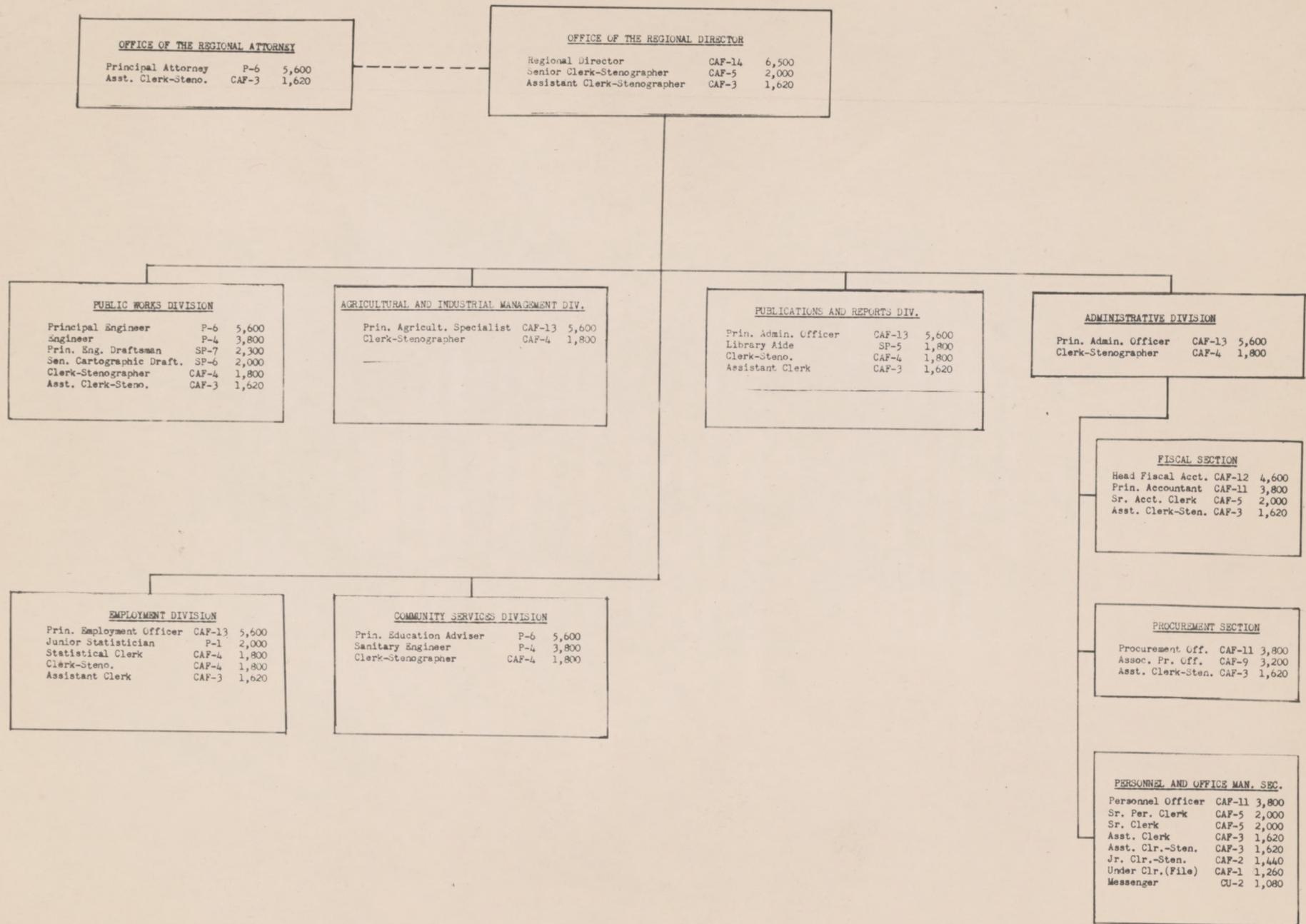


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TENTATIVE REGIONAL CHART FOR DENVER AND LITTLE ROCK



6/11/42

SUBJECT: Administrative Instructions, Notices, Bulletins, etc.

I. There are available from Washington the following classes of Administrative material:

- A. Administrative Instructions govern policies and procedures to be carried out by the War Relocation Authority on a national basis.
- B. Administrative Notices set forth regulations effective for limited periods of time, or provide the staff with information of a topical nature.
- C. Opinions of the Solicitor, beginning with No. 8, render opinions on various legal aspects of the War Relocation Authority's operations.

II. Procedure Manuals Available:

- A. Regional Office. Three complete sets of Washington Instructions, Notices, and Solicitor's Opinions are available for Regional office use. These are available in the Reports Division, the Administrative Division and in the Mail and Files room. One complete set of Washington releases has been furnished the Regional OEM office.
- B. Project offices. Four sets of Washington Administrative Instructions, Notices, and Solicitor's Opinions are available in the offices of the Project Director, the Administrative Officer, the Transportation and Supply Officer, and the Supt. of Schools. Additional copies of important fiscal, personnel procurement, employment, housing, and other procedures requiring wide circulation will be furnished the projects.

Distribution: All regional and project staff members

III. The Central Region will issue the following types of procedural and other releases:

A. Instructions. (These will be on yellow paper.)
There will be two types of administrative, fiscal and procedural instructions:

1. Detailed interpretations of Washington's broad policies and procedures as they apply in this region, both in the Regional Office and on projects.

Central Region Instructions will be numbered in accordance with Washington Administrative Instructions, and are to be filed in the same procedure binder with the Washington Administrative Instructions immediately after the related Washington Instructions: e. g., this Central Region Instruction No. 1 will be filed after Washington Administrative Instruction No. 2.

2. Instructions establishing temporary procedures in the absence of specific Washington instructions.

The first temporary instruction issued by the Central Region (in the absence of any Washington Instruction on the subject) will be numbered 1000, and later temporary instructions will be numbered consecutively from there. These instructions will be either canceled, or renumbered in accordance with Washington Instructions, when the latter are received.

B. Circular Letters, containing discussions of broad policy or employee activities. (These will be on pink paper.)

Circular letters should be filed numerically.

C. Bulletins, containing information or notices. (These will be on green paper.)

Bulletins should be filed numerically.

IV. Distribution

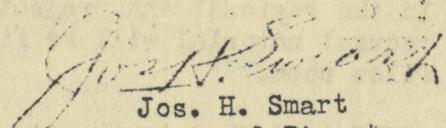
- A. Ten copies of all Washington Instructions, Notices, and Solicitor's Opinions will be furnished to the Regional office and ten copies to each project.
 - B. Ten copies of all Central Regional Instructions, Circular Letters and Bulletins will be furnished to each project, two copies to the Denver OEM office, three copies each to the San Francisco and Little Rock regional offices, and three copies to the Washington War Relocation Authority office.
 - C. In the Regional office and on the projects it will be the responsibility of the Reports Division to service all procedure manuals for insertions and deletions and to route Washington and Regional administrative releases to the appropriate divisions and personnel. Insertions and deletions in the established procedure manuals will be accomplished at the same time that office routings are initiated to insure current status of the manuals. Copies of the Washington and Regional releases will be routed around the regional and project offices for employees' inspection and reading before filing.
 - D. In the regional and project offices extra copies of procedural material will be filed in the central mail and files room.
- V. It is emphasized that in the presence of a Washington Instruction a related regional instruction is to be considered as interpretive only.
- VI. Regional office Division heads will be responsible for preparing rough drafts of instructions, circular letters, or bulletins covering their fields of activity. These will be prepared in an original and five copies and forwarded to the Administrative Officer with a statement explaining the need for the issuance. The Administrative Officer will circulate the copies among the Division heads and Project Directors and get their concurrence or recommendations. Definite time limits will be set for the return of the proposed material to the Administrative Officer. The revised draft prepared according to the recommendations contained in the various copies returned will be edited by the

Reports Division and submitted to the Regional Director for approval. After numbering, recording, and approving for duplication in the Administrative Division, the Reports Division will effect duplication and distribution.

VII. Project Directors are authorized to issue temporary instructions for project use. The routine to be used and the responsibility for issuance will be similar to that in the Regional Office. Project Directors will forward an original and five copies of the temporary project instruction to the regional office with an explanation of the need for the instruction.

VIII. The Regional Office will forward three copies of every temporary instruction, whether issued by the Regional Office or a project, to Washington for review and consideration, explaining the need for its issuance. This will be the responsibility of the Administrative Division.

It should be emphasized again that Regional Office Instructions or Project Instructions are of a temporary nature and may be superseded at any time by the issuance of Washington Instructions.

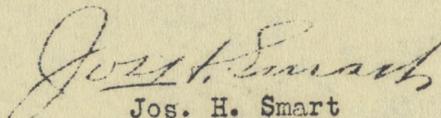

Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION INSTRUCTION NO. 8

SUBJECT: Public Statements by War Relocation
Authority Personnel of the Central
Region

- I. No member of the War Relocation Authority personnel in the Central Region is authorized to make any public statement regarding the program or activities of the War Relocation Authority without the specific approval of the Regional Director. This includes newspaper interviews, radio interviews, and all talks before public gatherings of any kind. Reporters seeking information should be referred to the regional office. All press or radio statements must be cleared through the Office of War Information at the Regional Office.
- II. Exceptions to the above will be releases of news by Project Directors (not to be delegated) of a local character not involving WRA policy or matters of wide interest of military concern.


Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

8/15/42

(Sheet 1)

SUBJECT: Employment Procedure of Appointive Personnel

- I. General: This instruction applies to the employment of all appointive personnel in Central Region WRA offices.
- II. Authority: Effective September 1, 1942 all requests for personnel action or lists of eligibles, including inquiries of agencies or individuals pertaining to employment in the Regional or project offices, will be channeled through the Regional Office Personnel Section in order to facilitate the maintenance of applicant and position control records, and to avoid duplication in recruiting. All personnel action requests originating in division or project offices are in the nature of requests only. Actual appointments and terminations can be recommended only by the Regional Director and are effected only by the Office for Emergency Management and the Civil Service Commission.

Thus until specific notification that an appointment action is completed is received from the Regional Personnel Section acting for the Regional Director, no person can tell a prospective employee that he is to be employed, or to enter on duty. Reimbursable or non-reimbursable details of employees from other federal agencies for work with the WRA must have the specific approval of the Regional Director and are recommended in the same manner as appointment actions. Under our Appropriation Act we are prohibited from making details of over 60 days or over \$1,000. Should such a detail be desirable, the information pertaining to the need for the detail will be furnished the Administrative Officer in the Regional Office and it shall be his responsibility to see that proper clearance has been obtained from the other federal agency before recommending approval to the Regional Director.

- III. Basic Personnel Requirements: Recruitment, Appointment, Classification, Qualifications, Transfers and other basic personnel policies as set forth in the Basic Personnel Manual (Washington Administrative Instruction 13) and the Civil Service War Service Regulations will be adhered to. All

Distribution: All Regional and Project Staff Members

(9/1/42)

(Sheet 1)

personnel activities involving requests of, or submissions to the Civil Service Commission will be made by the Regional Personnel Section through the Office for Emergency Management.

- IV. Positions To Be Filled: Strict adherence will be observed to the Personnel Charts of the Regional Office (6/11/42) and the Projects (6/6/42) and their revisions.
- A. It is the policy to utilize evacuee personnel to the greatest extent possible. It is hoped that only those positions shown on the charts as "W" will be permanently filled with appointive Caucasian personnel. For all positions on the chart marked "WJ", or "J" filled by Caucasian personnel, Project Directors will report at the end of each month the name, title, salary and reason for continuing to employ the present incumbents.
 - B. Recommendations for reclassifications or new positions may be made, but these must be accompanied by a complete job description on Form OEM-27a, and an administrative statement as to the need for the position, and how its functions relate to the functions of the balance of the division or section and the organization.
 - C. The reassignment of the function and responsibility of divisions, or sections, so as to change the lines of function, responsibility and flow of work must be reported and justified to the Regional Director.
 - D. Such recommendations and reassignment of functions must have the administrative approval of the Director of WRA in Washington and of the Office for Emergency Management and the Civil Service Commission Classification Sections.
- V. Employment Procedure: The following steps are mandatory for the completion of any appointment action.
- A. Regional Office administrative clearance of the position to be filled and the prospective employee's qualifications.
 - B. Administrative clearance by the Washington WRA Office of all prospective employee's qualifications for positions of \$3800 or above. Washington administrative clearance is also required for all transfers from other federal agencies to WRA where an increase in salary of more than two grades is involved.
 - C. Clearance by the Civil Service Commission of all prospective employee's qualifications.

- D. All requests for personnel actions will carry a written statement as to the need for taking the recommended personnel action. In the case of projects, Project Directors must pay particular attention to submitting justifications for all appointments of Caucasian personnel to "WJ" and "J" positions (as shown on the chart of 6/6/42), and approval of these requests will be made by the Regional Director.
- E. To insure and expedite the completion of appointment actions, the following procedure is established:
1. Forms involved and routing:
 - a. Form OEM-28 will be prepared in quadruplicate (4th copy, a plain tissue copy to remain in files of originating source), and all copies initialed by the Project Director or division head.
 - b. The original and two copies (white, yellow and green) of Form OEM-28 and five copies of CSC Form No. 57 (together with any justifying statements or other data) will be routed to the Regional Director, Attention: Regional Personnel Officer. All copies of Form 57 must be acknowledged in the presence of a duly authorized Notary Public.
 - c. The Regional Personnel Officer will examine the recommendation in regard to compliance with existing regulations, and will initial Form OEM-28 on the original and two copies, prepare the administrative personnel record card, and assemble the personnel docket.
 - d. The Personnel Officer will route the complete personnel docket for regional administrative clearance through the Administrative Officer for initialing and to the Regional Director for signature.
 - e. On all recommendations requiring Washington approval, the Regional Personnel Officer will prepare an original and tissue of Form WRA-23, attach a completed copy of Form 57, and prepare a letter of transmittal to the Director, and include as a part of the personnel docket for the signature of the Regional Director.

of the "Oath of Office" and a "Personnel Affidavit", numbered 3-0072. When a supply is received, this form will supersede the Standard Forms 8 and 47, and the above instructions will be applicable to the new form.

(4) One Standard Form 47, "Personnel Affidavit".
(This must be completed by all employees. It may be attested to by the Project Directors, Personnel Clerk, Postmaster, Personnel Officer, Administrative Officer, or duly authorized persons.)

* (5) One Form CSC 124b, "Declaration of Appointee".

* (6) One Form C-WRA-62, "Notification of Address for Mailing Checks."

* Items checked by asterisk need not be completed by employees who are transfers from other federal agencies and have established Civil Service status.

i. The following forms are forwarded by the appointee to the U. S. Civil Service Commission, Washington, D. C.:

* (1) One form CSC 2806-1, "Designation, Change or Revocation of Beneficiary." (This must be signed on both sheets by the employee and two witnesses.)

* (2) One Form CSC 3008, "Beneficiary Card."

VI. Entrance on Duty:

- A. Upon completing the above forms, the employee is officially entered on duty with the War Relocation Authority; and all of the forms together with an original and one copy of Form C-WRA-41, "Notification of Arrival of New Project Employee," are to be submitted immediately to the Regional Director, Attention: Regional Personnel Officer. Promptness in submittal will expedite salary payments. In the Regional Office, the Regional Personnel Officer will be responsible for seeing that all proper forms for Regional Office employees are completed.
- B. All prospective employees should execute an Oath of Office when entering on duty; Oaths may be executed not later than fifteen days after entering on duty, but pay checks will be held until the Oath is executed.
- C. No payments will be made for services prior to the date of personnel journalization, or the entrance on duty, whichever is the later.

- D. In the event of a transfer of an employee from another Federal agency to WRA, it is the responsibility of Office for Emergency Management to notify the other agency by wire or letter of the effective date of the transfer, and request the transfer of any accumulated annual leave due the employee. The Office for Emergency Management will furnish the Regional Office with copies of all such correspondence.

VII. Details of Personnel From Other Federal Agencies:

- A. All details or loans of personnel, whether on a reimbursable or non-reimbursable details, must be reported on Form OEM-28 in the same manner as effecting any other personnel action.
- B. If a detail is effected, pending the completion of a transfer action from another federal agency, two sets of Forms OEM-28 are required, one for the requested transfer or appointment and one for the detail.
- C. In the case of a detail, the date shown under "Proposed effective date" on Form OEM-28 will be the actual date of detail.
- D. No reimbursable detail can be made for more than 60 days and / or \$1,000 without prior approval of the Bureau of the Budget. In addition, travel expenses of detailed employees which are paid by the lending agencies must be approved by the Bureau of the Budget before reimbursement may be made.

VIII. Reporting Attendance:

- A. Effective September 1, 1942, each major division on the projects and in the Regional Office will, on the 15th and last day of each month, prepare an original and one copy of Form OEM-396, reporting the attendance of all appointive personnel in that division. Each division head will sign and forward the original of Form OEM-396.

In the Regional Offices these forms will be forwarded to the Office of the Regional Director. On the projects, these forms will be forwarded to the Project Director.

- B. The Regional Director's Office will prepare an original and two copies of Form OEM-396, representing a consolidation of all Regional Office division reports. The original and one copy will be signed by the Regional

Director or his delegatee, and then forwarded to the Office for Emergency Management.

- C. The Project Director's Office will prepare an original and three copies of Form OEM-396, representing a consolidation of all division reports. The original and two copies will be signed by the Project Director and forwarded to the Regional Director. The Regional Director's Office will check the attendance reports received, initial and forward the original and one copy to the Office for Emergency Management.
- D. All Forms OEM-396 will be prepared so as to show the largest grades and salaries first, and the lowest last.
- E. Absence, leave, entrance on duty, or termination will be shown in accordance with the instructions on the back of Form OEM-396.

IX. Pay Check Delivery

- A. Except as otherwise noted, all pay checks for projects will be sent direct from the U. S. Treasury Disbursing Office in accordance with directions given by each individual employee on Form C-WRA-62, "Authority for Check Mailing", when entering on duty or subsequent written revisions.
- B. Checks for Regional Office employees will be delivered in bulk from the Office for Emergency Management to the Office of the Regional Director.
- C. Employees desiring checks sent direct to banks for deposit or other persons for endorsement may complete Treasury Form 6569 in triplicate giving this delegation and power of attorney.
- D. Copies of all paid payrolls will be forwarded by the Office for Emergency Management to the Office of the Regional Director. Those payrolls relating to projects will be forwarded to the appropriate project.

- X. Leave: Federal regulations require that appointive personnel work a minimum of 44 hours a week. In the event of emergencies, additional work time may be required for which no additional compensation may be allowed. In view of the war effort, it is expected that personnel will cooperate to the fullest possible extent. The only overtime officially recognized in federal regulations is work on Saturday afternoons, for which compensation time may be allowed in equal amount, not to exceed one-half day, during the following week.

- A. OEH in Denver maintains the only official leave records for appointive WRA employees in the Central Region.
- B. All employees must request annual, sick, or any other leave on Form OEH-8, "Application for Leave", in duplicate. These will be signed by the employee's immediate supervisor and by the Regional Director or Project Director, as the case may be, or by their delegates.
- C. Strict adherence will be observed to the leave laws and regulations. (See Instruction No. 13.) Annual leave must be applied for in advance, and sick leave must be reported immediately upon returning to duty. Sick leave of longer than three days' duration requires a doctor's attestation.
- D. Leave while in travel status must be applied for in the usual manner and shown on the Travel Voucher.
- E. Requests for military, court, or other leave will be made in the prescribed manner.
- F. Temporary employees must take any leave earned within the period of their appointment. There will be no extensions of appointment for the purpose of leave to temporary employees.

XI. Ratings

- A. At least once a year, all personnel will be rated as to efficiency and all personnel will be advised of the ratings.
- B. Ratings will be made on Civil Service Commission Form 51 and made in accordance with established procedure.
- C. Interim ratings will be made on all employees of a division or section by the outgoing chief in the event the chief of that unit is changed.
- D. Termination or transfer ratings will be made by the chief of a division or section in the event an employee under his supervision leaves the service, transfers to another federal agency or to another division or section.

E. All rating forms will be prepared and issued by OEM.

XII. Promotions:

- A. No within-grade promotions will be made except those administrative promotions authorized by law, granting a person an increase of one increment within the grade after eighteen months of satisfactory service, for a person earning up to \$3,200 per annum, and every thirty months for a person earning over \$3,200. (Promotions should not be confused with reclassifications, or reallocations of positions.)

XIII. Transfers:

- A. All transfers within the Central Region of WRA must have the written approval of the Project Directors concerned and the Regional Director.
- B. All transfers between the Central and other regions of WRA must have the written approval of the Project Directors or Division Heads concerned, in both Regions, and the approval of both Regional Directors.
- C. Transfers from other Federal Agencies to WRA are considered new appointments and are handled as such.

XIV. Terminations:

- A. If an employee leaves the service of WRA of his own accord, it is necessary that he submit a resignation in duplicate on Form OEM-13, properly signed, dated and stating the reason for his resignation.
1. Resignations prior to six months of service may be accepted with prejudice by the Regional Director.
 2. Resignations obtained under duress will not be accepted by the Regional Director.
- B. Persons holding permanent or war service appointments may be separated only by resignation, reduction in force due to insufficient funds, completion of work assigned to them, or for cause.
1. For reductions in force due to budget reduction or completion of work assigned to them, the persons to be separated must be governed by termination registers established and maintained

by OEM on the basis of length of service and efficiency ratings. These registers are established on a basis of title, grade, and classification, and all WRA personnel at the same headquarters with the same title, grade, and classification are in competition with one another regardless of what division may employ them.

2. Any termination for cause must be submitted immediately to the Regional Director for consideration and decision. Such recommendations must be in writing and supported by a complete justification and narrative, including affidavits or authenticated copies of statements of witnesses, documents, etc. Project Directors are authorized to suspend an employee for the period of one week and request his immediate departure from the project. The employee is required to advise the Project Director or Regional Director of his address during his time of suspension so that the Regional Director may communicate with him if he so desires. The Regional Director will, if possible, within the seven-day period, render a decision, or advise both the Project Director and the suspended employee of the extended suspension, pending referral of the case to the Director of the WRA in Washington.
 - a. The Director has the right to refuse to grant accumulated annual leave for any termination.
 - b. The Director has the right to direct termination with prejudice.
- C. On the last day of active duty of an employee leaving the service of WRA (or prior to then, if the last day of active duty is known), Form OEM-28 will be prepared in quadruplicate, setting forth the pertinent information, and three copies will be forwarded to the Regional Office immediately, together with duplicate copies of the resignation (if present), Form OEM-13, and two signed blank copies of Form OEM-8, "Request for Leave".

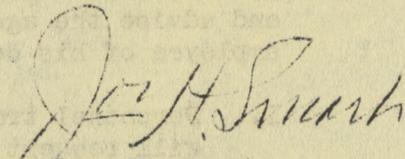
Employees separated without prejudice are entitled to accumulated annual leave, unless it is to be transferred to another federal agency. Immediate attention to the

submission of Form OEM-28 as notification of separation is very important so as to avoid overpayment or duplicate payment of employees leaving the service of WRA.

- D. When a Project Director is contacted by another federal agency or by an employee regarding transfer to another federal agency, he is to advise the employee or agency to make a formal request of the action to the Regional Director, requesting that a copy of the letter be sent him. The Regional Director will consult the Project Director regarding the action, and advise the agency, the Project Director and the employee of his decision.
1. Personnel transferring to other federal agencies will request the transferring agency to notify the Regional Office of WRA of the effective date of the transfer. Duplicate payments of salary by the federal government are prohibited by law.
- E. Before the final pay check may be released, the employee must surrender and account for all government property in his possession or charged against him on the property records. He must turn over to an accountable officer all transportation request books, identification cards, government drivers license, receipt books, funds, etc. The Project Director or his delegatee, or Regional Office division head, will transmit the material received to the Regional Director for proper disposition.
1. In order to have proper advice of the address for the last pay check and that all accountability has been effected, projects will prepare and complete Form C-WRA-67, "Advice of Termination or Furlough", in an original and two copies, sending all copies to the Regional Office. If possible, these should be forwarded with the other forms making up the separation docket. In the Regional Office the division heads will be responsible for preparing Form C-WRA-67. The Regional Director's Office will make the necessary notations on the administrative personnel card, and route all copies of Form C-WRA-67 through the Regional WRA Personnel Section to the OEM.
2. In order to insure correct information on Form OEM-396, "Report of Attendance", for an employee being terminated, OEM will complete the computation

of the leave due an employee, note the correct effective date on the first copy of Form C-WRA-67, and transmit it to the Regional WRA Office. (Notices for project personnel will be forwarded to the project by the Regional Office.).

- F. Once an employee has been terminated he may not be reassigned further duties with WRA until he has once again been employed by the appointment or detailing procedure described in this Instruction.


Jos. H. Smart
Regional Director

CIVIL SERVICE GRADES AND SALARIES

CAF	CPC	P	SP	EO							
	1				720	780	840	900	960		
			1		720	780	840				
			2		900	960	1020	1080			
		1			1200	1260	1320	1380	1440	1500	
	2				1200	1260	1320	1380	1440	1500	
			3		1140	1200	1260				
	3				1320	1380	1440	1500	1560	1620	
1					1260	1320	1380	1440	1500	1560	
			2		1320	1380	1440	1500	1560	1620	
			4		1320	1380	1440				
	4				1500	1560	1620	1680	1740	1800	
2			3		1440	1500	1560	1620	1680	1740	
			5		1500	1560	1620				
	5				1680	1740	1800	1860	1920	1980	
3			4		1620	1680	1740	1800	1860	1920	
			6		1680	1740	1800				
	6				1860	1920	1980	2040	2100	2160	
4			5		1800	1860	1920	1980	2040	2100	
			7		1880	1940	2000				
	7				2040	2100	2160	2220	2300	2400	
5			1	6	2000	2100	2200	2300	2400	2500	
			8		2200	2300	2400	2500	2600	2700	
			8		2100	2200	2300				
6			9		2300	2400	2500	2600	2700	2800	
			9		2400	2500	2600				
7			10	2	8	2600	2700	2800	2900	3000	
			10		2700	2800	2900		3000	3100	
			11		2900	3000	3100	3200	3300	3400	
8			11		3000	3100	3200				
			12		3200	3300	3400	3500	3600	3700	
9			3		3200	3300	3400	3500	3600	3700	
			12		3300	3400	3500	3600			
10					3500	3600	3700	3800	3900	4000	
			13		3600	3800	4000				
11			4		3800	4000	4200	4400	4600		
			14		4100	4300	4500				
12			5		4600	4800	5000	5200	5400		
			15		4600	4800	5000	5200			
			16		5600	5800	6000				
13			6		5600	5800	6000	6200	6400		
			17		6300	6550	6800				
14			7		6500	6750	7000	7250	7500		
			18		7250	7500	7750	8000			
15			8		8000	8250	8500	8750	9000		
			19		SALARIES IN EXCESS OF \$8000						
16			9		SALARIES IN EXCESS OF \$9000 BY EXPRESS LEGISLATION						

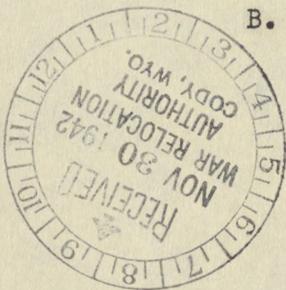
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War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION INSTRUCTION NO. 13
Supplement A.

SUBJECT: Employment Under Letters of Authorization

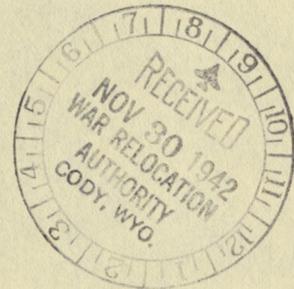
- I. The Regional Director, the Regional Administrative Officer, Project Directors, and Senior Administrative Officers, individually, have been delegated authority by the Director of WRA in Washington as appointing officers to hire temporary employees for periods not to exceed 30 calendar days. This delegated authority will remain in effect until June 30, 1943 unless revoked by the Director, canceled by appropriate legislation, or so long as funds are available or services needed. It may not be redelegated.
- II. An appointing officer, desiring to hire a temporary employee under a letter of authorization, will have the applicant complete one copy of Form C-WRA-68 (Brief Application for Employment). If the applicant appears qualified, Form WRA-24 (Notice of Employment under Letter of Authorization) will be prepared in quadruplicate, and the applicant and the appointing officer will sign all four copies. The applicant will also sign one copy of Form C-WRA-69 (Oath of Office and Personnel Affidavit).
- III. A. Regional Office. For temporary employees to be paid from regional office funds, one copy of Form WRA 24 will be given to the employee, one copy will go to the regional personnel files, and the original and one copy, together with Forms C-WRA-68 and C-WRA-69, will be forwarded to the OEM.
B. Project Offices. For temporary employees to be paid from project funds, the original and one copy of Form WRA-24 (together with the originals of Forms C-WRA-68 and C-WRA-69) will be delivered to the Project Personnel Division, one copy will be given to the employee, and the fourth copy will be forwarded to the Regional office for the Regional personnel files. The Project Personnel Division will forward the originals of Forms WRA-24 and C-WRA-69 to the Project Finance Division after proper signature.
- IV. If, in the course of the thirty-day period, the classification of the employee is changed to a higher or lower rate of pay, a new set of Form WRA-24 will be completed showing the new classification, rate of pay, and effective date of the new classification.
- V. Under a letter of authority, employment in any calendar year may not exceed a total of thirty calendar days, regardless of the number of times the employee is reclassified or employed.



Distribution: All regional and project staff members.
10-26-42

- X. For reporting time worked, appointing officers may use daily time books, time slips, Form OEM-7a, or any other practicable device. It is recommended that time be reported once a day to the appointing officer, or his delegatee, to enable him to keep a consolidated record of all employees so employed for a given pay period.
- XI. Temporary employees who work less than $27\frac{1}{2}$ days continuously are not entitled to annual or sick leave. If leave is earned, it must be taken within the period of the temporary employment. (Temporary employees hired at an hourly rate are not entitled to leave of any sort.) In no case will extensions of employment beyond 30 days be made.
- XII. Only appointing officers may sign Forms WRA-24, WRA-25, and OEM-7a.
- XIII. Funds to pay for 30-day employment under Letters of Authorization are to be obtained from allotments to personal services for Civil Service employees.

Jos. H. Smart
Regional Director

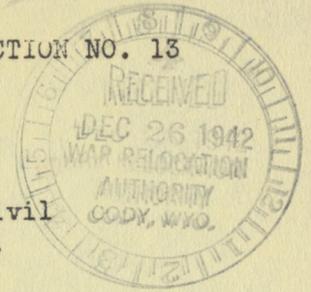


HOUSEL

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION INSTRUCTION NO. 13

Supplement B



SUBJECT: 30-Day Temporary War Service Appointments and Civil Service Schedule A Appointments on WRA Projects.

- I. General: Funds to pay for temporary and part-time appointments mentioned in these instructions come out of the allotment for personal services for Civil Service employees. None of the appointments mentioned in these instructions need to be journalized. However, the Civil Service Commission, either at Denver or at Washington (depending upon the type of appointment) must be notified in all cases, as well as the Regional office. These appointments are not reported to the Regional OEM office.

- II. All appointments of a temporary or part-time nature should be made in accordance with Civil Service procedure, and wherever possible, these appointments should conform with positions listed on approved WRA charts. If it is desired to make a temporary appointment to a position not listed on an approved WRA chart, prevailing rates of pay in the specific locality should be used. Schedules of pay for temporary and part-time employment should follow, in so far as possible, the schedule established in accordance with the provisions of the Classification Act of 1923, as amended. Rates of pay for positions involving construction or skilled workers, and unskilled laborers, will usually have to be established from local prevailing rates for similar jobs.

- III. The Project Director has the authority to effect at the project all types of appointments in this instruction without prior approval from the Regional office, OEM, or the Civil Service Commission. All 30-day War Service Appointments, and Civil Service Schedule A-1-6, A-1-10, and A-1-14 appointments will be effected by the forms listed below.
 - A. Application - in duplicate - either CSC Form 57 or Form C-WRA-68.

Original - Project personnel files
Copy - Regional WRA office

 - B. Notice of Employment - in triplicate - Form WRA-24

(The type of appointment effected will be typed on all copies in the upper right-hand corner of Form WRA, 24; viz: - 30-Day War Service, A-1-6, etc.)

Distribution: All regional and project staff members

12-1-42

(Sheet 1)

Original - Project Finance Division
Copy - Project personnel files
Copy - Regional WRA office.

- C. Oath of Office and Personnel Affidavit - in duplicate.
Standard forms 8 and 47 - or new combination form
C-WRA-69. (This is not absolutely legally required for
these particular types of appointments, but is deemed
extremely desirable.)

Original - Project Finance Division
Copy - Project Personnel Files

- D. Finger Print Chart - Form 2390 - original

(This is not absolutely legally required for these
types of appointments but is deemed extremely
desirable as the Civil Service Commission desires
to build up its finger print files as completely
as possible.)

Original - Civil Service Commission

- E. Attendance Reports - In duplicate.

1. For employment at annual salary rates - Form OEM-396
2. For employment at hourly, daily or monthly rates -
Form OEM - 7a

Original - Project Finance Division
Copy - Project Personnel files

3. When leave is taken, one copy of signed leave requests
(Form OEM-8) will accompany the original of all
attendance reports.

- F. Notice of Termination - in triplicate - Form WRA-25.

(The type of appointment will be typed in the upper
right-hand corner of all copies)

Original - Project Finance Division
Copy - Project personnel files

- G. All forms relating to employment will normally be prepared
by the project personnel division, based upon requests,
memoranda, and reports. Other arrangements may be made at
the project level.

- IV. The Regional Director has the authority to effect all types of
appointments mentioned in this instruction for the regional
office. The same forms will be used and prepared in the same
number of copies. The Regional OEM Finance and Personnel
Divisions will receive the copies designated above for the

Project Finance and Personnel divisions. The Regional WRA Personnel Division will prepare all forms.

V. Types of temporary and part-time appointments that can be made under Civil Service procedure:

A. War Service Regulation V, Section 4

1. Emergency appointment without examination.

"In cases of extreme emergency, where positions must be filled without delay, and where time does not permit the securing of prior authority, emergency appointments for not to exceed 30 days may be made without examination and without specific authority of the Commission.

"Such appointments may not extend beyond the original 30-day limit without express prior approval of the Commission. These appointments should be kept at a minimum".

(a) This type of appointment is virtually the same as that permitted under the letter of authority (See Central Regional Inst. 13 - Supplement A) except that it implies that an indefinite or War Service appointment will follow this emergency appointment for the same job and the same person. The Regional Director and the Project Directors have been given authority to make emergency appointments for 30 days without prior authority from the Civil Service Commission. It should be used in emergencies only, and should not customarily be used as a fill-in to employ someone on a permanent basis or a temporary basis pending their approval by the Civil Service Commission.

(b) Indefinite or War Service Appointments require the normal procedure of the submission of a Request for Action (Form OEM 28) and other documents (Complete - even though it duplicates those prepared for the 30-day appointment), as set forth in Central Regional Instruction 13. Such an action must be journalized. Since journalization may not be retroactive, the action should be submitted well enough in advance (not less than 10 days) to insure completion by the desired date.

(c) Requests for action for indefinite appointments should, in so far as possible, be for positions shown on approved WRA charts. Positions not shown on the chart must first be classified by the Regional Office of Central Administrative Services, Office for Emergency Management. A description of duties will be

drawn up, and Form OEM-27a completed. Final approval is given by the Regional C.A.S. who return two copies of the approved version of Form OEM-27a to W.R.A. (one will be returned to the project) and the position is then ready for filling. Projects will be immediately notified by wire when the position has been established. The OEM -28 should indicate the effective date well enough in advance so that necessary approvals can be received.

B. Schedule A-1-6 of the Civil Service Rules and Regulations.

1. "Any person receiving from one department or establishment of the Government for his personal salary compensation aggregating not more than \$540 per annum whose duties require only a portion of his time, or his services are needed for brief periods at intervals may be employed without examination."
2. Appointments under the above regulation should be made only in those cases where the type of job is for a brief or intermittent period only, and not continuous, and the aggregate salary can not exceed \$540 per annum.
3. The determination as to the hourly, daily, monthly or yearly salary rate is entirely an administrative one and may be determined by the appointing office (Regional or Project Director). The salary pattern established by the Classification Act of 1923 or approved WRA charts may be adhered to, or the local prevailing wage for the work to be done, which is acceptable to both the appointee and the appointing officer.

C. Schedule A-1-10 of the Civil Service Rules and Regulations
(Refer to 13th U. S. Civil Service Region Circular Letter 478)

1. "Temporary, part-time, or intermittent employment of mechanics, skilled laborers, and tradesmen on construction or repair work in the field service, in places where there is no local board of examiners of the Civil Service Commission for the employing establishment, and where the Commission deems it impracticable to establish registers of eligibles. Seasonable employments of a recurring nature are not authorized under this paragraph".
2. We have been informed that the Civil Service Commission deems it impracticable to establish registers of eligibles at WRA projects for filling these positions.
3. Employments contemplated to last more than six months are not authorized under this section, nor employments of a recurring seasonal nature. These appointments differ from A-1-6 appointments in that the aggregate amount of compensation may be more than \$540, but the employment may last

for a maximum of six continuous months. A-1-10 appointments are generally continuous and not intermittent, although they may be intermittent. Schedule A-1-10 appointments apply only to construction or repair work in the field service, usually skilled workers.

4. The determination of rates of compensation is an administrative one to be determined by the appointing officer. (See V, B, 3 above.)

D. Schedule A-1-14 of the Civil Service Rules and Regulations

1. "Unskilled laborers at any city, locality, or establishment where the Labor Regulations were not in effect on July 1, 1941. The Commission, with the concurrence of the department or agency concerned, may include within the classified civil service unskilled laborer positions at any such city, locality or establishment.
2. Appointments under this provision are limited to unskilled laborers. The appointments may be on an hourly, daily, monthly or yearly basis, and the rate of compensation may be determined by the appointing officer (Regional or Project Director) in accordance with the established CPC levels of the classification Act, or at prevailing local rates. It is suggested that local prevailing rates be used, and where there is some question as to the rates, the U. S. Employment office may be contacted for advice and assistance.
3. The Regional Civil Service Commission office in Denver advises that as far as they can determine there is no time limit on the employment of unskilled workers under this provision. However, because of the very nature of WRA work, employment of unskilled workers under this provision should be very limited as to frequency and length of employment - if at all.

VI. Leave: All appointees under any of the provisions in this instruction are considered temporary employees. All temporary employees employed on a continuous basis for a month or more, and who are paid at daily, monthly or yearly rates, are entitled to two and one-half days annual leave and one and one-fourth days sick-leave for each full month of service. Intermittent or part-time employees, or those engaged in construction work at hourly rates, do not earn annual and sick leave. Any leave earned by temporary employees must be taken within the period of the appointment.

- A. Leave records will be maintained on the project on all temporary employees. It will be the responsibility of the personnel and payroll sections to flag the payroll and leave cards of temporary employees so that no over-payment is made, and that all leave due a temporary employee is taken prior to the expiration or

termination of his temporary appointment. Sufficient notice must be given the employee of his termination so that the leave will be taken. There will be no extensions of appointments for the purpose of granting leave to temporary employees. For example, a temporary 30-day (War Service Regulation V, Section 4) appointee who has worked continuously for $27\frac{1}{2}$ calendar days shall be granted $2\frac{1}{2}$ days annual leave, and his appointment terminated at the end of the 30-day period.

- B. All leave shall be applied for on Form OEM 8, Request for Leave, in duplicate approved by the appropriate supervising officials and forwarded to the Personnel Division. The original of Form OEM 8 will accompany the attendance reports when submitted to the Finance Division for payroll purposes.

VII. Reports to Civil Service:

All War Service 30-day and Schedule A appointments must be reported to the U. S. Civil Service Commission. However, different types of temporary appointments are reported to different offices of the U. S. Civil Service Commission. The office of the 13th U. S. Civil Service Region has supplied the following information.

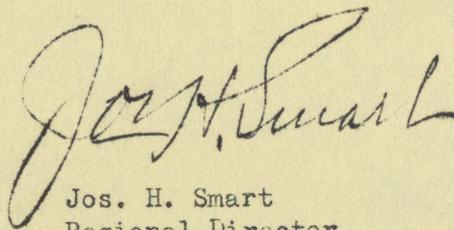
- A. The following types of appointments are to be reported to the Director, 13th U. S. Civil Service Region, Room 140, New Customs House, Denver, Colorado.
1. War Service Regulation V, Section 4 - 30-day Temporary (War Service).
 2. U. S. Civil Service Schedule A-1-10.
- B. The following types of appointments must be reported to the Director, U. S. Civil Service Commission, Washington, D. C.
1. U. S. Civil Service Schedule A-1-6.
 2. U. S. Civil Service Schedule A-1-14.
- C. The information required on the reports to the U. S. Civil Service Commission for Schedule A appointments must include:

Name of employee
Date of birth
Working title
Date of appointment
Brief statement of duties
Rate of pay
Place of employment
Expected duration of service
History of any schedule of employment in the previous 12 months
When payment is not made at a per annum rate the total service rendered and the distribution of such service during the year.

This information is to be submitted at the close of the fiscal year, or whenever the employee is separated from the service.

- D. Reports of appointments, terminations and length of service to the U. S. Civil Service Commission may be made on Notice to U. S. Civil Service Commission of Appointment (Form C-WRA-40) and Notice to U. S. Civil Service Commission of Termination (Form C-WRA-42). These forms will be prepared in quintuple, sending the original and two copies direct to the appropriate U. S. Civil Service Commission office, one copy to the Regional WRA office, and one copy for the project personnel files. Extreme care will be exercised to fill in all of the required information, with particular attention directed to filling in the proper A schedule number, or War Service Regulation number. Circular Letter 478 of the 13th U. S. Civil Service Region makes this type of report mandatory only for appointments made under Schedule A-1-10. Since some type of report must be sent in to the Commission on all the other types of appointments mentioned in this instruction, it is recommended that Forms C-WRA-40 and C-WRA-42 be used. If desired the projects may make their reports to the appropriate U. S. Civil Service Commission office on 30-day War Service Regulation V, Section 4, Schedule 4, Schedule A-1-6, and Schedule A-1-14 appointments by sending in copies of Forms WRA-24, Notice of Appointment, WRA-25, Notice of Termination, and attendance reports OEM 7a or OEM 396 (whichever was used).

1. Changes of appointment may be reported as a redesignation (carpenter to carpenter foreman) rather than a separation and reappointment. All changes in status must be reported, however.



Jos. H. Smart
Regional Director

WAR RELOCATION AUTHORITY
CENTRAL REGIONAL OFFICE
Denver, Colorado

AMENDMENT NO. 1 to ADMINISTRATIVE INSTRUCTION NO. 13

EXHIBIT I

War Service Regulations

The following excerpts have been received from the Office of the 13th District of the Civil Service Commission, applying to War Service Regulations.

(1) War Service Regulations - Amendment (From Circular Letter No. 395, Supplement 2, United States Civil Service Commission, Thirteenth United States Civil Service District, Denver.)

War Service Regulations are hereby amended as follows:

Regulation VIII, "Reappointment and Reinstatement," is amended to read as follows: "Subject to the prior approval of the Commission, a former civilian employee of the Executive branch of the Federal government may be reinstated (or reappointed) by war service appointment to any position which is covered by these Regulations and for which he establishes the requisite qualifications. Such reinstatement must be for actual service and not primarily for the purpose of bringing the person within the provisions of the Civil Service Retirement Act, as amended."

Procedure in Reinstatements is as follows:

"War Service Appointments" under Regulation VIII may be authorized in the case of persons who were formerly employed in the executive branch of the Federal government, regardless of whether such former employment was temporary, excepted from civil service rules or classified. Such appointments will be authorized by the Commission's central office, its liaison officers, its District Managers or their representatives, in their discretion, on the basis of available information as to the applicants' qualifications for the position in question. Prior authority of the Commission, the District Manager or his representative must be obtained in all cases for such appointments. Appointing officers should submit their requests for reinstatement on Standard Form No. 46 accompanied by the following forms:

- (1) Regular civil service application form
- (2) Form 2390 (fingerprint chart)

Distribution: All regional and project staff members.

The Commission, or the District Managers, as the case may be, will take the necessary action to secure a release from the agency in which the employee was formerly employed (as, e.g., in the case of employees who, within ninety days, were employed in an agency with a higher priority classification).

War Service appointments under Regulation VIII will in all cases be authorized conditionally, 'subject to investigation of the employee's record' of former employment and approval thereof by the Commission. The employee's record will be reviewed by the Commission for such matters as removal from the Government service with prejudice, arrest record, disloyalty to the United States, subversive activities, debarment from civil service examinations, etc. In the absence of an affirmative report from the Commission, the employing agency may assume that no unfavorable information warranting separation has been disclosed by the Commission's review, and no action need be taken other than the initial report of reinstatement on the regular reports of changes. In cases in which the Commission's review discloses adverse information warranting removal, the department or agency concerned will be notified at the earliest practicable date.

Upon receipt of such forms and approval of a War Service appointment, the District Manager will forward them a copy of letter of approval to the central office of the Commission, attention: Service Record Division. If the records of the District office disclose adverse information regarding the employee sufficient to warrant disapproval of the proposed reinstatement, the proposed reinstatement will be disapproved by the District Manager and the forms submitted in the case will be forwarded to the Commission, attention Service Record Division, with a copy of letter of disapproval showing the reasons therefor.

The appointing officer will obtain a Form 2413, Medical Certificate, and Form 124, Declaration of Appointee (or 124a or 124b, where applicable), and retain it in the department's file as the employing office must assume responsibility for the appointee's meeting the physical requirements and the limitation on members of a family that may be employed."

- (2) Amendment of the War Service Regulations (From Circular Letter No. 421, Supplement No. 1, United States Civil Service Commission, Thirteenth United States Civil Service District, Denver.)

War Service Regulations are hereby amended by the addition to Regulation IV of a new Section, No. 5, as follows:

"5. Every person to whom an offer of appointment is made shall be advised at that time by the appointing officer that if his services are found satisfactory he will be expected to serve a

minimum period of six months, and that any resignation during such period will be accepted with prejudice unless in the judgment of the appointing officer the reasons for the resignation warrant acceptance of the resignation without prejudice."

The Civil Service Commission advises that the above regulation applies to persons who are separating themselves absolutely from the Government service regardless of whether appointment was effected by original appointment, transfer, reappointment or reinstatement. It does not, however, apply to persons who leave Government positions for the purpose of transfer to other Government positions.

- (3) Certain exclusions from the Operation of the Civil Service Retirement Act of May 29, 1930, as amended. (From circular Letter No. 431, United States Civil Service Commission, Thirteenth United States Civil Service District, Denver.)

"EXECUTIVE ORDER

AUTHORIZING CERTAIN EXCLUSIONS FROM THE OPERATION OF THE CIVIL SERVICE RETIREMENT ACT OF MAY 29, 1930, AS AMENDED.

"By virtue of and pursuant to the authority vested in me by Section 3 (b) of the Civil Service Retirement Act of May 29, 1930 (46 Stat. 468), as amended by the act of January 24, 1942 (Public Law 411, 77th Congress), it is hereby ordered as follows:

1. Employees in the following classifications of Federal personnel in the Executive branch of the Government are hereby excluded from the operation of the said Retirement Act unless eligible for retirement benefits by continuity of service, by reinstatement or otherwise:
 - (a) Employees whose expected service will be for brief periods but not to exceed one year.
 - (b) Employees paid by the hour, day, month, or year when actually employed, whose employment is periodic, part-time, or recurrent and for whom a regular tour of duty is not contemplated.
 - (c) Employees and consultants paid on a contract or fee basis.
 - (d) Employees paid on a piece-work basis, except when serving under regular or permanent appointment.

- (e) Cooperative employees not wholly under the control of the Federal Government and not otherwise subject to the Civil Service Retirement Act.
- (f) Officers and employees without compensation or with nominal compensation of \$12.00 or less per annum.
- (g) Intermittent alien employees engaged on work outside the continental limits of the United States.
- (h) Member and patient employees in government hospitals or homes.
- (i) Employees serving under temporary appointments pending final determination of their eligibility for permanent or indefinite appointment.
- (j) Acting postmasters, clerks in fourth class post offices, substitute rural carriers, and special delivery messengers at second, third, and fourth class post offices.

2. The Civil Service Commission is authorized to determine the applicability of the above classification to specific officers and employees or groups of officers and employees in the Executive branch of the Government.

3. This order shall be effective as of January 24, 1942, except that it shall not be so construed as to defeat any retirement rights of officers and employees acquired before the date of this order.

THE WHITE HOUSE

May 1, 1942

FRANKLIN D. ROOSEVELT

(No. 9154)"

- (4) Submission of formal resignation no longer required in Inter-Agency transfer. (From Circular Letter No. 439, United States Civil Service Commission, Thirteenth United States Civil Service District, Denver)

"The Commission has been informed that the Council of Personnel Administration has approved the discontinuance of the practice of

requiring the resignation of an employee transferring from one Federal Agency to another. It is understood that employees have objected to resigning in connection with War Service transfers because they believe that in so doing they would waive any reemployment rights afforded them under the War Service Regulations.

"The Commission approves this change in procedure and suggests that in the future when an employee leaves one agency for transfer to another agency under War Service Regulation IX, without submitting a formal resignation, the report of transfer to the Commission show the nature of the action as 'separation for transfer' (which may, of course, be abbreviated where appropriate, as 'S. Trans.')." "

SUBJECT: Correspondence

I. Regional Office Correspondence:

- A. All correspondence or documents prepared in the Regional Office and addressed to projects will be addressed to the Project Director.
- B. All correspondence or documents prepared in the Regional Office and addressed to Project Directors or other WRA offices, other Federal or State agencies, or private individuals or firms, will be prepared for the signature of the Regional Director, or the Acting Regional Director, as the case may be. The Regional Director may delegate the signing of his name to such correspondence or documents as he may elect.
- C. When matters relating to broad policy or inter-agency relationships are the subject of correspondence with other Federal agencies, Regional office correspondence giving all details pertaining to these matters will be directed to the Washington Office of the War Relocation Authority with the request that the Washington War Relocation Authority Office obtain the appropriate information or decisions, and inform the regional and project offices.
- D. Inter-office memoranda will be prepared for the signature of the division or section head from which the memoranda originates, and will be addressed to the division or section head in charge of the work covered by the memorandum.
- E. Correspondence directed to the head of an agency or project director may be directed to the attention of a particular person.
- F. All correspondence will be initialed on the file copy by the dictator, division head or section chief and the signer.

II. Project correspondence.

- A. Correspondence and documents prepared on the projects and directed to the Regional Office will be addressed to the Regional Director and prepared for the signature of the Project Director or Acting Project Director.

Distribution: All Regional and Project Staff members.

Regional Office

Project Offices

Agricultural & Industrial Manager,	WW	War Works,	WW
		Community Enterprise,	CE
		Transportation & Supply,	TS
		Property Control Section,	PC
Employment,	EH	Employment & Housing,	EH
Community Service,	CS	Community Service,	CS
		Health Section,	HL
		Education Section,	ED
Administrative,	AD	Administrative,	AD
Finance Section,	FI	Finance Section,	FI
Procurement Section,	QM	Procurement Section	QM
Personnel Section	PE	Personnel Section	PE

Divisional and sectional symbols on the projects will show prefixes as follows:

Heart Mountain Relocation Center, HM
Granada Relocation Center, GR

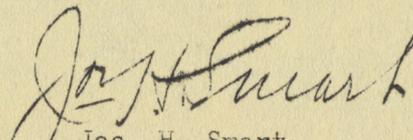
- C. A subject should be given on all letters. The word "subject" is to be placed opposite the first line of the address and in line with the complimentary salutation.
- D. Directly beneath the subject, "In reply refer to", information on the incoming letter should be shown.
- E. This applies to all correspondence in the Regional Office and the projects. Exhibits A and B, representing a letter or memorandum for the regional and project offices are attached.

SUBJECT: Correspondence with the Wartime Civil Control
Administration

Project Directors are requested to address correspondence to the Wartime Civil Control Administration, or any of its officials, only in answer to specific direct inquiries made by that Agency. In replying to direct requests from the Wartime Civil Control Administration, always send a copy to the Regional Director.

In all other cases correspondence should be addressed to the Regional Director, who will in turn make the referral as required.

Similar policies should be followed with respect to WRA Washington, Regional, and project offices.


Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

10-14-42

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION INSTRUCTION NO. 19

SUBJECT: Appropriation Limitations and Code Symbols

I. In accordance with General Regulation No. 1, issued under Executive order No. 8512 and the Act appropriating funds for the War Relocation Authority, objective classification will be maintained in the Regional Office and at the projects in the Central Region as follows:

A. Appropriation: 1130500.111

T R.9 (01) or T R-9 (01.1)

PERSONAL SERVICES. All salaries and wages for labor, or other services of officers or employees of the WRA, in the following categories:

Regular Civil Service employment

Schedule "A" appointments

30-day war service appointments

Temporary appointments

Per diem employment

Consultants on fee basis

Cash allowances for quarters, heat, and light; and other payments incident to personal services.

Intermittent employment not involving payments of more than \$540 in any one year.

Any employment that can be made under the Civil Service Laws and Regulations.

T-J R.9 (01) or T R-9 (01.3)

SALARIES TO EVACUEES. Payments to all evacuee workers, including office workers, kitchen help, laborers and others employed by the War Relocation Authority.

T R.9 (03) or T R-9 (03)

TRANSPORTATION OF THINGS. Includes all charges to be paid directly by the Government for the transportation of goods, supplies, equipment, personalty of evacuees, animals, and other things, whether the shipments are made by land, sea, or air. It also includes charges for the care of such things in transit.

Distribution: All Regional and Project staff members.

EXAMPLES

COMMON CARRIER. Freight, express, demurrage, switching, recrating, refrigerating, and all incidental charges.

DRAYAGE AND OTHER LOCAL TRANSPORTATION. Cartage, handling, and other charges incidental to local transportation.

MAIL TRANSPORTATION. Contractual services for the transportation of mail by water, rail, air, motor vehicles, etc.

T R.9 (04.) or (T R-9(04)

COMMUNICATION SERVICE. Includes tolls and other charges for land telegraph service, marine cable service, radio and wireless telegraph service, telephone service, postage, and messenger service.

T R.9 (05.) or T R-9(05)

RENTS AND UTILITY SERVICES. Includes charges for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services, as well as rental charges.

EXAMPLES

RENTS. The right to use land, structures, or equipment owned by another, with the proviso that the property will be relinquished to the owner at a future time. Purchase rental agreements are also included.

HEAT, LIGHT, POWER, WATER, GAS, AND ELECTRICITY. All such services when not included in rental charges.

T R.9 (07.1) or T R-9 (07.1)

REPAIRS TO PHOTOGRAPHIC EQUIPMENT. Special allotment to National Photographic Unit, headquartered in Denver. Not available to projects.

T R.9 (07.2) or T R-9 (07.2)

OTHER CONTRACTUAL SERVICES. Includes all contractual services not otherwise classified.

EXAMPLES

REPAIRS AND ALTERATIONS. Repairs and alterations on buildings, bridges, viaducts, vessels, equipment, and like items, when done under contract, excepting capital improvements.

STORAGE AND MAINTENANCE OF VEHICLES. Storage and care of vehicles, excepting expenses incurred in travel which will be classified under "02. Travel."

SUBSISTENCE AND SUPPORT OF PERSONS: Services for providing board, lodging, and care of persons, excepting travel items which are included under "02. Travel".

PHOTOGRAPHIC AND STENOGRAPHIC SERVICES: Includes contractual stenographic, typewriting, and duplicating work, such as multigraphing and mimeographing; also photographing, developing, and blueprinting.

ADVERTISING AND PUBLICATION OF NOTICES: Advertisements inserted in newspapers for bids, notifications of final payments, or public notices required by law.

T R.9 (08.1) or T R-9 (08.1)

SUPPLIES AND MATERIALS. Includes all commodities which are ordinarily consumed or expended within a comparatively short period of time, which are converted in the process of construction or manufacture, or which form a minor part of equipment or fixed property. Also includes commodities purchased for resale.

EXAMPLES

OFFICE SUPPLIES: Includes all items other than printed forms, letterheads, and duplicating supplies.

CHEMICALS, SURGICAL AND MEDICAL SUPPLIES. Does not include surgical instruments and laboratory equipment.

FUELS: All substances, such as coal, wood, petroleum, and oils used in cooking, heating, and generating power, or in making artificial gas.

CLOTHING AND CLOTHING SUPPLIES: Articles of clothing, together with materials and sewing supplies used in the manufacture of wearing apparel.

PROVISIONS: Food and beverages for human consumption.

FORAGE AND STABLE SUPPLIES: Feed for livestock and other animals, and supplies such as stable bedding, horseshoes, collar pads, etc.

CLEANING AND TOILET SUPPLIES

AMMUNITION AND EXPLOSIVES: Shells, powder, fuses, detonators, primers, pyrotechnic supplies, and components thereof.

MATERIALS AND PARTS: Commodities, including building material, entering into the construction, repair, or production of supplies, equipment, machinery, buildings, and other structures.

T R.9 (08.2) or T R-9 (08.2)

DUPLICATING SUPPLIES. Includes all paper, stencils, ink, and other supplies used in mimeographing or reproducing forms, reports, or other documents. Printing not included.

T R.9 (09) first quarter
T R-9 (09.2) second quarter

EQUIPMENT. Includes machinery, implements, tools, furniture and fixtures, livestock (other than animals purchased for slaughter), armaments, vehicles and other apparatus which may be used, over extended periods of time, without material impairment of their physical condition.

EXAMPLES

TRANSPORTATION EQUIPMENT. Vehicles, including motor trucks, motorcycles, tractors, aircraft of any character, wagons, and carts. Does not include passenger-carrying automobiles and buses.

FURNITURE, FURNISHINGS, AND FIXTURES. Movable furniture, fittings, and fixtures, such as desks, tables, chairs, typewriters, adding and bookkeeping machines, and household equipment.

MACHINERY AND APPARATUS. Engines, generators, manufacturing machinery, transformers, shop equipment, stationary pumps, and other production and construction machinery. Surgical instruments, X-ray machines, signaling and telephone and telegraph equipment, scientific instruments and accessories, photographic equipment, picture projection equipment and accessories, and mechanical drafting devices.

T R.9 (11) or T R-9 (11)

GRANTS TO EVACUEES. All payments to evacuees as outlined under Administrative Instruction No. 35, dated August 24, 1942.

T R.9 (16) or T R-9 (16)

INVESTMENTS AND LOANS. All loans made to cooperative enterprises operated by evacuees on the projects.

B. Appropriation: 1130500.112

T R.9 (06) or T R-9 (06)

PRINTING AND BINDING. Includes all contractual services for the printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are also included under this classification.

C. Appropriation: 1130500.113

T R.9 (02) or T R-9 (02)

TRAVEL. Includes transportation of persons, their subsistence while in authorized travel status, and other expenses incident to travel when such expenses are to be paid by the government, either directly or by reimbursing the traveler.

EXAMPLES

TRANSPORTATION OF PERSONS. Contractual services rendered in connection with carrying persons from place to place, whether by land, air, or water, and the furnishing of accommodations incident to actual travel. This includes commercial transportation charges, charter of passenger cars, trains, vessels, or airplanes, and expenses incident to the operation of chartered conveyances. It also includes mileage allowances and reimbursement for gasoline and oil used in privately owned vehicles. Also street car fares, and taxi fares.

SUBSISTENCE: Food and lodging, whether based on reimbursement for actual expenses, or on a per diem allowance in lieu of subsistence.

INCIDENTAL TRAVEL EXPENSES. Other expenses necessitated by travel, such as baggage transfer and telephone and telegraph expenses, as authorized by travel regulations.

D. Appropriation: 1130500.114

T R.9 (09)

PURCHASE OF MOTOR PROPELLED PASSENGER CARRYING VEHICLES. This includes automobiles, station wagons, and buses. It does not include pick-ups, or other types of trucks.

E. Appropriation: 1130500.115

T R.9 (01) or T R-9 (01.1)

SALARIES WITHOUT REGARD TO CIVIL SERVICE. Includes payments to employees who cannot otherwise be employed under Civil Service Laws and Regulations, or War Service Regulations and Letters of Authorization.

F. Appropriation: 1130500.116

T R.9 (11) or T R-9 (11)

PAYMENTS IN LIEU OF TAXES. Payments based upon negotiated agreements, and made to local taxing bodies in lieu of taxes.

G. Appropriation: 112/30006 (15) .001

Allocation symbol T R-9 (11)

TRAVEL EXPENSES FOR EVACUEES. For the payment of all travel expenses for which WRA may grant funds to perform such travel as may be necessary in the interest of WRA activities where directed by WRA administrative instructions.

II. Document Numbering

(a) Each project concerned will be identified on all encumbrance documents and vouchers as indicated in Administrative Instruction No. 19:

(Example)

Heart Mountain WRA - ^{VII}7-1-43
 Granada WRA - ^{VIII}8-1-43

(Interpretation)

<u>Project</u>	<u>Agency</u>	<u>Project Number</u>	<u>Document Number</u>	<u>Budget Period</u>
Heart Mountain	WRA -	^{VII} 7-1-43	1	- 43
Granada	WRA -	^{VIII} 8-1-43	1	- 43

Regional office documents are numbered by OEM in one general series for all war agencies serviced by the Denver OEM office.

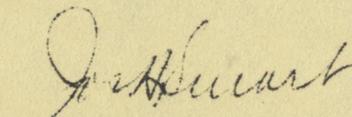
III. In order to maintain a breakdown of allotments, the Denver OEM office identifies the Regional Office, the Granada center, and the Heart Mountain center by number, as follows:

Regional Office - 1
 Granada - 2
 Heart Mountain - 3
 Photographic Unit - 4

For example:

Allotment T R.9 (01) - 1 Regional Office
 Allotment T R.9 (01) - 2 Granada
 Allotment T R.9 (01) - 3 Heart Mountain
 Allotment T R.9 (01) - 4 National Photographic Unit
 (Headquartered in Denver)

Even though the responsibility for accounts has now been shifted to the projects, it would appear desirable to continue these distinguishing suffixes.


Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGIONAL INSTRUCTION NO. 21

SUBJECT: Army Divisions and Depots Designated to Handle Purchases
for War Relocation Centers in the Central Region.

- I. All procurement agencies of the U. S. Army -- Quartermasters, Engineers, Medical Department, Ordnance, Signal Corps, and Motor Transport -- have been authorized to purchase supplies and equipment for the War Relocation Authority. For example, the nature of the authorization is set forth in the following extract from a telegram received by the Missouri Division, U. S. Engineers, from the Chief of U. S. Engineers in Washington:

"Army agencies are authorized to purchase for the War Relocation Authority on requisition received from that agency and charging the cost thereof to the War Relocation Authority appropriation and limitation symbol stated on the requisition. Therefore, upon receipt of requisitions for items not maintained in stock, the army agency will issue a purchase order charging the War Relocation Authority appropriation. Such purchase order will direct that certified invoices for the purchase should be mailed to the War Relocation Regional Office for payment. Two copies of the purchase order should be mailed to that office. The procedure outlined above does not preclude the filling of requisitions approved by the Army Fiscal Control Officer of the War Relocation Authority and quoting allotment FD 1905. Notify all agencies under your supervision.

End SPEFB 1172. - REYBOLD"

- II. Instructions outlined in Administrative Instruction No. 21 (Revised) should be followed in preparing and submitting requisitions. The requisition must carry the appropriation and allotment symbols, and a statement that funds are available, signed by the fiscal officer. The requisition should also carry the notation "Mail three copies of purchase order and three copies of certified invoice to the _____ Relocation Center", giving the mail address. This change from Reybold's telegram must be noted because of the change in location of fiscal accounts and authority to purchase, effected October 1, 1942.

Distribution: All Regional and Project staff members.
11-3-42 (Replaces Central Regional Instruction No. 21, issued 8-27-42)

III. A list of the Army depots that will normally serve the Granada and Heart Mountain Relocation centers is appended hereto, together with a list of other depots (aside from Quartermaster depots) that have been designated and notified to honor WRA requisitions in accordance with Administrative Instruction No. 21 (Revised).

Jos. H. Smart
Jos. H. Smart
Regional Director

Appropriate War Department Procuring Agencies
for Central Region WRA Projects

(Address all Communications to the Commanding Officer)

War Department Procuring Agencies	WRA Relocation Center	
	Granada	Heart Mountain
<u>Quartermaster</u>	Quartermaster Depot 17th and Hardesty Aves. Kansas City, Missouri (In emergency: Quartermaster Depot Ft. Sam Houston San Antonio, Texas)	Quartermaster Depot 17th and Hardesty Aves. Kansas City, Missouri (In emergency: Quartermaster Depot Ogden, Utah)
1. Other than perishables		
2. Perishables	Denver Market Center Denargo Market Denver, Colorado	Denver Market Center Denargo Market Denver, Colorado
<u>Engineers</u>		
1. Coal (Rent and Utilities)	U. S. Engineers Missouri River Division Rent and Utilities Section Farm Credit Bldg. Omaha, Nebraska (Technical Specifica- tions and Procuring Agency)	U. S. Engineers Missouri River Division. Rent and Utilities Section Farm Credit Bldg. Omaha, Nebraska (Technical Specifica- tions and Procuring Agency)
	Quartermaster Depot Ft. Sam Houston San Antonio, Texas (Point of contract award)	Quartermaster Depot Chicago, Illinois (Point of Contract award)
2. Construction Equipment	U. S. Engineers Southwest Division Dallas, Texas	U. S. Engineers Missouri River Division Omaha, Nebraska
	U. S. Engineers Albuquerque District Albuquerque, New Mex.	U. S. Engineers Fort Peck District Fort Peck, Montana

War Department Procuring Agencies	WRA Relocation Center	
	Granada	Heart Mountain
3. Construction Materials	U.S. Engineers Albuquerque District Albuquerque, New Mexico	U. S. Engineers Fort Peck District Fort Peck, Montana
	U. S. Engineers Post Engineer La Junta Air Base La Junta, Colorado	U. S. Engineers Post Engineer Casper Air Base Casper, Wyoming
4. Maintenance Materials	U. S. Engineers Missouri River Division Omaha, Nebraska	U. S. Engineers Missouri River Division Omaha, Nebraska
	U. S. Engineers Post Engineer La Junta Air Base La Junta, Colorado	U. S. Engineers Post Engineer Casper Air Base Casper, Wyoming
<u>Signal</u>		
1. Installations, equip- ment and extensions	Signal Officer Signal Corps 7th Service Command Omaha, Nebraska (Procuring agency: Signal Section Chicago QM Depot Chicago, Illinois)	Signal Officer Signal Corps 7th Service Command Omaha, Nebraska (Procuring agency: Signal Section Chicago QM Depot Chicago, Illinois) (Point of Supply)
2. Repairs and Emergencies	Local Agent Mtn. States Te. and Tel. Co.	Local Agent Mtn. States Tel. and Tel. Co.
<u>Surgeon</u>		
1. Medical Supplies and Equipment	Medical Officer Medical Depot 3800 York Street Denver, Colorado (when complete)	Medical Officer Medical Depot 3800 York Street Denver, Colorado (when complete)
	Medical Depot St. Louis, Missouri	Medical Depot St. Louis, Missouri
	(In emergencies: San Francisco Medical Depot)	(In emergencies: San Francisco Medical Depot)

War Department Procuring Agencies	WRA Relocation Center	
	Granada	Heart Mountain
<u>Ordnance</u>	St. Louis Ordnance Supply Depot	St. Louis Ordnance Supply Depot
1. Auto and Truck Parts	7140 North Broadway St. Louis, Missouri	7140 North Broadway St. Louis, Missouri
	7th Service Command Repair Shop Denver Motor Repair Depot 4002 South Clay Street Fort Logan, Colorado	7th Service Command Repair Shop Denver Motor Repair Depot 4002 South Clay Street Fort Logan, Colorado
2. Tires and tubes - <u>other</u> <u>than replacement on</u> <u>CCC vehicles.</u>	St. Louis Ordnance Supply Depot 7140 North Broadway St. Louis, Missouri	St. Louis Ordnance Supply Depot 7140 North Broadway St. Louis, Missouri
3. Tires and tubes - Replacement to CCC vehicles.	7th Service Command Repair shop Denver Motor Repair Depot 4002 South Clay Street Fort Logan, Colorado	7th Service Command Repair Shop Denver Motor Repair Depot 4002 South Clay Street Fort Logan, Colorado

Additional list of Army Depots that have been designated and notified to honor WRA requisitions in accordance with the procedure outlined in Administrative Instruction No. 21 (Revised).

ORDNANCE

Umatilla, Hermston, Oregon
Navajo, Belmont, Arizona
Pueblo, Avondale, Colorado
Sierra, Doyle, California
Tooele, Tooele, Utah
Wingate, Gallup, New Mexico
Benica, Benica, California
Ogden, Ogden, Utah
Black Hills, Black Hills, S.D.
Little rock, Arkansas

ENGINEERS

San Antonio General Depot
Fort Sam Houston, Texas

Lathrop General Supply Depot
Lathrop, California
(New Depot - it is possible
that purchases cannot yet be
made here)
San Francisco Procurement District
San Francisco, Calif., Custom House

Utah General Depot
Ogden, Utah

Atlanta General Depot
Atlanta, Georgia

Memphis General Depot
Memphis, Tennessee

SIGNAL

Utah Signal Depot
Ogden, Utah
San Antonio, Texas
Chicago, Illinois

MEDICAL

Los Angeles Medical Depot
2001 South Alameda Street
Los Angeles, California

Fort Lewis, Washington

Pomona, California

San Francisco Medical Depot
Ft. Mason, California

Seattle Medical Section
Quartermaster Depot
4735 East Marginal Way
Seattle, Washington

Ogden Medical Section
Utah Quartermaster Depot
Ogden, Utah

Medical Section
San Antonio QM Depot
Fort Sam Houston, Texas

Savannah Medical Depot
Savannah, Georgia

St. Louis Medical Depot
St. Louis, Missouri

MOTOR TRANSPORTS

Camp Roberts, California
Motor Transport District

Camp Horn Motor Transport District

Salt Lake City Motor Transport
District
Salt Lake City, Utah

Banker
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION-INSTRUCTION NO. 21

F 1.21

SUBJECT: War Department Procuring Agencies Designated to
Handle War Relocation Centers in the Central Region

WAR RELOCATION PROJECTS

WAR DEPARTMENT PROCURING AGENCIES

	<u>QUARTERMASTER</u>	<u>ENGINEERS</u>	<u>SIGNAL OFFICER</u>	<u>SURGEON</u>
HEART MOUNTAIN PROJECT CODY, WYOMING	COMMANDING OFFICER KANSAS CITY QM DEPOT, KANSAS CITY, MISSOURI	CHICAGO ENGINEER PROCUREMENT DISTRICT	SIGNAL OFFICER, 9TH CORPS AREA, PRESIDIO OF SAN FRANCISCO, CALIF. (PROCURING AGENCY) OGDEN GEN. DEPOT, OGDEN, UTAH (POINT OF SUPPLY)	ST. LOUIS MEDICAL DEPOT (IN EMERGENCIES THE SAN FRANCISCO MEDICAL DEPOT MAY FURNISH SUPPLIES.
GRANADA PROJECT GRANADA, COLORADO	COMMANDING OFFICER KANSAS CITY QM DEPOT, KANSAS CITY, MISSOURI	CHICAGO ENGINEER PROCUREMENT DISTRICT	SIGNAL OFFICER 7TH CORPS AREA OMAHA, NEBRASKA, (PROCURING AGENCY) SIGNAL SECTION CHICAGO QM DEPOT (POINT OF SUPPLY)	ST. LOUIS MEDICAL DEPOT (IN EMERGENCIES THE SAN FRANCISCO MEDICAL DEPOT MAY FURNISH SUPPLIES.

Jos. H. Smart

JOS. H. SMART

REGIONAL DIRECTOR



Distribution - All Regional and Project staff members

8/27/42

SUBJECT: Procurement Procedure for Perishable Items from Denver Market Center.

- I. For items purchased from the Army through the Denver Market Center, Denargo Market, Denver, Colorado, the following procedure shall be observed.
 - A. The Project Steward will prepare requisitions for perishable commodities, and submit the requisitions to the Project Procurement Officer, who will complete QMC Form 400 (original and six copies), listing the kinds and quantities of items desired, and estimating the cost of them. Each requisition will then be submitted, first, to the Project Finance Officer, who will ascertain and note on it that funds are available to pay for the goods ordered. The original and two copies will then be forwarded direct to the Denver Market Center. The fourth copy will be kept by the Project Finance Officer, and the other two, by the Project Procurement Officer and the Project Steward, respectively.
 - B. The Denver Market Center will make the necessary contacts with vendors and issue purchase orders on the basis of the requisitions received. These purchase orders will carry unit prices and extensions of the items ordered. The original and one copy of the purchase order will be returned to the appropriate WRA project office. The original will then be routed to the Project Finance Division and the copy to the Procurement Division.
 - C. Upon receipt of perishables and commodities purchased through the Denver Market Center, a Receiving Inspection Report (Form 393 QMC) will be completed in an original and five copies. It is imperative that the Receiving Inspection Report be prepared within twenty-four hours after receipt of the shipment.
 - D. The original and two copies of the Receiving Inspection Report will be mailed direct to the Quartermaster, Denver Market Center, Denargo Market, Denver, Colorado. One copy will be retained in the project warehouse office. The other two copies will be routed, one to the Project Finance Division and the other to the Project Procurement Division.

Distribution: All regional and project staff members.

11-3-42 (Replaces Regional Instruction 1006 - Issued 9-16-42)

SUBJECT: Tentative Procedure for Employment of Evacuees Outside
Relocation Areas

The following procedure for employment of evacuees outside relocation areas will be observed in the Central Region pending issuance of regulations on the subject by the Director of the War Relocation Authority. (The Central Region includes Wyoming, Colorado, New Mexico, North Dakota, South Dakota, Nebraska and Kansas.)

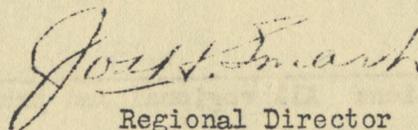
- I. All recruitment of evacuees for employment within the Central Region will be handled through the office of the Regional Director of the War Relocation Authority, Kittredge Building, Denver, Colorado. This office also will be responsible for supervising all employment of evacuees within the Region.
- II. The employer will submit an offer of employment (Form C-WRA-70) to the nearest U. S. Employment Service office. The employer or a responsible company or other organization, such as a sugar company or a potato or bean growers marketing association, will also execute and submit to the U. S. Employment Service office an agreement to pay transportation costs to and from the place of employment of the workers to whom the employment is offered (Form C-WRA-71). The U. S. Employment Service will certify that there is a need in the employment locality for the workers offered employment and that the wages offered are not less than the prevailing wage rates of the locality for similar work. The offer of employment and agreement to pay transportation costs will then be transmitted to the Regional Director, War Relocation Authority, Kittredge Building, Denver, Colorado.
- III. If more than ten workers are needed, or if the form bears the name of a sugar or other organization, such as a potato growers or a bean growers marketing association, the offer will be considered for work group employment. Otherwise, the offer will be for individual employment.
- IV. The Regional Director is responsible for determining that the terms of employment, working and living conditions, etc. are met; that the assurances of protection by state and local officials are provided in the case of work group employment; and that the destination is one to which the workers can safely go. The Regional Employment Officer may obtain the assistance of the U. S. Employment Service or other agency in this connection.

Distribution: All regional and project staff members

8/28/42

(Sheet 1)

- V. The offers for work group employment for a particular locality will be considered an employment project and no evacuee shall be permitted to leave a relocation center to participate in group work in the locality until after the project has been approved by the Regional Director. When the Regional Director approves a project he will approve a work group leave statement (Form C-WRA-72) and transmit it to the Project Director.
- VI. The Project Director shall be responsible for recruiting workers who desire to accept outside employment. When several offers of work group employment are submitted through a company or organized group, a representative of such company or group may be permitted to visit the project and discuss the shortage of labor in the area and the need for workers, and arrange with the Project Director and the Project Employment Officer for recruitment, leave periods, travel, etc.
- VII. Any evacuee who desires to accept an offer of employment may do so by signing an agreement under "Acceptance". In the case of work group employment, the evacuee shall submit to the Director an application to participate in a work group (Form C-WRA-73). In the case of individual employment the evacuee shall submit to the Project Director an application for individual work leave on Form C-WRA-74. No evacuee shall be permitted to leave a relocation center for individual employment until after his application for individual work leave is approved by the Regional Director.
- VIII. The Project Director shall be responsible for investigating each worker who accepts outside employment. He shall issue a leave (Form C-WRA-75) to each such worker except where there is reasonable cause to believe that he is disloyal to the United States or potentially dangerous to the peace and security of the United States, and except where the Regional Director has not approved his application for individual work leave, or a work group leave statement in connection with his application for leave to participate in a work group.
- IX. When any alien is issued a leave the Project Director shall send a copy of the leave to the United States Attorney for the judicial district into which the alien proposes to go. In addition, if such alien has been paroled by order of the Attorney General he shall be required to report in person to such United States Attorney, and he shall be subject to the conditions of parole prescribed by or pursuant to the authority of the Attorney General; and these requirements shall be stated as special conditions in the leave issued to him. Any other applicable regulations of the Department of Justice with respect to the travel and conduct of aliens shall be complied with.


Regional Director

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGIONAL INSTRUCTION NO. 45

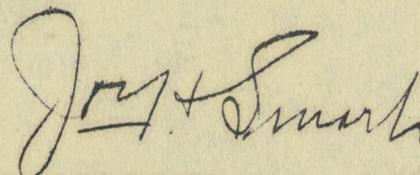
SUBJECT: Grants to Evacuees in Payment of Expenses

Paragraph III of Washington Administrative Instruction No. 45 has been amended as follows: "Payment for transportation of evacuees is not limited to what was involved in moving them from one WRA project to another. It may be made whenever evacuees are sent under orders of the WRA from one location to another".

"Travel of evacuees may be authorized at government expense:

1. To reunite members of immediate family separated during evacuation
2. To distribute persons with needed skills and professions
3. To permit married persons, or persons about to be married, to live at the same center
4. To satisfy conditions outlined in Administrative Instruction 46
5. For any purpose in furthering program of WRA
6. To transfer incompetents, orphans, minors, and physically disabled persons to residence of guardians.
7. In the discretion of Regional Director, to prevent undue hardship on evacuee."

If travel is between two regions, approval of both Regional Directors should be secured. Payment will be made by cash grants at rates specified in Administrative Instruction No. 45 from regular WRA funds. .



Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

11-17-42 Authority: Telegram from Leland Barrows, WRA, Washington,
October 19, 1942

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- 1. To determine the ...
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SUBJECT: Appraisal and Offer to Sell - Used Equipment

- I. In order to institute a formal system of appraising and arranging for the purchase of used equipment, the following procedure will be observed.
- II. Effective immediately, any member of the Project or Regional personnel interested in the purchase of used equipment will advise the Procurement Officer on the project, or the Administrative Officer in the Regional Office, by written memorandum, that certain used equipment is available at a specified place, stating the name of the owner. There will be included a narrative statement as to why the equipment is desired, what it is to be used for, and the asking price.
- III. The Procurement Officer, or preferably a competent appraiser, will make a personal inspection of the equipment. A complete appraisal will always be required and, whenever possible, two appraisals should be made by different representatives. Care will be exercised in the selection of appraisers to ascertain that the person selected is well acquainted with the type of equipment to be appraised. At the time of the inspection, the following forms will be completed:
 - Exhibit A - Form C-WRA-64 - Offer to Sell by Vendor
(Original and one copy)
 - Exhibit B - Form C-WRA-65 - Affidavit and Agreement
(Original and one copy)
 - Exhibit C - Form C-WRA-66 - Used Equipment Appraisal
(Original and one copy)
- IV. The originals of all forms should be returned to the individual interested in the purchase, who will prepare a formal requisition, noting on it the cost and description of the used equipment.
- V. The requisition for the used equipment, together with the completed appraisals forms, and copies of the original narrative stating why the equipment is desired and for what it is to be used, will be forwarded to the Procurement Officer. He will verify the basis of the appraisal, and if satisfied, will prepare a purchase order, arrange for delivery, and otherwise conform to established procurement and fiscal procedures. If there is a question concerning the need for the equipment, the Procurement Officer will bring the matter to the attention of the Project Director, or other administrative official, for proper administrative clearance.

- VI. It will be the responsibility of the individual interested in the purchase of the used equipment to cooperate with the Procurement Division, and to assist in the preparation and routing of the procedural forms, until they reach the Procurement Officer.
- VII. For Regional office purchases, requisitions will be approved by the Administrative Officer and forwarded to OEM for purchase.

III. The Procurement Officer, or preferably a competent specialist, will make a personal inspection of the equipment. A complete report will always be prepared and, whenever possible, two copies should be made by different representatives. One will be retained in the office of the Procurement Officer and the other will be forwarded to the Administrative Officer. At the time of the inspection, the following items will be completed:

Jos H. Smart
Regional Director

- Exhibit A - Form O-28A-6a - Offer to Sell by Vendor (Original and one copy)
- Exhibit B - Form O-28A-6b - Affidavit and Agreement (Original and one copy)
- Exhibit C - Form O-28A-6c - Used Equipment Approval (Original and one copy)

IV. The originals of all forms should be returned to the individual interested in the purchase, who will prepare a final requisition, noting on it the cost and description of the used equipment.

V. The requisition for the used equipment, together with the completed exhibits forms and copies of the original narrative stating why the equipment is desired and for what it is to be used, will be forwarded to the Procurement Officer. He will verify the basis of the appraisal, and if satisfied, will prepare a purchase order, arrange for delivery, and obtain receipts to established procedures and fiscal procedures. If there is a question concerning the need for the equipment, the Procurement Officer will bring the matter to the attention of the Project Director, or other administrative official, for proper administrative clearance.

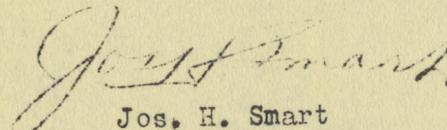
SUBJECT: Appraisal and Offer to Sell - Used Equipment

- I. The OEM has requested that WRA institute a formal system in respect to appraising and arranging for the purchase of used equipment.
- II. Effective immediately, all project and regional personnel interested in the purchase of used equipment will advise the Procurement Officers on the project, or the Administrative Officer in the Regional Office, by written memorandum, that certain used equipment is available at a specified place that is owned by a certain person. There will be included a narrative statement as to why the equipment is desired, what it is to be used for, and the asking price.
- III. The Procurement Officer, Administrative Officer, or their delegates will make a personal inspection of the equipment. At the time of the inspection, the following forms will be completed:

Exhibit A - Form C-WRA-64 - Offer to Sell by Vendor
(Original and one)
Exhibit B - Form C-WRA-65 - Affidavit and Agreement
(Original and one)
Exhibit C - Form C-WRA-66 - Used Equipment Appraisal
(Original and one)

A complete appraisal will always be required, and whenever possible, two appraisals should be made by different representatives.

- IV. The originals of all forms should accompany the requisitions for purchase, together with a narrative description, appraisal and statement of intended use of the equipment.
- V. Requisitioning of the used equipment for purchase will follow the established procedure for purchases to be made thru the OEM.



Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staff Members

(8/24/42)

SUBJECT: Accidents, Accident Reports, and Damages

- I. Many WRA employees are driving government vehicles. Constant alertness must be employed at all times to avoid accidents. Negligence must not be permitted.

- II. Should an accident occur which involves a government vehicle, however, the driver of the vehicle, if able to do so, must prepare a complete report of the accident immediately on standard form No. 26. If he is not able to do so, an eyewitness of the accident, if available, should prepare the report. Other reports to be used in connection with accidents are standard forms No. 27 (Investigation Officer's Report) and No. 28 (Claim for Damages). Forms for preparing the necessary reports should be carried in every government vehicle. If they are not in a vehicle they may be obtained from the project and regional offices. In completing the reports give as much information as possible. Completed reports should be sent through the employee's immediate superior to the office of the Regional Director for transmission to the Office for Emergency Management.

Drivers: Provide First Aid to the injured party. Record names and addresses of any eyewitnesses, and obtain signed statements from those witnesses.

Supervisory Employee: Take adequate steps to prevent recurrence of such accidents.

- III. The government does not carry any kind of insurance on any of its vehicles. In the event of an accident damaging a government vehicle, the cost for repairs must be paid by: (1) the driver of the government vehicle; (2) the driver or owner of the other car or object; (3) government expenditure after administrative determination to do so, based upon a detailed investigation of the case absolving the employee of negligence, or showing that the accident was unavoidable.

- IV. Damages to private property or personal liability arising from accidents in which government vehicles are involved must be paid for: (1) by the driver of the government vehicle; or (2) a proper presentation of a claim for damages must be made, setting forth a full statement of the facts. All adjustments for damages are made in Washington. Persons carrying liability and property damage insurance on their own private vehicles may, with some companies, have this coverage extended to their individual acts while driving a government vehicle. Any such insurance must be paid for by the employee. Where accidents are caused by the negligence of the employee, or a serious failure to fulfill his responsibilities, proper disciplinary action will be taken.

Distribution: All Regional and Project Staff Members

- V. Damages to private property caused by the negligence of a government employee, unless paid for by the employee, can be paid for only in accordance with the "Negligence Act of 1922", which provides in part as follows:

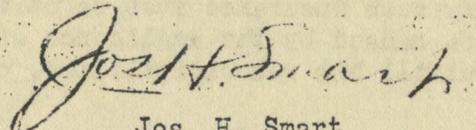
"Settlement of claims not exceeding \$1,000; certification of amounts found due to Congress; time for presentation.

The head of each department and establishment acting on behalf of the Government of the United States may consider, ascertain, adjust, and determine any claim accruing after April 6, 1917, on account of damages to or loss of privately owned property where the amount of the claim does not exceed \$1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. Such amount as may be found to be due to any claimant shall be certified to Congress as a legal claim for payment out of appropriations that may be made by Congress therefor, together with a brief statement of the character of each claim, the amount claimed, and the amount allowed: Provided, that no claim shall be considered by a department or other independent establishment unless presented to it within one year from the date of the accrual of said claim.

(Dec. 28, 1922, Chapter 17, Section 2, 42 Stat. 1066)"
(United States Code Annotated, Page 138, Section 215)

- VI. Drivers of all government vehicles will be provided with a "License to drive Government Vehicles". These are issued by the Administrative Officer in the Regional Office and the Transportation and Supply Officer on the projects. Careful records will be kept of all licenses issued, and they must be accounted for when employees leave the service. It is the responsibility of the supervisory employee in charge of government vehicles to determine that employees who drive these vehicles are physically fit and qualified for such duties, and that the vehicles are in condition for safe operation.
- VII. If the mechanical condition, brakes, or lights of a government vehicle are known to an employee to be in poor condition, he is charged with the responsibility of reporting this fact to his superior or to some other responsible person such as the Transportation and Supply Officer. It shall be the responsibility of the Administrative Officer in the Regional Office and the Transportation and Supply Officer and Garage Foreman on the projects to see that all vehicular equipment is in safe working condition.

Be Alert - Avoid Accidents!



Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

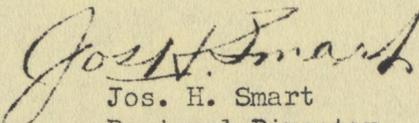
CENTRAL REGION INSTRUCTION NO. 1004

SUBJECT: Issuance of Work Clothing

A temporary procedure for the issuance of work clothing to evacuee laborers has been received from Washington. This procedure is outlined below.

- I. "Pending the issuance of the policy statement and procedures governing clothing allowances, Project Directors are authorized to issue such work clothing as may, in the Project Director's judgment, be necessary. It is permissible under this authorization to issue any clothing now in project warehouse stocks, whether acquired as surplus from other agencies or by purchase.
- II. "Orders for clothing to be issued under this authorization shall originate in the divisions in which the workers are employed. A suggested form is attached. Orders shall be prepared in four copies for distribution as follows:

- (1) 1 copy to be retained by the originating division.
- (2) 3 copies, approved by the Project Director, to be routed to the Project Procurement Officer, who will first ascertain whether any of the items requested are available in the project warehouse stocks and request the issuance of any such items through the Property Control Unit. The Procurement Officer will request the Community Store to issue any items not available in warehouse stocks, furnishing the store 2 copies of the approved order. Upon issuance, the store will secure the worker's signature on both copies, returning one copy to the Procurement Officer and retaining one. Payment to the Community Store for clothing issued under this authorization will be made by means of Form 1034 voucher."


Jos. H. Smart
Regional Director

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(Authority - letter: Dillon Myer 8/25/42)

9/2/42

ORDER FOR WORK CLOTHING

Project _____ Date _____

Name _____

Address _____

Type of work assigned _____

Verification of employment: _____

(Supervisor)

APPROVED:

(Project Director)

To the Community Store:

Please issue Items No. _____, listed on the reverse of this order, returning to this office one copy of the order signed by the person named above, indicating the cost of the items issued.

(Project Procurement Officer)

Clothing Requested and Issued

Item No.	Description	Quantity	Issued	Cost
Totals				

I hereby acknowledge receipt of the items of clothing shown hereon as issued to me. I agree to use these articles in accordance with the regulations of the War Relocation Authority. I further agree to return them at such time as I may be no longer engaged in the type of work for which they were provided or upon the request of the War Relocation Authority.

Date _____

Signature _____

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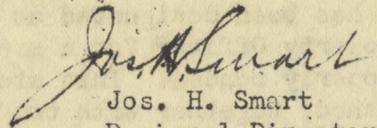
CENTRAL REGION INSTRUCTION NO. 1005

SUBJECT: Accountable and Responsible Civilian Property Officer
for Army Property

- I. To satisfy Army requirements, it is necessary that one project employee be designated as Accountable and Responsible Civilian Property Officer to execute Army shipping tickets and receiving reports, and to accept accountability for all property.
- II. On each project in the Central Region, the Senior Transportation and Supply Officer, or Administrative Assistant in charge of property records, will normally be designated as the Accountable and Responsible Civilian Property Officer.
- III. Accountable and Responsible Civilian Property Officers must be bonded in an amount of not less than \$5,000, with an approved bonding company. Miscellaneous Bond Treasury Form 280 will be used for this purpose. (See Administrative Instruction 38.)
 - A. Employees designated as Accountable and Responsible Civilian Property Officers will complete their signatures on 10 signature cards, War Department Form 35. The certification signature will be that of the Project Director. All ten copies of Form WD-35 will be forwarded to the Regional Office.
 - B. The Regional Office will prepare a statement that the employee has been designated as Accountable and Responsible Property Officer for a specific project, and that he is properly bonded. This statement (in 12 copies) will be furnished, together with two copies of Form WD-35, to each Army Service Command from which the employee will receive Army shipments. Copies of the statements and signature cards will be sent to the appropriate Army Finance Offices handling payments, or maintaining accountability records, for (1) project purchases from the quartermaster, or other Army agencies, (2) transfers of property from the Army, or (3) property on memorandum receipt from the Army.
- IV. The employee so designated must sign all shipping tickets and receipts for property received from the Army. No other signature will be recognized. The name of the Accountable and Responsible Civilian Property Officer should always be shown as one of those receiving and inspecting property.

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- V. An alternate to the Accountable and Responsible Civilian Property Officer may be designated. The alternate must be bonded and must complete the same signature cards as the accountable officer.
- A. The statement of designation to the Army will carry the full information as to the accountable officer for whom the alternate is designated.
 - B. In signing for the accountable property officer, the alternate will sign the accountable officer's name "by", followed by his own signature. The accountable officer remains responsible for the property.
- VI. New statements of designation, signature cards, and bonds must be obtained to complete the appointment of new Accountable and Responsible Civilian Property Officers.
- A. A formal transfer of the property must be accomplished between the old and new Accountable and Responsible Civilian Property Officers before the old employee leaves duty.
- VII. For property on WRA projects, received from the Army and signed for on Army shipping tickets, suitable accountability records will be maintained in accordance with WRA instructions, in order to satisfy Army accountability requirements.


Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION INSTRUCTION NO. 1006

SUBJECT: Procurement Procedure for Perishable Items from Denver
Market Center

- I. For items purchased from the Army through the Market Center located at Denver, the following procedure must be observed:
 - A. Perishable commodities that are bought through the Denver Market Center will be requested in the usual manner on QMC Form 400, listing quantities and kinds of items desired. These requisitions will be forwarded direct to the Market Center with a copy to the regional office showing estimated costs. This copy will be routed to the OEM Finance Division.
 - B. Denver Market Center will make the necessary contacts with vendors and issue purchase orders on the basis of the requisitions received. These purchase orders will carry unit prices and extensions of the items ordered. The original and one copy of the purchase order will be routed back to the office of the Regional Director of the WRA, 7th Floor, Kittredge Building, Denver, Colorado. The office of the Regional Director will transmit the original of the purchase order to the Finance Division of OEM and a copy to the appropriate project.
 - C. Upon receipt of perishables and commodities purchased through the Market Center, Receiving Inspection reports, Form 393 QMC, will be completed in an original and four copies. It is imperative that the Receiving Inspection reports be prepared within twenty-four hours after receipt of the shipment.
 - D. Three copies of the Receiving Inspection report will be mailed to the Quartermaster, Denver Market Center, Denargo Market, Denver, Colorado, Attention Lt. Simonson. One copy will remain in the project office files and one copy will be mailed to the regional office for transmission to the OEM.
 - E. The Denver Market Center will instruct all vendors to send their bills for shipments made to WRA Centers direct to the Denver Market Center. Upon receipt of the Receiving Inspection reports from the projects, the Denver Market Center

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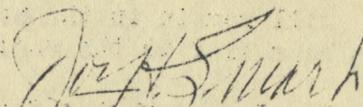
will compare quantities received with the purchase order and the vendor's bill. If all are in agreement, the Denver Market Center will attach a certified true copy of the purchase order, a copy of the Receiving Inspection report and the vendor's invoice and forward the three documents direct to Mr. J. M. Clore, Regional Manager, OEM, Kittredge Building, Denver, Colorado, attention M. C. Johnson, Finance Officer.

F. The Finance Division of OEM will prepare from the certified copies received from the Denver Market Center, Form 1034, for scheduling payment to the vendor. OEM will route two copies of the 1034 to the WRA Regional Director, who in turn will forward one to the appropriate project for fiscal use.

II. This arrangement has been made to insure prompt payment to vendors who are supplying large quantities of perishables to the government, not only to the WRA but to Army camps, and they must receive prompt and quick payment or they are unable to continue business. The keystone of this whole arrangement hinges on prompt submission of Receiving and Inspection reports and it is mandatory that they leave the project office within twenty-four hours after receipt of the goods.

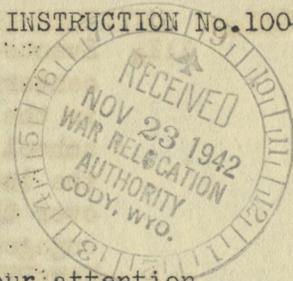
A. The Denver Quartermaster Market Center, Denargo Market, Denver, Colorado has requested that we pay particular attention to the preparation of QMC Form 393 to make sure that signatures are affixed for both the certificate of inspection and the signature of receipt. Facsimile signatures and signatures in red ink are not acceptable on Receiving Reports.

B. Extensions and totals must be entered in all cases and references must be made on the face of the report as to the Purchase Order or Contract Number and Requisition.


Joe H. Smart
Regional Director

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PMB
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGIONAL INSTRUCTION No. 1008



SUBJECT: Rationing

- I. The Office of Price Administration has directed our attention to the following provisions of Sugar Rationing Order #3:

Section 1407.76

"A consumer who arranges to eat 12 or more meals per week in an establishment registered as an institutional user must surrender his War Ration Book to the owner or manager of the establishment."

Section 1407.70 (b)

"When a consumer to whom a War Ration Book has been issued becomes confined to an institution for a period likely to exceed ten days, he shall surrender his War Ration Book to the administrative head of the institution. On his discharge from the institution the War Ration Book shall be returned to him".

- A. The word "confined" as used in this section carries no connotation of involuntary confinement, but refers to hospital patients and other persons residing in public institutions of any kind.
- B. The Office of Price Administration advises that under these sections evacuees and administrative employees taking their meals in mess halls at the relocation centers are required to surrender their War Ration Books to the Project Directors. Accordingly, the Project Directors are requested to pick up and hold any War Ration Books held by evacuees or project employees eating in mess halls in the relocation centers.
- II. When an evacuee or an administrative employee leaves a relocation center, or ceases to eat twelve or more meals per week at a relocation center mess hall, his War Ration Book shall be returned to him.

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III. Evacuees whose War Ration Books were surrendered at assembly centers, and who are granted leaves from relocation centers in the Central Region to accept private employment, attend school, or for any other purpose, should be re-registered by the local War Price and Rationing Board having jurisdiction over the area in which they are employed or otherwise engaged. The Office of Price Administration has advised the War Price and Rationing Boards that they are permitted to re-register such evacuees and issue the necessary War Ration Books with the expired stamps removed.

A. Evacuees who obtain War Ration Books while on leave shall surrender such books and stamps to the board from which they obtained them, before returning to a relocation center. The Project Directors are requested to pick up and return to the County War Price and Rationing Board any War Ration Book which an evacuee has failed to surrender prior to his return to the center. The County Board will then return such books to the proper County Boards.

IV. The Pacific Coast Region has supplied the following information relative to the disposition of the War Ration Books of persons evacuated from the various assembly centers:

"For your information, the Assembly Centers, from which persons have been evacuated, are listed here, together with information relative to the disposition made of War Ration Books by Assembly Center Managers:

1. Ration Books for evacuees of the following centers have been or will be sent to the Project Directors concerned: Fresno, Santa Anita, Pinedale, Stockton and Tanforan.
2. Ration Books for the assembly centers listed in this paragraph have been returned to Rationing Boards which were local to these centers: Merced, Puyallup, Turlock, Pomona, Tulare and Portland.
3. The following named centers were evacuated prior to the receipt of instructions from the Office of Price Administration, and evacuees from these centers, and those persons who were evacuated from the free zone, may have War Ration Books still in their possession: Sacramento, Salinas, Mayer, Marysville and Manzanar.

Jos. H. Smart
Regional Director

SUBJECT: Reporting Injuries and Injury Compensation for WRA Employees

- I. Government employees are entitled to injury compensation under certain conditions as set forth in the rules and regulations of the United States Employees Compensation Commission. Each project has been furnished with copies of the following regulations of the Compensation Commission:
 - A. Rules and Regulations No. 1, governing Compensation and Medical Expense for Employees of the United States Receiving Security Payments.
 - B. Regulations Concerning Duties of Employees, Official Superiors, Medical Officers, and Others, Under Federal Compensation Act of September 7, 1916. (Revised June 26, 1929.)
 - C. Regulations Governing the Administration of the United States Employees' Compensation Act of September 7, 1916, as Amended, Relating to Civil Employees of the United States, and as Extended to Emergency Relief Employees and Others. (Effective June 1, 1938, as Amended to June 30, 1939.)
 - D. Medical Facilities Available to Employees of the United States Government Injured in the Performance of Duty, under Federal Compensation Act of September 7, 1916.
- II. Until superseded by an official WRA instruction from Washington, this instruction will serve as a guide in the preparation of injury reports and claims for compensation.
- III. Attached, as a part of this instruction, are copies of Instructions FSA 252.2 and 252.3 of the Farm Security Administration, U. S. Department of Agriculture. These FSA instructions explain the forms to be completed, the facts to be presented, and the routine to be followed in making injury reports and compensation claims. Particular attention is directed to Sections VII, VIII, IX, and X of FSA Inst. 252.2, relating to types of injuries, and to the proper U. S. Compensation Forms to be used for reporting them. Names, titles, definitions, and routing of forms given in FSA Inst. 252.2 and 252.3 should be disregarded.

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- IV. Projects have been furnished with a minimum supply of U. S. Compensation Commission forms. In addition, Form C-WRA-3 will be found helpful to physicians and others in specifying the location of injuries.

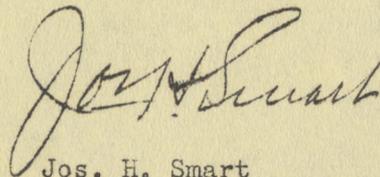
- V. All accidents incurred by WRA employees while on duty will be reported, regardless of whether they required medical attention or resulted in a loss of time from duty.
 - A. Injury reports, prepared at the Projects and accompanied by claims for compensation, will be prepared in quadruplicate. One copy will go to the Project personnel files, and three copies, including the original, will be forwarded to the Regional office. The Regional office will retain one copy in the Regional personnel files, and send the original and one copy to OEM for transmittal to the U. S. Compensation Commission. Regional office injury reports will be prepared in triplicate and given the same routing.
 - B. Project injury reports not accompanied by compensation claims, will be prepared in duplicate, the original for the Project personnel files, and one copy for the Regional personnel files. Regional office reports will be prepared in an original only, to go to the Regional personnel files.

- VI. Until further notice reports of injuries to evacuees will be reported, on appropriate U. S. Compensation Commission forms, to the Regional office for transmittal to the Washington WRA office.

Jos. H. Smart
Regional Director

SUBJECT: Reporting of Employment Statistics

- I. For the month ending November 30, and for each month thereafter, statistical employment reports (Forms C-WRA-61a and C-WRA-61b) are to be completed on the projects, in an original and two copies, and submitted to the Regional office of the Employment Division. The data, so prepared, will be combined in over-all tabulations by the Regional office, and copies will be forwarded to Washington and to each project reporting.
- II. The collection of the data and the preparation of the forms may be handled by an evacuee staff, headed by an evacuee registrar, under the direction of the Project Employment Officer.
- III. In some instances, owing to variations in employment organization and occupational groupings on the projects, a project employment staff may encounter difficulties in furnishing certain information requested on the forms that are provided. These difficulties should be reported to the Regional Employment Division, in Denver, for the purpose of suggesting possible revisions and improvements in the forms. Also suggestions pertaining to the extension of the forms to include other significant data will be welcomed, since reports in greater detail will be desirable as the employment program develops.
- IV. These monthly statistical reports are to be completed and submitted not later than the 10th of each month following the period covered by each report.



Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

11/23/42