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1. There is drastic need for a well-organized and carefully supervised maintenance program at each relocation center. Such a program would deal particularly with the maintenance of buildings, fixtures, building equipment, and utilities, but maintenance of other types of equipment must not be overlooked.

2. Maintenance procedures must be based upon:

- a. Anticipation of seasonal requirements and prevention of damage or deterioration before extensive repairs or replacements become necessary.
- b. Inspection and reports on buildings and equipment to be maintained, and prompt repairs or replacements.
- c. Statistical recording of repairs and replacements by building or unit, together with estimates of future repairs needed as a basis for requisition and supply.
- d. Fire prevention, operation, and safety instruction of residents in order to prevent damage and thus avoid repair.

3. Due to war needs and national shortages of essential materials, difficulties in obtaining necessary materials and parts for repair will constantly increase. A lumber shortage must be anticipated. Nails are now under priorities and will be more and more difficult to obtain. Brass, copper, bronze, steel, and other metal parts for repair or construction already are practically impossible to obtain.

I It is the responsibility of each project director to insure that the residents of his relocation center conserve in every manner possible the buildings and material now furnished; use, but never abuse, the facilities of

the camp; and report without delay damage, breakage, and deterioration requiring repair, as well as conditions likely to cause such damage, breakage, or deterioration. Further, the Project Director, by personal inspection and inspections by his staff, must be informed of the condition of his center and the equipment and utilities therein. And finally, the Project Director must personally take every measure practicable to insure that the supply of repair material and parts within his center is adequate and that substitutes for essential war materials are used.

4. Each Project Director will designate one resident of each block of his relocation center to be assigned the responsibility for daily maintenance of the buildings of his block. This person will work directly under the Buildings and Grounds Superintendent. He will make daily minor repairs within his capability and report to the Buildings and Grounds Superintendent repairs which he is unable to make. He should particularly nail down loose tar paper, repair stripping and roofs, replace fire guards, maintain building fire equipment, and inspect for fire hazards. This person will be responsible for the wrapping and protection of all pipes and faucets within the area of his block in order to prevent freezing. He should also carry on as second priority a building improvement program. Performance of these duties should be considered in a duty status classified at the rate of \$19.00 per month.

5. The Buildings and Grounds Superintendent, under the Project Director, will be responsible for insuring that all pipes and faucets within the relocation center are suitably protected against freezing. These precautions must be taken well in advance of the advent of cold weather.

*Should
be made
daily.*

6. Snow removal details must be provided, especially in connection with roofs of slight pitch or double buildings with two ridges.

7. Attention is directed to the necessity for an adequate supply of coal or other fuel well prior to the winter months.

8. Fire hazard inspection by members of the Fire Department should be made at least weekly during the opening of the center, and at least monthly thereafter. Replacement of buildings destroyed by fire will be most difficult and every effort must be made to reduce fire hazards.

9. Building inspections by members of the Maintenance Staff should be made at least weekly during the opening of the center, and at least monthly thereafter. There should also be an inspection immediately after a storm or high wind. Estimates for materials should be prepared as to the immediate and future needs, and experience tables made. It should be borne in mind that inspections accomplish two principal results; they determine what has or has not been done, and whether the repairs have been satisfactory. They also disclose what needs to be done, and what materials are necessary.

10. The Director, War Relocation Authority, desires that reports on maintenance programs be made by each Project Director, through regional headquarters, quarterly, commencing September 1, and that information as to the state of maintenance of the buildings and facilities be included in the report.

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WAREHOUSING & PROPERTY CONTROL

ORGANIZATION

There will be on each Relocation Center one or more warehouses which will be known as the Project Warehouse. In addition to the Project Warehouse, the following divisions or sections will be assigned a storehouse or sufficient storage space for the storing of materials and property that are being used daily and in large quantities:

Education Section	Public Works
Health Section	Motor Pool and Repair
Community Services (other than Health and Education)	Housing
Agricultural	Mess

These storehouses will be under the administrative supervision of the division or section and under the technical supervision of the Property Control and Warehouse Section. They will at all times be subject to audit by representatives of the Fiscal Section.

PROPERTY ACCOUNTABILITY

All government property, including supplies, materials, hand tools, and equipment, is to be accounted for. The accountable section for all property is the Property Control and Warehouse Section, and the chief of this section shall be made a bonded, accountable officer.

Property, for the purpose of accountability, will be divided into four classes. They are:

- A. Non-expendable property (other than hand tools, personal equipment, and fixed equipment)
- B. Hand tools and personal equipment
- C. Fixed equipment
- D. Expendable property

The accountability for Class A property will remain in the Property Control and Warehouse Section and such property will be issued to the various divisions only on a memorandum receipt basis. The other classes of property will be issued to the divisions and the Property Control and Warehouse Section will be relieved of accountability therefor upon issuance.

PROCEDURE FOR DIVISIONAL WAREHOUSES

All property to clear through the Project Property Control records and be tallied-in by the Project warehouse. This form will be prepared in the original and two copies and will be distributed as follows:

- 1. Original and one copy to Property Control.
- 2. One Copy retained by the warehouse.

Divisional warehouses to requisition expendable property from Project Warehouses by use of WRA-7.

1. All requisitions from Division Storehouses will be prepared in quintuplicate and must be routed to the Property Control Unit in quadruplicate.
2. Upon receipt of the requisitions by the Property Control Unit they will be examined to determine (1) that an approved requisitioning officer has signed the requisitions and (2) that the Division storehouse is clearly stated and the related divisional cost account symbol is shown.
3. After pricing, extending, and recording, the original and one copy will be forwarded to the warehouseman for issue.
4. The second copy will clearly indicate the date of entry in the Property Control records and will be forwarded at the close of the day to the Cost Accounting Unit in support of the Daily Inventory Balance, Form WRA-111.
5. The third copy will be retained in a pending file until the original is returned from the warehouse.
6. The warehouseman will issue the materials and supplies, sending the original and one copy with the shipment. The original will be signed by the Division Storekeeper, returned to the warehouse and thence to the Property Control Unit. The first copy will accompany the shipment as a shipping ticket.

Divisional warehouse to receive non-expendable property from Project Warehouses on Memorandum Receipt form WRA-25.

1. This form will be prepared in triplicate.
2. Original and duplicate to Property Control.
3. Triplicate to Divisional Warehouse.

Divisional warehouse to keep Stores Record Card Form WRA-105 on all expendable property.

1. When items are requisitioned, a notation will be made in the ordered column.
2. If the item is a reorder and it is determined upon receipt that the price has changed, the notation should be deleted and a new card prepared.
3. When the items are received, they will be entered in the received column.
4. The issued column will be posted daily from the Material Issuance Tickets.
5. A new card should be prepared for each change in unit price for the same item.

6. The first-in first-out method of issuance should be followed.

Divisional Property Office to keep Property Record Card WRA-9 on all non-expendable property.

1. These cards should be filed alphabetically according to type of property. These cards shall show complete descriptions with adequate identification, such as serial numbers, motor numbers, etc.
2. Class A property shall consist of all equipment of a durable nature which is not classed as hand tools, personal equipment, or which will not become a permanent part of a structure.
3. Class A equipment shall only include equipment which under normal usage has a longevity of at least one year and a valuation of at least \$5.00.

Divisional warehouses to issue expendable property for use on Material Issuance Ticket form WRA-96.

1. This form will be prepared in duplicate.
2. One copy will be forwarded to the Division Cost Clerk.
3. The original will be placed in a pending file. At the close of the day the storekeeper will forward the day's Material Issuance Ticket to the Division Chief for signature.
4. This form will be priced, extended and posted to the Stores Record Card.
5. A list of designated individuals authorized to receive materials, and supplies from the storehouse should be furnished the storekeeper by the division chief.

Divisional warehouses to issue non-expendable property including hand tools on form WRA-109.

1. This form will be prepared in the original and one copy.
- 2/ Original will be filed at the storehouse until the tools are returned and copy given to the foreman.
3. The signature of the person receiving the property will be obtained at the time of issue.
4. The storekeeper will give the receipt to the person when the tools are returned to the storehouse.

Divisional Property Office to prepare Daily Inventory Balance Form WRA-111.

1. This form will be prepared in triplicate.
2. The original will be forwarded to the Cost Accounting Unit, the first copy to the division storehouse and the second copy, supported by copies of Material Issuance Tickets, will be retained by the Division Cost Clerk.

Transfer between divisions or return of property to Project Warehouse to be by Form OEM-61.

1. This form will be prepared in an original and three copies.
2. The original and all copies, before the transfer is made, will be sent to the Property Control Section for approval of the transfer.
3. The Property Control Section will retain the last copy in a pending file.
4. The original and two copies will be returned to the initiating division and the transfer can be completed.
5. The signature of the receiving party will be obtained on the original and returned to the Property Control Section.
6. The Property Control Section will then release the third copy to the Cost Unit after being priced.
7. 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.
8. 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.

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PROJECT WAREHOUSING AND PROPERTY CONTROL PROCEDURE

A. Authorization to sign requisitions

1. The chief of each operating division will furnish the Property Control Unit and the Procurement Officer, in writing, the names and signatures of any person authorized to requisition property for that division. All property will be charged to Chief of Section, who may in turn issue it to employees under his direction by use of memorandum receipt.

B. Persons authorized to receive property

1. Requisitions will be presented to Property Control Unit for determining if items are in stock and for processing. The requisitions will be forwarded or taken from Property Control to the Storekeeper who will deliver property to any individual presenting a requisition signed by an authorized person.

C. Preparation of the requisition

1. The requisition will be prepared by the Operating Division in original and three copies, in accordance with the following instructions:

(Refer to sample WRA-7)

- (1) For cost accounting purposes each Operating account number in accordance with Administrative Instruction No. 2 of September 3, 1942. The main divisional breakdown assigned to each division should be used as a prefix in numbering requisitions; for example, Administrative Division requisitions will be numbered, AD-1, AD-2, AD-3, etc. Prefix identification for the Divisions is as follows:

PD	Project Director
APD	Ass't Project Director
PA	Project Attorney
PW	Public Works
PR	Project Reports
WW	War Works
CE	Community Enterprise
TS	Transportation & Supply
PC	Property Control Section
EH	Employment & Housing
CS	Community Service
HL	Health Section
ED	Education Section
AD	Administrative
FI	Finance Section
QM	Procurement Section
PE	Personnel Section

- (2) Date issued
- (3) Delivery instructions should be as explicit as possible.
- (4) Signature must be that of a person duly approved by the Division Chief to sign requisitions.
- (5) Items should be numbered consecutively, beginning with No. 1
- (6) Descriptions should be complete enough to permit ready identifications; for example, "Shovels" is not sufficient; specify type, as "Shovels, L. H. R. P."
- (7) Here indicate (for material and supply items) the activity to be charged, following the breakdown on the attached schedule of cost accounts; for example, items intended to be used in the repair of buildings should be coded 410, the appropriate account for Maintenance of buildings and grounds. In the event that materials or supplies requested are not clearly chargeable to any of the suggested accounts, leave the space blank and note at the foot of the requisition "Item No. _____ for _____", to indicate purpose.

- (8) Self-explanatory
- (9) "Ea." "Doz." "Gross" etc.
- (10) Requisitioning division will leave this column blank.
- (11) Blank
- (12) Property Control Unit must approve as to availability before requisition can be filled.
- (13) Self-explanatory
- (14) Signature of person receiving property
- (15) Justification or use

2. Distribution

- (a) Original and three copies to Property Control Unit for processing. After processing original and three copies will be forwarded by Property Section to Storekeeper for issuing.
- (b) One copy retained in pending file of requisitioning division.
Onion skin may be utilized for this copy.

D. Issuing Procedure

1. Expendable and non-expendable property

- (a) If items requisitioned are in stock, the following is required:
In the event the individual presenting or calling for materials and supplies requisitioned is not authorized to receive the materials, the third copy will be receipted by this individual and held by the Property Control Unit until original copy is receipted by requisitioning officer and returned to Property Control Unit.
- (b) If only part of the items can be issued from stock Property Control Unit will:

1. Delete items not in stock from original and turn over to Storkeeper who will secure receipt on original for items delivered.
2. Delete items issued from copy and forward to Procurement officer for purchase. Purchase order or purchase requisition will be cross referenced to field requisition.
3. Purchase Order issued from requisition will also show the requisitioning officer; for example, War Relocation Authority (Dr. Duffy). All deliveries must be received by the head Storkeeper or cleared through his office. He will then charge out all materials by use of an issue slip.
4. If all items on requisition must be purchased, Property Control Unit will forward copy of the field requisition to Procurement Officer and file original. Second copy will be returned to requisitioning officer to show action taken.

2. Temporary and Recurring Issues Of Non-Expendable Property

It is not necessary to use the regular transfer procedure described above for temporary or recurring issues and returns of property. Hand tools, for example, are often required on short notice, and crews using such tools may wish to return them to the warehouse each night for safekeeping. For such cases, applicable form is to be used and will be prepared by the storkeeper. Issues of this nature are to be made only to persons authorized to receive property.

Colonists' Property In Storage:

Folders with name and case number will be maintained for each individual or family who has property stored in Colonists' warehouses. On withdrawals Memorandum Receipt will be prepared and

ovacuno's signature obtained. These will be filed in Colonist's folder. No postings required.

3. Returns to the Warehouse

All property for return to the warehouse will be taken up directly with the head storekeeper who will issue credit memorandum covering return of the items to the warehouse. The storekeeper will check in the property, sign all copies of the credit memorandum, deliver original to employee and two copies to the head of the property control section.

4. Property Issuance to Colonists

Issuance of property to colonists will be through the office of the Block Manager, who will sign for the receipt and will be responsible for all property delivered to his block. All requisitions prepared by block managers will be approved by the Employment and Housing Division. Requisitions will be numbered in their respective block series of numbers by the Block Manager and re-numbered in the Employment and Housing Division series of numbers.

Mark W. Radcliffe

Mark W. Radcliffe
Transportation & Supply Officer

October 22, 1942

Approved:

James G. Lindley
James G. Lindley
Project Director