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WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

July 31, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Ass't. Project Director  
Adm. Management Division

SUBJECT: Monthly Narrative Report

FROM: ✓ Central Statistics

A. PRINCIPAL ACTIVITIES:

Gate Control. Processing gate papers for the admission and departure of evacuees; checking traffic for trip tickets and time of movement; and noting number of passengers carried by private cars and the time of movement through the gate.

Statistics. Working on seven queries which have been made by the Washington Office. Processing Admission Advices, Departure Advices, Change of Status, Daily Evacuee Population Summaries by number and <sup>By</sup> name.

B. NEW OR UNUSUAL FUNCTION:

Gate Control. Training new staff for gate control purposes. Becoming familiar with Office Letters 42 & 43.

Statistics. Becoming familiar with Adm. Manual Release No. 111, and setting up tabulation tables to tabulate data secured by family interviews.

Working up Spanish Delegate Report.

C. TRANSACTIONS HANDLED:

Settlement of subsistence for incoming evacuee visitors.

D. PROBLEMS AND SUGGESTIONS:

The gate clerks are being loaded with so many duties



beyond the original intention that the statistical function is often neglected. Suggest entire divorsement from duties of a police nature.

The Statistics work is behind schedule. New additions to staff are effected to bring work up to date.

E. PROJECTED ACTIVITIES:

Setting up an E - Z sort card system for staff education and ease of securing desirable data combinations.

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

Securing data to complete the report for the Spanish Delegate.

G. GENERAL REMARKS:

Since many of the staff of the Section are new, much time has been consumed in becoming oriented in duties and surroundings.

Grant R. Bowen  
Statistician

GRB:ak



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

Copy

Sept. 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

SUBJECT: Monthly Narrative Report

FROM: Central Statistics Section

A. PRINCIPAL ACTIVITIES:

Statistics. All the queries which have been made by the Washington office have been completed. This has released the services of an assistant statistician for work on relocation tabulations. The query work has been caught up from a backlog of work which resulted when the section made a complete recapitulation of the Center's population as of June 30, 1944. The Section fell behind in processing Admission Advices, Departure Advices, Change of Status Advices, and Daily Evacuee population Summaries, when it made the population recapitulation mentioned above. This work is now completely caught up as of August 29, 1944. The clerks which have been engaged in the processing of backlog of advices will become available for relocation tabulations beginning next week.

The Section has been without the services of one of its assistant statisticians for the month due to short-term leave of Mrs. Kodama who is visiting her soldier husband prior to shipment overseas.

The services of Miss Yoshii who acted as the head of the Section until July was limited to a part time basis during the month. She became the bride of Mr. Yano the evening of August 26. She has been busily engaged in the preparation of her wedding. Mrs. Yano will return to the Section after a short honeymoon the first part of September. She will devote most of her time in working up relocation tables.

Gate control. The gate procedure is smoothing out. The clerks are gaining in experience. They have set up cross reference files to the tickler files. This makes it possible to locate



Gate Slips by name as well as by date. It has greatly accelerated their work. A file of visitors by block has been set up in order that the chief steward can be advised as to the number of visitors each day in each block. Visitors range from 100 to 150 per day. The lack of information from each block has made it very difficult for the chief steward to allocate sugar ration to each block. The report of visitors is expected to overcome this difficulty. A daily report of evacuees who have overstayed their leave have been made to the Project Director, attention: Relocation Officer. It has been learned that the Leave Office makes a follow up on individuals overstaying their leave twice each month. The daily report appears to be superfluous in view of this. In its stead, a report as of the fifteenth and last day of the month would be entirely adequate.

B. NEW OR UNUSUAL FUNCTION:

Statistics. The tabulation of Table No. 1 called for by Administrative Manual Release No. 111. This tabulation will be forwarded this date to the Washington office. It covers family interviews which have been made up to June 30 and represents approximately 45% of the total interviews to be made. Work on Tables, 2,3,4 & 5 will proceed the beginning of next week.

The Section is setting up a query on the next of kin for all Japanese Nationals for forwarding to the Washington office. This appears to be a sensitive subject with the residents of the Center due to the number of queries which have been required of them. The questionnaire will supply data required by the Washington office in order to fulfill international obligations to the Spanish Government. The Spanish Delegate Resident Committee will undertake to secure the information on next of kin. Form 126 Rev.-Application for Leave Clearance, called for information on relatives in Japan. The Central Utah copies of this form were forwarded to the Washington office up until the middle of April. At this time, a change in procedure took place so as to include a file copy for the Center's file. There are approximately 150 copies on file at Central Utah. About 2500 copies were forwarded to the Washington office without retaining a copy for the Utah files. This condition of the files at this Center makes it necessary to complete a new questionnaire of the residents in order to supply information on next of kin.

C. TRANSACTIONS HANDLED:

Settlement of subsistence for incoming evacuee visitors.

The gate clerk acts as a collection officer for the Finance



Section, on housing, and subsistence of evacuee visitors.

D. PROBLEMS AND SUGGESTIONS:

The Section is facing an acute shortage of evacuee personnel. The Gate control system will lose all of its evacuee clerks the first week in September with the starting of school. The shortage of clerks in the Center will make the filling of positions difficult. The Central Statistics Unit will lose 3 clerks who are returning to school. This loss will retard the progress of their work.

E. PROJECTED ACTIVITIES:

The Section is planning the setting up of an E-Z sort card system. Progress is being made in the design of the card. An inquiry for securing blank cards has been made. It is planned to duplicate the form under design by the multigraph system using a multex plate for reproducing on blank cards. Budget provisions have been requested for 3 graphical chart plotters. It is planned to chart the flow of work shown by recurring reports for inspection by department heads.

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

The gate control work is connected with <sup>the</sup> Finance Section in the collection of fees previously mentioned. As soon as the use of personnel will permit, the Section will undertake a relocation study by blocks in connection with the Community Analyst. The Statistics Section will compile data which is expected to point toward field studies. These will be followed up and made by the community Analyst.

G. GENERAL REMARKS:

None

Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

September 28, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 13 (4 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 1
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 10
- F. Narrative statement of Personnel Problem:

The work of the Section has been seriously curtailed because of the lack of personnel. The Section employed ten (10) High School students during the summer months, all of whom returned at the starting of school, September 11. At the same time, the work of processing Admission and Departure Advices for Seasonal Leaves increased. On September 5, a total of 120 departures took place in a single day. The entire staff of the Section except Appointive Gate Clerks were required to process the admission and departure papers. This continued for a two week period. The Personnel problem has improved somewhat since the first of the month. Absences of the three Assistant Statisticians, Mrs. Yano, Mrs. Kodama, and Miss Hino, due to short-term and vacation leaves have discontinued. The Section has secured the services of five (5) part-time Clerk-Typists to replace those who left for the starting of school.



2. Main Activities During Month:

The main activities consisted of processing admission and departure advices, checking evacuee residents and visitors in and out of the center, collecting subsistence fees, and preparing for the taking of the quarterly census September 30.

3. Supplies and Materials Needed:

A safe for the use of the Gate Clerks was purchased during the month but has not been delivered to the center. The purchase was made f.o.b. Salt Lake City, anticipating that a pick-up could be made by some member of the staff while in the City. It is believed this piece of equipment will be on hand in the near future.

The Section needs a calculating machine. It has borrowed the one from the Washington Statistics Laboratory out of Block 2. This machine is needed for two purposes: 1) Calculating of data; 2) Training purposes of evacuee staff members. Would it be possible to secure the transfer of this machine at the close of the Statistical Laboratory?

4. Problems Considered:

The primary problem considered during the month was that of securing data on "next of kin" to Japanese Nationals in Topaz, who are residing in Japan. Query was prepared and approved by the Joint Spanish Committee, who are undertaking the job of securing information from the Japanese Nationals through their Block secretaries. A list of Japanese Nationals residing in the Center will be prepared from these queries and forwarded to the Washington Office sometime during the first part of October. The list will be prepared as result of a request made by Washington during the latter part of June, 1944. The securing of "next of kin" information for the Spanish Consul has been a difficult problem at this Center. Form 126-Revised (Application for Leave Clearance) provides data on "next of kin". Prior to middle of April, Central Utah forwarded all copies on Leave Clearance to Washington. Approximately 150 files on Leave Clearance have accumulated since the middle of April. The entire Japanese National population of the Center amounts to a little over 2700 individuals. No data was available then on which to compile "next of kin" information on over 2500 cases. This necessitated an entire new query. The problem has been a delicate one which could not be pressed for time.




5. Plans For Next Month:

- a. Main activities. Same as above.
- b. Completion of list of Japanese Nationals residing in the Central Utah Project.
- c. Bringing up to date the Statistical tables on family interviews required by Administrative Manual Release 111.
- d. The setting up of an easy sort card system by family units which is almost complete in design at this time. The easy sort card will allow for the securing of data by family size, dependents under 16, urban and rural occupation, segregated members, members on leave, members in military service, region of origin, citizenship of head, sex of head, age of head, attitude toward West Coast, economic status by real property and capital equipment, prospect for relocation, favorable and deterring factors for relocation plans, date of arrival at Central Utah and the mode of the initial entry. The data on origin of family, family size, urban and rural occupation, segregated members, leave and military service is of special interest at this time to the Community Analyst. The Section will make special effort to place the records in shape so as to supply this information.

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

It is recommended that a policy of promptness for reporting for work by all personnel be initiated. It is believed that lack of unity on the need for reporting for work on time by members of the Appointive Staff is one of the principal reasons for the general state of tardiness which prevails. The habit of being late which is encouraged under this system will be of serious consequence when a change of work occurs. This will be especially true at the termination of hostilities.

  
Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

COPY

October 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 12 (7 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 1
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 12
- F. Narrative Statement of Personnel Problem:

The personnel problem of the Section has been more acute during the month than at any time previously. Miss Fujiko Takahashi went on Indefinite Leave which decreases another full-time employee. Our Personnel Placement has not been able to replace her or fill vacancies that previously existed. The Section will lose Mrs. Kodama to Indefinite Leave on the first of November. Mrs. Kodama has been with Central Statistics from the beginning of evacuation. Her services have been invaluable as an Assistant Statistician. Her loss will add greatly to the acuteness of the personnel problem.

The project has developed ceilings on personnel for each Section. The ceiling for the Statistics Section is most favorable. It allows 20 essential full-time employees and 4 desirable. The Section is hopeful that Personnel Placement will be able to channel employees toward Statistics now that ceilings have been developed.



The work load per individual in the Section has been great. The employees have responded magnificently to the work required to keep the Section from going too far behind. It is believed that the large amount of work which has been expected of the Section's employees has been a deterring factor in recruiting new members. It has been said that individuals seeking employment stay clear of Central Statistics "because of the amount of work expected".

Special plea has been made of the Personnel Placement to show the need for channelling employees toward the Statistics Section. It is felt that the problem of recruiting personnel has shown that Central Statistics is in need of revising its allotment for technical and supervisory personnel. The Center has employees in the \$19.00 class who are capable of fitting into the technical work of the Section. It is not possible to secure transfers of these individuals due to the limited number of technical positions allotted. The Section is required to accept individuals of limited experience and train them to carry work of a technical nature. The plan under which the Section has been operating should be revised to use \$19.00 personnel that becomes available for transfer from other positions.

The work recently set up by the Washington Office for bringing the Summary of Quarterly Census Rosters up to date from the beginning of the Center and furnishing a roster of all residents who have been in the Center up to December 31, 1944 justifies the addition of additional supervisory and technical personnel.

2. Main Activities During Month:

The main activities consisted of processing Departure and Admission Advices and operation of the Gate Procedure, the taking of the Quarterly Census, preparation of a list of Japanese Nationals residing in the Center and working on Relocation Prospects Summaries. The Summary of Quarterly Census Roster for September 30 is in the final stage of completion. It will be typed and forwarded to Washington by the close of the month. The list of Japanese Nationals residing in Central Utah Relocation Center is in the final stage of completion. It is being proof-read for forwarding to Washington by the close of the month. The list contains the names of approximately 72 Nationals showing next of kin residing in Japan. This information was obtained from the Application of Leave file of each National (Form 126-Revised). The committee of Nationals rejected the Administration request for securing information on next of kin residing in Japan. A complete report on this matter was forwarded by letter to the Washington Office, October 18, 1944.

The Section is very much behind in their work of tabulating data from the face sheets of family interviews on Relocation Prospects.



Tables 1 through 5 will be forwarded to Washington for interviews made up to June 30, 1944 by the end of the month. This will leave the Section in arrears for the months of July, August and September.

3. Supplies and Materials Needed:

The Section should be equipped with a calculating machine. This need will be more acute when the E - Z Sort Card System now in the process of setting up becomes usable. The Section plans on making a strong plea for this equipment for inclusion in its next quarter's budget.

4. Problems Considered:

The E - Z Sort Card System was completed in design and codes developed during the month. Orders for blank cards and multigraph plates were placed. The forms will be run-off on the multigraph machine as soon as these supplies arrive in the Center.

5. Plans For Next Month:

- a. Main activities of processing Admission and Departure Advices.
- b. Working up of Summaries of Quarterly Census Roster for all quarters from the inception of the Center. This will require six summaries for the Central Utah Project.
- c. Developing Relocation Prospects summaries from family interviews for the months of July and August.
- d. The typing of family data on E - Z Sort Cards.

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

Additional allotment of technical positions (\$19.00 class) to the Section. See remarks under Narrative Statement of Personnel Problem.

Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

November 29, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 21 (8 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 1
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 3
- F. Narrative Statement of Personnel Problem:

The Section received six full-time employees November 24, from the Statistical Laboratory, which has been operating under the direction of the Washington Office. Two other full-time employees were recruited from residents returning from seasonal leave. The gain for the month has been eight full-time employees, and one part-time employee. The Project Manpower Commission reviewed the needs of the Section, and set an essential ceiling of twenty evacuee employees. The personnel assignments to date are the equivalent of seventeen employees counting part-time workers as equal to one-half of an employee. It will be necessary to recruit three additional full-time clerks to bring the personnel strength of the Section to the essential ceiling.

The personnel which has come from the Statistical Laboratory are adjusting to the work of the Section like veterans. All indications of their work point to individuals that have been well trained and who are in high spirits.



The following individuals were transferred from the Statistics Laboratory:

Miss Rose Imada	Miss Miye Shinoda
Miss Harumi Hayashi	Miss Lillian Asoo
Miss Chiyo Yoshida	Mr. Yasuzo Matsumura

2. Main Activities During Month:

- a. Tabulating data from the face sheets of family interviews on relocation prospects. Tables one through five, or 1199 interviews have been tabulated and forwarded to Washington. This covers all interviews which have been made to June 30, 1944. Data to October 31, 1944 has been compiled and rough tables typed. The finished tables will be typed on tracing paper and reproduced by the blue print process for distribution as soon as a wide carriage typewriter becomes available for typing purposes.

b. Gatehouse

The Section designed floor and site plans for a new gatehouse, which is nearing completion. The house will provide space for the Chief of Internal Security and his gate forces, and the statistical gate clerks. It provides an arrangement for checking passengers who are entering and leaving the Center by way of public or government carrier. It will make possible the use of the Internal Security and statistical forces to keep track of the moving population without depending too much on the offices of the Military Police. The Statistics of the Center have been greatly affected by the laxity with which the Military Police have discharged their duties. Evidence indicates that the Military personnel do not receive training in gate control work. The great number of forms used in gate control are confusing to newly assigned Military personnel, so that it becomes desirable to simplify the means of identifying those authorized to pass through the main gate. The new gatehouse has been layed out with this in view. It will provide the means for processing and clearing the necessary forms after which a single type of gate pass can be issued for collection at the Military Station. The Section wishes to recognize the contributions of Miss Rose of the Washington Office for her timely suggestions on gate control.

c. E - Z Sort Cards

The multex plates for multigraphing the cards have been received. The blank punched cards arrived at the Center



November 25. The multigraphing of the cards is proceeding, copies of which are attached hereto. The form of the card is a product of the Statistics Section. The design and printing was drafted on an enlarged form which was forwarded to the Multigraph sales agency for photographing. The photograph was etched on a zinc plate (Multex Plate) which can be used by the Centers multigraph machine. A great deal of credit for the design of the card is due Miss Rose of the Washington Office. Miss Rose very generously reviewed the form and material. Her suggestions were most helpful and added greatly to its expected usefulness.

- d. Roster incorporating name by name accounting as of December 31, 1944, and quarterly summaries of populations. Since the receipt at the Center of instructions for making a December 31 Roster, the Section has assigned two of its most competent employees. At the present time, a card for every individual who has ever gained residence in the Central Utah Project has been set up. This card when compared with our Master Card File, provides all the data required by the Washington Office. The arrangement of the cards is nearly completed by time of arrival and departure from the Center, so that we are beginning to make population counts to complete quarterly summaries of population, (form WRA 321 revised). It will not be possible to complete the work of the quarterly summaries of population by November 30 as outlined in the Washington instructions. It is believed such completion can be made by December 15, at which time the cards will be rearranged alphabetically in preparation for writing the name by name roster. The Section has been able to use the cards which were prepared for the March 31, 1944 roster. This has relieved the work load for preparation of the December 31 roster. The Section also made a recapitulation of its population prior to June 30, 1944 which accounted for all individuals who have been in residence at the Center. A great deal of credit is due the evacuee members of the Section who, under the leadership of Mrs. Yano have maintained an excellent set of records.
- e. The routine processing of departures and admissions from the Center have been a part of the main activities. Miss Janet Nishio has had charge of this work for over a years time. Her work has been so well conducted that the quarterly census ending September 30, 1944 revealed only one single error traceable to her work. Miss Nishio has had to go on part-time status due to illness within her family. Other employees of her unit are undergoing training to assume larger responsibilities.



### 3. Materials and Supplies Needed

The Section has been assigned a Monroe manually shifted carriage calculating machine. This machine has been sent to Salt Lake City for repairs. It is expected to be returned to the Section during the next month. The Section has requested the rental of five wide carriage typewriters (18" to 24"). The typewriters are needed beginning January 1, for typing the name by name roster. The Section has been put to considerable inconvenience through the shortage of wide carriage typewriters at the Center. Such typewriters are in use by other sections, mostly in payroll work. These typewriters are available for a very short time between payroll periods. It required almost a full month to adjust the time of use of the typewriter so as to type tables 3, 4, and 5 on the Family Discussion Relocation Sheets. That experience clearly shows that it is impractical to attempt to use machines of other sections for preparation of the December 31 name by name roster. The rental of typewriters for a sixty day period is strongly urged.

### 4. Problems Considered

#### Orientation of Personnel:

The Section is endeavoring to institute a system for personnel orientation. This includes the making up of a folder for each individual (Caucasian and evacuee) within the Section. The folder will contain an organization chart of the Section. The person's name will be typed within a blank box of the chart. This will show the employee the place in the Section to which they have been assigned together with their associates of the unit, and immediate and more distant supervisors. It is planned to include a description of the work the unit is doing, and a copy of the job description of the employee. Whenever new instructions arrive, copies will be made for the folder of the individuals within the unit to which the work is assigned. It is planned to have the unit supervisor set aside a definite part of each day for instruction on the work that will be encountered during the day. This will be a short fifteen minute period. Weekly instruction periods will be held with the unit supervisors. When problems affecting all personnel within the Section come up, the weekly conference will be available to all members.

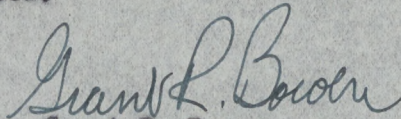
### 5. Plans For Next Month

- a. Processing admissions and departures.



- b. Preparing summaries of quarterly census for all quarter from the inception of the Center and alphabetizing and cross referencing the records in preparation for typing the December 31 roster.
  - c. Beginning the setting up of the Center's E - Z Sort File.
  - d. Typing relocation prospect summaries from family interviews up to October 31, 1944.
  - e. Outlining gate control procedure in preparation for the opening of the new Gatehouse.
6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

It is recommended that the Military Police establish a system of instruction on gate control work for newly arrived members of their forces.

  
Grant R. Bowen  
Statistician



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WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

December 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 19 (6 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 2
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 10
- F. Narrative Statement of Personnel Problem:

The Section lost its long esteemed leader, Mrs. Chiyoeko Yano, who left for Indefinite Leave trial period to Washington, D.C. It has been necessary to request that the essential manpower ceiling be lifted from twenty to twenty-six evacuee employees so as to assume a much greater work load connected with location, control, and population statistics. The Section has been greatly over loaded with work in connection with Military interviews so that Roster preparation has been neglected. Personnel engaged in that work will be increased in number to compensate for interference in their work.

2. Main Activities During Months:

- a. Preparation of quarterly summaries of population for



September 30, 1942 and December 31, 1942. Arrangement of individual cards alphabetically for the December 31, 1944 Roster and the entry of data preparatory to typing the Roster.

- b. Tabulating data from face sheets of Family interviews on relocation prospects. The tables have been prepared to include all interviews up to November 30. Interviews during the month of December have been so few that it is felt impractical to tabulate more often than by quarterly periods. It is planned to make the next tabulation to include all interviews up to February 28, 1945.

- c. Military Interviews

Almost the entire personnel of the Section has been engaged in making files available to the Military Forces and assisting in calling individuals for interviews during the past two weeks. The spirit of the personnel engaged in this work has been most commendable. A great deal of checking of individuals whose names appeared on the Military list has been necessary to separate transferees, and individuals on leave and persons who have never been on Central Utah population roll from the Military Roll. A report of these changes will be made Wednesday, January 3.

- d. Admission and Departures are a little confused due to the Endo decision. Cases such as transferees to state or penal institutions, which have previously been held under the leave set-up will be without initiating papers for changes on the summary of population. It is recommended that the Section committing the case initiate a notice of commitment as a basis for issuing a departure advice under the figures of indefinite leave with proper sub-heading so as to continue such cases as they have previously been handled.

- e. Gate House

The new gate house will be put into use January 3, 1945.

- f. The Quarterly Census was taken the night of December 28 so that no interference would occur with the Center's celebration of New Year's.

### 3. Materials and Supplies Needed

Procurement has finally succeeded in securing two wide carriage typewriters for typing the December 21 Roster.



4. Problems Considered

Gate House Procedure

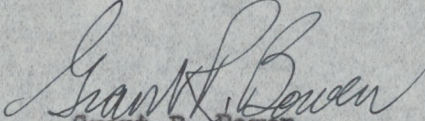
A new set of instructions has been drafted to cover the procedure connected with the new Gate House. The instructions bring together all gate control forces (Military Police, Internal Security and Gate Clerks), as a unified group on gate control. Copies of the new procedure will be forwarded as soon as the office letter is approved.

5. Plans for Next Month

The primary activities of the Section will be centered on the completion of the December 51 Roster. It is anticipated that a request for considerable information connected with immigration and Military requests will be required. The personnel unit on population, control and location is being enlarged in preparation for this expected demand.

6. Recommendation and Suggestions to the Project Director on needed changes in policy or procedures

None.

  
Grant R. Bowen  
Statistician

GRB:ak



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

January 31, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 24 (12 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 2 P.T.
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 8
- F. Narrative Statement of Personnel Problem:

The Section has encountered difficulties in building up its strength to 26 full-time employees. Full-time clerks are not readily available. The office space assigned to the Section is too small to make use of sufficient part-time employees to compensate for a full-time strength.

2. Main Activities During Month:

- a. Preparation of December 31 Roster is complete in all details except in typing and printing. The Roster will be forty-seven percent completely typed by the end of January. It is estimated that it would require two additional weeks for completion. The Washington office will be advised by teletype of these findings.



b. Military Interviews

The work of interviewing evacuees by Military personnel is nearing a close. Final lists are being issued by the Western Defense Command as a basis for segregation and exclusion work.

c. Admission and departures

The revised Summary of Population has been received and put in force. The daily reports are now operating on a current basis. The Relocation Division has supplied information for terminating individuals who have overstayed their leaves after they have made an individual survey of each case. This work has been almost completely caught up so that as of this date, there are only four individuals on record who have overstayed their leave.

d. Gate House

The new gate procedure is working very well. Copies of Office Letter 47 outlining gate procedure, Blue Gate Pass and Relocation Check-out Card are attached.

3. Materials and supplies needed

None

4. Problems Considered

None

5. Plans for next month

Completing December 31 Roster and making of Summary of Quarterly Census for the year 1943.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures.

None



WAR RELOCATION AUTHORITY  
Central Utah Project

MONTHLY SUMMARY REPORT  
January 27, 1945

I. PRINCIPAL ACTIVITIES

These consist of taking requests and making adjustments, assigning space for new residents, and keeping count of the number of people assigned to every apartment in the Project. Notification of Induction and Change of Address are sent regularly to thirteen other offices, plus one to Co-op office making the total of fourteen copies. Families needing Partitioning Material, Stove Guard and Calcimine for renovating their apartments are issued same through Public Works.

II. NEW OR UNUSUAL FUNCTIONS -- None

III. TRANSACTIONS HANDLED

a.	Adjustments.....	27
	Completed.....	15
	Cancelled.....	0
	In Process.....	12
b.	Inductions.....	1
	Transfer.....	1
c.	Requisitions to Public Works.....	13
	For Partitioning Material...	4
	For Calcimine.....	8
	For Misc.....	1

IV. PROBLEMS OR SUGGESTIONS

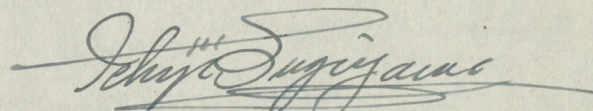
We have had many residents asking for large apartments since we have 136 vacant apartments. For instance; family of two asking for B or E. Single person wants to live alone.



MONTHLY SUMMARY REPORT -- 2

Jan. 27, 1945

- V. PROJECTED ACTIVITIES -- None
- VI. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS --  
None
- VII. GENERAL REMARKS -- None



ICHIJI SUGIYAMA  
Housing Supervisor

IS:1/27/45



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

February 28, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 20 (6 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 2
  - b. Seasonal leave 0
- E. Evacuee vacancies on staff 2
- F. Narrative Statement of Personnel Problem:

The Section lost its Chief Statistical Clerk, Miss May Yamada, and a Statistical Clerk, Mr. Denman Honda to terminal departures. The budget request for evacuee personnel for the 4th quarter was reduced to 19. Vacancies under "E" are based on that figure.

2. Main Activities During Month:

- a. Preparation of December 31 Roster which will be completed and forwarded to Washington by the end of the week.
  - b. Military Interview
- Miscellaneous work connected with listing segregants and excludées.



c. Gate and Population Control

There has been considerable confusion connected with charges for visitors of which appears to be clearing up.

3. Materials and Supplies Needed:

None

4. Problems Considered:

Accounting for Population

While the December 31 Roster was being typed, an intensive search on population records has been made to determine the cause of a difference of two individuals on the number of persons on Roster and the Balance Sheet (name by name accounting) for the population as of December 31. During the past week, it has been found that one of the differences was due to a duplicate on the Roster which was carried under an "alias". The search is continuing for the other.

5. Plans for Next Month:

Completing quarterly summaries of population for the four quarters of 1943. Planning and activating a Central Evacuee Case File.

6. Recommendation and Suggestions to the Project Director on needed changes in policy or procedures:

None

Grant R. Bowen  
Statistician

GRB:ak



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

March 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 6
- B. Temporary employees (civil service) 0
- C. Evacuee employees 21 (7 of which are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite Leave during month 1
  - b. Short-term Leave 1
- E. Evacuee vacancies on staff 2
- F. Narrative Statement of Personnel Problem:

Miss Miye Shinoda, clerk-typist took a terminal leave during the month. Essential ceiling for evacuee personnel remains at nineteen. The position of assistant statistician and one of the statistical clerk positions which were allocated to the Section were filled during the month. Mr. Virgil Coombs is the assistant statistician. Mrs. R. Marstella filled the statistical clerk position in charge of the files.

2. Main Activities During Month:

- a. Preparation of Quarterly Summary of Resident Population

The Section has three quarterly summaries to cover ~~by summaries~~ for the year 1945. It is estimated that this work will not be complete before May 1.



b. Selective Service Report

The Selective Service report was assigned to one of the relocation officers, and has just recently been relinquished to the Statistics Section. A complete review of the report is being made so as to correct inaccuracies which have crept into the report. The reporting procedure is in a form which does not account for population movement. There are numerous cases where individuals have relocated after having been accepted by Selective Service. They are inducted from a changed address, and the Center figures cannot be adjusted unless notice of induction is forwarded from the point of relocation. There are also numerous cases who have been accepted by Selective Service from various points throughout the United States. These cases are those who have relocated prior to passing their pre-induction physical examinations. They return to the Center as visitors while awaiting call to active duty. At the time of induction, some have been picked up on the report of the Center as inductees from Central Utah. Inaccuracies are the result.

c. Weekly Report on Casualties to Nisei Soldiers

This report has been assigned to the reports officer. It is expected that it will be reassigned to the Statistics Section as soon as a thorough survey can be completed. The Section has completed questionnaire forms and lists of families, who have relocated members, residing in the Center. The survey will include contacts with neighbors of families who have completely relocated and who have members eligible for military service. It is expected that the Center's report may be revised for a more favorable showing upon completion of this survey.

d. The Section has been making an analysis study of the Issei remaining population which will be used by the community analyst in his report on the same subject to the Washington office. These studies include tabulations on religion, occupation, education, seasonal and short-term leave programs, age and address prior to evacuation. They cover 8356 individuals of whom 628 have relocated.



e. Gate and Population Control

The gate procedure is working very smoothly. Good working relations between the gate clerks, Internal Security Staff, and Military Police are resulting from the new gate control procedure. Responsibilities of each unit are well defined so that there is little room for controversy.

3. Materials and Supplies Needed:

None

4. Problems Considered

Establishing a Center Reference File of individual and family records.

The Section has underway, the establishment of a Central Reference File which will be divided into two sections as follows: a. families of members which have completely relocated. b. families who are in the Center either in full or in part. The file of families who are in the Center will be used as a reference library. It will be located near the Relocation and Welfare offices.

5. Plans for Next Month:

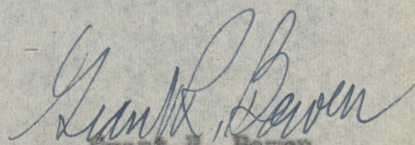
a. Completion of Quarterly Census for the quarter ending March 31, 1945.

b. The establishment of a Central Reference File of individual family records.

c. Completion of Quarterly Summary of Resident Population for the year 1945.

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

None

  
Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

April 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 6
- B. Temporary employees (civil service) 0
- C. Evacuee employees 18 (5 of whom are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite Leave during month 0
  - b. Short-term Leave 0
- E. Evacuee vacancies on staff 2
- F. Narrative Statement of Personnel Problem:

Mrs. Marstella has had extended illness which will last until the middle of May. She is suffering from High Blood pressure. Her illness has affected the filing work. The Section evacuee supervisor, Miss Tomi Hino, has been ordered by attending physician to prepare for an operation. The hard work connected with preparation of December 31 Roster was a severe test to her health. She is now on a sick leave recuperating prior to her operation. There is a spirit of unrest among the members of the Section the cause of which is not yet determined.



2. Main Activities During Month:

a. Preparation of Quarterly Summary of Resident Population

The Section has completed all tabulation work for its Quarterly Summary of Resident Population for the years of 1942, 1943 and March 31, 1945. Extensions to age classes 60 & over have been completed for the year 1944. The extensions were made so as to harmonize the data throughout the history of the Center. As soon as the summaries are typed reports will be submitted to Washington.

b. Breakdown on Balance Account for Population of December 31, 1944

At the suggestion of Miss Margie Miller, a more detailed accounting has been made. The reports have not yet been submitted. A change in population assignments has been expected due to a query on individual sent out by the Washington Office. As a result of the query it was found that one individual (Suzuki, Yuriko, Fam. No. 25855) who had been assigned to an other Center was living in this region and her father had been a resident; consequently it has been expected that she might be assigned here.

c. MAU Military List

Four individuals of the Section have been completely engaged in running down errors contained in the MAU Military List. The errors noted for the population of this center are over 2,000 in number. The list has been completely checked against the master locator file. Recommended corrections are being typed preparatory to submission to the Western Defense Command. The above figures affect the population of Central Utah only.

d. Selective Service Report

A complete check has been made of all individuals affected by the Selective Service Report except those placed in 1-A. The data is not entirely clear for this group. A list of individuals has been submitted to the draft board for checking. When returned, the Weekly Selective Service Report will be entirely revised for purposes of accuracy.



- e. The Section is continuing its analysis study on remaining population so as to include the Nisei. The study will include tabulation on religion, occupation prior to evacuation, education, age and participation in the seasonal and short-term leave programs. The data will be separated into individuals who have remained in the Center and those who have relocated.

f. Daily Population Control

The movement of population is increasing in numbers. The staff working on the gate end of this activity is new. They require a great deal of supervision.

g. Central Reference File of Individual and Family Records

The collection of individual and family records has been started. The files affected are families which have completely relocated. The work has been temporarily interrupted. An evacuee staff will take over this work beginning the first of the month.

3. Materials and Supplies Needed:

None

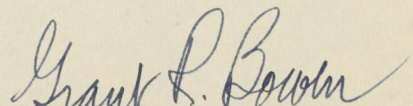
4. Problems Considered

None

5. Plans for Next Month:

- a. Completion of Quarterly Summary of Population.
  - b. Completely establishing a Central Reference File of Individual and Family Records.
  - c. Develop analysis study of Nisei population.
  - d. Maintain population control.
  - e. Complete corrections to Military MAU List.
6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

None

  
Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

June 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 6
- B. Temporary employees (civil service) 0
- C. Evacuee employees 14 (4 of whom are P.T.)
- D. Progress of Staff Relocation:
  - a. Indefinite leave during month 4
  - b. Short-term leave 1
- E. Evacuee vacancies on staff 4
- F. Narrative Statement of Personnel Problem:

There are no unusual problems to report. The Section has a fine spirit which was illustrated during the illness of one of the chief members, Miss Asoo, who has had the responsibility for maintaining the Daily Population Reports. Her work was absorbed by other members of the Section so as to keep it current during her illness.

2. Main Activities During Month:

- a. Completion of Quarterly Summary of Resident Population

Tabulations so as to complete this report for all quarters since the beginning of the Center were completed.



b. MAU Military List Changes

It is requiring the services of two evacuee clerks to keep the records of the Center on a current basis as a result of changes. Another clerk has been typing errors which occurred in the original list. The work of typing these errors will be complete next week. Copies will be forwarded to the Washington Office as per request from Mr. Stauber.

c. Selective Service Report

A name by name recapitulation of the selective service records was completed and reported on the report of the week ending May 19. It is now possible to determine the individuals that make up the report and date of changes in their status.

d. The analysis study on Nisei remaining population is continuing.

e. Daily Population Control

The Section is preparing to handle a greater work load connected with terminal departures. Four new clerk typists are being engaged for this purpose.

f. Central Reference File for Individual and Family Records

A file unit has been established in quarters immediately adjacent to the relocation offices. All individual and family records have been collected except the hospital and Internal Security records. Good progress is being made in assembling the records into individual files.

3. Materials and Supplies Needed:

None

4. Problems Considered:

None

5. Plans for Next Month:

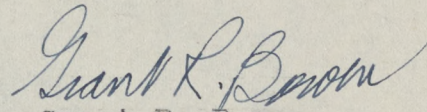
a. Completion of the report to WDC on errors in MAU List.

b. Assembling records for the Central Reference File.



- c. Assembling of material for the final report.
  - d. Maintain population control.
  - e. Maintain current corrections to Military MAU List.
- 6.. Recommendations and Suggestions to the Project Director  
on needed changes in policy or procedures:

None

  
Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

June 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

A. Permanent employees (civil service) 7

B. Temporary employees (civil service) 0

C. Evacuee employees 19 (1 of whom is P. T.)

D. Progress of staff Relocation:

a. Indefinite leave during month 3

b. Short-term leave 1

E. Evacuee vacancies on staff 0

F. Narrative Statement of Personnel Problem:

The section has submitted a request for a statistics clerk, population unit and listed it as a critical vacancy. Up to date there has been no response. The evacuee personnel is largely composed of high school students which are inexperienced. The section received Miss Beth Maurine Moody as Clerk Stenographer.

2. Main Activities During Month:

A. Population Control

B. Typing of WRA 26 for individuals who are transferred to Central Utah from Tule Lake September 1943.

C. Preparation of a relocation schedule for center closure December 1, 1945.



- D. Continuation of the assembly of individual and family records in a reference file.
- E. Preparation of statistics for determining the work load in connection with fixing the man power ceiling (appointive).
- F. Services to the Military Hearing Board.
- G. Posting changes to MAU list.
- H. Preparation of list of errors to MAU lists of April 12, 1945. The preparation of the list of errors mentioned in our May report has been unusually slow due to the part time employment of the clerk charged with its preparation. Final checking and elimination of changes which have occurred to the lists has required the services of a particular clerk. The lists have been examined by visiting Military personnel, Major English, and he has expressed his approval.

3. Materials and supplies Needed:

None

4. Problems Considered:

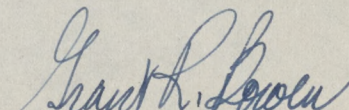
The determination of the work activities within the section which may be classified as essential and desirable. The essential activities include those connected with Population Control. The desirable activities include those which require attention but may be postponed for an indefinite period. The determination of such categories are necessary at this time due to the unstability of working personnel. The rapid turn-over of clerks who are relocating requires a continual training program of new personnel. Most personnel barely become efficient when they relocate.

5. Plans for Next Month:

- a. Completion of the report to WDC on errors in MAU List.
- b. Assembling records for the Central Reference File.
- c. Assembling of material for the final report.
- d. Maintain population control.
- e. Maintain current corrections to Military MAU List.

6. Recommendations and suggestions to the Project Director on needed changes in policy or procedures:

None

  
Grant R. Bowen



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

July 31, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- detailed*
- A. Permanent employees (civil service) 10 (2 of whom are assigned)
  - B. Temporary employees (civil service) 0
  - C. Evacuees employees 17 (2 of whom are P. T.)
  - D. Progress of staff Relocation:
    - a. Indefinite leave during month 3
    - b. Short-term leave 1
  - E. Evacuees vacancies on Staff 2
  - F. Narrative Statement of Personnel Problem:

The section has not been able to obtain the services of two statistical clerks C A F 5 for its Population and Census Units. It will be necessary to use the services of individuals of lesser qualifications. A shift in the work of the Population Control Unit has been effected so as to utilize the services of the Gate Clerks in typing advices. The advices are typed soon after the time the evacuee checks out of the center. The data on form 339 is checked by the December 31, 1944 Roster, a copy of which is in the hands of the Gate Clerks. This shift in work relieves the heavy work load of the Population Control Unit and utilizes the services of clerks that have a great deal of spare time at certain intervals during the day. The Personnel problem will be simplified through this change when it is necessary to operate on the services of appointed personnel entirely.



2. Main Activities During Month:

- A. Population Control
- B. Preparation of File Jackets of individual records for shipment to Washington.
- C. Assembly of material for the closing report.
- D. Posting changes to MAU List.
- E. Maintenance of the weekly block census report.
- F. Quarterly Census for quarter ending June 30.

3. Materials and supplies Needed:

None

4. Problems Considered:

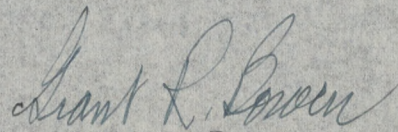
- A. The work connected with the jacketing of individual and family records prior to shipment to Washington. The unit which has been assembling records for a Central reference file has been reorganized and enlarged to take on the increased work load connected with the individual record disposal outlined by Manual Release No. 194. It is estimated that it will require the services of 20 clerks to meet the schedule set up by Manual Release No. 194. That number of clerks suitable for the responsible work connected with authorized disposal of records are not available. The first shipment of records will be made the first part of August. It will include approximately 500 individual files. Shipment will continue at a rate as fast as personnel will permit.
- B. See note 1-F on the utilization of services of Gate Clerks for typing advices.
- C. The section has serviced the needs of the Military Review Team and Hearing Boards since December 20, 1944. A report on this service has not been covered by previous reports. The section has also serviced the work connected with the Immigration and Naturalization Officers Review of Aliens.

5. Plans for Next Month:

- A. Assembling of records for individual files.
- B. Assembling material for the final report.
- C. Maintain Population Control.
- D. Maintain corrections to M A U List.
- E. Maintain block census account.

6. Recommendations and suggestions to the Project Director on needed changes in policy or procedures:

None.

  
Grant R. Bowen



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

August 31, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *GLN*  
Assistant Project Director  
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

A. Permanent employees (civil service)	<u>13</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>12</u>
D. Progress of staff Relocation:	
a. Terminal Departure during month	<u>3</u>
b. Short-term leave	<u>0</u>
E. Evacuee vacancies on staff	<u>3</u>
F. Narrative Statement of Personnel Problem:	

Central Statistical Files is losing all its resident help as of September first. In the head office, Mr. Y. Matsumura is also leaving on the same date. Our gate house employees are dropping out one by one.

We are rapidly approaching the date when the Appointive Personnel must carry the entire job. To do this, we have made reasonably good preparations. When the resident staff at the gate house checks out, we should secure one typist and one gate clerk. General Statistical Files is now adequately staffed.

When Mr. Bowen returns, the head office will be sufficiently well staffed to carry on its work.

During the month of August, the following appointive staff members were added to our section: Ellen C. Henderson, Effie Merrill, Vonda Moody; Central Statistical Files, and Grace Herndon, Main Office, to replace Mr. Matsumura.



2. Major Activities During Month:

- A. Daily recording of short term leaves, changes in status, admissions and terminal departures. Recording vital statistics and compilation of weekly Selective Service Report and weekly Population Report for Washington Office.
- B. Compilation of data for Relocation Section on current family leave status for purpose of determining:
  - I. Number of families having one or more members out on indefinite leaves or terminal departure. Of the 1675 families consisting of one or more members per unit, 717 had one more members out on indefinite leave or terminal departure as of August 14. 42.8% of the 1675 families are out on indefinite leave or terminated.
  - II. A block by block recheck of these 717 family units to determine how many members of each family:
    - a. Were still in the center. Total 1914
    - b. Were out on indefinite leave or terminated. Total 1422
- C. Compilation of Selective Service data for 1945 and up to August 24, for Relocation Section. Report shows 106 entering on active duty between January 1 and August 24, 1945.
- D. Compilation of data on Hawaiian evacuees now resident in Topaz. Total 25
- E. Services to Military Hearing Board.
- F. Further research on data for final report.
- G. Posting changes in MAU lists. As of August 23, there were 89 excludées and 17 detainees.
- H. Continuation of the assembly of individual and family records in a reference file.
- I. Compilation of quarterly census.

3. Material and Supplies Needed:

None

4. Problems considered:

- a. Section conferences to discuss elimination of certain routine procedures in connection with the closing of the Project. Later other conferences were attended in Director Hoffman's office where the larger aspects of the problem were discussed by section heads having to do with relocation problems.
- b. The absence of Mr. Bowen, head of the Statistics Section, precipitated many new problems and further reduced the number of appointive staff workers.



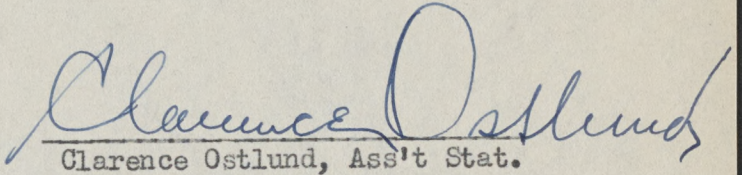
- c. Most of the resident staff members are relocating and their replacement has become a matter for consideration. Training new helps has consumed considerable time. We now have enough appointive staff members to care for all essential work.

5. Plans for Next Month:

- a. We plan to keep our records up to date in spite of the heavy movement of evacuees.
- b. We hope to continue our research work for the final report.
- c. We shall strive to develop an efficient staff out of the new people coming to us.

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

None

  
Clarence Ostlund, Ass't Stat.