

H5.05

Nos. 1-2, 4-8, 10-15

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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

*Transportation &  
Supply*

April 19, 1943

Administrative Division Memorandum No. 13

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Relief from Property Accountability

When an individual is transferred to another Project or Governmental Agency or is separated from the War Relocation Authority, it will be the responsibility of the Personnel Officer to notify the Property Officer in order that negotiations may be undertaken to clear the individual of all property for which he has accepted responsibility. The individual must account for all property charged to him either by returning same, or submitting a Loss Statement acceptable to the Board of Survey, or by submitting a physical inventory of such property which may later be transferred to his successor; and when this is done the Property Officer will then and only then give the individual a clearance on relief from property accountability on Final Salary Payment Report.

Unless the above procedure is followed, an individual's final pay settlement will be withheld pending clearance of his property responsibility.

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

Approved by:

*James F. Hughes*  
James F. Hughes  
Asst. Project Director

*Transportation & Supply*

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH

April 27, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 14

MEMORANDUM TO: Appointive Personnel  
SUBJECT: Designation of Beneficiary

The Civil Service Commission grants the right to any employee to designate a beneficiary to whom shall be paid, upon the death of the employee, any sum remaining to his credit in the Civil Service Retirement and Disability Fund.

The designation of a beneficiary is not compulsory on the part of the employee, but it is suggested that unless the employee has made a will, the necessary forms be completed so that in case of death no undue amount of delay will be encountered by the beneficiary or beneficiaries in obtaining the amount paid into the Retirement and Disability Fund by the employee.

Forms for Designation of Beneficiary may be obtained from the Personnel Office.

*Gilbert L. Niesse*  
\_\_\_\_\_  
Gilbert L. Niesse, Chief  
Administrative Division

Approved:

*J. F. Hughes*  
\_\_\_\_\_  
J. F. Hughes  
Ass't. Project Director

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

May 14, 1945

ADMINISTRATIVE DIVISION MEMORANDUM NO. 15

MEMORANDUM TO: All Division Chiefs  
SUBJECT: Salvage Materials

To effect the utmost utilization from salvageable articles, we wish to bring this problem to the attention of Topaz employees and residents.

For your information, we partially quote Section XIV, "Salvage" of Administrative Instruction No. 70.

"In order to conform with the Government's policy, it will be the duty and responsibility of all persons within a project to save such salvage materials as tin cans, scrap metal, worn-out rubber articles, etc. and deposit same in spaces provided on the project for such salvage materials. The Procurement Division, Treasury Department, has Procurement Officers in each State and such Procurement Officers will cooperate with the Project Property Officer in disposing of the salvaged material. When salvage materials reach a sufficient quantity, the Project Property Officer will contact the Regional Procurement Officer who will make all arrangements for the removal and disposition of the salvage materials."

The following items constitute appropriate examples of salvageable articles on the Project:

1. Tin cans
2. Egg crates
3. Bones, fat and grease
4. Wooden boxes, fruit and vegetable containers and other similar containers.
5. Burlap sacks, cement sacks, flour sacks, rice sacks and similar wrappings.
6. Wooden and metal barrels of 5 gallon capacity or more.
7. Glass, bottles, jugs, and similar containers.
8. Rags, worn-out clothing.

*Key Letter*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

June 23, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 15

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Restrictions on Purchases of Selected Items

There is quoted below a directive from Mr. Myer concerning restrictions placed on purchases of selected items:

"TO: All Project Directors and Field Assistant Directors

SUBJECT: Restrictions on Purchases of Selected Items

The Director of the Bureau of the Budget in his Circular Letter #420 has requested the Head of each Government Agency to issue instructions to all offices under his jurisdiction, prohibiting for the duration of the war, to purchase in the commercial market the following list of items:

1. All items of steel furniture, such as desks, tables, chairs, stands, file cabinets, supply cabinets, wardrobes, costumers, coat racks, etc.
2. All items of leather-upholstered furniture, such as chairs, davenports, etc.
3. Baskets, waste, metal
4. Book ends
5. Calendar pads and stands, other than standard Government specification, as furnished from procurement stock or from the General Schedule of Supplies
6. Carafes and carafe sets
7. Carpets
8. Cases, brief, leather
9. Clocks
10. Cushions, chair, rubber, cork, or from similar material
11. Cuspidors
12. Desks (over \$100)
13. Frames, picture (except frames for maps or charts
14. Guards, telephone wire or coil
15. Lamps, desk and floor
16. Letter openers, metal
17. Mats, chair, from rubber or similar material
18. "Memo-pal" or similar metal roller-type metal pads
19. Mirrors
20. Pens, fountain, desk sets (over \$2.00)
21. Plate glass tops for desks, tables, etc.
22. Rugs
23. Shears
24. Stands, smoking
25. Tables (over 36 inches)
26. Trays, ash
27. Trays, desk, metal
28. Work organizers, leather

ADMINISTRATIVE DIVISION MEMORANDUM NO. 15  
June 23, 1943

Many of the items listed above will be available, from time to time, from Federal surplus stocks and may be obtained from that source by submitting proper purchase authority to the appropriate Regional Property Officer of the Treasury Procurement.

The Director of the Budget further advises that instances have been reported where Agencies, especially Field Offices, have ignored WPB priority regulations and purchased such items as stapling machines, staples, gom clips, rubber bands, twine, etc., in local markets at exorbitant prices. If such practice prevails at your Center, immediate steps should be taken to prevent such purchases.

In the event any of the items listed herein are found to be absolutely necessary for the operation of your Center and unavailable from surplus stocks of the Treasury Procurement, or are unavailable from other Government Agencies such as Central Administrative Services, Treasury Procurement Stock, etc., request for purchase in the open market must be submitted to this office for advance approval.

The restrictions contained herein will, at a later date, be included in a supplement to Administrative Instruction #12, (Revised).

/s/ D.S. Myer

Director"

Please be guided by the above instructions in submitting requisitions for purchases.

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

Approved:

*J. F. Hughes*  
J. F. Hughes  
Ass't. Project Director

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ADMINISTRATIVE MANAGEMENT <sup>Admin</sup> MEMORANDUM

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WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

December 12, 1942

Administrative Division Memorandum No. 1

MEMORANDUM TO: Division Chiefs & Section Heads

SUBJECT: Authority for Appointee to Enter on Duty

In order to insure that necessary information is available to the Administrative Division for payrolling of administrative employees, the attached Form PF-8, "Authority for Appointee to Enter on Duty," has been devised.

When an employee, of any classification whatsoever, is appointed, he will be given two copies of Form PF-8 by the Personnel Office. These are to be delivered personally by the appointee to the Division Chief, or his designated representative. NO APPOINTEE SHALL BE ALLOWED TO ENTER ON DUTY UNLESS THESE FORMS ARE PRESENTED AT THE TIME HE REPORTS.

The Division Chief shall place the original PF-8 in his files and shall return the duplicate, properly completed and signed, to the Budget and Finance Section of the Administrative Division. This must be done immediately and NO APPOINTEE WILL BE PLACED ON A PAYROLL UNTIL THIS FORM, PROPERLY CERTIFIED BY THE DIVISION CHIEF, IS RECEIVED IN THE BUDGET & FINANCE SECTION.

This process is necessary and desirable in order that proper records may be maintained and payrolls issued. Your cooperation will be appreciated.

*Gilbert L. Niese*

Gilbert L. Niese  
Chief, Administrative Division

Approved:

*James F. Hughes*  
James F. Hughes  
Asst. Project Director

PF-8

11/12/42

AUTHORITY FOR APPOINTEE TO ENTER ON DUTY

MEMORANDUM TO:

Date: \_\_\_\_\_

Division: \_\_\_\_\_

The appointee named below is hereby authorized to report to you for duty and assignment as indicated:

Name:

Grade:

Salary:

Per Hour

Per Diem

Per Annum

Title:

Kind of Appointment:

Effective:

Duration:

Signed: \_\_\_\_\_  
Personnel Officer

THE DUPLICATE MUST BE COMPLETED BELOW AND RETURNED TO BUDGET AND FINANCE OFFICE IMMEDIATELY.

Employee reported and was properly assigned.

Date Reported: \_\_\_\_\_ Signed: \_\_\_\_\_ Title: \_\_\_\_\_

WAR RELOCATION AUTHORITY  
CENTRAL UTAH RELOCATION PROJECT  
TOPAZ, UTAH

January 4, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 2

MEMORANDUM TO: All Division Chiefs and Section Heads  
FROM: Gilbert L. Niesse, Chief, Administrative Division  
SUBJECT: "Submission of OEM Forms 7-A, "Request for Compensation for Per Diem Personnel."

Effective with the close of the pay period ending December 31, all Division Chiefs and/or Section Heads responsible for the certification of the time rendered by Caucasian Per Diem employees are requested to originate OEM Forms 7-A, "Request for Compensation for Per Diem Personnel," and to submit them in an original only to the Personnel Section as soon after the close of each pay period as possible. It is suggested that one copy be retained for your files. Postings of hours worked should be made daily to this form.

The names of these temporary employees cannot be placed on the payroll until these forms are properly filled out and received by the Personnel Section.

A supply of these forms is being forwarded to you.

Gilbert L. Niesse

GILBERT L. NIESSE  
Chief, Administrative Division

APPROVED:

Charles F. Ernst  
CHARLES F. ERNST  
Project Director

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT

REQUEST FOR COMPENSATION FOR PER DIEM PERSONNEL  
(To be submitted semimonthly)

Date \_\_\_\_\_, 19\_\_\_\_

To: ADMINISTRATIVE SERVICE OFFICER

From: \_\_\_\_\_ (Agency) \_\_\_\_\_ (Location)

Request is hereby made for compensation for the employee named below as follows:

Name \_\_\_\_\_ Title \_\_\_\_\_

Rate of compensation \_\_\_\_\_

Period covered: From \_\_\_\_\_ to \_\_\_\_\_

INITIAL MONTHLY PAY PERIOD

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total
Hours worked																	

CLOSING MONTHLY PAY PERIOD

Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours worked																	

Approval recommended:

Certified to be correct by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Immediate supervisor)

\_\_\_\_\_  
(Title)

RESERVED FOR USE OF FIELD OFFICE

Total days or hours worked \_\_\_\_\_

Rate per day or hour \_\_\_\_\_

Total amount due, \$ \_\_\_\_\_

Certified \_\_\_\_\_

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Mr. Noble

January 8, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 4

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Property Control

The Property Control & Warehouse Section has been having considerable difficulty in completing required documents due to the fact that all property received on the Project is not clearing through the Project Warehouse, which has been designated as receiving agency for the Center.

Effective this date all equipment, supplies and materials, which are procured for the Project involving expenditure of Government funds, donations to the WRA, property produced on this Project, and the acquisition of surplus property from other agencies, are to be routed through the Project Warehouse for proper tallying-in. NO EXCEPTIONS ARE TO BE MADE. This does not include items consigned to and purchased by Consumer Enterprises.

In the event the item, such as livestock or services rendered, is of such nature that it is impossible or impractical to route it through the warehouse, the Chief of the Division receiving such items should immediately furnish the Property Control & Warehouse Section with a pencil copy of Tally-in QMC Form 489 "Tally sheet-Incoming," copy of which is attached.

Coal by the carload will be tallied-in by the Storekeeper at the Delta Warehouse. Automotive units, tractors and other heavy equipment are to be routed to Warehouse #121 for tallying-in.

It will be appreciated if all concerned will cooperate fully with the Property Control & Warehouse Section in order to insure proper tallying-in of materials, supplies and equipment.

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

APPROVED:

James F. Hughes  
James F. Hughes  
Ass't. Project Director





WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

January 8, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 5

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Administration Stockroom

In order to obviate many difficulties which have been encountered in the past, and for the furtherance of improved services rendered to sections, the stationery stockroom heretofore located in the Administration Commissary Building is being moved to Warehouse #121. The procedures outlined below relative to requisitioning and the issuing of stationery, office supplies, etc, supersede instructions contained in Operating Memorandum No. 2, dated November 2, 1942.

1. Stationery, office supplies, etc., are to be requested on Form WRA-CU-32, "Stationery Request and Receipt" which will be prepared in original and one copy.
2. Requisitions are to be submitted on Thursday of each week for the coming week's supply. It is requested that the section heads determine the amount that is actually needed and to requisition no more than that amount.
3. A very small stock of supplies consisting of pencils, scratch pads, letterheads, onion skin, carbon paper, ink, eraser will be maintained in the Mimeograph Room located in the northwest corner of the Administration Commissary Building to service Administration offered in that area.
4. Supplies stocked at Warehouse #121 will include:

OEM Forms	Civil Service Forms
WRA Forms	Compensation Act Forms
Standard Forms	U.S. Treasury Dept. Forms
Local Mimeographed Forms (only fast moving ones)	Office Supplies, paper, pencils, etc.

DESKS, CHAIRS, STAPLING MACHINES AND OTHER OFFICE EQUIPMENT are to be requisitioned on Form WRA-7 only, as these are equipment. "Stationery Request and Receipt" Form is to be used only for expendable items. Distribution of these items will be handled by the Assistant Project Director's Office.

5. Upon receipt of "Stationery Request and Receipt" at Project Warehouse, all items possible will be filled and delivery will be made to requesting individual. It is requested that the delivery system be allowed to operate and calls to the Project Warehouse supply rooms should be avoided. Unfilled items will be carried on a back-order record, and completion of delivery of such items will be made as soon as stock is replenished.
6. Project Warehouse employees operating the office supply room will endeavor to maintain a sufficient stock to supply all needs, and will place orders as required with the Procurement Officer to replenish stocks. Divisions or sections are not to place stationery orders on Form WRA-7. EXCEPTION: Education Section will requisition school supplies on Form WRA-7.
7. Mimeograph work will continue to be requested from the Office Services Section by use of Form WRA-CU-10, "Request for Mimeographing."

*Gilbert L. Niesse*

Gilbert L. Niesse  
Chief, Administrative Division

APPROVED:

*J. Hughes*

---

James F. Hughes  
Ass't. Project Director

Attachment:

"Stationery Request and Receipt" WRA-CU-32

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

May 18, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 5 SUPPLEMENT 1

MEMORANDUM TO: Division Chiefs and Section Heads  
SUBJECT: Administration Stockroom

Procedure Number 1 should be corrected to read as follows:

"Stationery, office supplies, etc., are to be requested on Form WRA-cu-32, "Stationery Request and Receipt," which will be prepared in original and two copies. This is necessitated by the fact that one copy is required by the Cost Unit."

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

Approved by:

*J. Hughes*  
James F. Hughes  
Ass't. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

February 9, 1943

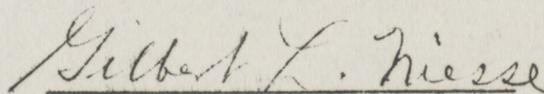
Administrative Division Memorandum No. 6

MEMORANDUM TO: All Division Chiefs and Section Heads

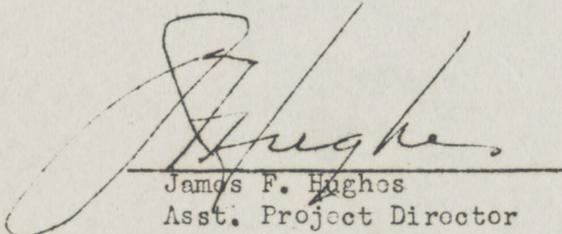
SUBJECT: Identification Cards - Evacuees

All evacuee residents must properly identify themselves before pay checks, clothing and travel allowances, unemployment compensation etc., may be released to them. Resident Identification Cards have been distributed to all evacuees in order that the holders may have a ready means of establishing their identity for all purposes. The cards should be signed by the persons to whom they have been issued and should be carried on their person at all times.

The Identification Card identifies the owner by individual signature and description and would be invaluable to the holder in case of accident. For these reasons all evacuees under your supervision should be urged to comply with the suggestions outlined above as regards signature and possession of the card.

  
Gilbert L. Niosse, Chief  
Administrative Division

Approved by:

  
James F. Hughes  
Asst. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

February 18, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 7

TO: All Administrative Personnel

SUBJECT: Instruction on Travel

In order to prevent disallowances and suspensions and assure prompt reimbursement of travel expense, the following instructions are hereby promulgated.

REQUEST FOR TRAVEL AUTHORIZATION

Requests for Travel Authorization, Form OEM 39, should be made through the Division Chief and transmitted to the Assistant Project Director for approval. This form must be filled out in complete detail and the purpose of travel clearly explained in order that issuance of the travel authorization will not be delayed. Since travel by government-owned conveyance is not shown on the Form OEM 39, this information should be inserted under a new paragraph (f), if such means of travel will be used. Emphasis is given to the fact that the form must be prepared in complete detail, and all blanks filled in with the exception of Appropriation and Allotment Symbol spaces. The estimated expenses should include all costs; if travel by rail is contemplated cost of transportation requests, per diem, and miscellaneous expenses should be included.

The request should be made sufficiently in advance of the travel to allow time to issue the actual Travel Authorization prior to the beginning of the trip. Failure to secure such authorization before performing the trip may result in non-payment of the reimbursement voucher should funds not be available when reimbursement is claimed.

In connection with the per diem allowance, to be recommended, existing regulations prescribe that the maximum amount which may be paid is \$6.00. Since it was obviously not the intention that the maximum should be paid in all cases all travelers will be informed as to the rates applicable to the type of travel performed.

The Project Director is authorized to approve travel within the states of Utah, Nevada, Idaho, Oregon, and California. Requests for travel to points outside the boundaries outlined by these states must be made sufficiently in advance to secure Washington approval before the authorization is issued.

Regardless of the period for which the travel authorization might have been issued, each trip must be cleared through the Office of Assistant Project Director. After the trip is approved Transportation Requests, if necessary, should be secured immediately.

#### PREPARATION OF TRAVEL VOUCHER

Actual preparation and submission of expense accounts are the sole responsibility of the traveler, and for that reason you are urged to familiarize yourselves with Standardized Government Travel Regulations as amended March 7, 1941, a copy of which is attached. However, since the regulations do not prescribe the actual preparation of the voucher itself, the following points are outlined for your information:

VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO TRAVEL, Standard Form No. 1012, should be prepared in original and two copies (1012-a). In the event that travel was performed on a mileage basis, Standard Form 1012-c must be prepared in the same number of copies as the travel voucher.

BLANK SPACES ARE TO BE FILLED IN AS FOLLOWS:

Face of Voucher - - -

U. S.: Office for Emergency Management  
War Relocation Authority

THE UNITED STATES, DR., TO: Name of traveler exactly as shown on the travel authorization, i.e., if the travel authorization is issued in the name of JOHN JONES, even though John Jones' regular signature is JOHN D. JONES, the travel voucher should be prepared as JOHN JONES.

ADDRESS: Exact address where you wish check to be mailed.

OFFICIAL HEADQUARTERS: Should be exactly as designated on the travel authorization.

\*\*OFFICIAL DUTY FROM\*\*TO: Give the inclusive dates of travel covered in the body of the voucher, even though claim may not be made for certain days.

In this connection vouchers should be submitted once monthly immediately after the close of each month. In some instances, however, a traveler in travel status at the end of the month with expectation of returning to official headquarters on the first or second day of the following month may defer submitting of the travel voucher in order that the completed trip may be shown on the voucher for that period.

AUTHORITY NUMBER AND DATE: Should be exactly as shown on your travel authorization. All amendments to a travel authorization should be shown immediately beneath the travel authorization number, i.e., WRA-VI-1-43, amended 1-15-43 and 2-1-43.

AMOUNT: The total amount due as shown on the itemized schedule of the travel in the body of the voucher.

OATH: This should be executed in accordance with paragraphs Nos. 92 and 93 of Standardized Government Travel Regulations. Vouchers may be acknowledged before a "Designated Employee" of the W.R.A. (Gilbert L. Niesse, J. H. Nichols, and Patricia Brady of the Adm. Div'n. have been designated on this Project.) If acknowledgment is made by a Notary Public or other official with a seal, the traveler should assure himself that the seal has been affixed and that the date of expiration of the Notary Public's commission is shown. The signature on the voucher should, of course, be identical to the name given on the face of the voucher.

Body of Voucher - - -

PARAGRAPH 1 - DATE AND HOUR OF DEPARTURE FROM OFFICIAL HEADQUARTERS: This space should be used in all cases in which the traveler was in travel status at the end of the previous period and should show the date and hour of departure from official headquarters, even though this was shown on the previous voucher.

PARAGRAPH 2 - APPROXIMATE DATE OF RETURN TO OFFICIAL HEADQUARTERS: This space should be used for the purpose designated only if at the end of the voucher period the traveler remains in a travel status away from his official station.

PARAGRAPH 3 - Should show that per diem allowance shown on the travel authorization, if any, or the mileage rate if mileage is authorized.

DATE: The year in which the travel is performed. Immediately beneath should be shown the month. In the column below should be shown the dates on which the travel was performed.

Character of Expenditure:

EXAMPLE 1 (Travel by Government conveyance only)

Left Topaz, Utah (Official station) 9:00 A.M.  
Arrived Salt Lake City, Utah 2:00 P.M.  
Per diem 3/4 da.  
(Statement at end of voucher that all travel performed in Government car #\_\_\_\_\_.)

EXAMPLE 2 (Travel by private conveyance, no mileage authorized and common carrier)

Left Topaz, Utah (O.S.) 9:00 A.M.  
in personal car at no cost to the Government  
Arrived Delta, Utah 9:35 A.M.  
  
Left Delta 11:35 A.M.  
via U.P.R.R. train No. 1 (scheduled to leave at  
10:00 A.M. - 1 hr. 35 min. late)  
Arrived Salt Lake City, Utah 3:45 P.M.  
Per diem 3/4 da.

EXAMPLE 3 (Travel by Government conveyance and common carrier)

Same as above except statement regarding "personal car at no cost" changed to read "in Government car #\_\_\_\_\_."

EXAMPLE 4 (Travel by private conveyance, mileage authorized)

Same as Example 1 and claim for mileage made on Form 1012-c.

The above examples are only intended to serve as general guides. The traveler must of course show the circumstances of travel covering his particular case.

SUB VOUCHER NO.: The number assigned to receipts or mileage forms attached to substantiate your claim should be shown in this space.

AMOUNT: Only the amount claimed for per diem should be shown in the "Subsistence" column. All other expenses represented

by subvoucher should be shown in the "Other" column. A sub-total of each of these columns should be taken after all travel has been itemized and a grand total taken in the "Other" column.

Reverse of Voucher. - - -

The Statement of travel performed for which reimbursement is not claimed by the traveler on the reverse of the voucher should show the information requested by the columnar heads which are self-explanatory, and the white copy of transportation request should be attached to the voucher at the time of submission to the Audit Unit. Care should be shown in indicating the amount on the transportation request at the time of issuance in order that only the amount needed for payment will be obligated.

All other spaces on this form should be left blank, unless otherwise provided her-in.

GENERAL

The time of departure from and arrival at your official station and points visited during the period of travel are required. If an unusual length of time is taken to cover any one trip, or if there is any great variation in time taken to cover identical trips, an explanatory statement should be made at the end of the voucher indicating the reason for such excessive time.

You should not fail to indicate the State in which the places mentioned are located.

Receipts whenever possible should be secured on Standard Form 1012-d which should be prepared in ink or indelible pencil and should be signed with the complete signature of the person receiving the cash, indicating his title. A supply of these receipt forms is attached.

Statements, as follows, should be made after all travel has been itemized:

1. Duty status at end of voucher period. This is particularly required when the employee remains in travel status at the end of the voucher period.
2. When meals and/or lodging have been furnished by the government and not paid for in cash, deductions should be made in accordance with paragraph 47a of Standardized Government Travel Regulations.

3. When travel is performed in the company of other persons, it should be indicated also whether or not they were Government employees, and by what agency employed.
4. Any other statements necessary to clarify and justify unusual travel and emergency purchases.

Computations of your claims should be made on the basis of the schedule given below:

Departure from Official Station:

12:00 Midnight to	6:00 A.M.	-	one day
6:00 A.M.	" 12:00 Noon	-	3/4 day
12:00 Noon	" 6:00 P.M.	-	1/2 day
6:00 P.M.	" 12:00 Midnight	-	1/4 day

Arrival at Official Station:

12:00 Midnight to	6:00 A.M.	-	1/4 day
6:00 A.M.	" 12:00 Noon	-	1/2 day
12:00 Noon	" 6:00 P.M.	-	3/4 day
6:00 P.M.	" 12:00 Midnight	-	one day

You will note that the above applies only to departure from and arrival at your official station. One day will be allowed for each day spent away from your official station unless you are at the point where you maintain residence, if other than your official station.

When arrival at your official station is within a half hour only into another quarter of the day, there should be included an additional statement to the effect that time as given was taken at the limits of your official headquarters.

Likewise, when you depart from your temporary post of duty early in the day, to return to your official station, there should be included an explanation giving the reason why you were detained at that location overnight--when the distance to be traveled is short and it is apparent that return could have been made the previous day.

For the purpose of insuring the availability of funds to reimburse employees for traveling expenses, the Budget & Finance Section sets aside a certain amount of money periodically. Inasmuch

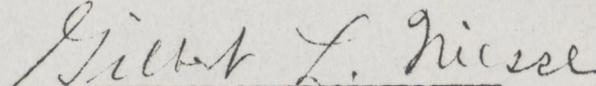
as such funds are limited by the Bureau of the Budget, it will be necessary that each employee holding travel authorization submit his voucher not later than one week after the close of the previous month, or inform the Audit Unit that no expense was involved.

Additional instructions will be released as considered necessary. In the meantime any problems, the solution of which is not contained in this memorandum, should be referred to the Audit Unit for solution.

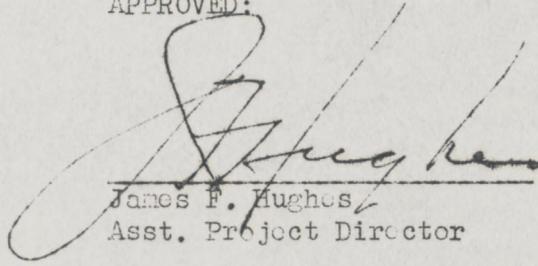
Although the shortage of travel funds has been mentioned above, we again wish to emphasize the fact that money allotted for travel purposes has been drastically reduced, and a limitation set by the Bureau of the Budget. Therefore, travel to be performed should be confined to that absolutely essential to the operation of this Project. Your cooperation in this regard will be appreciated.

A copy of Instructions to Travelers, issued by the Office for Emergency Management giving additional information in detail, is enclosed for your information.

Effective with the release of this Instruction each traveler will assume all responsibility for the proper request, recording and submission of travel documents. No retroactive arrangements will be sanctioned.

  
Gilbert L. Niese  
Chief, Administrative Division

APPROVED:

  
James F. Hughes  
Asst. Project Director

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT  
Washington, D. C.

INSTRUCTIONS TO TRAVELERS

DO YOU WANT TO SAVE MONEY FOR YOURSELF?

DO YOU WANT TO SAVE MONEY FOR THE GOVERNMENT?

DO YOU WANT TO BE PAID PROMPTLY FOR TRAVEL EXPENSE?

These objectives can be accomplished if you will cooperate.

Analysis of the travel vouchers submitted by travelers in National War Agencies indicates that most suspensions are taken because of failure to observe a few simple rules in the preparation of the voucher. Suspensions are being made on approximately 70 per cent of all travel vouchers submitted. This results in:

1. Expense to the traveler--he is not reimbursed for items claimed.
2. Expense to the Government--additional personnel is required to process travel vouchers because of the extra work required in handling.
3. Delayed payment--production is decreased because of the additional time required to process vouchers.

Observance of the following rules prescribed in the Standardized Government Travel Regulations and in published decisions of the Comptroller General, will obviate over 90 per cent of the suspensions now being taken:

1. EXPLAIN UNUSUAL SITUATIONS--You know the reasons for taking certain actions, but if you fail to explain them, the travel examiner can only audit your voucher in the light of the facts presented. For instance, your train was due to arrive at 11:50 PM and it did not arrive until 12:30 AM. You will claim an extra period of per diem to which you are entitled. However, you failed to note on your voucher that the train was late. The travel examiner, not knowing the facts, will make a deduction because you did not explain the situation.

Also, you are in New York on business. You have conferences which delay your departure for Washington until 11:00 PM. Normally you are supposed to have concluded your business at the close of the working day and return by the earliest train. If you fail to explain the reason for not taking the earlier train, a suspension must be made.

2. BUY ROUND-TRIP TICKETS OR THROUGH-RATE TICKETS--You must travel by the most economical method. Railroad companies and other common carriers offer discounts for round trips. If you are in

Washington and you are ordered to go to Cleveland where further orders will be given to you, you should buy a round-trip ticket between Washington and Cleveland since a discount is offered by the railroad company for the round trip. If you are then ordered to return to Washington, you will be protected in that you will not have to pay the discount offered out of your own pocket. Explanations to the effect that you did not know you would be required to return cannot be accepted, since you could have purchased a round-trip ticket and returned the unused portion with your travel voucher.

3. OBTAIN RECEIPTS--The Government regulations require in certain instances that you obtain receipts where you claim reimbursement for payments made by you in cash. In other instances, no receipts are required. To be on the safe side, it is advisable to obtain receipts, if it is at all practicable to do so. More inconvenience in the matter of taking receipts is not considered a valid excuse. To assist you in determining when receipts are required, refer to the following list:

A. Receipts are required for:

1. Excess baggage
2. Clerical, stenographic, and typing assistance, where the amount is in excess of \$1.00.
3. Hire of special conveyances such as autos, boats, etc.
4. Miscellaneous emergency expenses in excess of \$1.00.
5. Rental of rooms for official business.
6. Rental of typewriters.
7. Sleeping car, parlor car, and stateroom fares when paid in cash.
8. Long distance calls where the amount is less than \$1.00 except that where a slot machine is used at an automatic station and is so stated in the expense account, a receipt will not be required.

B. Receipts are not required for:

1. Streetcar, bus, and local taxi fares.
2. Railroad and other fares when Government transportation are used.
3. Local Telephone Service.

4. ATTACH COPIES OF TELEGRAMS TO YOUR TRAVEL VOUCHER--When you send a telegram while in travel status, retain a copy and attach it to your travel voucher. Unless a copy is attached, you cannot be reimbursed.

5. INDICATE THE COST OF TRANSPORTATION ON MEMORANDUM COPIES OF TRANSPORTATION REQUESTS--The cost of transportation should be obtained at the ticket office and inserted on the memorandum copies of transportation requests. This will facilitate audit of your travel voucher and expedite payment.

6. USE OF TAXICABS--You are entitled to use taxis from your home or office to the station or airport when departing from your official station. Upon arrival in a city where you are to transact official business you are entitled to use taxis from the station or airport to your hotel or to your first duty point. You are not entitled to reimbursement for taxis from your hotel to your first duty point or vice versa. You are entitled to reimbursement for taxis from your first duty point to your second and all subsequent duty points, provided that no other means of conveyance such as a streetcar or bus is available and, if available, it is not feasible to use such means of transportation.

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE FOR EMERGENCY MANAGEMENT

## REQUESTS FOR TRAVEL AUTHORIZATION

APPROPRIATION \_\_\_\_\_  
ALLOTMENT SYMBOL \_\_\_\_\_  
ESTIMATED EXPENSES \_\_\_\_\_DATE \_\_\_\_\_  
NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
OFFICIAL STATION \_\_\_\_\_ DIVISION \_\_\_\_\_  
TRAVEL FROM: \_\_\_\_\_ TO: \_\_\_\_\_

## PURPOSE OF TRAVEL:

DATE EFFECTIVE \_\_\_\_\_ TERMINATING APPROXIMATELY \_\_\_\_\_

IF PERIOD OF TRAVEL IS IN EXCESS OF ONE MONTH AND DEFINITE ITINERARY CANNOT BE DETERMINED PLEASE STATE IN DETAIL JUSTIFICATION FOR GENERAL TRAVEL:

PER DIEM ALLOWANCE RECOMMENDED \_\_\_\_\_ NUMBER OF TRANSPORTATION REQUESTS REQUIRED  
MODE OF TRAVEL IS REQUESTED AS INDICATED BY LETTER "X".

- (A) COMMON CARRIER.
- (B) AIR LINE.
- (C) PRIVATELY OWNED AUTOMOBILE ON A MILEAGE BASIS NOT TO EXCEED COST BY COMMON CARRIER.
- (D) PRIVATELY OWNED AUTOMOBILE ON A MILEAGE BASIS AT THE RATE SPECIFIED BELOW WHICH HAS BEEN ADMINISTRATIVELY DETERMINED IN ADVANCE TO BE MORE ECONOMICAL AND ADVANTAGEOUS TO THE UNITED STATES.
- (E) PRIVATELY OWNED AUTOMOBILE ON A MILEAGE BASIS AT THE RATE SPECIFIED BELOW WHEN IT IS DETERMINED TO BE MORE ECONOMICAL AND ADVANTAGEOUS TO THE UNITED STATES. AS THE ECONOMY AND ADVANTAGE HAS NOT BEEN DETERMINED IN ADVANCE A COMPARATIVE COST STATEMENT MUST BE SUBMITTED WITH EXPENSE VOUCHER. SEE PARAGRAPH L2 (A) OF TRAVEL REGULATIONS.

MILEAGE RATE \_\_\_\_\_  
(F) SPECIAL AUTHORITY:

JUSTIFICATION OF MODE OF TRAVEL IF OTHER THAN COMMON CARRIER:

APPROVED \_\_\_\_\_ TITLE \_\_\_\_\_











WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

February 22, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO: 8

SUBJECT: Doctor's Excuse for Sick Leave

Attention is called to all Project Personnel especially section heads and division heads to Office Letter No. 9 (Revised) SUPPLEMENT NO. 1, February 17, 1943. In Section II -- ABSENCES, paragraph B appears the following:

"Absences due to sickness shall be allowed up to two days without a doctor's certificate, and up to 15 days for one illness, provided a doctor's certificate is presented within 48 hours after return to duty."

It is to be clearly understood that such doctor's certificate can be provided to patients only if the doctor attends the patient while sick. From this it will be evident that a doctor must be consulted after the second day of illness if the certificate of illness is to be used by the patient for excuse of illness.

*Gilbert L. Niesse*  
\_\_\_\_\_  
Gilbert L. Niesse  
Chief, Administrative Division

APPROVED BY:

*J. F. Hughes*  
\_\_\_\_\_  
J. F. Hughes  
Asst. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

April 29, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 8 SUPPLEMENT NO. 1

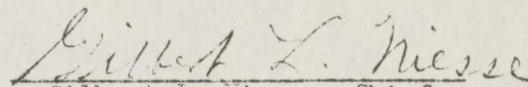
MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Doctor's Excuse for Sick Leave

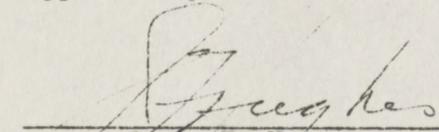
Administrative Division Memorandum No. 8 dated February 22, 1943  
is hereby revised to read as follows:

"Absences due to sickness shall be allowed up to  
three days without a doctor's certificate, and  
up to 15 days for one illness provided a doctor's  
certificate is presented within 48 hours after  
return to duty."

It is to be clearly understood that such doctor's certificate  
can be provided to patients only if the doctor attends the  
patient while sick. From this it will be evident that a  
doctor must be consulted after the third day of illness if  
the certificate is to be used by the patient for excuse of  
illness.

  
Gilbert L. Niesse, Chief  
Administrative Division

Approved by:

  
James F. Hughes  
Asst. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

March 22, 1943

ADMINISTRATIVE DIVISION MEMORANDUM NO. 10

MEMORANDUM TO: All Division Chiefs

SUBJECT: Inventory of Government Property

Reference is made to Administrative Instruction No. 70 which requires that a quarterly physical inventory be taken of each Relocation Center. Accordingly, we are requesting each Division to submit to the Property Control and Warehouse Section a complete physical inventory by actual count of all Government property on hand as of March 31, 1943.

The actual physical count of the property will be accomplished under the direction of the Division Chief who may in turn delegate the actual taking of the inventory to any competent appointed employee under his supervision.

The method of taking this inventory will be left to the discretion of the respective Division Chief. However, it must be submitted to the Property Control and Warehouse Section in an original and one copy on Form WRA 108 (sample attached) in alphabetical order in accordance with the following instructions:

1. Inventories are to be divided into three classes of property and a separate inventory submitted on each class; namely,
  - Class A. Non-expendable property (other than hand tools, personal equipment, and fixed equipment.
  - Class B. Hand tools and items of personal nature (such as boots, respirators, etc.)
  - Class C. Expendable property
2. All available description must be given on all non-expendable property. This information will include motor numbers, serial numbers, capacities, Trade name, etc.
3. Items on which survey is contemplated (worn-out or damaged property) will be included in the total number of the items.
4. Items on which survey is contemplated (if lost or stolen) will not be included in the total number of items on hand.
5. All materials on the project ordered specifically for the construction of the staff housing and the high school are not to be reported on this inventory. This includes only those items on which the order was placed by the San Francisco U. S. Engineer Procurement Office.

6. The Public Works Division shall include in their inventory all buildings and structures on the Project and the Class C (fixed equipment) property therein.
7. The inventory shall include those items in the Division Storehouse and also all other property under the respective Division's jurisdiction.
8. The Administrative Division, Block 2, and the Dormitories will be inventoried by the Property Control and Warehouse Section.
9. Items on loan to any Division from another Division shall be reported on the inventory of the loaning Division. If the items are not inventoried physically their appearance must be supported by memorandum from the borrowing Division that the items are physically on hand.
10. The Housing Unit is responsible for the submission of an inventory on all Government property issued to the residents and the Block Managers.
11. The inventory shall be reconciled with each Division property records before submission to the Property Control and Warehouse Section. The inventory shall be submitted not later than April 20.

There is attached sample inventories which may be used as a guide, and if further clarification is desired, please direct all inquiries to the Property Control and Warehouse Section.

*Gilbert L. Njesse*

Gilbert L. Njesse  
Chief Administrative Division

APPROVED:

*Charles F. Ernst*

Charles F. Ernst  
Project Director



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

April 14, 1943

Administrative Division Memorandum No. 11

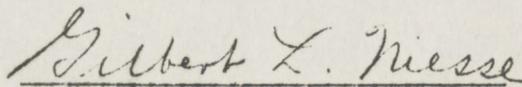
MEMORANDUM TO: All Division Chiefs

SUBJECT: Salary Checks for Appointive Personnel

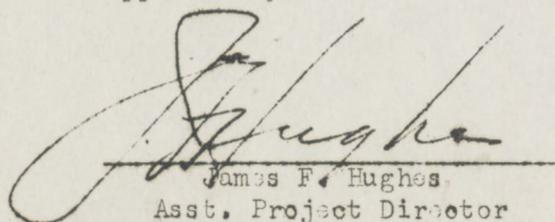
We would like to stress again the importance of having each salary check signed for on the check list by the payee. We notice that the original check lists continue to come in with checks signed for by other than the payee. It is assumed that in the absence of the payee, the checks are accepted and the check list signed for them in order to avoid delay, but this procedure is definitely against established procedures and must be discontinued. The check list is a receipt record and consequently it is worthless if a check made out to one person is accepted and signed for by another.

If the payee is absent from work at the time the checks are delivered, the checks and check list may be kept by the Division Chief for 3 days. If the checks remain undelivered after that time, they must be returned with the check list to the Finance section where the payee may call for his check when he returns. Checks that must be mailed will be handled by the Finance section. We further request that no checks be mailed to absent personnel by the Division Chiefs.

Your future cooperation in this matter will be appreciated, and it is requested that you make this information known to all appointive personnel in your Division.

  
Gilbert L. Niesse, Chief  
Administrative Division

Approved by:

  
James F. Hughes  
Asst. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

*Roy Potter*

April 19, 1943

Administrative Division Memorandum No. 12

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Transfers of Property intra-Project

It has been brought to our attention that office furniture and equipment and other property has been exchanged or transferred from one Section to another Section and from one Division to another Division without regard to property responsibility.

For your guidance, we are quoting below Section IX of Administrative Instruction No. 70, "Property Control and Warehousing":

IX. Transfers and Returns

A. Transfers

"When any type of property is transferred from one Division to another or returned to the Project Warehouse, the transfer will be accomplished on Form OEM-61, Transfer of Property (Sample Attached). It is the responsibility of the division releasing custody to prepare the transfer.

The transfer should be prepared as follows:

The form will be prepared in an original and three copies. The original and all copies, before the transfer is made, will be sent to the Property Control Section for approval of the transfer. The Property Control Section will retain the last copy in a pending file. The original and two copies will be returned to the initiating division and the transfer can be completed. The signature of the receiving party will be obtained on the original and returned to the Property Control Section. The Property Control Section will then release the third copy to the Cost Unit after being priced. The receiving division will retain one copy, and the releasing division will keep one copy. Both divisions should forward their copy to the Cost Clerk prior to filing.

Any transfers made without the approval of the Property Control Section will be the responsibility of the division releasing custody and that division will be held accountable."

It should be noted that it is the responsibility of the individual releasing the property to prepare the necessary Transfer Form. Unless the releasing Section or Division assumes this responsibility, the offending Section or Division will be held accountable.

It is respectfully requested that a concerted effort on the part of all personnel be made to assure the immediate and proper operation of this procedure.

Gilbert L. Niessa  
Gilbert L. Niessa, Chief  
Administrative Division

Approved by:

James F. Hughes  
James F. Hughes  
Asst. Project Director