2 of 3

1944

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

January 7, 1944

MEMORANDUM TO: Assistant Directors, Section Heads, Community Councils, and Block Managers

SUBJECT: Passes

Passes to Phoenix and other communities will be limited to persons requiring medical or dental care, business trips approved by Assistant Directors, and visit to relatives in the State Hospital.

Requests for passes must be in writing and submitted to the Director's office in advance of the date requested.

Please discourage others from requesting passes for such purposes as shopping, visits with friends, et cetera.

We cannot possibly accomodate everyone on the Project and we do not feel that passes should be issued to a few while others are discriminated against.

/s/ L. H. Bennett

L. H. Bennett
Project Director

Mundorf
✓ Beeson
cc: McLaughlin
cc: Smith
cc: Pete Abbott

#76-400
CP#19.710

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January 12, 1944

TO: All Project Directors

SUBJECT: Routes for Travel to the Gila River Project

Southern Pacific passengers from the west: Buy tickets to Chandler or Casa Grande, Arizona.

Santa Fe passengers from the east or west: Buy tickets to Phoenix, Arizona. Take first bus to Chandler; call project from there.

Passengers arriving via bus from the west: Purchase tickets To Chandler, Arizona. The same procedure from the north or east.

Passengers arriving via bus from the south: Purchase tickets either to Chandler, Casa Grande or Mesa, Arizona.

Evaxuees cannot travel on the Southern Pacific Railroad from El Paso to Casa Grande, Chandler, or Phoenix as it is necessary to go through a military area to reach the above towns. Bus travel is necessary unless the traveler is accompanied by an escort. Then railroad travel is allowed.

Upon arrival at any of the above stated towns, call the project Officer of the Day, and instructions will be given as to how to reach the project. However,

We have a bus in Phoenix each day except Sunday amd Monday, and Saturday. This bus arrives at the railroad station at 11 a.m. and leaves from North 1st Street and Polk at 3:15 p.m. The operator of the bus calls at the railroad station and the bus stations before leaving Phoenix.

Baggage other than hand baggage should be left checked in the station and the checks given to the Transportation Officer at the project. Baggage will be taken care of.

L. H. Bennett
Project Director

C. M. Hanna
Supt. Transportation

45-414

Mrs. Brown

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 10, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Collect Telegrams

Collect Telegrams have been received from outside sources clearly indicating that they are necessary replies to telegrams sent by our Appointive Staff, on which the government rate has not been charged by the telegraph company.

It has been necessary for the Finance Officer to make deductions from the amounts reflected by telegraph bills and the amounts that should have been billed at government rates. This has resulted in a loss of this difference to the telegraph company through no fault of the company. In order for the Government to receive the benefit of special government rates on telegrams, regulations require that all Collect Telegrams be marked "OFFICIAL BUSINESS, GOVERNMENT RATE", at the time the telegram is sent.

All future communications sent by the Appointive Staff requiring a collect telegraphic answer must include information that the party sending the Collect Telegram should mark same "OFFICIAL BUSINESS, GOVERNMENT RATE" when the telegram is sent. It will be necessary to collect the difference from the person responsible for not following this procedure on any Collect Telegrams received in the future, on which the government rate is not charged.

Your cooperation will be greatly appreciated.

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

WGG:ah

Mrs Brown

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 23, 1944

MEMORANDUM TO: All divisions and section heads

There are certain forms now in existence which require the division head's signature. It has come to our attention that in many instances it is both impractical and time consuming for the division head to sign these documents. The particular ones in question are WRA Form 21, Notice of Assignment; WRA Form 116, Division to Division Transfer; WRA Form 114, Termination Notice; and Requisition for Workers.

In order to expedite processing of these forms both Employment and Finance will accept authorized section head's signature, effective as of Monday, February 28, 1944.

We would like to call your attention to the fact that in order to properly authorize a section head to sign these forms, it will be necessary that the Authority to Sign or Approve Documents Form be completed, showing the name of the person who is to sign documents and the name of the division head delegating such authority. It will be appreciated if both division and section heads will cooperate with us in this matter.

B F Runyan

B. F. Runyan
Assistant Project Director
Administrative Management

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 26, 1944

MEMORANDUM TO: All division and section heads

SUBJECT: Change in appropriation symbol and title

Effective February 26, 1944, the following change has been made in the 1944 Fiscal Year appropriation symbol and title:

Appropriation Symbol 1143900, Salaries and Expenses, War Relocation Authority, 1944, has been changed to:

Appropriation Symbol 1441710, Salaries and Expenses, War Relocation Authority, Department of Interior, 1944.

All requisitions entered February 26, 1944, and thereafter, and all other documents requiring the appropriation symbol and title will show the new appropriation symbol.

B. F. Runyan
Assistant Project Director
Administrative Management

~~Butte Hi~~

1418.87
398. chairs
1816.87

$1518

Canal Jr

583.07
197.00
780.07

$682

Butte Elem

692.54

$1160

Canal Elem

547.42

$840

Butte Nursery

243.17

$310

Central Ed

chairs 1999.55
4.73
2004.28

$150

Adult Ed

272.42

$300

Voc Ed

506.36

$600

Canal Nursery

79.65

$190

6357.78
595.
6952.78

TOTAL: 6357.78 +
TABLET/ARM CHAIRS

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 18, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Attendance Reports - Appointive Employees

It is noted that the names being shown on attendance reports are not, in all instances, the same as carried on pay roll records.

As attendance reports are underlying documents for pay roll payments, it is requested that the names on future attendance reports conform to those as carried on the pay rolls.

B. F. Runyan
Assistant Project Director
Administrative Management Division

Mrs. Brown

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 22, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Compensation Benefits for Evacuees Injured or Disabled while Engaged in Work for the Authority

We have been experiencing difficulty in submitting claims for traumatic injuries to the U. S. Compensation Commission due to injuries not being reported when an injury occurs.

Your attention is directed to our memorandum dated April 5, 1943, under the above captioned subject, signed by R. J. Slawson, paragraphs 4 and 5, quoted as follows:

> "Unless written notice of injury is given within 48 hours or unless the immediate superior has actual knowledge of the injury, compensatin may be refused.
>
> "All injuries should be reported. Even though the injury appears so slight that no loss of time occurs and the injuried worker has no intention of making claim for compensation, the report of injury should be prepared and submitted."

Your cooperation will be very much appreciated.

B. F. Runyan
B. F. Runyan
Assistant Project Director
Administration Management Division

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 24, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Electrical Wiring

It has come to my attention that employee (evacuee and staff) have removed wiring from some of the buildings and have used the material to add outlets and light sockets to other buildings.

Since most of the wiring in the buildings on the project are already overloaded with light fixtures and other appliances, no other should be added without consulting the Engineering Section. In a number of cases where fuses continue to blow out, pennies and other make-shift types of fuses have been placed behind the burnt-out fuses to close the circuit. This definitely creates a fire hazard and should not be done. Where fuses continue to blow out is an indication that the wiring is overloaded or there is a short somewherein the wiring. This condition should be reported immediately.

No wiring should be removed from any building! No wiring or electrical appliances of any kind should be added to any building. No substitute for fuses should be used in any case without consulting the Engineering Section.

I realize that in some cases, it will be necessary to add lights and other appliances to the electrical system, but they should not be done until a check is made to see if the wiring will stand the loading.

L. H. Bennett
Project Director

JHJaneway:ym

Copy

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

April 4, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Pre-induction Physical Examanations

Currently employed evacuees may be granted absence with pay for time off to report for pre-induction physicals.

/s/ S. C. Couch

S. C. Couch
Cost Accountant

APPROVED BY:

W. G. Graham
Acting Ass't Project Director

Mrs. Brown

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

April 11, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Assignment of Staff Quarters

Before assigning any person to staff quarters who arrives at the Project between the hours of 8 a.m. and 5 p.m. Mondays to Saturdays inclusive, it will be necessary that they be registered with the Agent Cashier.

Persons arriving on the Project who are to be assigned staff quarters outside of regular business hours must be cleared with the Internal Security before occupying quarters.

If any employee assigns staff quarters without following the above procedure, it will be necessary to collect the charges for the quarters from the person responsible.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

Mrs. Brown

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

April 11, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Magazine, Periodicals, and Newspaper Subscription

It is the policy of the Government that payment on subscriptions be made only on receipt of the first issue of the subscription.

In order that this may be accomplished without delay, it is required that all sections or divisions receiving magazines, periodicals, and newspaper subscriptions immediately notify the Property Control and Warehousing Officer by memorandum when the first issue is received, and to which purchase order it applies.

Requisitions requesting renewals of subscriptions must show the renewal date.

B. F. Runyan
B. F. Runyan
Assistant Project Director
Administrative Management Division

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

April 27, 1944

TO: Division Heads and Section Heads.

SUBJECT: Hours of work, Appointive and Evacuee Employees.

The regular hours of work for both appointive and evacuee employees has been established as follows:

Appointive Employees:	8 A.M. to 12 Noon and 1 P.M. to 5 P.M., Mondays to Saturdays, inclusive.
Evacuee Employees:	8 A.M. to 12 Noon and 1 P.M. to 5 P.M., Mondays to Fridays, inclusive, and 8 A.M. to 12 Noon, Saturdays.

Effective May 1, 1944, it will be necessary to work the full prescribed hours of 44 hours per week.

Any departure from the regular scheduled hours of work by appointive or evacuee employees must be fully covered by leave application in accordance with the leave procedures.

Deductions from pay checks to actual hours of work will be made on employees that are not in conformance with the leave procedures.

Division and Section Heads are held responsible for full coverage of prescribed hours by both appointive and evacuees employees. Attendance reports for appointive employees, and daily time reports for evacuee employees must reflect the actual hours worked or leave taken.

The whistle at the Hospital will blow at 8 A.M., 12 Noon, 1 P.M., and 5 P.M. to conform to prescribed hours of work.

/s/ L. H. Bennett

L. H. Bennett
Project Director

Goodman
57

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

May 4, 1944

MEMORANDUM TO: All Division and Section Heads, and Appointive Personnel

SUBJECT: Security Officer

Your attention is called to Manual Release No. 71, dated April 13, 1944, (20.8.20 to 20.8.26) pertaining to the security system for the handling and safekeeping of classified documents of WRA.

William G. Graham has been appointed Security Officer for the Gila River Project.

It is required that all WRA personnel strictly observe O.W.I. Regulation No. 4, and Revision of March 15, 1944. For your information and guidance, a copy of this regulation is attached hereto.

If you have in your possession material that should be on file with the Security Officer, please forward same to Mr. Graham.

Future material must be treated as outlined in the above instructions.

L. H. Bennett
Project Director

EXHIBIT I

OFFICE OF WAR INFORMATION

Washington

M-195
September 28, 1942

To the Heads of All Departments and Agencies;

The necessity for a uniform practice within the Government with regard to the security of information has become a matter of some urgency. Practice has differed markedly among the departments, with the result that some documents which should have been treated as secret have been permitted too free a circulation, while others which were in no sense secret or confidential have been improperly classified in these categories.

In order to further uniformity in this regard, I have issued the attached regulations. It is to be noted that these regulations provide only a minimum standard. It would be advisable for each agency to adopt such additional regulation as would:

a. Make more specific the general regulations of the Office of War Information in accordance with the requirements of the agency; and

b. Provide for appropriate handling and safeguarding of classified information in accordance with the particular organization and routines of the agency.

I believe that the security of information would be considerably advanced if each agency having classified information were to designate a trusted official as a security officer. May I ask you to be good enough to make such a designation within your own agency?

This Office stands ready to offer such assistance as is possible in facilitating the operations of your security officer.

The Director of the Bureau of the Budget will continue to exercise his responsibilities under Executive Order 9103 in accordance with paragraph 10 a of the enclosed regulations.

Elmer Davis
Director

Enclosures

OFFICE OF WAR INFORMATION

OWI Regulation No. 4 September 28, 1942

TO THE HEADS OF EXECUTIVE DEPARTMENTS,
INDEPENDENT ESTABISHMENTS, AND OTHER
GOVERNMENT AGENCIES, INCLUDING CORPORTATIONS:

In order to provide uniform safeguards over information which might prove of aid or comfort to the enemy and to prevent undue restriction of information which may appropriately be made available to the public, the following regulations are hereby issued by virtue of the authority vested in me by Executive Order 9182.

1. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information relating to national defense, as well as copies thereof obtained by any means of reproduction or transcription.

b. The term "classified information" shall designate information relating to national defense requiring special provision for safeguarding. Information which needs no safeguarding shall be referred to as unclassified information.

c. There shall be three categories of classified information as follows:

Secret Information is information the disclosure of which might endanger national security, or cause serious injury to the interests or prestige of the Nation or any governmental activity thereof.

Confidential Information is information the disclosure of which although not endangering the national security would be prejudical to the interests or prestige of the Nation or to a governmental activity thereof.

Restricted Information is information the disclosure of which should be limited for reasons of administrative privacy, or is information not classified as confidential because the benefits to be gained by a lower classification, such as permitting wider dissemination where necessary to effect the expeditious accomplishment of a particular project, out-weigh the value of the additional security obtainable from the higher classification.

d. Documents such as books or pamphlets, the pages of which are permanently and securely fastened together, shall receive the most restrictive classification, if any, which is attached to any of the material contained therein

2. AUTHORITY TO CLASSIFY

The head of each Federal agency or his designated representative shall classify information as secret, confidential, or restricted if the character of the information indicates the need for such classification.

The authority making the original classification, or superior authority within the agency, may cancel or change the classification of a document, or may direct such cancellation or change.

3. OVERCLASSIFICATION

Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

4. IDENTIFICATION OF CLASSIFIED INFORMATION

a. Classified documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be plainly marked secret, confidential, or restricted on the cover, title page, and first page. Classified communications and other material not permanently and securely fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished persons other than those in the Federal service shall, in addition to being marked secret, confidential, or restricted, bear the following notation:

> "This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission to or the revelation of its contents in any manner to an unauthorized person is prohibited by law."

5. DISSEMINATION OF CLASSIFIED INFORMATION

A. No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Except as provided by subsections d(3) and d(4) below, such information is entrusted only to those individuals whose official duties require such information.

b. The head of each agency, or his duly authorized representative, shall maintain lists of persons receiving secret information and lists of persons receiving confidential information from that agency.

c. The head of each agency may, by regulation, provide for the registration of secret or confidential information.

d. (1) The distribution of secret matter shall be held to the absolute minimum.

(2) Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge, except as hereinafter provided.

(3) Restricted information may be given, when for the good of the Federal service, to any person known to be in that service, provided that the consent of the originating agency is secured; but shall not be released or communicated to the public, the press or any other agency through which information may be disseminated to the public.

(4) Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

(5) Classified matters shall not be discussed in personal correspondence. Secret matters shall not be discussed over the telephone. Necessary references made to confidential matters over the telephone shall be held to the lowest practicable minimum.

(6) No secret or confidential information shall be sent in clear over leased or private wire, whether telephone, telegraph or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U.S. Army, or other appropriate authority.

6. RESPONSIBILITY

Each agency shall accord to matter classified by any other agency the type and degree of care in handling that is required by the classification marked thereon. The Safeguarding of classified information is the responsibility of all employees of the Federal Government. Classified information shall be discussed by persons having access thereto only with other persons authorized to have access to the same information.

7. HANDLING OF CLASSIFIED INFORMATION.

(1) Documents or other materials containing secret information when not in use shall be kept locked in the most secure safe or other container available and in the absence of an authorized employee of the Federal Government, the door or doors of the room in which the safe or other container is located shall also be kept locked.

(2) Documents or other materials containing confidential information shall be kept in a locked container when not in use.

(3) Documents or other materials containing restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

(4) Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents and devices to which they apply.

(5) In all agencies, appointed officers shall make an inspection immediately before the close of business to insure that all secret documents and cryptographic devices have been properly and safely put away.

(6) Documents or other materials containing secret or confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked secret or confidential and the outer cover shall be sealed and addressed with no notation to indicate its secret classification. Secret or confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

(7) Upon direction of competent authority, classified information shall be destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person.

Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

(8) Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulation units which will insure handling of secret and confidential information only by specially authorized employees.

(9) Each agency sending or receiving secret or confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

8. REGULATIONS TO BE ISSUED

The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of this order and shall assume responsibility for its enforcement.

9. ESPIONAGE ACT

Attention is directed to the following extract from the Espionage Act concerning unlawful disclosures of military information through willful action or gross negligence:

> "Whoever .. being intrusted with any document .. relating to the national defense, willfully communicates .. the same to any person not entitled to received it, or willfully ... fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or... through gross negligence permits the same to be removed from its proper place of custody ... shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than $10,000."

10. EFFECT AND DURATION

a. Subject to these regulations and such further regulations as may be issued by the Director of the Office of War Information, the classification and publication of statistical information shall be in accordance with determinations made by the Director of the Bureau of the Budget as provided in Executive Order 9103.

b. These regulations shall take effect immediately and shall remain in effect until further notice.

Elmer Davis
Director

S-#1482

Mr. Goodman

45

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

May 10, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Issuance of Equipment, Materials and Supplies from Central Warehouse.

To avoid confusion and dissatisfaction resulting from the present method of issuances of equipment, materials, and supplies from Central Warehouse, and in order that this may be eliminated, the following procedure will be placed into effect as of May 10, 1944:

Material Issuance, Form WRA 96, for all minor equipment, materials and supplies, must be sent to the Property and Warehousing Unit twenty-four hours in advance of issuance date. This will enable the Property and Warehousing Unit to comply with all existing regulations regarding the posting and pricing of these forms, and prepare the articles requested for issuance.

Issuance of major equipment will be made on Memorandum Receipt, Form WRA 16, which will be prepared at Central Warehouse. Such equipment will be ready for issuance two (2) days after receipt of carbon copy of receiving report in your office.

Issuances of office supplies and forms will be made only once each month. Please anticipate your needs and submit Material Issuance, Form WRA 96, to the Property and Warehousing Unit on the 25th of each month. Issuances will be delivered on or before the fifth day of the following month.

Compliance with the above procedure will not be necessary at the Sub-Central Warehouse for the Health, Industry, and Transportation Section, but applies to all other activities for the issuances from Central Warehouse.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Mgmt. Division

Mr. Brown

GILA RIVER PROJECT
Rivers, Arizona

May 10, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Signing of Correspondence

There are certain types of letters that are now being prepared for my signature which for all practical purposes could be signed by other personnel; therefore, the following delegations are hereby made.

All letters of the following types will be prepared for the signature of the Assistant Director in whose division the letters originate:

(1) Routine.
(2) Transmittal.

Letters to Relocation Officers and prospective outside employers concerning people who have relocated or wish to relocate will be prepared for the signature of the Relocation Officer.

Letters concerning policies of the W. R. A., the project, or which are of major importance will continue to be prepared for the signature of the Project Director. All correspondence directed to the National Director where no attention line is carried will be prepared for the signature of the Project Director. For your information, there is quoted below a paragraph from instructions 20.8 which must be complied with more strictly than ever under the above instructions.

> Mail presented for signature must have proper clearance which includes clearance by the head of each division or section whose work is affected or referred to in the communications.

L H Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

May 15, 1944

MEMORANDUM TO: Project Director and Division Heads

SUBJECT: Assignment of Barracks

Will you please bring this memorandum to the attention of any Section Heads or Unit Heads concerned.

Plans should not be made which involve the use of the evacuee living quarters without clearance through the Housing Unit of the Welfare Section. This applies even though a building may be partially or completely vacant.

From time to time in the past, Sections have proceeded without clearance through the Housing Unit, with the result that an occasional conflict has risen over the fact that more than one Section developed plans for use of the same space. Clearance with the Housing Unit will avoid such conflict, and such clearance is required by Administrative Instruction. This applies particularly to Community Activities, Community Enterprises, Community Government and the Mess Section.

Inquiries concerning allotment of space should be brought to Margaret Thunder in Canal and myself in Butte.

William K. Tuttle

William K. Tuttle
Counselor
Social Welfare Dept.

WKT:of

MAIL Room

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

May 17, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Assignment of Barracks

Plans should not be made which involve the use of the evacuee living quarters without clearance through the Housing Unit of the Welfare Section. This applies even though a building may be partially or completely vacant.

From time to time in the past, Sections have proceeded without clearance through the Housing Unit, with the result that an occasional conflict has risen over the fact that more than one Section developed plans for use of the same space. Clearance with the Housing Unit will avoid such conflict, and such clearance is required by Administrative Instruction. This applies particularly to Community Activities, Community Enterprises, Community Government and the Mess Section.

Inquiries concerning allotment of space should be brought to Margaret Thunder in Canal and Mr. Tuttle in Butte.

L H Bennett
L. H. Bennett
Project Director

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

6

June 9, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Budget Control

Beginning July 1st, 1944, requisitions placed with the Procurement Officer must conform to specific items included in the budget estimates for the First Quarter of the 1945 Fiscal Year, and thereafter, for which funds are alloted by the Washington Office.

In order for the Procurement Officer to honor requisitions for purchase for those items not included in the First Quarter Estimates, it will be necessary for the requisition to have an explanation inserted thereon that the items requisitioned are purchased in lieu of other items in the budget. This statement must be approved by the Division Head.

/s/ B. F. Runyan
Assistant Project Director
Adm. Management Division

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

6

June 9, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Budget Control - Additional Allotments

To comply with recent Washington Instructions the following procedure has been placed into effect pertaining to requests for addtional funds to those alloted in the regular quarterly estimates:

1. Requests for allotments, by objective classification, must be completely justified to clearly portray the nature of the proposed expenditures. This shall be in the form of a memorandum addressed to the Finance Officer.

2. Requests for addtiona llotments must be made by the Finance Officer to the Washington office by letter instead of teletype, except in rare cases of emergencies in which case complete justification must be furnished the Finance Officer.

3. Allotments made by the Washington Office requested by letter ordinarily consume from ten to fifteen days. Therefore requests for additional allotments should be made sufficiently in advance, as outline above, in order that the allotment may reach the Project in sufficient time to meet requirements.

/s/ B. F. Runyan
Assistant Project Director
Adm. Management Division

Sawyer

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

June 9, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Budget Control

Beginning July 1st, 1944, requisitions placed with the Procurement Officer must conform to specific items included in the budget estimates for the First Quarter of the 1945 Fiscal Year, and thereafter, for which funds are alloted by the Washington Office.

In order for the Procurement Officer to honor requisitions for purchase for those items not included in the First Quarter Estimates, it will be necessary for the requisition to have an explanation inserted thereon that the items requisitioned are purchased in lieu of other items in the budget. This statement must be approved by the Division Head.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Adm. Management Division

File
Mrs Spicuard

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

June 24, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Property Control Procedure

The procedure for PropertyyControl which is given in the WRA Handbook, Property Control 20.4 has been made mandatory by the Washington Office and authorized installation of such procedure effective July 1, 1944.

In order to avoid confusion and delay in processing documents concerning the requisitioning, transfer, and issuance of property, the outline given herein is presented to acquaint all concerned with a standard procedure.

Your earnest cooperation is requested and will be greatly appreciated.

Requisitions (WRA-7), Material Issuances (WRA-96 Revised), Transfers of Property (OEM-61), Property Issue Record (OEM-188), and Receiving Reports (OEM-680) will be given document numbers by the Property Control Sub-Unit when they are received by this Sub-Unit. One series of numbers for each document for the entire Project will be used.

I. REQUISITIONS

A. Requisitions for equipment, materials and supplies shall be prepared on Form WRA-7 in an original and three (3) carbon copies.

B. The original, first and second carbon copies will be forwarded to the Finance Officer, who will process them through the Cost Account Unit and then forward them to the Property Officer, who will assign a document number, and check against the appropriate property cards to determine whether such property is in stock and reserved for the requisitioning activity. Requisitions for Contractual Services shall follow same procedure.

C. If the articles requested can be supplied from stock, one copy of the requisition WRA-7 will be returned to the requisitioning activity, stamped with the date and hour when articles may be issued.

D. If the articles are not in stock, one copy of the requisition will be returned, showing that the original has been forwarded to the Procurement Unit for purchase.

E. When only a portion of the articles requested can be supplied from stock, then such items will be shown on the copy returned, and the Property Officer will submit another Form WRA-7 for articles not in stock to the Procurment Unit for purchase.

II. ISSUANCES FROM STOCK

A. When issuances are to be made from stock, the Property Officer shall prepare Material Delivery Ticket (Form WRA-96 Revised).

B. The requisitioning activity, when calling at the Project Warehouse for issuance, must present to the guard at the gate, the returned copy of Form WRA-7 which has WRA-96 document number and date authorized by the Property Officer for issuance. In other words, it must be used as a pass. No person will be permitted to enter the Project Warehouse area for issuances without this pass.

C. Activities are permitted to establish a "storehouse" to carry not more than a week's supply a materials. This supply or any other requests for materials and supplies, that appear to be unreasonable will be referred to the Section Heads for his approval.

III. ISSUANCES OF MINOR EQUIPMENT

A. Minor equipment shall be issued on Form WRA-96 Revised, and charged to cost on issuance, but the activity heads receiving such equipment shall remain accountable to the Property and Warehousing Officer, and inventories must so reflect this minor equipment.

IV. ISSUANCE OF MAJOR EQUIPMENT

A. Major equipment shall be issued on Form OE -188 and although the Property and Warehousing Officer shall remain accountable for such property, the activity heads shall be responsible as custodians and shall be held strictly accountable for its location.

V. SIGNATURE CARDS

A. No issuances will be made to any individual not properly authorized by the activity head on signature card, stencil form 609. This card must be on file with the Property Officer.

B. It is suggested that minimum amount of these signature.

authorization cards be issued.

VI. TRANSFERS OF PROPERTY

A. ALL TRANSFERS OF PROPERTY WITHIN THE CENTER MUST HAVE THE PRIOR APPROVAL OF THE PROPERTY AND WAREHOUSING OFFICER.
In the event of discovery that any property has been transferred without the Property Control and Warehousing Officer's approval, or is otherwise unaccounted for, the salary of the employee to whom such property is charged may be subject to deduction for the inventory value of the property.

B. Transfers of all classes of property shall be made on Form OEM-61, prepared by the releasing party in an original and four (4) copies.

C. Each class of property must be on separate documents, and indicated as to what class. No two classes can be shown on the same transfer.

D. Stores (expendable property) may not be transferred between activities. Stores may only be transferred to Project Warehouse Stock.

E. Major and minor equipment may be transferred between activities and to the Project Warehouse.

F. Minor equipment shall be transferred at no cost, the cost originally having been charged to the original receiving activity. When transferred to a new activity, its accountability is transferred to that activity.

G. Only the signatures of the activity heads as releasing and receiving agents will be acceptable on OEM-61 Transfers of Property.

H. When prepared and signed by releasing activity head, Form OEM-61 shall be transmitted to the Property and Warehousing Officer for approval. The original and three (3) copies shall be returned to the releasing activity, who will transfer the property listed, secure the receiving activity head's signature and transmit all copies to the Property Officer. The Property Officer will show postings on all copies returning one each to the activities concerned.

I. When property is to be returned to Project Warehouse, the same procedure shall be followed except that after the Property and Warehousing Officer has approved the

transfer, the original and three (3) copies of OEM-61 returned to the releasing activity must accompany the property to the warehouse, and shall be used as a pass. The guard will not permit such property to pass the gatewwithout this document.

VII. EQUIPMENT TO BE REPAIRED

A. Equipment to be sent off the project for repair must be transferred to the Project Warehouse. The following procedure shall be complied with:

1. Activity requesting repair shall prepare WRA-7 as outlined in I-a, and Form OEM-61 as in VI-B.
2. Approval of Property and Warehousing Officer. is necessary so that documents can be used as a pass.
3. Both documents will then accompany the equipment to the Project Warehouse.
4. No equipment shall be sent off the project until purchase order has been issued.
5. Repaired equipment shall be returned to activity requesting the repair work.

VIII. INVENTORY

A. An inventory crew, supervised by an appointive employee and under the orders of the Property Officer will inventory all property on the project, maintaining a perpetual inventory by continuous visit to each activity.

B. Division and Section Heads are requested to appoint Unit and Sub-Unit Heads as custodians of all major and minor equipment used by each Unit or Sub-Unit.

C. Please advise, as soon as possible, by memorandum to the Property and Warehousing Officer, of these appointments, and the activity which is supervised by the Unit or Sub-Unit Head.

D. Signature Cards (#609) for the custodians and properly authenticated by the Division Head should also be transmitted as soon as possible to the Property Officer.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

M. G. Brown

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

July 26, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Issuances and Deliveries of Equipment, Supplies and Materials from Project Warehouse.

Effective AUG 17 1944, the following procedure will be placed into effect, and no deviation from this procedure will be authorized:

1. A Caucasian guard will be on duty at the project warehouse gate at all hours of the day and night.

2. It is the duty of the guard to control deliveries to and from the project warehouse in the daytime, to receive incoming shipments, at night, if necessary, and to patrol the warehouse and yards at night.

3. All employees of the project warehouse shall have indentification tahs in their possession, and it will be necessary for them to present them to the guard upon entering or leaving the project warehouse yards.

4. All persons drawing equipment, supplies and materials will present Section or Unit copy of WRA-7 to guard upon entering the yard, and all deliveries will be physically checked by the guard against WRA-7 before clearance is granted on trucks, automobiles, etc. leaving project warehouse yards.

5. All deliveries to project warehouse by truck will be cleared by the guard upon entrance into the yard. Vehicles will be checked out through the guard after delivery has been made to the project warehouse, and this will require a clearance slip issued by the Caucasian personnel of the project warehouse.

6. No persons will be allowed in the project warehouse yard or project warehouse, except those persons mentioned in paragraphs 3, 4, and 5 above, except by special pass issued by the Property Control and Warehousing Officer. This does not, however, include the Project Director, Assistant Directors, Finance Officer, Fire Protection, and Internal Security Personnel.

It is also suggested that Section Heads check the deliveries in detail upon arrival at the point of consumption.

No transfers of property from sections or units will be passed through the gate unless Form OEM 61 is presented to the guard and transfer has been authorized by the Property & Warehousing Officer.

The guard on duty at the gate shall have full authority to enforce the above regulations, at all times.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

Budget Bulletin

Mr Griswold

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

June 27, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: 1945 Fiscal Year Appropriation Symbol and Title

The 1945 Fiscal Year Appropriation symbol and title is " 1451710, Salaries and Expenses, War Relocation Authority, Department of the Interior, 1945."

The appropriation limitations are the same as they were for the 1944 Fiscal Year.

Notice of funds allotted for the first quarter-for the 1945 Fiscal Year will be transmitted to all Section Heads upon receipt of same from the Washington Office.

W. G. Graham

W. G. Graham
Finance Officer

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

July 5, 1944

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

SUBJECT: Revision to Gila River Project Timekeeping Manual of Procedure dated April 28. 1944

Change form number under "Reclassifications" on page two of this instruction from "Form WRA-117" to "Form WRA-21".

Sterling Couch
S.C. Couch
Cost Accountant

Approved:

W. G. Graham
W. G. Graham
Act'g Ass't Project Director, Ad. Mgmt. Div.

M. Vasaura

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

July 10, 1944

TO: Division, Section and Unit Heads

SUBJECT: Employment Procedures

We wish to again remind Division and Section Heads of the following mandatory procedures outlined in the Employment Handbook and Manual:

(1) Workers must not be permitted to enter on duty until they are issued a work assignment, Form WRA-21, by the Personnel Management Section. Exceptions will not be made to these regulations.

(2) Transfers of workers between Sections or Divisions will be effected Monday of each week. The Personnel Management Section must receive notification of a desire to transfer not later than the preceding Thursday.

(3) All requests for transfer must first be cleared with the Personnel Management Section. Workers who transfer without this authorization will be penalized.

(4) Evacuee employees cannot be reclassified to a higher rate of pay during the middle of a pay period. Hereafter, all requests for reclassifications of this sort will be processed to take effect on the first day of the following month.

Please see that all evacuee supervisors and timekeepers are familiar with these provisions.

Lyston S Black
Lyston S. Black
Personnel Officer

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

July 12, 1944

MEMORANDUM TO: All Divisions, Section and Unit Heads

SUBJECT: Forms Clearance Officer

Handbook of Procedures 20.9.33 C requires that a Forms Clearance Officer be designated, to be held responsible for reviewing all forms adopted for Project use, other than WRA, Standard Government, and prescribed OEM forms.

This memorandum will serve as the appointment of W. G. Graham as Forms Clearance Officer.

All forms other than those listed above must be cleared by the Forms Clearance Officer prior to being mimeographed, and all requests for mimeographed forms should be routed directly to Mr. Graham.

L H Bennett

L. H. Bennett
Project Director

Grimwood
Property Control
Bulletin

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

July 20, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Property Procedure Meeting

There will be a meeting at the recreation hall at 10 A.M. on Monday, July 24.

It is requested that each and everyone attend this meeting as Mr. H. R. Douglass of the Washington staff is now conducting a property survey and wishes to discuss pertinent problems with all concerned.

B. F. Runyan

L. H. Bennett
FOR: Project Director

Griswold

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

July 26, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Issuances and Deliveries of Equipment, Supplies and Materials from Project Warehouse.

Effective AUG 17 1944, the following procedure will be placed into effect, and no deviation from this procedure will be authorized:

1. A Caucasian guard will be on duty at the project warehouse gate at all hours of the day and night.

2. It is the duty of the guard to control deliveries to and from the project warehouse in the daytime, to receive incoming shipments, at night, if necessary, and to patrol the warehouse and yards at night.

3. All employees of the project warehouse shall have indentification tags in their possession, and it will be necessary for them to present them to the guard upon entering or leaving the project warehouse yards.

4. All persons drawing equipment, supplies and materials will present Section or Unit copy of WRA-7 to guard upon entering the yard, and all deliveries will be physically checked by the guard against WRA-7 before clearance is granted on trucks, automobiles, etc. leaving project warehouse yards.

5. All deliveries to project warehouse by truck will be cleared by the guard upon entrance into the yard. Vehicles will be checked out through the guard after delivery has been made to the project warehouse, and this will require a clearance slip issued by the Caucasian personnel of the project warehouse.

6. No persons will be allowed in the project warehouse yard or project warehouse, except those persons mentioned in paragraphs 3, 4, and 5 above, except by special pass issued by the Property Control and Warehousing Officer. This does not, however, include the Project Director, Assistant Directors, Finance Officer, Fire Protection, and Internal Security Personnel.

It is also suggested that Section Heads check the deliveries in detail upon arrival at the point of consumption.

No transfers of property from sections or units will be passed through the gate unless Form OEM 61 is presented to the guard and transfer has been authorized by the Property & Warehousing Officer.

The guard on duty at the gate shall have full authority to enforce the above regulations, at all times.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 27, 1943

MEMORANDUM TO: All Division Heads, Section Chiefs, Warehouse and Property Clerks

SUBJECT: Lost, Stolen or Damaged Property

All lost or stolen property must be reported to the Internal Security within twelve hours after the discovery of the loss or theft. A memorandum, stating all circumstances connected with the loss or theft and a report of the time and date such loss or theft was reported to Internal Security, must be forwarded to the Project Property Officer in original and three copies to accompany Report of Survey.

A memorandum stating all circumstances shall be forwarded on all requests for survey of damaged property.

In cases where such notification is not made and proper steps are not taken to recover lost or stolen property, the Survey Board may require reimbursement to the government.

/s/ W. G. Graham
Acting Assistant Director
Administrative Management

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

August 4, 1944

MEMORANDUM FOR: Division and Section Heads.

SUBJECT: Mail and Teletype Messages.

Effective Saturday, August 5, and each Saturday thereafter till further notice, all outgoing mail must be in the central mail room by 11:15 A.M.; all teletypes by 10:30 A.M.

Any mail or teletypes received after this time will have to be held until Monday.

/s/ B. F. Runyan

B. F. Runyan,
Assistant Director
Administrative Management Div.

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

Griswold

August 15, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Property Control of Major and Minor Equipment

In our memorandum dated June 24, 1944, under the subject of "Property Control Procedure", we requested the following information:

"Division and Section Heads are requested to appoint Unit and Sub-Unit Heads as custodians of all major and minor equipment used by each Unit or Sub-Unit.

"Please advise, as soon as possible, by memorandum to the Property and Warehousing Officer, of these appointments, and the activity which is supervised by the Unit or Sub-Unit Head.

"Signature Cards (#609) for the custodians and properly authenticated by the Division Head should also be transmitted as soon as possible to the Property Officer."

To date we have not received the memorandum on appointments of property custodian or signature cards (Stencil Form 609).

Please submit these designations by August 18th in order that we may establish our inventory crew, which is required by the new Procedure, effective July 1, 1944.

B. F. Runyan

B. F. Runyan
Acting Project Director

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

Young

August 15, 1944

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Property Custodians

The Project Director is bonded to the government for all government property on the center. The Property and Warehousing Officer, the Property Officer, and Storekeeper, are bonded Property Officers responsible to the Project Director.

Property Custodians are designated by divisions and sections, and are responsible for all major and minor equipment assigned to them, and charged with full accountability therefor.

Designated Property Custodians must relieve themselves of their property responsibility before transferring to another center, another Federal Agency, or resignation from the project. All property charged to the Property Custodian must be turned over to another designated Property Custodian and release secured from the Property and Warehousing Officer before departure from the center.

Unless the proper property transfer and release is accomplished by designated Property Custodians before departure from the center, final salary payments will be withheld pending settlement of all property charged to the Custodian.

B. F. Runyan

B. F. Runyan
Acting Project Director

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

August 16, 1944

MEMORANDUM TO: Mr. Hugh A. Falbey
Property Control and Warehousing Officer

SUBJECT: Property Custodians

This memorandum will serve as a designation of Property Custodians of major and minor equipment for the following employees of the Administrative Management Division:

Ass't. Director's Office - Ben F. Runyan
Evacuee Property - Albert F. Chamberlain
Finance Section - William G. Graham
Mess Management - Harold E. Keadle
Office Services - Margaret G. Brown
(Mail and files, mimeograph, postoffice)
Personnel Management - Lyston S. Black
(Personnel Management Office and Staff Housing for Recreation Halls, Honeymoon Cottage and reception rooms, kitchen equipment, etc., in staff dormitories)
Procurement Unit - Herman A. Ott
Statistics Section - Ralph K. Moyer

Enclosed herewith are signature cards to support the above designations.

B. F. Runyan

B. F. Runyan
Acting Project Director

Attachment

cc: AFChamberlain
WGGraham
HEKeadle
MGBrown
LSBlack
HAOtt
RKMoyer

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

September 18, 1944

MEMORANDUM TO: Guards at Warehouse Gate

SUBJECT: Passes

The following listed appointive personnel may be admitted to the Project Warehouse Area on business between the hours of 8:00 A.M. and 5:00 P.M., weekdays. These employees are in addition to those named in the Gate Procedure.

Marlowe D. Bemis	Richard R. Kennedy
Lyston S. Black	Hoyt A. Martin
Tillar Cavet	R. C. Morris
Rex H. Campbell	A. R. Mortensen
A. F. Chamberlin	E. W. Nichols
R. S. Davidson	Thomas Reynolds
Karl Fisher	W. Curtis Sawyer
Stemen A. Foust	Carl B. Sprinkles
Arthur L. Griswold ✓	W. Ernest Steward
Ernest C. Hendrix	Paul Thimmes
William S. Hislop	David E. Thomas
Henry Hoehn	Lynn B. Tuttle
Van Houts	Tom B. Vinson
Joe H. Janeway	Don A. White
Harold E. Keadle	John P. Woods
George P. Young	

The above named employees will not be permitted to return any property, materials and supplies to the warehouse without the necessary Form OEM61 as outlined in the Gate Procedure and WRA Manual, Property Control 20.4.7.C-(1),(2) and (3).

Hugh A. Falbey
Property and Warehousing
Officer

Brown

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

September 26, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Equipment to be sent off the Project for Repair.

The procedure outlined herein is necessary to expedite the handling of all equipment to be sent off the Project for repair.

1. Prepare Form OEM-61 in an original and three copies to transfer equipment to the Project Warehouse.

2. Show on face of OEM-61 reason for transfer.

3. Prepare Requisition Form WRA-7 Revised, requesting repair of equipment transferred.

4. Forward both above noted documents to the Supply Officer and the Property and Warehousing Officer for approval.

5. When both documents have been returned to you, they must be taken to the Project Warehouse with the equipment.

It is necessary that the Property Officer show evidence on the original copy (Procurement's Copy) of the requisition that the equipment to be repaired is in the Project Warehouse.

If the above routine is followed a Government Bill of Lading can be prepared with issue of Purchase Order and eliminate unnecessary delay.

B F Runyan
B. F. Runyan
Acting Project Director

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Greenwald

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

September 28, 1944

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Center Procedures Officer

In accordance with Section 20.9 of the WRA Handbook of Procedures, W. G. Graham has been designated as Center Procedures Officer.

To comply with Washington instructions, please furnish a copy of each instruction, issued locally, now in use in your division, section, or unit, to Mr. Graham. Copies of these instructions should be furnished Mr. Graham not later than October 5, 1944.

All future instructions to be issued at the project level must be cleared by Mr. Graham before mimeographing.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

Marguerite Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 5, 1944

MEMORANDUM

TO: All Division and Section Heads
All Members of the Manpower Commission

FROM: L. H. Bennett, Project Director

SUBJECT: Manpower Priorities

As a result of the Manpower Commission meeting held October 4, 1944 the following divisions and sections were placed in priority position as follows:

ESSENTIAL

Health
Mess Division
Supply & Warehouse
Transportation
Education
Evacuee Property
Office of Project Director - Blk. Mgr.
Fire Department

NECESSARY

Engineering
Reports Office
Cooperative Enterprise
Finance
Personnel Management
Statistics
Relocation
Postal Service
Police Department
Social Welfare
Agriculture

DESIRABLE

Legal
Office Services
Community Government
CAS
Community Analysis

The employment section will supply members of the Manpower Commission with a breakdown of workers in each of the above categories showing the number of persons employed, ages of persons employed, and the pay rate. The evacuee manpower executive committee will undertake the task of readjusting employment to provide workers best trained for each activity. They will have full authority, subject to review by the Manpower Commission or by me, to transfer an employee from one division or section to another and to suggest reduction in force of divisions and sections where economy of manpower may be affected.

L H Bennett

L. H. Bennett
Project Director

Mr. Shelly

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

October 5, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Telegraph and Teletype Forms

It has been noted that telegrams and teletypes are being submitted to the Office Services Section on bond paper.

The Property Officer has received five thousand Standard Form No. 14, telegram blanks. All future telegrams and teletypes must be submitted on this form. A supply of this form should be obtained on WRA-7 from the Property Officer.

B. F. Runyan

B. F. Runyan
Ass't Project Director

Mrs Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 10, 1944

MEMORANDUM

TO: All Division and Section Heads

FROM: L. H. Bennett

SUBJECT: Issuance of WRA Drivers' Licenses to Appointed Personnel

This office is responsible for issuing drivers' licenses to appointed personnel. I believe, this responsibility should be shared by the division or section head supervising the applicant.

Will you please write a letter to this office requesting that a license be issued to an employee and a statement that in your opinion the person is competent to operate a motor vehicle.

L. H. Bennett

L. H. Bennett
Project Director

Mr. Brown
Central file

Gd. Notice
Project Instr.

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

October 23, 1944

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Center Procedures

The attached list of Center Procedural instructions has been forwarded to our Washington office as per Section 20.9 of the W.R.A. Handbook of Procedures.

A copy of each of these instructions should be on file in your office. These instructions should be maintained in three-ring binders, alphabetically-by subject matter.

Each Division, Section and Unit should review these instructions carefully. There are some Center Procedural instructions now in effect that should be modified or cancelled. The undersigned will advise those mostly concerned in the near future and request them to effect modification or cancellation.

A complete file of the attached is on file with the Center Procedures officer. Future instructions should be cleared as per Mr. Runyan's memorandum of September 28, 1944, under subject of "Center Procedures Officer".

W. G. Graham
W. G. Graham
Center Procedures Officer

Approved by:

B. F. Runyan
B. F. Runyan
Assistant Project Director
Administrative Management Division
By W. G. G.

LIST OF CENTER PROCEDURES

GILA RIVER PROJECT

Title of Procedure	Date
1. Use of Mess Permits	--
2. War Ration Books and Meal Requests	9-8-43
3. 1945 Fiscal Year Appropriation Symbol and Title	6-27-44
4. Attendance Reports - Appointive Employees	3-18-44
5. Personnel Procedure	12-15-42
6. Budget Control - Additional Allotments	6-9-44
7. The Community Councils	11-15-43
8. Signing of Correspondence	5-10-44
9. Domestic Services	7-6-44
10. Issuance of WRA Drivers' Licenses to Appointed Personnel	10-10-44
11. Driver's License	11-27-43
12. Electrical Wiring	3-24-44
13. Assignment of Barracks	5-17-44
14. Rivers Fire and Safety Regulations	10-8-44
15. Forms Clearance Officer	7-12-44
16. Giving and Acceptance of Gifts	4-6-44
17. Gossip	1-4-44
18. Information Concerning Patients	4-27-43
19. Hours of work, Appointive and Evacuee Employees	4-27-44
20. Personal Compensatory Leave	5-8-44
21. Hours of Work--Project Nurses	9-25-43
22. Procedure on Mimeograph Material	12-13-43
23. Establishment of Project Instruction Series	8-17-43
24. Daily Leave Report	10-8-43
25. Leave for Personal Business	9-24-43
26. Hours of Work and Compensatory Leave	5-20-44
27. Budget Control	7-30-43
28. Evacuee Leave Regulations	--
29. Mail and Teletype Messages	8-4-44
30. Manpower Priorities	10-5-44
31. Motor Pool Regulations	7-18-44
32. Motor Pool Regulations	8-18-44
33. Office Supplies	8-25-44
33-A. Passes	1-7-44
34. Use of envelopes, labels, etc. bearing the penalty indicia.	8-26-44
35. Pets - Domestic	9-11-44
36. Licensing of Dogs	3-6-43
37. Fowls and Domestic Pets	2-18-43
38. Center Procedures Officer	9-28-44
39. Commitments for Procurement of Materials, Supplies, Equipment, and Services	11-4-43
40. Return of Government Property	7-3-44
41. Property Control of Major and Minor Equipment	8-15-44
42. Property Custodians	8-15-44
43. Empty drums, barrels, carboys and other returnable containers	10-1-43

S-#1585

LIST OF CENTER PROCEDURES

GILA RIVER PROJECT

Title of Procedure	Date
44. Requisitioning and issuance of supplies and materials for improvements and remodelling, new construction projects, and maintenance	2-5-44
45. Issuance of Equipment, Materials and Supplies from Central Warehouse	5-10-44
46. Property Control Procedure	6-24-44
47. Protection of Government Property	3-30-44
48. Equipment to be sent off the Project for Repair	9-26-44
49. Responsibility for Government Property	--
50. Lost, Stolen or Damaged Property	7-27-43
51. Physical Inventory - Staff Housing Furniture	6-8-44
52. Magazine, Periodicals, and Newspaper Subscription	4-11-44
53. Request for Survey of Government Property	11-25-43
54. Government Property	5-9-44
55. Issuances and Deliveries of Equipment, Supplies and Materials from Project Warehouse	7-26-44
56. Monthly Reports	10-26-43
57. Security Officer	5-4-44
58. Signature Cards	1-25-43
59. Signature Cards	1-25-43
60. Signature Cards for Assignment Documents	1-20-43
61. Authorization to Sign or Approve Documents	1-25-43
62. Authorization to Sign or Approve Documents	1-20-43
63. Signature Cards	2-23-44
64. Alteration of Apartments and Dormitory Rooms	8-6-43
65. Assignment of Staff Quarters	4-11-44
66. Advance Estimate of Requirements For December 1944, and January and February - 1945	9-28-44
67. Collect Telegrams	2-10-44
68. Telegram and Teletypes	10-5-44
69. Telegraph and Teletype Forms	10-5-44
70. Long Distance Telephone Calls	6-24-43
71. Telephone Calls	6-26-43
72. Employment Procedures	7-10-44
73. Timekeeping - Evacuee	4-28-44
74. Pre-induction Physical Examinations	4-4-44
75. Revision to Gila River Project Timekeeping Manual of Procedure dated April 28, 1944	7-4-44
76. Compensatory Time - Evacuee Employees	9-13-43
77. Traffic Violations	3-30-44
78. Instructions to Travelers and Preparation of Travel Vouchers	11-7-42
79. Compensation Benefits for Evacuees Injured or Disabled While Engaged in Work for the Authority	4-5-43
79-A. Compensation Benefits for Evacuees Injured or Disabled while Engaged in Work for the Authority	3-22-44
80. Administrative Travel	9-24-43
81. Control of Visitors' Vehicles	12-31-43
82. Issuance of Work Clothing	1-10-44

INDEX OF CURRENT COST ACCOUNTS - REVISED - JULY 1, 1943

ACTIVITY EXPENDITURE ACCOUNTS - CURRENT COSTS

40-1000 - GENERAL PROJECT MANAGEMENT

- 40-1100 - Office of the Project Director
- 40-1200 - Legal Division
- 40-1300 - Reports Division
- 40-1400 - General Project Overhead
  - 40-1410 - Administrative Office Buildings
  - 40-1420 - Administrative Quarters
  - 40-1430 - Sales-Mess-Miscellaneous Receipts
  - 40-1440 - Duplicating Services
  - 40-1450 - Project Overhead - All Others

40-2000 - ADMINISTRATIVE MANAGEMENT DIVISION

- 40-2100 - Division Overhead
- 40-2200 - Office Services Section
- 40-2300 - Personnel Section
- 40-2400 - Statistics Section
- 40-2500 - Supply Section (Except Mess Management Unit)
  - 40-2510 - Section Overhead
  - 40-2520 - Procurement Unit
  - 40-2530 - Postal Service Unit
- 40-2600 - Mess Management Unit - (Expenditure analysis to be maintained for each account ending in units of ten)
  - 40-2610 - Unit Overhead
  - 40-2620 - Evacuee Mess
    - 40-2620.1 - Etc. - Separate Account for each Mess Hall
  - 40-2630 - Administrative Mess
  - 40-2640 - Credits for Sales and Pay Roll Reductions
    - 40-2641 - Evacuee Mess
    - 40-2642 - Administrative Mess
  - 40-2650 - Storehouse
  - 40-2660 - Credits for Unit Overhead Transferred
- 40-2700 - Finance Section
  - 40-2710 - Section Overhead
  - 40-2720 - Budget and Accounts Unit
  - 40-2730 - Cost Accounting and Property Control Unit

40-3000 - OPERATIONS DIVISION

- 40-3100 - Division Overhead
- 40-3200 - Engineering Section
  - 40-3210 - Section Overhead
  - 40-3220 - Design and Drafting Unit
  - 40-3230 - Irrigation, Drainage and Roads Unit
  - 40-3240 - Construction and Maintenance Unit
    - 40-3241 - Unit Overhead
    - 40-3242 - Building Maintenance
    - 40-3243 - Grounds Maintenance
    - 40-3244 - Operating Services
    - 40-3245 - Storehouse
  - 40-3250 - Credits for Overhead Liquidation
- 40-3300 - Agriculture Section
  - 40-3310 - Section Overhead
  - 40-3320 - Agricultural Unit
  - 40-3330 - Livestock Unit
  - 40-3340 - Processing and Marketing Unit
  - 40-3350 - Livestock Slaughter House
  - 40-3360 - Planning and Research
  - 40-3370 - Storehouse
  - 40-3380 - Credits for Overhead Liquidation
- 40-3400 - Industry Section
  - 40-3410 - Section Overhead
  - 40-3420 - Manufacturing Unit
  - 40-3430 - Planning and Research
  - 40-3440 - Storehouse
  - 40-3450 - Credits for Overhead Liquidation
- 40-3500 - Motor Transport and Maintenance Section (Expenditure analysis to be maintained for each account ending in units of ten)
  - 40-3510 - Section Overhead
  - 40-3520 - Motor Pool Unit
  - 40-3530 - Motor Repair Unit
  - 40-3540 - Storehouse
  - 40-3550 - Credits for Usage Distribution
- 40-3600 - Comm. Fire Protection

40-4000 - COMMUNITY MANAGEMENT DIVISION

- 40-4100 - Division Overhead
- 40-4150 - Community Government Section
- 40-4200 - Funeral Expense
- 40-4300 - Education Section (Expenditure analysis to be maintained for each account ending in units of ten)
  - 40-4310 - Administration
    - 40-4311 - Superintendent's Office
    - 40-4312 - Clerical
    - 40-4313 - Other

40-4320 - Supervision - Instruction - Teachers, Supplies, Etc.
- 40-4321 - Nursery
- 40-4322 - Elementary
- 40-4323 - High School
- 40-4324 - Adult Education
- 40-4325 - Training and Retraining
- 40-4326 - Library

40-4330 - Auxiliary Services
40-4340 - Operation of Plant
40-4350 - Maintenance and Depreciation
- 40-4351 - Grounds
- 40-4352 - Buildings
- 40-4353 - Mechanical Equipment
- 40-4354 - Educational Equipment and Furniture

40-4360 - Storehouse

40-4400 - Health Section

40-4410 - Administrative
- 40-4411 - Hospital
- 40-4412 - Non-Hospital
- 40-4413 - General

40-4420 - Dietary
- 40-4421 - Main Hospital Kitchen
- 40-4422 - Other Kitchens
- 40-4423 - Credit Account - For Departmental Distribution

40-4430 - Household
- 40-4431 - Laundry (Credit Work Done for Other Divisions)
- 40-4432 - Housekeeping
- 40-4433 - Credit Account - For Departmental Distribution

40-4440 - Property
- 40-4441 - Utility Operations (Heat, Light, Power and Water)
- 40-4442 - Maintenance of and Repairs to Buildings and Grounds
- 40-4443 - Storehouse

40-4450 - Motor Service - Ambulance
40-4460 - Hospital Services
- 40-4461 - Obstetrical (Including Delivery Room and Nursery)
- 40-4462 - Pediatric
- 40-4463 - Medical - General
- 40-4464 - Medical - Chronic Infirm
- 40-4465 - Surgical
- 40-4466 - Isolation
- 40-4467 - Tuberculosis
- 40-4468 - Other Special Services

40-4469 - Undistributed Personal Services
40-4469.1 - Physicians
40-4469.2 - Nurses
40-4469.3 - Other
40-4470 - Non-Hospital Services
40-4471 - Out-Patient Clinics
40-4471.1 - Medical and Surgical
40-4471.2 - Dental
40-4471.3 - Eye
40-4471.4 - Other
40-4472 - Visiting Services
40-4472.1 - Public Health Nursing
40-4472.2 - Physicians
40-4472.3 - Medical Social Worker
40-4472.4 - Sanitarian
40-4472.5 - Other
40-4480 - Operation Services
40-4481 - X-Ray
40-4482 - Laboratories (Except Dental)
40-4483 - Surgery Unit
40-4484 - Pharmacy
40-4485 - Education
40-4486 - Records and Library
40-4487 - Credit Account - For Departmental Distribution
40-4490 - Off-Project Medical Service
40-4491 - Professional and Hospital
40-4492 - Grants
40-4500 - Welfare Section
40-4510 - Section Overhead
40-4520 - Clothing Allowances - Grants
40-4530 - Grants in Kind
40-4540 - Public Assistance Grants
40-4550 - Grants for Travel
40-4560 - Children's Village
40-4560.1 - From Mess Operations
40-4570 - Other Welfare
40-4580 - Housing (Quarters)
40-4590 - Storehouse
40-4600 - Internal Security Section
40-4700 - Community Activities Section
40-4710 - Section Overhead
40-4720 - Recreation
40-4750 - Community Analysis Section
40-4800 - Evacuee Property Section
40-4900 - Business Enterprises Section

40-5000 - EMPLOYMENT DIVISION

40-5100 - Section Overhead
40-5200 - Occupational Coding and Records Section
40-5300 - Placement Section
40-5400 - Leave Section
40-5500 - Grants for Industrial Relocation
40-5600 - Grants - Unemployment Compensation

Mr. Griswold

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

November 14, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Budget Estimate - Fiscal Year - 1946

Attached hereto are sufficient copies for each objective classification except 01.1 and 01.3 pertaining to each Section under your supervision, for submittal of budget estimates for the 1946 Fiscal Year.

Budget estimates should be submitted in accordance with Manual Section 20.2 dated August 1, 1944.

Attached hereto is a supply of Form WRA-304 for appointive employees. This form should be submitted in original only.

The list of "Evacuee Personal Services Estimates" should be secured from the Personnel Management officer. This should be submitted in original only.

Estimates should be carefully planned, taking into consideration only necessary requirements.

All estimates must be submitted to reach the undersigned by December 1, 1944.

W. G. Graham
W. G. Graham
Finance Officer

Approved:

B. F. Runyan
B. F. Runyan
Assistant Project Director
Administrative Management Division

Mr. Griswold

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

November 16, 1944

TO: Division and Section Heads

SUBJECT: Preparation of Budget Estimates for 1946 Fiscal Year (Period of July 1, 1945 to June 30, 1946 incl.)

We are required to submit our estimate for the above captioned budget in time to reach Washington by January 1, 1945. Estimates by Divisions and Sections must be completed and submitted to the Finance Officer not later than December 1, as there is a great amount of work to be done by the Finance Officer before the estimates are submitted in final form.

It will be necessary for the WRA to justify to the Bureau of the Budget the nature and extent of the activities we are engaged in, and to explain and support in detail the items of expenditure that we maintain are necessary to efficiently carry out our objectives. The extent to which we are able to do this will determine our success in obtaining the fund we request for the Fiscal Year of 1946.

Our Washington office will be entirely dependent upon the centers to furnish well-justified budget programs that can be defended before the Bureau of the Budget. We must not lose sight of the necessity of presenting the program justified in detail on the basis of measureable workload factors.

The estimates shall be divided between quarters. The First quarter will consist of: July, August and September 1945; the Second quarter: October, November, and December 1945; the Third quarter: January, February, March 1946; the Fourth quarter: April, May, June, 1946.

A very careful study should be made of the requirements for all of the different objective classifications.

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

November 22, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Gila Project Center Procedures

The following Procedures are hereby cancelled and should be removed from your files: --

1. Project Instruction No. 13 dated 12-13-43, under subject of "Procedure on Mimeograph Material." (This instruction has been replaced by memorandum dated 9-28-44, under subject of "Center Procedures Officer.")

2. Project Instruction No. 1 dated 8-17-43, under subject of "Establishment of Project Instruction Series." (This is replaced by the same instruction as No. 1 above.)

3. Project Instruction No. 5 dated 9-24-43. (Cancelled by memorandum dated May 20, 1944, under subject of "Hours of Work and Compensatory Leave.")

4. Memorandum dated 8-25-44 under subject of "Office Supplies".

W. G. Graham

W. G. Graham
Center Procedures Officer

Approved:

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

Cpy

Mr. Greswold

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

November 28, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Washington WRA Forms

Please refer to Section 20.9.30 of the Handbook of Procedures, and make the following corrections: --

Form WRA-147 has been cancelled.
" WRA-174 " " "
" WRA-157 " " "
" WRA-219 " " "
" WRA-259 " " "
" WRA-270 " " "
" WRA-271 " " "

Will you please correct your Forms list.

W. G. Graham
W. G. Graham
Forms Clearance Officer

Approved:

B. F. Runyan
B. F. Runyan
Assistant Project Director
Administrative Management Division

Mr. Brown

November 28, 1944

Memorandum To: All Division and Section Heads

Subject: Trip Tickets

Because we have no Assistant Director in charge of Operations, it becomes necessary for me to write you regarding the careless handling of Transportation Trip Tickets. Since Monday, November 20th, there has been no improvement in the completion of Trip Tickets and accurate reporting of mileage for both truck and passenger vehicles.

These Trip Tickets are the bases for our transportation cost accounting and unless properly and accurately completed, they create an accounting problem which results in serious criticism of both Transportation and Cost sections by the Washington office. Every time a car or truck moves, a Trip Ticket should be made out, properly signed and returned to the Transportation office.

Because this is not being done, it is necessary that I instruct the Transportation division to take each and every passenger car out of the service when that vehicle is found to be operating without a completely filled out Trip Ticket. This is a very drastic action but is the only way I know to secure the records so necessary for our cost reports. To insure that vehicles in your Division or Section will not be removed from service, make it your responsibility that Trip Tickets are filled out. There are no exceptions for any persons or vehicles.

L. H. Bennett

L. H. Bennett
Project Director

Mr. A. L. Griswold

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

December 18, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Vehicle Inventory

On the morning of December 26 at 8:00 a.m. the Washington examiners will take inventory of all motorized equipment of the Transportation Section.

It is imperative that all vehicles of this Project, other than farm equipment, be at the Motor Pool at Butte or Canal at 8:00 a.m. of that date. Vehicles will be released following inspection and count.

Please arrange to have all vehicles, assigned to your respective Division or Section, at either of the mentioned locations at the hour shown above.

Tom B. Vinson

Tom B. Vinson
Equipment Maintenance Supervisor

Mrs. Brown

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

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Pre-induction Physical Examinations

Currently employed evacuees may be granted absence with pay for time off to report for pre-induction physicals.

Stanley C. Couch
S. C. Couch
Cost Accountant

APPROVED BY:

W. G. Graham
W. G. Graham
Acting Ass't Project Director