

L 6.00

67/14  
C

DEPARTMENT OF INTERIOR  
WAR RELOCATION AUTHORITY

GRANADA PROJECT

APPOINTED PERSONNEL

March 1, 1945

PROJECT MANAGEMENT:

James G. Lindley . . . . . Project Director  
Donald T. Horn . . . . . Attorney  
J. H. McClelland . . . . . Reports Officer  
Walter J. Knodel . . . . . Relocation Program Officer  
Willis J. Hanson . . . . . Asst. Relocation Program Officer  
Mario Vecchio . . . . . Relocation Adviser  
Lewis W. Fanslan . . . . . Leave Officer  
Elizabeth M. Evans . . . . . Asst. Relocation Adviser  
Violet V. Kersner . . . . . Asst. Relocation Adviser  
Virginia M. Ramsland . . . . . Asst. Relocation Adviser  
Helen C. Easton . . . . . Asst. Relocation Adviser  
Thelma Marie Steele . . . . . Asst. Clerk-Steno

ADMINISTRATIVE MANAGEMENT:

Henry F. Halliday . . . . . Assistant Project Director  
Jack G. Bohon . . . . . Finance Officer  
Owen W. Wagstaff . . . . . Fiscal Accountant  
Bernard L. Lilljeberg . . . . . Asst. Fiscal Accountant  
G. Helen Brown . . . . . Junior Fiscal Accountant  
Verl E. Seyfried . . . . . Auditor  
Clara A. Smith . . . . . Assistant Auditor  
Marian G. Wells . . . . . Audit Clerk  
Carl H. Stafford . . . . . Agent Cashier  
Helen H. Moore . . . . . Clerk-Typist  
Wilma H. Lundgren . . . . . Clerk-Typist  
C. L. Creagh . . . . . Cost Accountant  
Viola B. Oldaker . . . . . Cost Accounting Clerk  
Charles M. Ankcorn . . . . . Supply Officer  
Alton O. Mead . . . . . Procurement Officer  
C. P. Dottery . . . . . Asst. Procurement Officer  
Clarence P. Jones . . . . . Property & Whse. Officer  
James W. Galvin . . . . . Property Officer  
Gerald W. Robinson . . . . . Storekeeper  
Donald A. Brown . . . . . Receiving & Shipping Supervisor  
Earl E. Barton . . . . . Assistant Storekeeper  
Bernard M. Matkin . . . . . Assistant Storekeeper  
Gunnar M. Granstrom . . . . . Assistant Storekeeper  
Jack L. Reeves . . . . . Assistant Storekeeper

(Administrative Management - Con.)

Lawrence E. Oldaker . . . . . Asst. Storekeeper  
Tommy Rae Franklin . . . . . Property Clerk  
M. Catherine Downey . . . . . Property Clerk  
Henry T. Swinford . . . . . Watchman  
  
Herbert J. Vatcher . . . . . Evacuee Property Officer  
  
William Wells . . . . . Steward (Mess Operations Section)  
Herbert H. Clark . . . . . Assistant Steward  
H. F. Goldammer . . . . . Property & Supply Officer  
J. J. Donnegan . . . . . Assistant Storekeeper  
  
Stella L. Zanoni . . . . . Office Manager  
Grace Tomlinson . . . . . File Clerk  
Elise Robinson . . . . . Telephone Operator  
Sadie Hollingsworth . . . . . Telephone Operator  
Teresa G. Clark . . . . . Telephone Operator  
  
Ruby C. Fuller . . . . . Personnel Transactions Officer  
Clementine Buckley . . . . . Personnel Clerk  
  
J. L. Buckley . . . . . Statistician  
Marjory M. Hand . . . . . Gate Clerk  
Rose A. Coufal . . . . . Gate Clerk

COMMUNITY MANAGEMENT:

W. Ray Johnson . . . . . Assistant Project Director  
Dolly Lankerd . . . . . Secretary  
  
Harlow Tomlinson . . . . . Chief of Internal Security  
Forrest Foster . . . . . Asst. Chief Internal Security  
Carroll Felker . . . . . Asst. Chief Internal Security  
Hinton H. Hunter . . . . . Internal Security Officer  
L. L. Burscough . . . . . Internal Security Officer  
  
Jacob Gerrild . . . . . Counselor (Welfare)  
Sara A. Brown . . . . . Assistant Counselor  
Margaret J. Means . . . . . Assistant Counselor  
Teresa Pirrone . . . . . Junior Counselor  
John TerBorg . . . . . Junior Counselor  
Lena Heath . . . . . Junior Counselor  
Margaret Struble . . . . . Counseling Aide  
  
Dr. Wm. T. Carstarphen . . . . . Principal Medical Officer  
Roy T. Chamberlin . . . . . Hospital Administrator  
Ruth M. Cornman . . . . . Dietician  
Isaac L. Udell . . . . . Sanitarian  
Margaret Bohon . . . . . Laboratory Technician  
Nellie S. Parks . . . . . Chief Nurse  
June Laverick . . . . . Assistant Chief Nurse  
Helen Fanslan . . . . . Supervising Nurse

(Community Management - Con.)

Florence Dillon . . . . . Supervising Nurse  
Arie E. Wilson . . . . . Supervising Nurse  
Bertha M. Barton . . . . . Supervising Nurse

Lloyd A. Garrison . . . . . Superintendent of EDUCATION  
Herbert Walther . . . . . Jr.-Sr. High School Principal  
Donald Drummond . . . . . Asst. Jr-Sr. High School Principal  
Iven H. Hensley . . . . . Adult & Vocational Education Supervisor  
Grace Lewis . . . . . Guidance Counselor  
Nelle E. Moore . . . . . Supr. of Student Teachers  
Leo W. Kraus . . . . . Head Teacher  
Gerald Griffith . . . . . Head Teacher  
Harry Williams . . . . . Head Teacher  
Bertha McFarling . . . . . Head Teacher  
Clarence Jayne . . . . . Head Teacher  
Jewel Hulquist . . . . . Secondary School Teacher  
R. Roxene Everetts . . . . . Secondary School Teacher  
Eula D. Loesch . . . . . Secondary School Teacher  
Margaret Loeffler . . . . . Secondary School Teacher  
Hazel M. Keck . . . . . Secondary School Teacher  
James F. Michaud . . . . . Secondary School Teacher  
Charles E. Hinman . . . . . Secondary School Teacher  
Ellen Jane Beery . . . . . Secondary School Teacher  
William H. Colvin . . . . . Secondary School Teacher  
Melvin P. McGovern . . . . . Secondary School Teacher  
Katherine Stegner . . . . . Secondary School Teacher  
Margaret Hopcraft . . . . . Secondary School Teacher  
Lowell M. Jackson . . . . . Secondary School Teacher  
Lydia A. Lindsey . . . . . Secondary School Teacher  
Rosalind Walls . . . . . Secondary School Teacher  
A. Marguerite Anderson . . . . . Secondary School Teacher  
Wm. Otto Anderson . . . . . Secondary School Teacher  
Gladys Jones Seevers . . . . . Secondary School Teacher  
Emily Lenore Doner . . . . . Secondary School Teacher  
Florence Jeffers . . . . . Secondary School Teacher  
Doris F. Hinman . . . . . Secondary School Teacher  
Lottie Kraus . . . . . Secondary School Teacher  
Margaret Walther . . . . . Secondary School Teacher  
Ruth K. Wood . . . . . Secondary School Teacher  
William A. Easton . . . . . Librarian

Enoch Dumas . . . . . Elementary School Principal  
Jean Fraker . . . . . Sr. Elementary School Teacher  
J. Henrietta Crabill . . . . . Sr. Elementary School Teacher  
Letha Griffith . . . . . Sr. Elementary School Teacher  
Hannah A. Yanke . . . . . Sr. Elementary School Teacher  
Betty M. McGovern . . . . . Elementary School Teacher  
Elizabeth Bender . . . . . Elementary School Teacher  
Josephine Buchanan . . . . . Elementary School Teacher  
Margaret Bernhard . . . . . Elementary School Teacher  
Ruth E. Moser . . . . . Elementary School Teacher  
A. Irene Reiser . . . . . Elementary School Teacher

(Community Management - Con.)

June Beggs . . . . . Elementary School Teacher  
Arlene M. Vaage . . . . . Elementary School Teacher  
Glenna Arthur . . . . . Elementary School Teacher  
Elizabeth Colvin . . . . . Elementary School Teacher  
Audrey Thronson . . . . . Elementary School Teacher  
Mildred I. King . . . . . Elementary School Teacher  
Ruth Horn Jayne . . . . . Elementary School Teacher  
Priscilla Drummond . . . . . Elementary School Teacher  
  
John D. Neal . . . . . Community Activities Supervisor  
  
J. R. McFarling . . . . . Community Analyst

OPERATIONS DIVISION:

William McP. Fuller . . . . . Assistant Project Director  
  
William B. Wroth . . . . . Senior ENGINEER  
Charles Gabelman . . . . . Office Engineer  
Robert Lundgren . . . . . Irrigation Superintendent  
Walter McMillan . . . . . Foreman Construction  
Harold McKenny . . . . . Dragline Operator  
Theodore F. Staeffler . . . . . Construction & Maintenance Supt.  
Louis G. Temple . . . . . Asst. Construction & Maintenance Supt.  
Carl H. Osten . . . . . Utility Operations Supt.  
James Stephens . . . . . Foreman Refrigeration  
Jesse L. Harbert . . . . . Foreman Maintenance  
Clarence B. Painter . . . . . Foreman Carpenter  
Charles H. Spain . . . . . Foreman Carpenter  
Charles O. Bates . . . . . Foreman Mechanic  
Perry S. Kerr . . . . . Foreman Mechanic  
Henry Rigdon Sr. . . . . Foreman Pump Operator  
Daniel C. Liebel . . . . . Lineman  
  
Maida G. Campbell . . . . . Manufacturing Superintendent  
  
John Spencer . . . . . Chief of AGRICULTURE  
Ernest Tigges . . . . . Farm Superintendent  
L. J. Burgert . . . . . Asst. Farm Superintendent  
William T. Randle . . . . . Slaughterhouse Supt.  
Willie D. Beer . . . . . Foreman  
James Simpson . . . . . Foreman  
  
Robert W. Smith . . . . . Equipment Maintenance Supervisor  
Elzie Brown . . . . . Asst. Equipment Maintenance Supervisor  
Clyde H. Shrader . . . . . Motor Pool Supervisor  
Ernest Hollingsworth . . . . . Senior Foreman Mechanic  
James Beitel . . . . . Foreman Mechanic  
Theador A. Beeman . . . . . Mechanic  
  
Glenn B. Rumley . . . . . Fire Protection Officer  
Paul W. Newland . . . . . Asst. Fire Protection Officer

B

RULES AND REGULATIONS  
FOR  
EMPLOYEES' SUPPLY CLUB

*Personnel*

(1) Hours for Snack Bar

Week Days

8:00 a.m. to 1:00 p.m.

3:00 p.m. to 9:00 p.m.

Sundays

10:00 a.m. to 9:00 p.m.

- (2) The facilities of the Club are available to all appointed personnel, members of the Armed Forces, and members of their families at all times, except as otherwise noted, and to other workers in the Administration Area during week-day working hours.
- (3) Game tables will be in operation when Club is open except between the hours of 8:00 a.m. to 4:30 p.m. on week-days.
- (4) One ration card will be issued to each member or associate member each month and one to each member of the Armed Forces. Each coupon shall be good on the day of the month corresponding to its number except that coupons not presented on a Sunday shall be honored the following Monday. This rule was approved at the General Meeting, April 28, 1945.
- (5) Due to limited supplies, rationed articles will be sold only upon presentation of coupons by the person to whom the ration book is issued.
- (6) Children under fourteen (14) years of age are not permitted to play pool, nor to use the pool table or equipment for any purpose whatever.
- (7) Damage beyond ordinary wear and tear to the Club, its rooms and equipment, shall be paid for by the person causing such damage. In such cases the Club retains the right to refuse privileges until settlement for any unnecessary damage has been made.

ALL EMPLOYEES ARE INSTRUCTED TO ENFORCE THESE RULES !!!!!!!

N  
O  
T  
I  
C  
E !!!!!!!

N  
O  
T  
I  
C  
E !!!!!!!

3

COMING EVENTS

WRAnGLERS Club

- Thursday May 3  
4:30 p.m. JAPANESE LANGUAGE CLASS  
7:30 p.m. SQUARE DANCE
- SATURDAY May 5  
7:15 p.m. MOVIES, "That Uncertain Feeling." We have no advance information on this picture and shall, therefore, call it a "mystery"--the mystery being what kind of a picture it is. You will have to come and find out for yourself.
- 7:00 to 11:00 p.m. SHIBAI AND KABUKI at the High School Auditorium. This Shibai which shall be given Saturday and Sunday evenings will probably be the last one ever presented in Amache. It will include a Talent Show, some Odori (which are Japanese dances), and a Kabuki (which is an ancient Japanese drama).
- MONDAY May 7  
4:30 p.m. JAPANESE LANGUAGE CLASS  
8:00 p.m. CARD PARTY. We will resume card parties on the first and third Mondays of each month. You are cordially invited to attend and if you wish to form your own group or table you are welcome to do so. Refreshments will be procur~~ed~~ed individually from the Snack Bar. Mr. & Mrs. Lundgren will be hosts.
- WEDNESDAY May 9  
7:15 p.m. MOVIES, "The Great American Broadcast", featuring Alice Faye, John Payne, Jack Oakie, and Caesar Romero. This is a tuneful, lively story of a radio broadcaster, keyed to a gay note of romance.
- THURSDAY May 10  
4:30 p.m. JAPANESE LANGUAGE CLASS  
7:30 p.m. SQUARE DANCE
- FRIDAY May 11  
7:15 p.m. MOVIES. The following old pictures of the silent movies days are brought here under private auspices and will be shown by Cpl. Saunders. Wallace Beery and Louise Fazenda in "The Night Club", a "Helen and Warren" comedy--"Easy Payments", and Harold Lloyd and Snub Pollard in "Just Neighbors". This should provide a lively evening's entertainment. *you are invited to all this show.*
- SATURDAY May 12  
9:30 a.m. to 6:00 p.m. CENTER WIDE FIELD DAY AND ATHLETIC MEET.

B

COMING EVENTS

~~of the~~  
O  
Z  
W

WRAnglers Club

THURSDAY

April 26  
4:30 p.m.

JAPANESE LANGUAGE CLASS

7:30 p.m.

SQUARE DANCE

FRIDAY

April 27  
7:15 p.m.

MOVING PICTURE "Ladies Courageous" featuring Loretta Young and Geraldine Fitzgerald. This is a story of the Women's Air Ferry Service. It traces the lives of the women pilots and tells of their efforts to become a part of the Army Air Force with love interest and entanglements.

SATURDAY

April 28  
9:00 a.m.  
1:30 p.m.

AT TERRY HALL, three movies for children--all the children on the project are invited. This week we will show "The Yanks Are Coming."

2:00 p.m.

PRIVATE PARTY

MONDAY

April 30  
4:30 p.m.

JAPANESE LANGUAGE CLASS

TUESDAY

May 1  
7:15 p.m.

MOVING PICTURE "Are Husbands Necessary" This is a sparkling comedy of domestic ups and downs, featuring Ray Milland and Betty Field. It is taken from a recent best-seller novel, "Mr. & Mrs. Cugat."

DEFENSE

U.S. War Relocation Authority. Amache

L606

SUMMARY INFORMATION CONCERNING THE GRANADA PROJECT OF THE W.R. RELOCATION AUTHORITY

1943?

I. DESCRIPTION OF PROJECT

note pos (Supplied to prospective employees)

The Granada Relocation Center at Amache, Colorado, is a community of approximately 7,500 persons of Japanese ancestry who were evacuated from prescribed "Military Areas" by presidential proclamation in 1942. Situated in southeastern Colorado, the surrounding country is rolling prairie, devoted mostly to farming and grazing. The community itself is run in a manner similar to any American city, with a Police Department, Fire Department, Elementary and High Schools, Hospital, Community Store, Post Office, etc., all headed by administrative personnel, of which there are about 170. Evacuees are employed to assist in these various enterprises.

A limited number of apartments for administrative personnel are now completed on the Project, and all are occupied by employees with families. No assurance of early assignment to these apartments can be given new employees, since those employees who have seniority are given first consideration as vacancies occur. A few barrack-type single sleeping quarters are usually available, with showers and other facilities. These rooms rent for \$8.00 per month for single occupancy.

Most of the appointed personnel live in Lamar, which is 17 miles west of the Center, and commute each day. At least for the present, transportation is furnished. Lamar is a farming community of approximately 4,500 population, and fairly comfortable apartments, houses, and rooms are usually available at reasonable rentals. New employees with families are advised not to move families to Lamar until they have definitely secured accommodations, since there are usually delays in securing rentals.

An administrative mess hall provides the noon meal, if desired, at a cost which is usually from 35 to 40 cents. Collection is made by payroll deduction.

Persons interested in joining the WRA staff at Amache should be aware of problems attendant to the just and fair treatment of minority groups in a democracy. Inasmuch as the national and local situation is constantly changing, an individual should be able to readily adjust to changing circumstance. The physical facilities of the center are limited, which necessitates a willingness on the part of the individual to make the most of moderate circumstances.

II. SOCIAL FACILITIES

Approximately 170 persons are employed by the WRA from outside the Center. A military guard is established around the area, and passes are required of anyone entering or leaving. This requirement, however, places no serious restriction on the free movements of any person officially employed by the administration. To a large degree the social facilities available depend on the initiative and resourcefulness of those assigned to work at Amache.

### III. WAR MANPOWER REGULATIONS

Recently enacted regulations of the War Manpower Commission require us to have either a Statement of Availability from the previous employer, or a referral card or Statement of Availability issued by the U. S. Employment Service, if the applicant has worked in an essential industry during the 60 days immediately preceding the date he enters on duty with our Authority. There is a U. S. Employment Service office in your locality, and we have attached a blank Statement of Availability to this pamphlet. If you are appointed and we advise you that a statement of Availability is necessary, see your local U. S. E. S. and have the form completed before reporting for duty with us, as we cannot enter you on duty without it.

### IV. REPORTING FOR DUTY

All employees must report for duty at this Project at their own expense.

### V. NATURE OF APPOINTMENT

All appointments are made through the Civil Service Commission, and since they are made under War Service Regulations, are for the duration of the present war and six months thereafter. Appointments are made for a trial period of one year, and an employee may be dismissed at any time during that first year, if his services are found to be unsatisfactory. The following regulations are standard for all Civil Service Employees:

A. HOURS OF DUTY AND PAYMENT FOR OVERTIME - The authorized work week is 48 hours, 8 hours per day--Monday through Saturday. Overtime is paid on the basis of time and one-half for 8 hours per week based on a 40-hour week, but this is broken down to provide a daily overtime payment. Thus, on a \$1620 per annum salary, the daily increase for overtime would be .975 per day, or \$29.25 per month, making the gross amount salary of the employee \$1970.88 per annum before any deductions are made.

B. COMPUTATION OF SALARY - All salaries are figured on the basis of a 30-day month, regardless of the number of days in the month. Thus, no payment is made for the 31st day of the month, but a deduction is taken for absences without leave on the 31st. Salaries are paid twice each month--for the period 1st to 15th on the 15th of the month, and for the 16th to the last day of the month, inclusive, on the last day of the month.

C. INJURY AND DISABILITY COMPENSATION - An employee injured in the performance of his duty is entitled to medical, surgical, and hospital care under the provisions of the U. S. Employee's Compensation Act, which also provides for compensation during the period of disability if the employee is on leave without pay.

The WRA has no facility for the treatment of employees' illnesses or injury not incurred in line of duty. Doctors, dentists and a hospital are available in Lamar. In emergencies treatment may be had at the WRA hospital on the Project, but that hospital is primarily maintained for the treatment of the evacuee residents of the Center.

Charges to administrative employees for such hospitalization or treatment at the Center Hospital are comparable to those made by hospitals outside the center. A group of the Blue Cross Hospitalization plan is being organized by WRA employees to cover hospitalization insurance for those who join .

D. LEAVE PRIVILEGES - Federal employees earn annual leave at the rate of two days per month, and are credited with an additional 1/2 day at the end of each quarter. They also earn sick leave at the rate of 1-1/4 days per month. Both annual and sick leave are accumulative. Annual leave may be taken only when the employee can be spared from his work, that is, such leave must be approved by the applicant's supervisor in advance. All periods of sick leave in excess of 3 days must have a doctor's certificate. Leave without pay is granted only in cases of emergencies.

E. RETIREMENT DEDUCTIONS - A deduction of 5% of the gross base salary (not including overtime) is made each pay period for retirement purposes. This money is paid into a retirement fund, and is refunded upon application to the Civil Service Commission if an employee resigns or is terminated before the end of 5 years' Federal service. In case of resignation, a deduction of \$1.00 for each month's service is made from the amount refunded as a "tontine" or service charge.

F. WITHHOLDING TAX DEDUCTION - A deduction is also made for the withholding income tax in accordance with legislation enacted on July 1, 1943. This deduction is made by all concerns, whether Federal or otherwise, and you are no doubt familiar with it.

#### VI. PURCHASE OF BONDS BY PAYROLL DEDUCTION

All employees are asked to pledge 15% of their gross salary at the time they report for duty for the purchase of War Savings Bond. A deduction is then made on the payroll and the bonds delivered to the address specified.

#### VII. SELECTIVE SERVICE STATUS OF EMPLOYEES

At the present time, the policy of the War Relocation Authority is to recommend deferment only for a very few key specialized positions. Generally speaking, a candidate for employment who is subject to selective service may not expect to secure deferment because of employment with the Authority.

#### VIII. SCHOOL INFORMATION

The following information is of interest to applicants for teaching positions only:

A. School Enrollment - The enrollment in the elementary school is approximately 900 students and in the secondary school approximately 1,000. Every effort is being made to provide the highest quality of educational instruction. Only approved methods of instruction and materials are being used.

B. REQUIREMENTS FOR TEACHERS - All teachers are expected to have sufficient professional interest to affiliate with the CEA and the NEA.

Persons will not be considered for appointment to the WRA Education Staff at Amache unless they are eligible for certification by the State Department of Education according to the Laws Governing the Issuance of Teaching Certificates and Rules and Regulations of the State Board of Examiners. A copy of "Laws Governing the Issuance of Teaching Certificates" may be secured from the State Department of Education.

In general, graduate temporary certificates are issued in Colorado to persons who hold an A.B. or equivalent degree, with thirty quarter hours of credit distributed among three groups, one of which must be practice teaching. Six quarter hours of practice teaching are required. The regulation regarding practice teaching may be waived for a teacher who has had three years' successful teaching experience. Specific questions concerning eligibility for teaching certificates in Colorado should be directed to Mrs. Inez Johnson Lewis, State Superintendent of Public Instruction, State Department of Education, Denver, Colorado.

Teachers in the Secondary School are required to meet the qualifications of the North Central Association of Schools and Colleges.

Applicants for teaching positions are requested to forward copies of transcripts of their college credits.

The hours of duty as described in V-A of this pamphlet apply to teachers, as well as other administrative employees. All employees are required to work 6 days a week, although school is in session only five days a week. Saturdays are used for professional research, classroom preparation and faculty meetings.



*File*

EVACUEE EMPLOYMENT CENSUS  
\*\*\*\*\*

April 30, 1943

Cost Account No.	Description of Projects	Class C		Class B		Partial Time Workers				Division Total
		Male	Female	Male	Female	Class C		Class B		
						Male	Female	Male	Female	
40-120 to 40-163	Project Management	105	60	38	13	1		6		223
40-210 to 40-280	Public Works Division	189	33	263	28					513
40-310 to 40-380	Agricultural Division	77	2	19	5			50	40	193
40-510 to 40-580	Mess Division	334	87	368	424			117	117	1447
40-610 to 40-630	Transportation & Supply	137	8	10	1					156
	Community Service Division									
40-710 to 40-728	Div. Overhead & Hospital	105	43	57	92	3				300
40-731 to 40-738	Social Welfare	3	17	9	12			2	2	45
40-752	Recreation	32	8	16	9					65
40-760	Self Government	32		6	23					61
40-772 to 40-775	Education	41	45	41	62		1	7	5	202
40-790	Police Department	20	2	38			1			61
40-810 to 40-841	Employment Division	8	29	2		1	1	4	3	48
	<b>Total</b>	<b>1083</b>	<b>334</b>	<b>867</b>	<b>669</b>	<b>5</b>	<b>3</b>	<b>186</b>	<b>167</b>	<b>3314</b>

EVACUEE EMPLOYMENT CENSUS

( Cont'd )

	<u>MALES</u>
Class C	1083
Class B	867
Class C (Partial Time 5	
Class B (Partial Time)186	
	<u>2141</u>

	<u>FEMALES</u>
Class C	334
Class B	669
Class C (Partial Time 3	
Class B (Partial time) 167	
	<u>1173</u>

1417  
1536  
8  
353 ✓  
3314

EVACUEE EMPLOYMENT CENSUS  
\*\*\*\*\*

May 31, 1943

*File*

Cost Account No.	Description of Projects	Class C		Class B		Partial Time Workers				Division Total
		Male	Female	Male	Female	Class C		Class B		
						Male	Female	Male	Female	
40-120 to 40-163	Project Management	89	65	30	13	1	1	5	1	205
40-210 to 40-280	Public Works Division	187	11	246	35					479
40-310 to 40-380	Agricultural Division	104	2	3	20	1		105	16	251
40-510 to 40-580	Mess Division	339	121	319	452			138	117	1486
40-610 to 40-630	Transportation & Supply	123	11	7						141
	Community Service Division									
40 40-410	Industrial Arts	7		1	12					20
40-710 to 40-728	Div. Overhead & Hospital	105	41	37	102	2		3		290
40-731 to 40-738	Social Welfare	5	18	14	18		2	2	1	60
40-752	Recreation	28	10	6	2			8	1	55
40-760	Self Government	30		5	26					61
40-772 to 40-777	Education	42	44	35	60		2	8	8	199
40-790	Police Department	20	1	36			1			58
40-810 to 40-841	Employment Division	9	27	1			2	4	3	46
	<b>Total</b>	<b>1088</b>	<b>351</b>	<b>740</b>	<b>740</b>	<b>4</b>	<b>8</b>	<b>273</b>	<b>147</b>	<b>3351</b>

*RT*

EVACUEE EMPLOYMENT CENSUS (Cont'd)

	<u>MALES</u>		<u>FEMALES</u>	
Class C	1088	Class C	351	1429
Class B	740	Class B	740	1480
Class C (Partial Time)	4	Class C (Partial Time)	8	12
Class B (Partial Time)	<u>273</u>	Class B (Partial Time)	<u>147</u>	<u>420</u>
	<u>2105</u>		<u>1246</u>	3351

Month ending December 31, 1943

GENERAL PROJECT MANAGEMENT

Mr. James G. Lindley

Max. Quota 100

Project # 6	B. Class		C. Class		B. Class Partial		Total
	Male	Female	Male	Female	Male	Female	
40-1200		1	1		2		4
40-1300	17	6	2		2		27
40-1440	1						1
40-5100	2	8	1	2			13
	20	15	4	2	4		45

35

6

Month ending December 31, 1943

ADMINISTRATIVE MANAGEMENT DIVISION

MR. HENRY F. HALLIDAY

QUOTA MAX. 1230

Project #	C. Class		B. Class		B. Class Partial		Total
	Male	Female	Male	Female	Male	Female	
40-2200		1	5	3			9
40-2300	22	10	2	14		4	52
40-2520	1	1	1	4			7
40-2530	1		5				6
40-2610	10		36	6			52
40-2620	85	5	402	520			1,012
40-2630	2		3	7			12
40-2650		2	27	8			37
40-2710	1			3			4
40-2720	3		1	12			16
40-2730	4	1	25	19			49
40-2800				3			3
40-3520	44		97	5			146
<hr/>							
	173	20	604	604		4	1,405

70  
193

604  
1208

Month ending December 31, 1943

OPERATION DIVISION

MR. DONALD E. HARBISON

MAX. QUOTA 947

Project #	C. Class		B. Class		B. Partial Time		Total
	Male	Female	Male	Female	Male	Female	
40-3210	2		2	3			7
40-3220	2		12				14
40-3230			17				17
40-3241	9		55				64
40-3242	8		33	2			43
40-3243	3		30				33
40-3244	11		84	4			99
40-3245	1		6	3			10
40-3310	4		3	5			12
40-3320	23		34	11	39	4	111
40-3330	10		34	2	7		53
40-3350			4				4
40-3370							
40-3420	3	1	18	20			42
40-3510							
40-3530	3		31	4			38
40-3600	8		36	2			46
<hr/>							
	87	1	399	56	46	4	593

88  $\frac{56}{455}$

Month ending December 31, 1943

COMMUNITY MANAGEMENT DIVISION

MR. W. RAY JOHNSON

MAX QUOTA

Project #	C. Class		B. Class		C. Partial Time		B. Partial Time		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
40-4100	1		1	3					5
40-4100			133	18					151
40-4150	29		8	21					58
40-4312	3		4	7			2		16
40-4321		5		7				3	15
40-4322	1	5		9		1	1		17
40-4323	4	2	8	24			1		39
40-4324			7	17			1	1	26
40-4340	5		26	13			1		45
40-4352			2						2
40-4411				4					4
40-4412			1	1					2
40-4413			1	1					2
40-4421	4	1	15	30					50
40-4422			2	9				7	18
40-4431	3	1	4	7					15
40-4432	1		6	13					20
40-4442			1						1
40-4443	1	1	3	2				1	8
40-4450			7						7
40-4463				1					1
40-4466				1					1
40-4468				3					3
40-4469-1	6								6
40-4469-3		3	6	35				7	51
40-4471	5	1	2	7					15
40-4472-4			6	2					8
40-4472.5		1		9					10
40-4481			1	1			1		3
40-4482	2		3	1					6
40-4484	4	1							5
40-4486		1							1
40-4510	2	3		6			1		12
40-4520		2	1	4					7
40-4570			4	9				5	18
40-4580	1		5	1					7
40-4600	15		19	2					36
40-4720	9	2	12	6			1		30
40-4750			3	1				1	5
	96	29	291	275		1	9	25	726

29  
125

275  
566

WAR RELOCATION AUTHORITY

Granada Project  
Amache, Colorado

B

December 7, 1943

MEMORANDUM TO: Dr. William T. Garstarphen  
Mr. John J. O. Moore ✓  
Mr. Harvey E. Turk ✓  
Dr. Lloyd A. Garrison  
Mr. Harlow M. Tomlinson

FROM: W. Ray Johnson

Attached please find a memorandum from Mr. Halliday setting forth a list of activities within our division and objective classification on which budgets must be prepared for the fiscal year, 1945. I have checked those objective classes in which your section should prepare budgetary figures for the fiscal year, 1945. It is extremely important that all estimates be justified in accordance with the instructions in the letter of November 10. The portions of this letter affecting your section will be submitted to you where necessary justifications are to be made by you.

If there is any question concerning what should be included in the above objectives, the Finance office will be more than glad to give you all the assistance possible. The consolidated report for the project must be in the Washington office in the early part of January, and the divisional budget for our division must be in the Finance office no later than December 24. It will be necessary, therefore, that all sectional estimates be given to me no later than December 20.

I have inserted the balances for Objective Class 08--Supplies and Materials, and Objective Class 09.2--Equipment. Under the present procedure any balances remaining in the accounts at the end of the second quarter will not be carried over as an additional sum for the third quarter. Will you please check your needs under these two classifications, and see that your inventory is properly maintained and that supplies needed in the early part of January be provided for as early as possible.

*Community Activities*

WAR RELOCATION AUTHORITY  
GRANADA PROJECT

December 3, 1943

MEMORANDUM

To: W. Ray Johnson  
From: H. F. Halliday

As agreed in the budget meeting on November 28, we are submitting herewith a list of those activities within your Division, and Objective Classification on which your budget for the fiscal year 1945 should be prepared.

Objective Class 01.3 - Personal Services (Consists of Evacuee Salary)

This Objective Class should be broken down to the following Sections:

Health; Education; Internal Security; Community Activities;  
Welfare; Other, Community Management Division.

Objective Class 02.1 - Travel (This consists of travel of administrative personnel under your supervision.)

It is not necessary to break down this Objective Class by Sections. In other words, the amount estimated will be for the Community Management Division as a whole.

Objective Class 02.2 - Travel, Evacuee (Expenditures to this Objective Class will be only for the actual transportation expenditures. In other words, it will be the cost of the Government Transportation Requests. If an allowance is made for meals enroute, such expenses will be charged to 11.4.)

Community Management Division will be responsible for budgeting funds covering transfers of evacuees to reunite with families at other Centers, approved travel to attend funerals, etc.

Objective Class 07 - Other Contractual Services (Includes such items as funeral services, cost of maintaining hospital patients in hospitals outside of the Center, costs of any special therapeutic treatments outside of the Center, piano tuning, etc.)

This Objective Class is on a Divisional level.

Objective Class 08 - Supplies and Materials (Includes all supplies and materials which you anticipate purchasing for your Division.)

*Dec 3 Balance \$227*

This will be broken down by Sections as follows:

Health; Education; Internal Security; Community Activities;  
Welfare; Other, Community Management Division.

Objective Class 09.2 - Equipment (Includes such equipment as typewriters, sewing machines, desks, office furniture, etc.)

Dec 3 Balance \$100

This Objective Class will be budgeted on a Divisional level the same as OS.

Objective Class 11.1 - Public Assistance Grants

Under this Objective Class will be budgeted the usual Welfare cases.

Objective Class 11.2 - Clothing Grants

Self-explanatory.

Objective Class 11.4 - Project Transfer Grants (To be included under this Objective Class will be those cases where expenses are to be allowed for meals enroute to destination, or any other expenses incident to travel, other than transportation.)

As outlined in the afore-mentioned budget meeting, it is extremely important that all estimates be justified in accordance with the instructions in the "called-for estimates" letter of November 10, copy of which has been furnished you.

If there is any question concerning what should be included in the above Objectives, the Finance Office will be more than glad to give you all the assistance possible. As outlined in the meeting, our consolidated report for the Project must be in the Washington Office in the early part of January, and it is absolutely necessary that we have your Divisional budget in the Finance Office by December 24.

Sufficient copies of this memorandum are being sent you to distribute to your Section heads.

C  
O  
P  
Y

B

Mr. W. Ray Johnson

4-1-44

T. Read Hanson

Allotment Advisory, Fourth Quarter Fiscal Year 1944

The following are the allotments for the fourth quarter fiscal year 1944 made to you on Divisional level;

Objective Class 01.3 Evacuee Personal Services \$22,527

N.B. In the past allotments were made on a sectional level. This quarter they will be made on a Divisional level. Controls are to be made by the Employment Office, based on the pre-determined quotas allotted to the Sections.

Objective Class 01.4 Temporary Personal Services	\$ 600
02.1 Administrative Travel	500
02.2 Necessary Evacuee Travel	500
07.2 Contractual Services	3,000

The following are the allotments made for Objective Classification 08, Supplies and Materials, to the various sections coming within your administrative jurisdiction;

Health	\$7,000
Education	4,844
Internal Security	50
Community Activities	350
Welfare	250
Other	0

The following are the allotments made for Objective Classification 09, Equipment, to the various Sections coming within your administrative jurisdiction;

Health	\$1,000
Education	1,166
Internal Security	0
Community Activities	200
Welfare	710

The additional following allotments are on Divisional Level:

Objective Class 11.1	Public Assistance Grants	\$ 3,500
	11.2 Clothing Grants	60,000

Under O.C.11.4 which provides for the necessary Project travel and transfer grants, the allotments have been made to general Project Management, under Mr. Lindley's jurisdiction, who has determined that the administration of this fund is to be made by Chief of the Administrative Management Division.

The foregoing allotments are furnished by the Washington Finance Office exactly as requested by this office in our fourth quarter Budgetary Estimate.

Will you please take the necessary steps to advise the Section Heads under your jurisdiction of the allotments made them for Objective Classification 08, Supplies and Materials, and 09, Equipment. As you will recall, we have heretofore made allotment advisories direct to the Section Heads. However, we feel that in your advice to them of the fourth quarter allotments, it is felt that you may find it necessary to discuss and plan the fourth quarter operating program. This is with the thinking that you assisted them in the preparation and planning of our Fourth Quarter Budget, wherein certain justifications were made for their requirements and that if at all possible they adhere to the program outlined therein. Also with the usual precaution which is mandatory not to over-obligate. This is particularly important, inasmuch as this quarter closes the fiscal year.

I should also like to have them again review the fourth quarter requirements with the thinking of holding to the absolute minimum of any allotment adjustments.

N.B. In accordance with the requirements of the Washington Finance Office, any unobligated balances remaining on our books as of the end of the third quarter are being canceled and withdrawn by the Washington office.

WAR RELOCATION AUTHORITY

GRANADA PROJECT

December 2, 1945

To: Harlow Tomlinson  
From: James G. Lindley  
Subject: Bond Deduction Cards

*Finance  
Office*

As you no doubt know, we have been out of bond deduction cards for quite some time, and for that reason you were not asked to make your 10% pledge at the time of your entrance on duty. We have just received a supply of these cards, however, and it will be appreciated if you will fill out the one attached and bring or send it in to the Personnel Office at your very earliest convenience.

Every employee is expected, of course, to make a pledge. Our goal is 10% of our total payroll, and in order to make this goal we must all cooperate. Please get your pledge card in today!

Attachment - 1



WAR RELOCATION AUTHORITY

Memorandum

*File*

January 22, 1943

To: Henry F. Halliday  
T. Read Hanson

120.51

Subject: Administrative Payroll

The Administrative Payroll Distribution Ledger reveals the following distribution of the payrolls covering the period from October 16, 1942 to December 31, 1942.

Project Operations (Project Director's Office, Administrative Division, Reports Office, Project Attorney, etc.)	\$16,868.69
Public Works	4,294.20
Agriculture	4,042.31
Manufacturing (Carpenter Shop)	95.83
Maintenance	5,357.17
Mess Operations	2,685.64
Motor Operations	4,826.64
Warehousing	2,501.07
Health	6,855.03
Community Activities	3,378.99
Education	25,459.56
Social Service	1,538.31
Employment and Housing	3,633.15
Community Enterprise (Superintendents)	<u>1,130.43</u>
Total	82,667.02

The writer will be able to furnish you the distribution of evacuee payroll within the next few days. These are being submitted for your information and consideration.

Respectfully submitted,

*Norman H. Gross*

Norman H. Gross  
Cost Accountant

WAR RELOCATION AUTHORITY  
GRANADA PROJECT

December 3, 1942

To: T. Read Hanson  
From: H. M. Tomlinson  
Subject: Subsistence Charges for Visitors

In regards to your letter of December 1,  
1942 on regulations as to meals furnished  
visitors, has been read by Mr. Stanley E.  
Adams, the office girl and myself and  
will be followed as per instructions.

Very truly yours,

H. M Tomlinson  
Internal Security Officer

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mr. H. M. Tomlinson  
Chief of Internal Security

From: T. Read Hanson

Date: December 1, 1942

Subject: Subsistence Charges for Visitors

In compliance with our conversation as of this date, the following is the contents of Administrative Instruction No. 61 dated November 20, 1942, the subject matter being "Subsistence Charges for Visitors from the Armed Forces".

- "I. Members of the armed forces of the United States who visit evacuees in Relocation Centers shall be charged subsistence at the following rates:
- A. No charge will be made for living quarters in space allotted to the family, friends, or relatives of the visitor.
  - B. A charge of \$0.20 per night will be made for living quarters in barrack space expressly furnished for visitors.
  - C. A charge of \$0.20 per meal will be made for all meals furnished visitors.
- "II. Collections made under the terms of this Instruction will be deposited as Miscellaneous Receipts."

In addition to the above Administrative Instruction No. 61, we also have Administrative Instruction No. 19 pertaining to charges for subsistence or meals for visitors other than members of the Armed Forces. This Instruction provides for a charge of \$0.50 per meal; therefore, in line with Instruction No. 19, we shall have to collect in advance this basic charge of \$0.50 per meal for Project visitors other than members of the Armed Forces.

In order to properly execute collections and in accordance with our agreement, it is understood therefore that those two types of visitors applying to your office for passes will be instructed to report to this Division to pay in advance for the meals they are to take while visiting friends and/or relatives

*TRH*

To: Mr. H. M. Tomlinson

Date: December 1, 1942

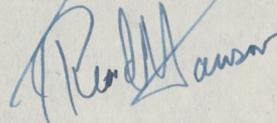
on the Project. This office will make the collection based upon the number of meals as outlined by the visitor and indicated by him for his intended stay. In the event the proposed visit is cut short, it is our intention to refund to the said visitor that amount due him for the adjusted stay.

This office will issue to the visitor a receipt for the cash payments made by him instructing him to report to you in order that you might accomplish the final preparation of the visitor's pass.

There will be no charge for subsistence against <sup>Japanese</sup> visitors from other Projects.

May we have your confirmation of the above outlined procedure.

Very truly yours,



T. Read Hanson  
Chief, Budget and Finance Section

WAR RELOCATION AUTHORITY

GRANADA PROJECT

August 2, 1943

MEMORANDUM

To: Mr. James G. Lindley  
Project Director

From: H. F. Halliday

The following tabulation shows by major operating units, the number of full time evacuee workers on the payroll as of June 30, and the number of persons relocated from each major division for the period May 16 to June 30.

You will recall that I furnished you a similar report for the period January 1 to May 15. In the original report, the total employment shown included both partial and full time workers. The current one varies from this in that partial time workers are not shown. During the period from May 16 to June 30 297 persons were terminated from project employment in order to relocate. This represents approximately 10.6% turnover. Figuring our previous relocations at the same basis, the percentage of turnover from January 1 to June 30 averages approximately 28%. Thus, as a result of relocation if it continues at the present rate, we may expect a loss of one out of every four workers every six months period.

May 16, 1943 to June 30, 1943

	Full Time Employees on payroll June 30	Number Relocated 5/16 to 6/30			% of Loss
		Indef.	Work Group and Temporary	Total	
Proj. Management	179	22	9	31	17.3
Public Works	405	17	41	58	14.3
Farm Division	187	9	17	26	13.9
Mess Section	1165	35	58	93	8.0
Transp. Division	131	8	21	29	22.0
Community Ser. (Inc. Int. Sec.)	245	9	6	15	6.1
Health Division	294	8	12	20	6.8
Education	166	13	8	21	12.6
Employment	36	3	1	4	11.1
Cons. Enterprises	?	8	7	15	?

cc: Mr. Knodel

# WAR RELOCATION AUTHORITY

GRANADA PROJECT  
Amache, Colorado

In reply, please refer to:

GR:PD:JGL

May 18th, 1943

Memorandum

To: Mr. James G. Lindley

From: H. F. Halliday *[Signature]*

There are attached for your information two schedules. The first is a summary by accounts showing the number of persons carried on the payroll as of April 30th. The second one shows the number of persons formerly employed on the project who have relocated from January 1st to May 15th. As you will note on the first schedule, there were as of April 30th 2953 persons on the payroll who were employed on a full-time basis, and 361 partial-time workers, or a total of 3314. The following general tabulation is indicative of the replacement problem which is being faced by the project in order to maintain project operations and at the same time follow through on the policy of active relocation.

<u>DIVISION</u>	<u>TOTAL EMPLOYEES APRIL 30TH</u>	<u>NUMBER RELOCATED JAN. 1 TO MAY 15</u>	<u>PERCENTAGE OF LOSS</u>	
Project Management	223	6.73%	40	17.9
Public Works	513	15.48	108	21.0
Agriculture	193	5.8%	30	15.5
Mess Division	1447	43.66	148	10.2
Transportation & Supply	156	4.70	37	23.6
Hospital	300	9.06	47	15.6
Community Services (Including Internal Security)	232	7.00	23	9.9
Education	202	6.10	39	19.3
Employment	48	1.45	15	31.2
Consumer Enterprises	?	100.00	26	?
	3314			



On an over-all basis and excluding the number relocated from the Consumer Enterprises there have been 490 project employees lost by relocation since January 1st. Comparing this to the employment figure of April 30th which amounted to 3314, we have a turn-over figure of about 15% during the period. Thus if the tempo of relocation increases ever so slightly, we might well expect a total turn-over in the project employment of better than 40% during the calendar year, 1943. It is significant, of course, to point out that the losses heretofore have been of the better qualified evacuees and that the replacements being made are not as efficient. This has been particularly observed in the administrative division where we have lost a very good percentage of our accountants, higher grade clerks, and persons with administrative ability.

The data contained herein should not be accepted as final and conclusive because of certain factors as follows:

1. The schedule of employment as of April 30th shows <sup>the</sup> number of names that were on the last payroll, thus it does not mean that we had actually 2953 full-time employees throughout the period since within a month there will be a certain amount of turn-over.
2. The figures on the number of persons relocated were prepared on the basis of reports furnished by the Employment division, and since there was a little difficulty in controlling actual <sup>departures</sup> numbers of evacuees during the early part of the year, it is possible that there could be some cases of reported relocation where the individuals actually did not go out.
3. There are constant variables such as spurts of relocation or project turn-over which would prohibit considering this cross section as a typical sample, although the project employment count has remained rather constant since January.

In conclusion it is believed that there is some significance in the <sup>esc</sup> data since they tend to support individual cases of complaint that we have had from supervisors indicating that they were not able to secure adequate staff with which to do the work assigned to them. I believe that they also represent a fair picture of the distribution of evacuee personnel on project activities, and further they do present rather adequately the problem that we are facing with respect to the maintenance of project functions.

# Evacuee Employees on Payroll as of April 30, 1943

Apr 30

Cost Account No.	Description of Project	Class C		Class B		Grand Totals		Grand Total	Partial Time				Grand Total	GRAND TOTAL			
		Male	Female	Male	Female	Class C	Class B		Class C		Class B						
									Male	Female	Male	Female					
<u>PROJECT MANAGEMENT</u>																	
40-120	Project Attorney	1	2			3	0	3					3	0	3	3	6
40-130	Project Reports	36	8	3		44	3	47	1				1	0	1	1	48
40-152	Procurement	3	9			12	0	12					0	0	0	0	12
40-153	Finance	12	19		4	31	4	35					0	0	0	0	35
40-154	Warehouse & Property	37	10	21	9	47	30	77					0	0	0	0	77
40-155	Personnel Section	2	8			10	0	10					0	0	0	0	10
40-156	Internal Mail Section	7	2	14		9	14	23			3		0	3	3	3	26
40-157	Office Services	6	2			8	0	8					0	0	0	0	8
40-163	Duplicating Services	1				1	0	1					0	0	0	0	1
223																	
<u>PUBLIC WORKS DIVISION</u>																	
40-210	Division Overhead	5	4	11		9	11	20					0	0	0	0	20
40-220	Construction	70	22			92	0	92					0	0	0	0	92
40-230	Planning	14	1			15	0	15					0	0	0	0	15
40-240	Building Maintenance	52	1	1		53	1	54					0	0	0	0	54
40-250	Operating Services	11		236	28	11	264	275					0	0	0	0	275
40-260	Carpenter Shop	14	1			15	0	15					0	0	0	0	15
40-270	Fire Department	18	1	15		19	15	34					0	0	0	0	34
40-280	Storehouse	5	3			8	0	8					0	0	0	0	8
513																	
<u>AGRICULTURAL DIVISION</u>																	
40-310	Division Overhead	4	2		2	6	2	8					0	0	0	0	8
40-320	Agricultural Production	52		14	1	52	15	67			50	40	0	90	90	90	157
40-330	Livestock	19		5	2	19	7	26					0	0	0	0	26
40-380	Storehouse	2				2	0	2					0	0	0	0	2
193																	
<u>MESS DIVISION</u>																	
40-510	Division Overhead	38	9	12	1	47	13	60					0	0	0	0	60
40-520	Evacuee Mess	265	72	336	414	337	750	1087			117	117	0	234	234	234	1321
40-530	Administrative Mess	5		7	8	5	15	20					0	0	0	0	20
40-580	Storehouse	26	6	13	1	32	14	46					0	0	0	0	46
1447																	
<u>TRANSPORTATION &amp; SUPPLY DIVISION</u>																	
40-610	Division Overhead	1	1			2	0	2					0	0	0	0	2
40-620	Motor Pool Section	112	3	6		115	6	121					0	0	0	0	121
40-630	Motor Repairs Section	24	4	4	1	28	5	33					0	0	0	0	33
156																	
<u>COMMUNITY SERVICE DIVISION</u>																	
40-710	Division Overhead	1	3			4	0	4	1				1	0	1	1	5
40-721	Hospital Overhead		5			5	0	5					0	0	0	0	5
40-722	Hospital Mess	9	6	16	30	15	46	61					0	0	0	0	61
40-723	Hospital Household Expense	5		13	9	5	22	27					0	0	0	0	27
40-724	Hospital Property	4	3	3	5	7	8	15					0	0	0	0	15
40-725	Hospital Motor Service			2		0	2	2					0	0	0	0	2
40-726	Hospital Services	6	4	4	28	10	32	42					0	0	0	0	42
40-727	Non-Hospital Services	72	19	19	20	91	39	130	2				2	0	2	2	132
40-728	Operating Services	8	3			11	0	11					0	0	0	0	11

Subtotal of Community Service 300

Cost Account No.	Description of Project	Class C		Class B		Grand Totals		Grand Total	Partial Time				Grand Total	GRAND TOTAL		
		Male	Female	Male	Female	Class C	Class B		Class C		Class B					
									Male	Female	Male	Female				
<u>COMMUNITY SERVICE DIVISION (Cont'd)</u>																
40-731	Welfare Section Overhead	1	9			10	0	10			1		0	1	1	11
40-732	Welfare Clothing Allowance		6			6	0	6					0	0	0	6
40-737	Welfare Housekeeping Aides			3	12	0	15	15				2	0	2	2	17
40-738	Welfare Housing	2	2	6		4	6	10			1		0	1	1	11
40-752	Recreation	32	8	16	9	40	25	65					0	0	0	65
40-760	Self Government	32		6	23	32	29	61					0	0	0	61
40-772	Education Sup'ts. Office	6	4	2	1	10	3	13			2		0	2	2	15
40-773.1	" Supv. Elementary School		3		4	3	4	7			1		0	1	1	8
40-773.2	" " Junior High School		5	1		5	1	6			1		0	1	1	7
40-773.3	" " Senior High School		2	2	2	2	4	6			1		0	1	1	7
40-773.4	" " Adult Education		1	1	2	1	3	4		1			1	0	1	5
40-773.6	" " General Education		2		2	2	2	4			1	2	0	3	3	7
40-774.1	" Teaching Elementary School	2	8	2	18	10	20	30					0	0	0	30
40-774.2	" " Junior High School	9	6	1	3	15	4	19					0	0	0	19
40-774.3	" " Senior High School	7	4	3	1	11	4	15					0	0	0	15
40-774.4	" " Adult Education	10	10	4	21	20	25	45					2	2	2	47
40-775	Custodian Services	7		25	8	7	33	40			1	1	0	2	2	42
40-790	Police Department	20	2	38		22	38	60			1		1	0	1	61
<u>EMPLOYMENT DIVISION</u>																
40-810	Division Overhead	1	1	1		2	1	3					0	0	0	3
40-820	Coding & Records	5	4			9	0	9					0	0	0	9
40-830	Placement	2	16	1		18	1	19	1	1	4	3	2	7	9	28
40-841	Leave Section		8			8	0	8					0	0	0	8
		1083	334	867	669	1417	1536	2953	5	3	186	167	8	353	361	3314

171  
6  
22

243  
171  
300  
134

61  
734  
243  
22

48



ACCOUNT NO	JANUARY 1st to MARCH 30 LEAVES		TOTAL	APRIL 1-30 LEAVES		TOTAL	MAY LEAVES		TOTAL	GRAND TOTAL
	INDEFINITE	SHORT-TERM		INDEFINITE	SHORT-TERM		INDEFINITE	SHORT-TERM		
EDUCATION (777) (Superintendent's Office)							1		1	1
771 (Section Overhead)				3	3					3
773.1 (Elementary School)				1	1			2	2	3
773.3 (Sr. High)				1	1					1
773.4 (Adult Education)				2	2					2
774.1 (Elementary School)			6	2	2		1		1	9
774.2 (Sr. High)			4		1					5
774.3 (Sr. High)			4	2	2		2		2	8
774.4 (Adult Education)				1	2					3
775 (Enrollment Services & Utilization)				1	1			3	3	4
										(39)
EMPLOYMENT										
810 (Division Overhead)				1	1		2			2
820 (Occupational Coding & Record)			9	2	2			1	1	12
920 (Placement)							1		1	1
										(15)
COMMUNITY ENTERPRISE										
910 (Division Overhead)			8	5	4		7	2	9	26
			161			186			166	513

Cost Account

EVACUEE PAYROLL CENSUS

MAY 31, 1944

Partial Time Workers

Nos.	Description of Projects	Class C		Class B		Total	Class C		Class B		Total	Grand Total	
		Male	Female	Male	Female		Male	Female	Male	Female			
<u>GENERAL PROJECT MANAGEMENT</u>													
40-1200	Legal Division	1	1	0	1	3	0	0	1	0	1	4	
40-1300	Reports Division	1	0	18	6	25	0	0	2	0	2	27	
40-1440	Duplicating Services	0	0	1	0	1	0	0	0	0	0	1	
40-1450	Project Overhead	30	0	12	21	63	0	0	0	0	0	63	
Total General Project Management		32	1	31	28		0	0	3	0			
						92							3
												95	
<u>ADMINISTRATIVE MANAGEMENT DIVISION</u>													
40-2200	Office Services Section	0	1	3	2	6	0	0	1	0	1	7	
40-2300	Personnel Section	1	2	1	5	9	0	0	0	2	2	11	
40-2400	Statistics Section	0	0	0	4	4	0	0	0	5	5	9	
40-2520	Procurement Unit	0	2	1	6	9	0	0	0	0	0	9	
40-2530	Postal Service Unit	1	0	5	1	7	0	0	0	0	0	7	
40-2610	Mess Management Unit Overhead	9	0	30	7	46	0	0	0	0	0	46	
40-2620	Evacuee Mess	88	10	403	587	1088	0	0	0	1	1	1089	
40-2630	Administrative Mess	2	0	0	2	4	0	0	0	0	0	4	
40-2650	Mess Storehouse	2	1	18	9	30	0	0	0	1	1	31	
40-2710	Agent Cashier (Section Overhead)	0	1	0	2	3	0	0	0	0	0	3	
40-2720	Budget and Accounts Unit	1	3	0	12	16	0	0	0	1	1	17	
40-2730	Cost Accounting	9	4	8	23	44	0	0	0	2	2	46	
40-2740	Property Control	27	0	61	17	105	0	0	0	8	8	113	
40-2800	Evacuee Property	0	0	0	5	5	0	0	0	1	1	6	
Total Administrative Management Div.		140	24	530	682		0	0	1	21			
						1376							22
												1398	
<u>OPERATIONS DIVISION</u>													
<u>Engineering Section</u>													
40-3210	Section Overhead	0	0	0	2	2	0	0	0	0	0	2	
40-3220	Design and Drafting Unit	2	0	8	0	10	0	0	0	2	2	12	
40-3230	Irrig., Drainage, & Roads	1	0	13	0	14	0	0	0	0	0	14	
40-3241	Constr. & Maint. Unit Overhead	10	0	39	0	49	0	0	0	0	0	49	
40-3242	Building Maintenance	7	0	28	1	36	0	0	0	0	0	36	
40-3243	Grounds Maintenance	7	0	25	0	32	0	0	0	0	0	32	
40-3244	Operating Services												
	High School Boilerman	1	0	0	0	1	0	0	0	0	0	1	
	Formerly #4110	0	0	109	26	135	0	0	0	0	0	135	
	Public Works	10	0	82	2	94	0	0	0	0	0	94	

Cost  
Account

## Evacuee Payroll Census (Cont'd)

Partial Time Workers

May 31, 1944

Nos.	Description of Projects	Class C		Class B		Total	Class C		Class B		Total	Grand Total	
		Male	Female	Male	Female		Male	Female	Male	Female			
<u>OPERATIONS DIVISION (Cont'd.)</u>													
<u>Agricultural Section</u>													
40-3310	Section Overhead	2	0	0	4	6	0	0	0	1	1	7	
40-3320	Agriculture Unit	29	0	64	16	109	0	0	190	39	229	338	
40-3330	Livestock Unit	9	0	17	4	30	0	0	13	0	13	43	
40-3350	Slaughterhouse	14	0	1	0	15	0	0	0	0	0	15	
<u>Industrial Section</u>													
40-3420	Manufacturing Unit	3	2	19	20	44	0	0	0	0	0	44	
<u>Motor Transport &amp; Maint. Section</u>													
40-3510	Section Overhead	0	0	0	7	7	0	0	0	0	0	7	
40-3520	Motor Pool Unit	1	0	50	2	53	0	0	0	0	0	53	
40-3530	Motor Repair Unit	3	0	25	2	30	0	0	0	0	0	30	
40-3600	Fire Protection	16	0	28	3	47	0	0	0	0	0	47	
Total Operations Division		115	2	508	89		0	0	203	42			
						714							245
												959	
<u>COMMUNITY MANAGEMENT DIVISION</u>													
40-4100	Division Overhead	0	0	0	2	2	0	0	0	0	0	2	
40-4150	Community Government	0	1	0	0	1	0	0	0	0	0	1	
<u>Education Section</u>													
40-4312	Clerical	0	1	1	4	6	0	0	0	0	0	6	
40-4321	Superv. - Nursery	0	6	0	5	11	0	0	0	0	0	11	
40-4322	" - Elementary	1	4	2	8	15	0	0	2	0	2	17	
40-4323	" - High School	2	1	9	2	14	0	0	0	0	0	14	
40-4324	" - Adult Education	1	0	5	11	17	0	0	0	0	0	17	
40-4325	" - Training & Retraining	0	0	2	0	2	0	0	0	0	0	2	
40-4326	" - Library	0	0	1	9	10	0	0	0	0	0	10	
40-4340	Operation of Plant	3	0	20	14	37	0	0	0	0	0	37	
<u>Health Section</u>													
40-4411	Adm. Hospital	0	1	1	3	5	0	0	0	1	1	6	
40-4421	Diet. - Main Hosp. Kitchen	4	1	15	27	47	0	0	0	0	0	47	
40-4422	" - Other Kitchens	0	0	3	6	9	0	0	0	6	6	15	
40-4431	Household - Laundry	3	2	6	6	17	0	0	0	1	1	18	
40-4432	" - Housekeeping	1	0	11	13	25	0	0	0	0	0	25	
40-4442	Property - Maint. & Repairs	0	0	2	0	2	0	0	0	0	0	2	
40-4443	" - Storehouse	0	0	1	0	1	0	0	0	0	0	1	
40-4450	Motor Services	0	0	12	0	12	0	0	0	0	0	12	
40-4463	Hosp. Serv. - Med. Gen'l.	0	0	0	1	1	0	0	0	0	0	1	
40-4467	" " - Tuberculosis	0	0	0	1	1	0	0	0	0	0	1	
40-4468	" " - Other Spec. Service	0	0	0	3	3	0	0	0	0	0	3	

Evacuee Payroll Census (Cont'd)

May 31, 1944

Cost Account Nos.	Description of Projects	Class C					Class B					Grand Total	
		Male	Female	Male	Female	Total	Male	Female	Male	Female	Total		
<u>Community Management Division (Cont'd)</u>													
<u>Health Section</u>													
40-4469.1	Hosp. Serv. - Physicians	5	0	0	0	5	0	0	0	0	0	0	5
40-4469.2	" " - Nurses	0	2	0	0	2	0	0	0	0	0	0	2
40-4469.3	" " - Other	0	0	2	30	32	0	0	0	9	9	9	41
40-4471.1	Non-Hosp. Serv. - Med. & Surg.	0	0	0	2	2	0	0	0	0	0	0	2
40-4471.2	" " " - Dental	4	1	1	4	10	0	0	0	0	0	0	10
40-4471.4	" " " - Other	1	0	2	4	7	0	0	0	0	0	0	7
40-4472.4	" " " - Sanitarian	0	0	5	0	5	0	0	0	0	0	0	5
40-4472.5	" " " - Other	0	1	0	11	12	0	0	0	0	0	0	12
40-4481	Oper. Serv. - X-Ray	0	0	3	1	4	0	0	0	0	0	0	4
40-4482	" " - Laboratories	2	0	3	5	10	0	0	0	0	0	0	10
40-4483	" " - Surgical	0	0	1	1	2	0	0	0	0	0	0	2
40-4484	" " - Pharmacy	3	1	0	0	4	0	0	0	0	0	0	4
40-4486	" " - Recds. & Library	0	1	0	2	3	0	0	0	0	0	0	3
<u>Welfare Section</u>													
40-4510	Section Overhead	3	2	0	6	11	0	0	2	5	7	7	18
40-4520	Clothing Allowance Grants	0	1	0	3	4	0	0	0	0	0	0	4
40-4570	Other Welfare	0	0	4	12	16	0	0	0	7	7	7	23
40-4580	Housing	1	0	6	1	8	0	0	1	0	1	1	9
40-4600	Internal Security	12	0	19	2	33	0	0	0	0	0	0	33
40-4720	Recreation	9	1	10	9	29	0	0	0	0	0	0	29
40-4750	Community Analysis Section	2	2	0	0	4	0	0	0	0	0	0	4
<u>Total Community Management Division</u>		<u>57</u>	<u>29</u>	<u>147</u>	<u>208</u>	<u>441</u>	<u>0</u>	<u>0</u>	<u>5-</u>	<u>29</u>	<u>34</u>	<u>34</u>	<u>475</u>
<u>RELOCATION DIVISION</u>													
40-5100	Relocation	1	2	2	12	17	0	0	0	0	0	0	17
<u>Total Relocation Division</u>		<u>1</u>	<u>2</u>	<u>2</u>	<u>12</u>	<u>17</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17</u>
												<u>17</u>	
GRAND TOTAL												<u><u>2944</u></u>	

NUMBER OF BUTCHERS IN EACH BLOCK

6H	One
7E	One
7F	Five
7G	One
7H	One
8E	One
8F	One
8G	Three
11F	One
11G	One
11H	One
12E	Four
12F	One

To: MOTOR POOL

February 8, 1943

GRANADA RELOCATION CENTER  
AMACHE, COLORADO

BIOGRAPHICAL SKETCH

Alton O. Mead  
Procurement Officer  
Sept. 7, 1943

Born--February 5, 1886, at Minneapolis, Kansas.

In June of 1887, his parents moved to Kimball County, Nebraska, in a covered wagon, where they "homesteaded." He spent his boyhood on a ranch in Nebraska.

EDUCATION

He attended public school at Kimball, Nebraska; finished high there. Attended a business college at Fremont, Nebraska, for a year. Graduated International Accountants Society of Chicago.

EXPERIENCE

Banking--about 9 years in various banks in Nebraska and Iowa.

Creamery--about 10 years--as an accountant in Nebraska.

Government Service

Jan. 1934--became a field auditor for the Federal Emergency Relief Association. August, 1935--joined the U. S. Treasury Department in Nebraska State Procurement Office as Chief, Purchase Section, until his arrival here in the summer of 1942 with the WRA.

Resides in Lamar, married, and has two daughters and 2 grandchildren. Married in 1909. Loves fishing and playing cribbage, a card game.

GRANADA RELOCATION CENTER  
AMACHE, COLORADO

BIOGRAPHICAL SKETCH

William Wells  
Project Steward  
Sept. 8, 1943

Born May 4, 1902, in Wheatland, Missouri.

Attended grammar and high school in Missouri, Arizona, and Georgia because his parents were in the hotel business; so he traveled around extensively. Worked his way through South Baptist College, Mo., and Barnes College of Commerce in Denver where he majored in business administration. Later was a steward on a resort boat that sailed between Port Arthur, Canada, and Duluth, Minnesota.

In 1922 worked as cook at Palmer House, Chicago; then went to the oil fields of Texas and Louisiana where he was head steward of the various camps. He joined the government forest service in the vicinity of Denver where he was a steward prior to his arrival in Amache center as the head project steward.

Stands 6'2" and wighs 330 pounds and used to be a football star in his school days.

GRANADA PROJECT PERSONNEL

September 5, 1942

*More*

<u>Name</u>	<u>Position</u>
Adams, Stanley H.	Asst. Internal Security Officer
Bench, Delbert A.	Foreman Mechanic
Bennison, Warren R.	Chief, Agriculture & Industry
Brown, Elzie C.	Foreman Machinist
Campbell, Verner	Associate Fire Protection Officer
Diven, Augusta M.	Sr. Fiscal Acct. Clerk
Diven, Roy M.	Assistant Clerk (Property)
Downs, Mary L.	Sec'y to Asst. Proj. Dir. (Harbison)
Freier, Paul H.	Housing Superintendent
Fuller, Ruby C.	Sec'y to Project Director (Lindley)
Gross, Norman H.	Cost Accountant
Hall, William E.	Project Steward
Halliday, Henry F.	Project Administrative Officer
Hanson, T. Read	Fiscal Accountant
Hanson, Willis J.	Registrar
Harbison, Donald E.	Act'g Asst. Project Director
Harmon, Stella L.	Sr. Clerk (Office Services)
Hayes, Vera M.	Sec'y to W. Ray Johnston (Com. Serv.)
Hollingsworth, Ernest	Senior Mechanic
Johnson, W. Ray	Acting Chief Community Services
Jones, Clarence P.	Head Storekeeper
Justice, John R.	Act'g Agri. Marketing Superintendent
Katz, David E.	Asst. Procurement Officer
Knodel, Walter J.	Placement Officer
LaRue, Blair C.	Sec'y to Adm. Off. (Halliday)
Laverick, June R.	Nurse
Lindley, James G.	Project Director
Love, Delbert E.	Fiscal Accountant
Mead, Alton O.	Procurement Officer
Miller, Frances E.	Personnel Clerk
Mitchell, Ralph J.	Property Officer
Moore, Clarence	Chief, Employment and Housing
Morrill, Eugene	Foreman of Communications (Maintenance)
McClelland, Joseph B.	Information Specialist (News & Records)

GRANADA PROJECT PERSONNEL - 2

<u>Name</u>	<u>Position</u>
Oliver, Wanda	Chief Nurse
O'Rourke, Ralph J.	Engineer (Head, Public Works)
Quarnstrom, Dagmar	Head Nurse
Radcliffe, Marke W.	Sr. Trans. & Supply Officer
Ramsland, Virginia M.	Social Case Worker
Sandves, Sidney H.	Associate Design Engineer
Schmitz, Henry W.	Farm Superintendent
Shrader, Clyde H.	Senior Mechanic
Shilton, Perry	Blacksmith Foreman
Smith, Martha J.	Sr. Clerk (Procurement)
Smith, Robert W.	Chief Garage Foreman
Soglow, Morris H.	Health & Physical Education Advisor
Temple, Louis G.	Sr. Construction Foreman
Terry, Paul J.	Supt. of Education
Tigges, Ernest W.	Asst. Farm Superintendent
Wells, William	Asst. Steward
Wroth, William B.	Irr. & Conservation Eng. (Public Works)
Young, Adam	Sr. Foreman Plumber (Maintenance)
Zanoni, August	Engineer (Highways)

BIOGRAPHICAL SKETCH

James Gary Lindley  
August 23, 1943

Born - Moberly, Missouri, 1888

High School - Moberly, Mo. and Hemet, California

University of Oregon and University of Arizona

B. S. Mining Engineering - 1913

M. E., Metallurgical Engineer - 1935

Mine & Power Site examinations; U. S. General Land Office Survey;

Copper & Gold Mining & Smelting; Chief Chemist; Assayer;

Construction Engineer; Smelter Superintendent; in the Southwest

United States and in Mexico from 1913 to 1933, except for two

years in the U. S. Army, 1917-1919 - Field Artillery & Chemical

Warfare Service; 1933-1942, U. S. Dept. of Agriculture in

Washington, D. C. and in Southwest; Asst. to Chief, Soil Conser-

vation Service in Washington, D. C.; Project Manager in Arizona

and Regional Engineer in Albuquerque, New Mexico; 1942 to date,

Project Director, Granada Relocation Project, War Relocation

Authority.

Publications - Technical papers, research reports, mine examinations.

## BIOGRAPHICAL SKETCH

Dr. W. T. Carstarphen  
February 22, 1943

Born in North Carolina. Educated in Littleton Military School. Graduated Wake Forest, North Carolina (B.A. Degree). Studied medicine four years in Philadelphia at Jefferson Medical College (M.D. Degree).

Became country doctor for four years in his native state, North Carolina. Was then called back to his alma mater in the medical department as professor of physiology and hygiene and experimental pharmacology. Became acting dean of that department and served as such until World War No. 1.

Entered United States Army as a captain, serving with the 334th Field Hospital, 87th Division, Camp Pike, Arkansas. Was transferred to a machine gun battalion, 334th, and was later designated as inspector and instructor to the Medical Department stationed at Camp Pike, with the rank of major.

Was later transferred to Camp Dix, New Jersey and then sent to France. Became Division Surgeon on the 87th and later transferred to General Headquarters under General Pershing and was made Area Inspector with the rank of Colonel. During that time, had charge of Services of Supplies, and Commanding Officer of Sanitary Trains, 5th Division.

After the Armistice, was sent to Paris as Post Surgeon to Foreign Offices engaged in the Olympic Games at Pershing Stadium.

Returned to States in 1919, resuming private practice in New York City. In the past 25 years, was Medical Director of the Spicer Manufacturing Corporation; Medical Director of the Zurich Insurance Company, New York; Chief Medical Officer of the WPA in greater New York serving 250,000 people, Surgeon of the Lehi Valley Railroad, Consulting Surgeon of the Bell Telephone Company, New Jersey, Consulting Surgeon of the New Jersey Power and Light, Insul Corporation in Chicago, John Manville, and many others.

During his educational career, was active in the establishment of typhoid immunization in States; in fact, instigated the "immunization system in states" in North Carolina, the first state in the Union to do this.

Was also active in the change of curricula of colleges and universities whereby the health education was stressed to a definite point. Has written good many scientific articles on various medical subjects and is now preparing a book - mostly an auto-biography of the various phases of his life.

GRANADA RELOCATION CENTER  
AMACHE, COLORADO

BIOGRAPHICAL SKETCH

William Ray Johnson  
Assistant Project Director  
Aug. 24, 1943

W. Ray Johnson was born in Baird, Texas, at the turn of the twentieth century, the fourth of nine children born to a farmer merchant family. Early education began at Ovallo, Texas, in 1909, after being delayed by the destruction of school facilities at Baird by fire, and the destruction of the first school building at Ovallo by a Texas windstorm. Thus, at the age of ten, he had completed the first grade. Always a believer in the premise that good things come to him who can wait gracefully, he succeeded in completing his high school training in 1918. Entered Abilene Christian College as a scholarship student in the fall of the same year. Regular school work was interrupted briefly by army service. He was able to complete the four-year college course by attending summer sessions in June, 1921. After graduation he went to the oil fields of Texas to work with his father. Seeing his father lose two fortunes in the short period of two years, he left the oil fields and went into the teaching profession where he thought that environmental factors might be less hazardous.

His teaching career was at New Mexico, Texas, and Colorado, serving as instructor, principal, and superintendent of schools. He attended the University of Colorado where he studied under Dr. Robert A. Davies and L. Thomas Hopkins during the summer sessions of 1927, 1928, and 1929. He received his MA in school administration in '29. Was also nominated for membership in the Kappa Delta Pi (Honorary educational fraternity) Beta Chapter in the summer of '29.

He attended the University again in the fall of 1930 and did two years' work toward his PHD. Unable to ride out the Republican prosperity from 1929 to 1933, financial conditions forced him to teach again. His teaching career was interrupted again in 1936 when he entered governmental service as regional educational adviser for the Farm Security Administration; then as Chief of Community and Family Services for the same agency. He served with this agency until August, 1942, at which time he transferred to the WRA. He served first with the Authority as Acting Chief of Community Services; since July 1, 1943, as Assistant Project Director in charge of Community Management. Mr. Johnson is married and has one son, Conray. Mrs. Johnson is also a graduate of Abilene Christian College and has a MA from the University of Colorado.

He takes great pride in helping the establishment of the first cooperative health association in Region 10 (Colorado, Montana, and Wyoming) at Fairfield, Montana. He also helped establish one of the largest cooperative dairy breeders' association, also at Fairfield, between the Great Lakes and the West Coast.

*Files of h*

FILE COPY

DEPARTMENT OF INTERIOR  
WAR RELOCATION AUTHORITY

GRANADA PROJECT  
APPOINTED PERSONNEL

March 1, 1945

PROJECT MANAGEMENT:

- James G. Lindley . . . . . Project Director
- Donald T. Horn . . . . . Attorney
- J. H. McClelland . . . . . Reports Officer
- Walter J. Knodel . . . . . Relocation Program Officer
- Willis J. Hanson . . . . . Asst. Relocation Program Officer
- Mario Vecchio . . . . . Relocation Adviser
- Lewis W. Fanslan . . . . . Leave Officer
- Elizabeth M. Evans . . . . . Asst. Relocation Adviser
- Violet V. Kersner . . . . . Asst. Relocation Adviser
- Virginia M. Ramsland . . . . . Asst. Relocation Adviser
- Helen C. Easton . . . . . Asst. Relocation Adviser
- Thelma Marie Steele . . . . . Asst. Clerk-Steno

ADMINISTRATIVE MANAGEMENT:

- Henry F. Halliday . . . . . Assistant Project Director
- Jack G. Bohon . . . . . Finance Officer
- Owen W. Wagstaff . . . . . Fiscal Accountant
- Bernard L. Lilljeberg . . . . . Asst. Fiscal Accountant
- G. Helen Brown . . . . . Junior Fiscal Accountant
- Verl E. Seyfried . . . . . Auditor
- Clara A. Smith . . . . . Assistant Auditor
- Marian G. Wells . . . . . Audit Clerk
- Carl H. Stafford . . . . . Agent Cashier
- Helen H. Moore . . . . . Clerk-Typist
- Wilma H. Lundgren . . . . . Clerk-Typist
- C. L. Creagh . . . . . Cost Accountant
- Viola B. Oldaker . . . . . Cost Accounting Clerk
- Charles M. Ankcorn . . . . . Supply Officer
- Alton O. Mead . . . . . Procurement Officer
- C. P. Dottery . . . . . Asst. Procurement Officer
- Clarence P. Jones . . . . . Property & Whse. Officer
- James W. Galvin . . . . . Property Officer
- Gerald W. Robinson . . . . . Storekeeper
- Donald A. Brown . . . . . Receiving & Shipping Supervisor
- Earl E. Barton . . . . . Assistant Storekeeper
- Bernard M. Matkin . . . . . Assistant Storekeeper
- Gunnar M. Granstrom . . . . . Assistant Storekeeper
- Jack L. Reeves . . . . . Assistant Storekeeper

(Administrative Management - Con.)

Lawrence E. Oldaker . . . . . Asst. Storekeeper  
Tommy Rae Franklin . . . . . Property Clerk  
M. Catherine Downey . . . . . Property Clerk  
Henry T. Swinford . . . . . Watchman  
  
Herbert J. Vatcher . . . . . Evacuee Property Officer  
  
William Wells . . . . . Steward (Mess Operations Section)  
Herbert H. Clark . . . . . Assistant Steward  
H. F. Goldammer . . . . . Property & Supply Officer  
J. J. Donnegan . . . . . Assistant Storekeeper  
  
Stella L. Zanoni . . . . . Office Manager  
Grace Tomlinson . . . . . File Clerk  
Elise Robinson . . . . . Telephone Operator  
Sadie Hollingsworth . . . . . Telephone Operator  
Teresa G. Clark . . . . . Telephone Operator  
  
Ruby C. Fuller . . . . . Personnel Transactions Officer  
Clementine Buckley . . . . . Personnel Clerk  
  
J. L. Buckley . . . . . Statistician  
Marjory M. Hand . . . . . Gate Clerk  
Rose A. Coufal . . . . . Gate Clerk

COMMUNITY MANAGEMENT:

W. Ray Johnson . . . . . Assistant Project Director  
Dolly Lankerd . . . . . Secretary  
  
Harlow Tomlinson . . . . . Chief of Internal Security  
Forrest Foster . . . . . Asst. Chief Internal Security  
Carroll Felker . . . . . Asst. Chief Internal Security  
Hinton H. Hunter . . . . . Internal Security Officer  
L. L. Burscough . . . . . Internal Security Officer  
  
Jacob Gerrild . . . . . Counselor (Welfare)  
Sara A. Brown . . . . . Assistant Counselor  
Margaret J. Means . . . . . Assistant Counselor  
Teresa Pirrone . . . . . Junior Counselor  
John TerBorg . . . . . Junior Counselor  
Lena Heath . . . . . Junior Counselor  
Margaret Struble . . . . . Counseling Aide  
  
Dr. Wm. T. Carstarphen . . . . . Principal Medical Officer  
Roy T. Chamberlin . . . . . Hospital Administrator  
Ruth M. Cornman . . . . . Dietician  
Isaac L. Udell . . . . . Sanitarian  
Margaret Bohon . . . . . Laboratory Technician  
Nellie S. Parks . . . . . Chief Nurse  
June Laverick . . . . . Assistant Chief Nurse  
Helen Fanslan . . . . . Supervising Nurse

(Community Management - Con.)

Florence Dillon . . . . . Supervising Nurse  
Arie E. Wilson . . . . . Supervising Nurse  
Bertha M. Barton . . . . . Supervising Nurse

Lloyd A. Garrison . . . . . Superintendent of EDUCATION  
Herbert Walther . . . . . Jr.-Sr. High School Principal  
Donald Drummond . . . . . Asst. Jr-Sr. High School Principal  
Iven H. Hensley . . . . . Adult & Vocational Education Supervisor  
Grace Lewis . . . . . Guidance Counselor  
Nelle E. Moore . . . . . Supr. of Student Teachers  
Leo W. Kraus . . . . . Head Teacher  
Gerald Griffith . . . . . Head Teacher  
Harry Williams . . . . . Head Teacher  
Bertha McFarling . . . . . Head Teacher  
Clarence Jayne . . . . . Head Teacher  
Jewel Hulquist . . . . . Secondary School Teacher  
R. Roxene Everetts . . . . . Secondary School Teacher  
Eula D. Loesch . . . . . Secondary School Teacher  
Margaret Loeffler . . . . . Secondary School Teacher  
Hazel M. Keck . . . . . Secondary School Teacher  
James F. Michaud . . . . . Secondary School Teacher  
Charles E. Hinman . . . . . Secondary School Teacher  
Ellen Jane Beery . . . . . Secondary School Teacher  
William H. Colvin . . . . . Secondary School Teacher  
Melvin P. McGovern . . . . . Secondary School Teacher  
Katherine Stegner . . . . . Secondary School Teacher  
Margaret Hopcraft . . . . . Secondary School Teacher  
Lowell M. Jackson . . . . . Secondary School Teacher  
Lydia A. Lindsey . . . . . Secondary School Teacher  
Rosalind Walls . . . . . Secondary School Teacher  
A. Marguerite Anderson . . . . . Secondary School Teacher  
Wm. Otto Anderson . . . . . Secondary School Teacher  
Gladys Jones Seevers . . . . . Secondary School Teacher  
Emily Lenore Doner . . . . . Secondary School Teacher  
Florence Jeffers . . . . . Secondary School Teacher  
Doris F. Hinman . . . . . Secondary School Teacher  
Lottie Kraus . . . . . Secondary School Teacher  
Margaret Walther . . . . . Secondary School Teacher  
Ruth K. Wood . . . . . Secondary School Teacher  
William A. Easton . . . . . Librarian

Enoch Dumas . . . . . Elementary School Principal  
Jean Fraker . . . . . Sr. Elementary School Teacher  
J. Henrietta Crabill . . . . . Sr. Elementary School Teacher  
Letha Griffith . . . . . Sr. Elementary School Teacher  
Hannah A. Yanke . . . . . Sr. Elementary School Teacher  
Betty M. McGovern . . . . . Elementary School Teacher  
Elizabeth Bender . . . . . Elementary School Teacher  
Josephine Buchanan . . . . . Elementary School Teacher  
Margaret Bernhard . . . . . Elementary School Teacher  
Ruth E. Moser . . . . . Elementary School Teacher  
A. Irene Reiser . . . . . Elementary School Teacher

(Community Management - Con.)

June Beggs . . . . . Elementary School Teacher  
Arlene M. Vaage . . . . . Elementary School Teacher  
Glenna Arthur . . . . . Elementary School Teacher  
Elizabeth Colvin . . . . . Elementary School Teacher  
Audrey Thronson . . . . . Elementary School Teacher  
Mildred I. King . . . . . Elementary School Teacher  
Ruth Horn Jayne . . . . . Elementary School Teacher  
Priscilla Drummond . . . . . Elementary School Teacher  
  
John D. Neal . . . . . Community Activities Supervisor  
J. R. McFarling . . . . . Community Analyst

OPERATIONS DIVISION:

William McP. Fuller . . . . . Assistant Project Director  
  
William B. Wroth . . . . . Senior ENGINEER  
Charles Gabelman . . . . . Office Engineer  
Robert Lundgren . . . . . Irrigation Superintendent  
Walter McMillan . . . . . Foreman Construction  
Harold McKenny . . . . . Dragline Operator  
Theodore F. Staeffler . . . . . Construction & Maintenance Supt.  
Louis G. Temple . . . . . Asst. Construction & Maintenance Supt.  
Carl H. Osten . . . . . Utility Operations Supt.  
James Stephens . . . . . Foreman Refrigeration  
Jesse L. Harbert . . . . . Foreman Maintenance  
Clarence B. Painter . . . . . Foreman Carpenter  
Charles H. Spain . . . . . Foreman Carpenter  
Charles O. Bates . . . . . Foreman Mechanic  
Perry S. Kerr . . . . . Foreman Mechanic  
Henry Rigdon Sr. . . . . Foreman Pump Operator  
Daniel C. Liebel . . . . . Lineman  
  
Maida G. Campbell . . . . . Manufacturing Superintendent  
  
John Spencer . . . . . Chief of AGRICULTURE  
Ernest Tigges . . . . . Farm Superintendent  
L. J. Burgert . . . . . Asst. Farm Superintendent  
William T. Randle . . . . . Slaughterhouse Supt.  
Willie D. Beer . . . . . Foreman  
James Simpson . . . . . Foreman  
  
Robert W. Smith . . . . . Equipment Maintenance Supervisor  
Elzie Brown . . . . . Asst. Equipment Maintenance Supervisor  
Clyde H. Shrader . . . . . Motor Pool Supervisor  
Ernest Hollingsworth . . . . . Senior Foreman Mechanic  
James Beitel . . . . . Foreman Mechanic  
Theodor A. Beeman . . . . . Mechanic  
  
Glenn B. Rumley . . . . . Fire Protection Officer  
Paul W. Newland . . . . . Asst. Fire Protection Officer

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

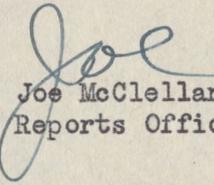
To: Mr. Walter J. Knodel---EMPLOYMENT AND RELOCATION      Date: August 2, 1943  
From: Joe McClelland  
Subject: QUARTERLY REPORTS

Our Granada Project Quarterly Report is again due covering the period April 1 through June 30. I am sorry not to have given you earlier notice about it, but word has just been received from the Washington Office.

As you probably know, I will be leaving the project Tuesday morning, August 10, for induction into the army. In order that our Quarterly Report will be submitted before that time, it will be necessary for you to forward your report to me not later than Friday, August 6.

THE REPORT SHOULD BE BRIEF AND ONLY MAJOR ACCOMPLISHMENTS DURING THE THREE MONTH'S PERIOD SHOULD BE INCLUDED.

I am sure you will be very happy to know that hereafter the Quarterly Reports will not be required from the project. It is essential, however, that this last report be sent in to complete the fiscal period to July 1.

  
Joe McClelland  
Reports Officer

THE REPORT SHOULD COVER ONLY THE PERIOD APRIL 1 THROUGH JUNE 30.

*Jim*

To: Mr. Joe McClelland  
Reports Officer

From: Walter J. Knodel  
Chief of Employment

QUARTERLY REPORT  
Employment and Relocation  
April 1 through June 30, 1943

Employment

During the past three months project employment averaged about 3100 persons. No serious labor disputes came up and all activities were adequately staffed with the exception of the Project Farms. The greatest difficulty on this operation was not lack of manpower, but lack of the really qualified all-round farm operators. It should be noted that relocation itself has had its effect in this activity as numbers of well qualified farmers employed on the center farms relocated. At the end of the quarter, action was taken to reduce project employment in accordance with the new project quota.

Relocation

During this quarter 555 seasonal and 482 indefinite or a total of 1037 leaves were issued. 373 of the seasonal leaves were issued for agricultural employment, mainly in Colorado and a few in Nebraska, Kansas, and other nearby states. 147 seasonal leaves were issued for railroad work in Kansas. The remainder of the seasonal leaves covered a small variety of jobs. The indefinite leaves issued covered a wide variety of jobs and were issued mostly for Michigan, Illinois, and Ohio. The remainder were scattered throughout the Middle Western states.

A monthly breakdown is as follows:

	<u>Seasonal</u>	<u>Indefinite</u>	<u>Total</u>
April	97	173	270
May	315	189	504
June	143	120	263
Total	555	482	1037

A glance at the above shows that May, by far, was the largest month for relocation with a sharp decline in June. However, considerable interest is again being manifested in relocation, and we are looking forward to a pickup, especially in indefinite leaves.

W. J. K  
Walter J. Knodel *me*

*Project Employment*

FS

Kittredge Building  
Denver, Colorado  
November 3, 1942

Referred to Mr. Myer  
By REW

*Referred to*

RD:JES

Mr. J. G. Lindley  
Project Director  
War Relocation Authority  
Amache, Colorado

Dear Mr. Lindley:

The following is quoted from a letter from the Director:

"My first impulse was to agree with your proposal that our leave policy should be dependent upon the labor record in the center. The more I think of it, the more convinced I am that this would not be a sound policy to adopt. Generally speaking, it should be understood, in connection with the whole question of leave, that investigations pertaining to leave will include the record of the evacuee in relation to all activities in the center, cooperation with the government, police records, general attitudes, etc. But I do not think we would want to specifically say that if a man doesn't work he can't get leave. I am of the opinion that certain of the less desirable jobs must be worked out on a rotation basis. It is something which should be considered by the Council with the cooperation of the administrative staff and should not be something laid down by the administration without thorough consideration and study by the community government itself.

In the third paragraph of your letter, you mention the fact that the evacuees don't care particularly whether we carry on the agricultural program. My attitude toward the agricultural program is that I don't care particularly whether we carry it on either unless they are interested. I think we should take the point of view with the evacuees that we are providing work opportunities in agriculture and in other fields (1) in order to provide subsistence for the city itself, (2) to be assured that we have plenty of work opportunities for everyone, and (3) because of the public relations involved. As long as they stay in the centers, we feel there should be a constructive job done but that as far as WRA is concerned it is not essential that we have an agricultural program nor an industrial program. We do think it is essential, for their own self-respect from the standpoint of the morale of the center and public relations, that everyone who is able to work not only have an opportunity to do so, but that they do their most effective job at this time when manpower is so scarce.

"I think we should keep in mind at all times that we would rather have the evacuees on the outside than on the inside if they can pass the leave regulations or are willing to accept employment on the outside. I think community pressure, if we place the proper responsibility on the community, will take care of most of the cases. We are going to have laggards in the centers just as the same as we have them any place else.

I have asked Tom Holland to immediately get into the question of project employment in each center because I think it is one of our most crucial problems at the moment. A real study should be made of the whole question and our employment officers should be brought into their proper place in the picture in each of the projects. As to whether we get a job done is going to depend upon (1) our whole philosophy and (2) how well we do the job in handling our whole employment situation in the sense of analyzing who are available to work, how the job should be allocated, how to sense trouble before it breaks out, how many jobs we can train women for in case men are working on the outside, and many other answers that will be needed.

We don't want to build ourselves up on the idea that we can't get work done because we are recruiting too much labor on the outside. If we allow ourselves to think this is going to lick us, we really will be licked. We want to determine what we are going to do, make it as simple as possible, get it thoroughly understood, place some responsibility on the evacuees themselves, and go ahead. We have complicated matters a little too much and I'm now hoping to move toward simplification of certain procedures that may be helpful."

I am sure that the Director is thoroughly aware of our problems in connection with employment on the projects as I have discussed the matter several times on the telephone with him lately, and have also seen an exchange of correspondence with the Pacific Region.

However difficult the problem may be I think we all will be in thorough accord with his views regarding our basic responsibilities. Obviously as time goes on more and more of the more willing and able workers will find employment outside and we will have to rely on the services of less aggressive evacuees, the older people and high school age group. Our problems in this connection are probably no more difficult than those of employers elsewhere and will have to be met as they are meeting them and it is hoped that the result will not be poorer service but more ingenious methods of recruitment and training and better methods of enlisting a feeling of responsibility on the part of the evacuees.

I saw a picture in the newspaper the other day of a rather elderly woman operating a power hoist in a Denver heavy industry shop. Women and old people are being actively recruited for all types of work in which men

were formerly employed exclusively and their interest has been stimulated by various kinds of appeals through the schools and employment services. Our workers on the projects should consider themselves as a part of the entire national pool of manpower and like citizens everywhere must perform more and more their own services plus contributing to the needs of the community.

Mr. Myer said on the phone yesterday "Project Directors should ask themselves these questions a dozen times a day. 'Is this my business?' and 'Shouldn't the evacuees do this thing instead of the Caucasian staff and can't they possibly do it better?'.  
Mass suggestion is a powerful implement in time of war and I wonder if we cannot stimulate the evacuee leaders to inaugurate and maintain a vigorous campaign through the press, through clever posters, meetings, through interesting entertainment skits and in other ways, to recruit their total manpower to accomplish the work that needs doing.

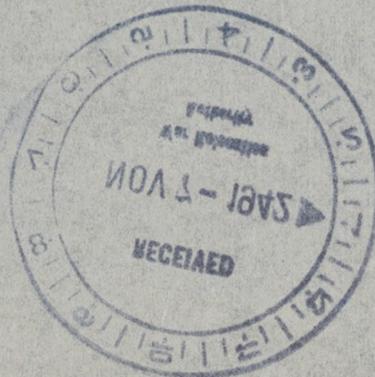
I think you have accomplished wonders in this direction already, but I suspect the drive is still coming too much from our staff and not enough from the members of the community. As pointed out in the last paragraph of the Director's letter we should have a positive program. We must never admit that it is too tough. We must be optimistic and take it for granted that the job can and will be done.

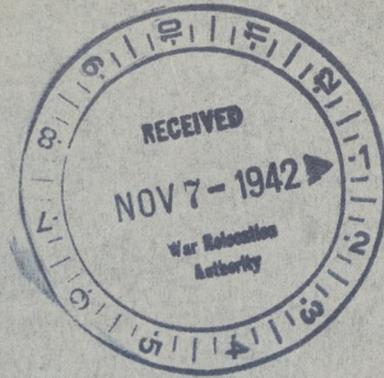
The effective mobilization of manpower is probably the most important one we have right now and justifies the best minds and energies which we can devote to it. Why not organize a manpower mobilization commission on the project pouring into it the very best people we have, people with imagination and energy and see if we can't whip up a program which will not only solve our problems but be a credit and an example to the entire program and to the country.

Sincerely,

Jos. H. Smart  
Regional Director

JHSmart:fs  
cc: Dillon Myer ✓  
Mr. Holland  
MOAnderson  
J. B. Housel





NOV 7 1942  
WAR RELOCATION AUTHORITY

RECEIVED  
NOV 7 1942  
WAR RELOCATION AUTHORITY

TO: DIRECTOR, WAR RELOCATION AUTHORITY  
FROM: [Illegible]

SUBJECT: [Illegible]

[Illegible text block]

[Illegible text block]