal of kindling and coal; cleaning kitchen utensils, refrigerators, sinks and other equipment.

Custody of Equipment Stored in Kitchens

The Property Control and Warehousing Unit will have custody of the refrigerators, ranges and other equipment remaining in the kitchens and will retain the keys to the padlocks on the doors of the kitchen.

Use of Closed Dining Halls

After the building has been partitioned the Dining Hall section will normally be available for use by the residents for block functions and the

Block Manager will have custody of this section of the building and any equipment therein. If it is necessary that a particular dining hall be used as a warehouse for the storage of property the Chairman of the Block Managers will be advised accordingly, and the Property Control and Warehousing Unit will have custody of the building.

Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Administrative Management Div.

Approved:

L. T. Hoffman

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

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

SUBJECT: Physical Inventory - As of June 30, 1945

Instructions contained in Property Control Handbook 20.4.8.B, recently received from the Washington Office, prescribes that a complete physical inventory of all property on the Center be taken at the close of each fiscal year. This inventory will be taken as of June 30, 1945, 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, 1945.

Each copy should be certified with the following certification, typed at the top of the first page and signed by the proper authority. "I hereby certify that this inventory consisting of _____ pages is a complete physical inventory of all major and minor WRA equipment under my jurisdiction as of June 30, 1945.

Name Address

The utmost care should be taken to see that all property is listed and that duplicate entries are not made.

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 Storekeeper 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.

Property shall be divided into the following two classes:

Major Equipment
Minor Equipment

Generally, items of a durable nature valued at about \$10 or more will be classed as major equipment. This type includes equipment which is movable and does not become a part of a building.

Minor equipment shall include all other non, or semi-expendable property of a durable nature (such as hand tools) that is complete in itself and does not change in form from use, and having a longevity of at least one year under normal usage.

Expendable items issued to an office for day to day use need not be included on the inventory.

When completed, inventory should include correct count and complete description (including the WRA Property number if major equipment). It will not be necessary to show unit cost, extension or total, as in the past. All items should be arranged alphabetically by class; Major and Minor.

Your cooperation in connection with the taking of inventories at the close of this fiscal year is expected and will be appreciated. For further information desired regarding inventories, please contact Property Control at Warehouse 101, telephone 22.

Gilbert L. Niesse

Gilbert L. Niesse
Assistant Project Director
M-936

MEMORANDUM FOR: Division, Section, Unit Leads
All Appointive Staff, and Misses Managers
SUBJECT: Physical Inventory - as of June 30, 1945

Instructions contained in Property Control Handbook 204.4.3.2, recently received from the Washington Office, prescribe that a complete physical inventory of all property on the Center be taken at the close of each fiscal year. This inventory will be taken as of June 30, 1945, and reported on Form WRA 102, Physical Inventory, in original and three copies, to the Property Control Unit, War Relocation Authority, not later than July 15, 1945.

Each copy shall be certified with the following certification, typed at the top of the first page and filed by the proper authority. A copy of this inventory shall be filed in the Property Control Unit, War Relocation Authority, as of June 30, 1945.

The report shall be filed in the Property Control Unit, War Relocation Authority, as of June 30, 1945.

The Property Control Unit, War Relocation Authority, is responsible for the inventory of all property on the Center. The Property Control Unit, War Relocation Authority, is responsible for the inventory of all property on the Center. The Property Control Unit, War Relocation Authority, is responsible for the inventory of all property on the Center.

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Director, War Relocation Authority
Property Control Unit