

K 1.52:1

1 of 3

1942-1943

67/14  
C

M. J. Gaba

Rush

WAR RELOCATION AUTHORITY

Rivers, Arizona  
September 9, 1942

MEMORANDUM TO ALL DIVISION AND SECTION HEADS

Subject: Night Travel by Evacuee Residents of Camps 1 and 2  
From: E. R. Smith

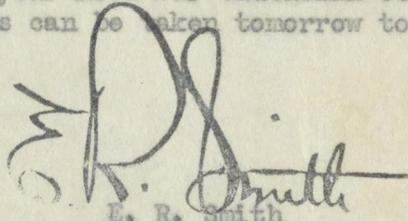
Effective today upon receipt of this memorandum, please be guided by the following instructions.

During the daylight hours it is permissible for Evacuees without Caucasian escort to travel between Camps 1 and 2 and also within the adjacent area of farm and range land north of the irrigation canal, the boundaries of which area are today being plainly marked. (The boundary marking should be finished shortly, but first attention will be given to the North and East boundaries.)

Without fail today, and before the end of daylight today, please instruct all Caucasian and Evacuee members of your respective staffs, if evacuees may have need tonight or in the future to travel outside of the immediate area occupied by the dwellings of the two Camps, they must be accompanied by a Caucasian staff member. Otherwise, they will be subject to arrest by the military police.

To effect these instructions will take drastic action by yourself. So far as tonight is concerned, it may entail sacrifice of sleep and convenience on the part of some Caucasian member of the staff.

Without delay let me know your need for Caucasian escorts starting tomorrow so that immediate steps can be taken tomorrow to furnish them.



E. R. Smith  
Project Director

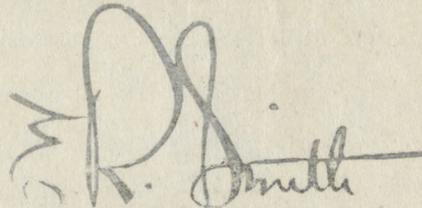
Rush

Rivers, Arizona  
September 9, 1942

MEMORANDUM TO: All Division and Section Heads  
FROM: E. R. Smith  
SUBJECT: W.R.A. Relations with Sentry of  
Military Police

From date of receipt of this memorandum, please see to it that on approaching sentry posts you slow down to ten miles per hour and, unless he waves you by, come to a dead stop at a restrained manner and answer the sentry's questions as to your identity and business civilly, no matter what his attitude in asking questions may be. If the sentry conducts himself in a discourteous manner or in fact becomes abusive, the facts in the case should be immediately reported to this office and steps will be taken to investigate.

Please see to it that upon receipt of this memorandum, you take immediate steps to inform all Caucasian subordinates of the contents of this memorandum.



E. R. Smith  
Project Director

cc: Brown ✓  
Caba ✓  
Henderson  
Lark  
Marshall  
Nelson  
Rogers  
Sleath  
Yeaton  
Williamson  
Foust  
Harding  
Huso  
Landward  
McAlpine  
Norris  
Shelly  
Watterson  
Terry

Lush

Gila

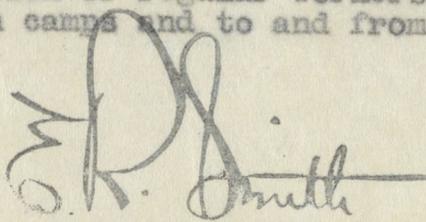
Rivers, Arizona  
September 9, 1942

MEMORANDUM TO: All Project Personnel  
FROM: E. R. Smith  
SUBJECT: Transportation

For the information of all staff members the following instructions have been issued to operators of Project equipment and it is requested that each staff member be guided by these instructions and be sure that evacuees supervised by him understand them.

Effective Wednesday, September 9th, Project drivers are prohibited from hauling any passengers between the two camps or within the camps unless in connection with regular Project duties. No "hitch-hikers" will be hauled between camps 1 and 2. However, authorization for hauling workers on regular schedules will be permissible.

The condition and lack of automotive equipment makes these orders necessary at this time and they should be observed by staff members as well as all Project operators in order to conserve equipment and rubber. In the very near future Mr. Frank Norris and Mr. James Marshall will place in effect an equipment operation schedule which will cover the transportation of regular workers who are required to travel between camps and to and from offices or work projects.



E. R. Smith  
Project Director

- cc: Brown  
Caba ✓  
Henderson  
Lark  
Marshall  
Nelson  
Rogers  
Sleath  
Yeaton  
Williamson  
Foust  
Harding  
Huso  
Landward  
McAlpine  
Norris  
Shelly  
Watterson  
Terry

*Robert Spencer*

*K1.54*

WAR RELOCATION AUTHORITY

GILA RIVER RELOCATION CENTER

#189

RIVERS, ARIZONA

September 28, 1942

MEMORANDUM TO: Division Heads

FROM: E. R. Fryer

SUBJECT: Night and Week-End Duty of Various Administrative Departments

To assure proper protection for the two communities of the Gila River Project against any emergency arising at night and to provide also for the transaction of necessary week-end business, I am requesting Division Heads to make arrangements for putting into effect immediately, the following schedule of services:

OFFICER OF THE DAY:

The Administrative Services officer shall work out a rotating schedule for every chief staff member for night and Sunday duty. The Officer of the Day shall assume full responsibility for both Centers during his period of duty which shall be from 5 P.M. to 8 A.M. He will maintain headquarters at the Telephone Office in Camp 1 until administrative headquarters are moved to Camp 2. He shall take leave on the day following his tour of duty as Officer of the Day.

POLICE:

The Chief Warden at the Canal Camp will maintain an office throughout the night at the Ironing Room in Block 6. The Chief Warden at the Butte Camp will maintain a similar office at Recreation Hall, Block 64. In case of need, Administrative personnel on night service should immediately notify the Officer in charge at their respective Center. The Chief of Internal Security shall notify the Chief Warden each day at each Camp of the person serving as Officer of the Day.

MESSENGER SERVICE:

The Administrative Services Division will arrange for a night messenger to be on duty each night who shall be continuously at the service of the Officer of the Day. The messenger shall remain on duty until midnight. The night messenger shall be trained in gasoline pump operation and hold responsible for issuing gasoline after hours.

TRANSPORTATION:

A night dispatcher shall be on duty until midnight. He shall be responsible for having two trucks and one passenger car filled with gas and ready for immediate emergency service. After midnight the keys to the trucks and passenger car shall be left at the telephone office.

MAINTENANCE CREWS:

The Maintenance Division shall organize a week-end and night crew to meet any emergency that might arise with reference to the supply of water, gas and lights at the two centers. The crews shall maintain headquarters at the Maintenance Warehouses in Camps 1 and 2.

WAREHOUSE SERVICE:

The Administrative services Officer shall arrange to have one man on duty every night and unloading crews available on call. Call lists must be kept current and posted in warehouses and at the telephone office. A chart shall be prepared showing the location of all warehouses and the commodity or commodities being stored in each. This chart will be posted at each warehouse and at the telephone office.

MECHANICAL ASSISTANCE:

The Garage Division shall arrange to leave the names of mechanics who will be available for tire and tube service or other mechanical assistance. The garage shall be open on Saturday afternoons and Sundays.

PASSES:

The Secretary to the Project Director shall leave at least six signed passes with the telephone operator at all times. They may be filled out by the Officer of the Day for emergency use.

KEY PERSONNEL:

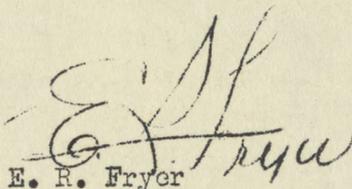
Each Division shall leave a list of its key personnel with the telephone operator. This personnel will be on call by the Officer of the Day to meet emergencies.

SPECIAL STENOGRAPHIC SERVICE:

The Administrative Services Division shall arrange for a Caucasian stenographer to be on duty in the Project Director's office on Saturday afternoons and Sundays.

MILITARY POLICE MESSENGER SERVICES:

The Administrative Services Division shall arrange for Saturday afternoon and Sunday Messenger service at the Military Police station to conduct authorized visitors to the Officer of the Day for passes and other information pertinent to their visit.



E. R. Fryer  
Acting Project Director

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

December 15, 1942

MEMORANDUM TO: Division Heads  
SUBJECT: Personnel Procedure

Section 1 Attendance Reports

This memorandum supersedes instructions set forth in Gila memoradnum No. 1, dated October 8, 1942.

Effective with the December 1 to 15 pay period, Form OEM 396, Attendance Report, shall be prepared in triplicate for both indefinite and temporary employees.

The original and one copy of this report shall be submitted to the Personnel Section immediately after the 15th and last day of the month, the third copy being retained by the Division Head. When the salary checks are received, they will be attached to the original of the Attendance Report and forwarded to the Division Head for Distribution. It will be the responsibility of the Division Head to secure the signature of each employee in the Remarks Column of Form OEM 396, when delivery of a check is made. After all checks have been delivered and signatures secured, the original of Form OEM 396 will be returned to the Personnel Office, to be filed with the payroll.

Separate reports must be prepared for 4-month War Service, 3-month Civil Service, and 30-day letter of Authorization employees. Since separate payrolls must be prepared for each type of appointee. These reports should be prepared at the earliest possible date after the 15th and last day of the month, as payrolls for temporary employees cannot be prepared until the reports are received.

Form OEM 396, Attendance Report, shall be signed by the Head of the Divison, or someone to whom the Head specifically delegates the responsibility.

Section 11 Leave Reporting System

1. The following procedure is hereby instituted, effective immediately, for reporting leave.
  - A. Form WRA -106, a supply of which is attached, shall be filled out in each Division before the close of each working day.

- B. Form WRA-106, shall be signed by the Head of the Division, or someone to whom the Head specifically delegates the responsibility.
- C. The signed Form shall be transmitted to the Personnel Office not later than 10:00 A.M., on the following day.

Except in cases of emergency, however, applications for Annual Leave must be approved by the Personnel Officer prior to the effective date of the leave.

R. J. Slawson  
Acting Sr. Admin. Officer

Attachment

RJSlawson:A 0

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

April 5, 1943

MEMORANDUM TO: All Division Heads

SUBJECT: Compensation Benefits for Evacuees Injured  
or Disabled While Engaged in Work for the  
Authority

Your attention is directed to Administrative Instruction No. 79, which describes certain benefits to which Evacuees are entitled when traumatic injuries are sustained in the performance of duty.

The duties and responsibilities of the Project Director under that instruction have been delegated to the Senior Administrative Officer.

It has been determined that, effective immediately, the timekeeper or timekeepers in each division will be responsible for seeing that each worker, when injured, makes a written report of such injury at once. It will be the duty of the timekeepers to assist the injured worker in preparing the report of injury, using form No. CA-1, and to forward the original and one copy of that report to the Senior Administrative Officer without delay.

Unless written notice of injury is given within 48 hours or unless the immediate superior has actual knowledge of the injury, compensation may be refused.

All injuries should be reported. Even though the injury appears so slight that no loss of time occurs and the injured worker has no intention of making claim for compensation, the report of injury should be prepared and submitted.

Your copy of Administrative Instruction No. 79, together with this memorandum, should be made available to your timekeeper immediately so that they may become familiar with procedures involved and with benefits to be derived under provisions of the Compensation Act.

The office of the Senior Administrative Officer will investigate injuries to determine whether or not they were incurred in the performance of duty. This office will also advise injured workers of the compensation benefits to which they may be entitled and will assist in the preparation of proper forms for claiming compensation.

An initial supply of form NO. CA-1, "Employee's Notice of injury and Original Claim for Compensation and Medical Treatment" is attached. An additional supply of this form may be obtained from the project warehouse when needed.

Rez J. Slawson  
Sr. Administrative Officer

Attachment

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

Health Dept.

April 27, 1943

MEMORANDUM TO: All Division and Section Heads  
SUBJECT: Information Concerning Patients

The hospital is receiving many requests from various departments for information about patients who have been under treatment. Most of these requests come on little slips of paper without signature and are usually written out by some secretary in one of the departments and handed to a messenger to deliver to the hospital.

Inasmuch as all hospital records are strictly confidential, it is neither right nor possible for us to answer such requests routed to us in this manner. It is not our intention to withhold from other departments necessary information which they must have for their proper operation, but it is our duty to see that the information given us by the patient in confidence is rightly protected.

It would expedite matters considerably if any information which is desired from the patient's record be supported by sufficient justification to allow us to release such information, and also taking necessary precautions to see that such information is passed between us in a confidential manner.

Your cooperation in the above matter will be greatly appreciated.

/s/ Jack C. Sleath M.D.

Jack C. Sleath, M.D.  
Chief Medical Officer

APPROVED:

L. H. Bennett  
Project Director

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

June 24, 1943

MEMORANDUM TO: Division Heads and Section Chiefs  
SUBJECT: Long Distance Telephone Calls

Effective July 1, 1943, authorization to make long distance calls will be limited only to the Division Heads and Section Chiefs, except the Procurement Unit, Transportation Unit, Mess Unit and Leave Officer. Incoming collect calls may not be accepted except upon approval of the Project Director or Administrative Officer.

Various officers authorized to make long distance calls should always keep in mind the importance of restricting calls whenever possible, and take into careful consideration the uses of other communication facilities such as airmail, teletype or telegram.

*L. H. Bennett*  
L. H. Bennett  
Project Director

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

June 26, 1943

MEMORANDUM TO: Division Heads and Section Chiefs

SUBJECT: Telephone Calls

Pending the establishment of pay telephone stations at Butte and Canal Communities, long distance personal telephone calls will be permitted only in cases of extreme emergency.

Government telephones are normally used for official business only; however, in isolated locations where private facilities are not available, they may be used for personal reasons if the justification is sufficient and if the person reimburses the Government.

Division Heads and Section Chiefs are responsible for cautioning all their employees, that social calls and calls for personal convenience will not be permitted, and that any violation or abuse in the use of Government phones for purposes other than emergency cases will result in disciplinary action. In making the emergency personal calls, the following procedure will be observed:

1. State the nature of your call to the operator.
2. When the operator has completed the call, she will immediately determine the charges, which will include Federal, State, and local taxes.
3. The toll call certificate will then be filled out with the correct charges to be made and sent to you ~~for your signature~~. Within 24 hours you will take the toll call certificate to the Agent Cashier and should pay for the charges listed thereon.

Will you please discuss the contents of this memorandum to the various employees on your staff, and caution them on the absolute necessity of placing only emergency personal calls.

*L. H. Bennett*  
L. H. Bennett  
Project Director

58-7-10  
Purd

*toll call Cert. # 594 will be used for this  
and also for questionable calls.*

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

June 28, 1943

MEMORANDUM TO: Division Heads, Section Heads, Cost Accountants,  
Timekeepers

SUBJECT: Cost Accounts effective July 1, 1943

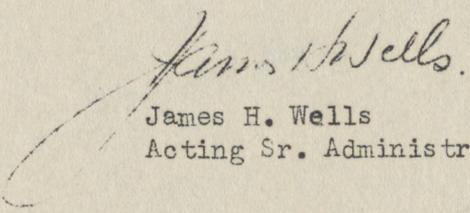
Attached are (1) Index of Current Cost Accounts - Revised -  
July 1, 1943 and (2) Cross Index from previous Current Cost Ac-  
counts to the new Index.

Reference to the cross-index will determine the new Cost  
Account to be used in place of the Cost Account in use from April  
1 to June 30, 1943. The new account numbers must be used on all  
documents on and after July, 1, 1943.

Timekeepers shall prepare a list of all workers on their  
respective Time Rolls as of July 1, 1943 as follows:

<u>Name</u>	<u>Iden. No.</u>	<u>Occupation</u>	<u>Old Cost Account</u>	<u>New Cost Account</u>
-------------	------------------	-------------------	-------------------------	-------------------------

This list shall be submitted to the Cost Accountant  
on July 2, 1943 and will be the basis for a field transfer of  
such workers and shall be signed by the timekeeper and supervisor.

  
James H. Wells  
Acting Sr. Administrative Officer

Cost Accounts effective April 1 to June 30, 1943  
Cross Indexed with Revised Cost Accounts effective July 1, 1943

Cost Accounts  
Eff. 7-1-43

40-1000            40-100 - PROJECT MANAGEMENT

40-4100 Blk.Mgr.&Clk. } 40-110 - Office of Director and Assistant Director

40-1100

40-1200            40-120 - Office of the Project Attorney

40-1300            40-130 - Project Reports Division

40-2400            40-140 - Statistical Division

40-2000            40-150 - Administrative Division

40-2100            40-151 - Office of the Sr. Administrative Officer

40-2520            40-152 - Procurement Section

40-2710 } 40-153 - Finance Section

40-2720 } 40-154 - Warehousing and Property Control Section

40-2730 }

40-2300            40-155 - Personnel Section

40-2200            40-156 - Office and Internal Mail Services

40-1400            40-160 - General Overhead

40-1410            40-161 - Administrative Office Buildings

40-1420            40-162 - Administrative Quarters

40-1440            40-163 - Duplicating Services

40-1450            40-164 - Management Overhead - All Other

40-2530 Postal Service

40-4800            40-170 - Evacuee Property Division

40-3200            40-200 - PUBLIC WORKS DIVISION

40-3210            40-210 - Division Overhead

40-3241            40-220 - Construction Section

40-3220            40-230 - Planning Section

40-3242            40-240 - Building Maintenance

40-3243            40-245 - Grounds Maintenance

40-3244            40-250 - Project Operating Services

40-3600            40-270 - Community Fire Protection

40-3245            40-280 - Storehouse

40-3250            40-290 - Credits for Overhead Liquidation

40-3300            40-300 - AGRICULTURAL DIVISION

40-3310            40-310 - Division Overhead

40-3320            40-320 - Agricultural Production Section

40-3330            40-330 - Livestock Production Section

40-3340            40-340 - Processing and Marketing Section

40-3350            40-350 - Livestock Slaughter House

40-3360            40-360 - Planning and Research

40-3370            40-370 - Storehouse

40-3380            40-380 - Credits for Overhead Liquidation





40-4700  
40-4710  
40-4720  
40-4150  
40-4750  
40-4312  
40-4313  
40-4311  
40-4321  
40-4322  
40-4323  
40-4324  
40-4325  
40-4321  
40-4322  
40-4323  
40-4324  
40-4325  
40-4340  
40-4352  
40-4353  
40-4354  
40-4330  
40-4360  
40-4300  
40-5000  
40-5100  
40-5200  
40-5300  
40-5400  
40-5500  
40-5600  
40-4900

40-750 - Community Activities Section  
40-751 - Section Overhead  
40-752 - Recreation  
40-760 - Community Self-Government  
40-765 - Social Analyst  
40-770 - Education Section  
40-771 - Section Overhead  
40-772 - Superintendent's Office  
40-773 - Instruction - Supervision  
40-773.1 - Nursery  
40-773.2 - Elementary  
40-773.3 - High School  
40-773.4 - Adult Education  
40-773.5 - Training and Retraining  
40-774 - Instruction - Teaching  
40-774.1 - Nursery  
40-774.2 - Elementary  
40-774.3 - High School  
40-774.4 - Adult Education  
40-774.5 - Training and Retraining  
40-775 - Custodial Services and Utilities  
40-776 - Maintenance of and Repairs to  
Buildings and Equipment  
40-777 - Other Services  
40-778 - Storehouse  
40-790 - Community Police Protection  
40-800 - EMPLOYMENT DIVISION  
40-810 - Division Overhead  
40-820 - Occupational Coding and Records Section  
40-830 - Placement Section  
40-840 - Leave Section  
40-841 - Section Overhead  
40-842 - Travel Grants to Evacuees for  
Industrial Relocation  
40-850 - Grants-Unemployment Compensation  
40-900 - CONSUMER ENTERPRISES DIVISION  
40-910 - Division Overhead  
40-920 - Grants to Consumer Enterprises

*Ms. Brown*

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

*Mr. Galbreath  
Has this been  
superseded by  
later instructions  
W/B*

July 14, 1943

MEMORANDUM TO: Division Heads, Section Heads,  
Cost Accountants, Storekeepers

SUBJECT: Property Control

All documents covering the ordering, receiving, or issuing of property from or through the Project Warehouse must bear the signature of the accountable Division or Section Head or a designated subordinate (see memorandum of July 14, 1943--Property Accountability) and be transmitted through the Property office of the Division, or Section, and be countersigned by the Property Clerk of the Division or Section.

Requests from units or sections shall be forwarded to the Section or Division Storehouse who, if they are unable to furnish, shall retain the order as a back order and issue a requisition on the Project Warehouse. This requisition must bear the signature of the designated Section or Division head or his authorized representative and the Property Clerk of the Division, and be forwarded to the Project Property Officer, Administration Annex Building. These documents will be processed through the Property Control Unit, and will be forwarded either to the Procurement Unit for purchase or to the Warehouse for shipment. No property will be delivered from the Project Warehouse without having previously cleared through Property Control.

*Superseded*

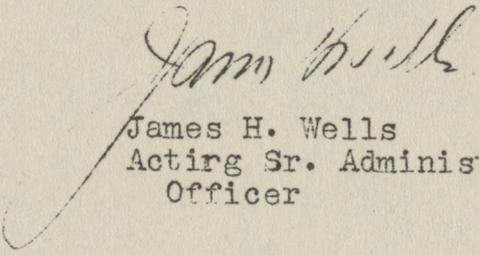
No property shall be received, or used, without first having cleared through the Project Warehouse. "Will call" items and property picked up from a vendor by center employees shall be checked into the Assistant Storekeeper, located at the present time in Warehouse 69-9. The Ass't. Storekeeper will prepare

Tally-in and have the requisition for the property signed. The Chief of the Motor Transport Section will instruct drivers of W.R.A. equipment delivering Materials to check into the Assistant Storekeeper who will record the shipment and dispatch to proper point for unloading. Tally-in shall show the specific item and quantity received rather than the description and quantity of the item on the purchase order, and must be forwarded within 24 hours on all property received to avoid loss of discounts. Shipping ticket, packing list, or invoice where available should be attached to the tally-in before forwarding.

All drums, carboys, tanks and other returnable containers shall be listed separately by identification number, and be followed with a statement as to whether empty containers were exchanged for those received full. Identification number of returned containers shall also be listed.

The cooperation of all persons ordering or handling property is necessary for proper control. It is not intended that operations be delayed by paper work, but if proper documentation is made as property is moved or used, and such documents promptly processed, there will only be insignificant delays, and an untold amount of time saved in the future through elimination of lost transactions.

Your cooperation will be greatly appreciated.

  
James H. Wells  
Acting Sr. Administrative  
Officer

*Mrs. Braun*

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

July 14, 1943

MEMORANDUM TO: Division Heads, Section Heads,  
Cost Accountants, Storekeepers

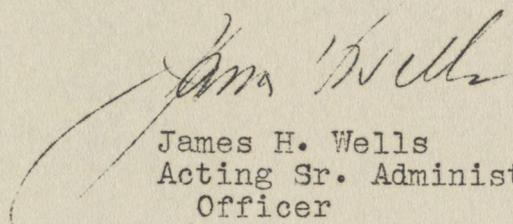
SUBJECT: Property Accountability

Effective July 1, 1943, accountability for property of all kinds within the various divisions and sections shall be vested in the various Division and Section Heads for the following Divisions and Sections:

Project Management Division  
Administrative Management Division (except  
Mess Management Unit)  
Mess Management Unit  
Engineering Section  
Agricultural Section  
Industry Section  
Motor Transport & Maintenance Section  
Community Management Division (except Health &  
Education Section)  
Education Section  
Health Section  
Employment Division

Although the above list establishes definite accountability as of July 1, 1943, it does not relieve the person having previously received property from the responsibility therefor due to omitting such property from the June 30, 1943, inventory. Any omitted property should be submitted on a supplemental inventory. The above accountable officers may designate subordinates, if they so desire, to sign

requisitions, tally-ins, etc., in their stead. This designation should be made by filling out Card, Stencil No. 609.

A handwritten signature in cursive script, appearing to read "James H. Wells". The signature is written in dark ink and is positioned above the typed name and title.

James H. Wells  
Acting Sr. Administrative  
Officer

*Mrs. Brown*

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

July 27, 1943

MEMORANDUM TO: All Division Heads, Section Chiefs,  
Warehouse and Property Clerks

SUBJECT: Lost, Stolen or Damaged Property

All lost or stolen property must be reported to the Internal Security within twelve hours after the discovery of the loss or theft. A memorandum, stating all circumstances connected with the loss or theft and a report of the time and date such loss or theft was reported to Internal Security, must be forwarded to the Project Property Officer in original and three copies to accompany Report of Survey.

A memorandum stating all circumstances shall be forwarded on all requests for survey of damaged property.

In cases where such notification is not made and proper steps are not taken to recover lost or stolen property, the Survey Board may require reimbursement to the government.

*W G Graham*

W. G. Graham  
Acting Assistant Director  
Administrative Management

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

July 30, 1943

MEMORANDUM TO: Division Heads  
SUBJECT: Budget Control

The Finance Officer has been charged with the responsibility of effecting a proper Budget Control on indefinite appointive employees.

In order to properly accomplish this Control, it will be necessary for the Division Heads to cooperate with the Personnel Section in the granting of Leaves.

Under date of June 21 a memorandum was issued to all Division Heads with reference to the submittal of applications for Annual, Sick and Leave Without Pay. It is requested that the following, as outlined in our memorandum of June 21, be strictly adhered to at all times.

1. Annual Leave must be authorized and approved in advance. Applications for Annual Leave must be submitted in an original and one copy, properly approved by the Division Head, to the Personnel officer in sufficient time to allow the Personnel Officer to return one copy to the Division Head, showing the approval of the leave before the leave is taken.
2. Applications for Sick Leave should be approved and submitted by the Division Head upon the immediate return of the employee. Sick Leave must be reported to the Personnel Officer as soon as possible on the first day of illness. Applications for Sick Leave must be submitted in an original and one copy to the Personnel Officer, who will return one copy to the Division Head, showing the approval of the Sick Leave.
3. Leave Without Pay must be approved in advance and must show the complete period of Leave Without Pay on the application. Leave Without Pay will be posted by the Finance Officer to the Budget Control exactly as submitted on the application. If the employee does not return at

the expiration of the Leave Without Pay, the employee will be journalized as separated from service, unless the Personnel Officer is notified. Leave Without Pay applications will be submitted to the Personnel Officer in an original and one copy in sufficient time to allow one copy to be returned to the Division Head, showing the approval of the leave.

Attendance reports must be submitted on the last day of the pay period in order to allow the Agent Cashier to effect delivery of pay checks when they are received.

The Personnel Officer is being given one copy of this letter, with the request that she call to our attention any deviations from this procedure, for the reason that the Budget Control records must be properly maintained at all times.

A report is due to be submitted to Washington two days after the pay period ends, and in order for the report to show the true status of funds, it will be necessary for leave applications to be submitted as outlined above.

Your cooperation will be very much appreciated.

W. G. Graham  
Acting Assistant Director  
Administrative Management

Approved: \_\_\_\_\_  
L. T. Hoffman

P.S.: The Personnel Officer approves leave on the basis of records on file in her office. The Division Head recommends the leave for approval on the application for leave.

Terminal Leave (final annual leave) has to be obligated separately from the regular funds, is budgeted by the Washington Office, and has to be reported by each pay period. Therefore, it is necessary that all Annual, Sick and Leave Without Pay be approved in advance by the Personnel Officer, who in turn, advises the Finance Officer, and on the basis of such advice, the reports to the Washington Office are submitted each pay period.

W.G.G.

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

*Mrs. Brown*

September 23, 1943

MEMORANDUM TO: All Division Heads

This office has been delegated by Mr. Bennett, Project Director, to determine whether or not project instructions issued to Assistant Directors, Section Heads, and Unit Heads falls within the classification of a numbered project instruction.

In order for us to carry out this delegation, it will be necessary that you route all material in the form of memoranda and/or instructions through this office prior to issuing.

*Opmiller*

*B. F. Runyan*

B. F. Runyan  
Ass't Project Director  
Administrative Management

WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

November 15, 1943

MEMORANDUM TO: Assistant Directors, Section Heads, and  
Unit Heads

SUBJECT: The Community Councils

Your cooperation in making the evening of fun and frolic at the Fox Buttel a success is greatly appreciated. Much still remains to be done in making Rivers an American community.

The Community Councils have set up committees to study the operation of the center as a community might study its municipal affairs. The interest of the people is commendable. The success of the councils depend, however, on the degree of guidance which we on the staff can give them. Attached is a copy of the various commissions operating under the Butte and Canal Councils. Will you as Assistant Directors, Section Heads, or Unit Heads contact the appropriate committees and keep them constantly informed about your problems and seek their advice. This is a method of educating the community so that it may gain an understanding of the tremendous problems involved in the operations of an American city and more especially in the operations of the War Relocation Authority Center. Each committee has been advised to set up its aims and objectives; you can be of great assistance in this. It has been advised, secondly, to analyze the problem and they will recommend to the community council a method and procedure by which the people can help. If necessary each will propose legislations to be incorporated in the community laws to enforce compliance. You can see how valuable this combination of public spirit is to the orderly administration of the many details of our center.

It is too much to assume that any of these commissions or even the councils themselves can assume full responsibility for any particular act or activity at the present time. Neither the individuals nor the groups have had experience in handling problems in a democratic way. You are to work with them, draw out their ideas, and to assist them in every possible way so that they may feel that this is their community for which they have the greatest share of responsibility.

It must be remembered at all times that we are dealing objectively with problems involving personnel relationships. You may become very angry, you may feel that it is useless and worthless but you have the responsibility for the re training and for the relocation of our population. You should further realize

that if you have any pet ideas or pet peeves it is best to try them out on a small group before foisting them upon the entire population. If you cannot persuade a small group that your plans are well advised and possible of being carried out it is highly improbable that you will be able to persuade the entire community.

While this training is going on, we still must carry on our administrative duties. Your responsibility remains. The job must be done. This memorandum merely requests that you do everything within your power and within your abilities to draw into your confidence and into your problems, representatives of the community who are anxious to gain knowledge and to help you and themselves.

/s/ L. H. Bennett

L. H. Bennett  
Project Director

G. Brown

WAR RELOCATION AUTHORITY  
GILA RIVER PROJECT  
RIVERS, ARIZONA

November 29, 1943

TO: Division and Section Heads

SUBJECT: Preparation of Budget Estimates for 1945 Fiscal  
Year (Period of July 1, 1944 to June 30, 1945 incl.)

We are required to submit our estimate for the above captioned budget in time to reach Washington by January 15, 1944. Estimates by Divisions and Sections must be completed and submitted to the Finance Officer not later than December 20, as there is a great amount of work to be done by the Finance Officer before the estimates are submitted in final form.

It will be necessary for the WRA to justify to the Bureau of the Budget the nature and extent of the activities we are engaged in, and to explain and support in detail the items of expenditure that we maintain are necessary to efficiently carry out our objectives. The extent to which we are able to do this will determine our success in obtaining the funds we request for the Fiscal Year of 1945.

Our Washington office will be entirely dependent upon the centers to furnish well-justified budget programs that can be defended before the Bureau of the Budget. We must not lose sight of the necessity of presenting the program justified in detail on the basis of measurable workload factors.

The population strength as of July 1, 1944, for the Gila Project has been estimated by our Washington office as 8,625 persons. This is the figure to be used in the preparation of our budget estimates. The estimates shall be divided between quarters. The first quarter will consist of: July, August and September 1944. The second quarter: October, November, and December 1944. The third quarter: January, February, March 1945; and the fourth quarter: April, May, and June 1945.

A very careful study should be made of the requirements for all of the different objective classifications.

APPOINTIVE EMPLOYEES

We attach hereto a supply of forms entitled "Exhibit C" to be used for estimate of indefinite appointive employees by division, section and units. The Bureau of the Budget requires that instead of the number of positions, the estimated man-years of occupancy is to be shown for the fiscal years 1944 and 1945 and the actual man years of occupancy for 1943. The finance officer will furnish the personnel management officer (Mr. Lyston Black) with the figures to be used on these forms for the fiscal years of 1943 and 1944. You will please insert the estimates for the fiscal year of 1945.

The money columns on the form will reflect the actual basic compensation to be paid according to the man-year shown rather than the average salary rates. Man-years are to be shown to the nearest tenth, and if midway between tenths, the next higher tenth will be used.

It is suggested that on estimated man-years of occupancy for fiscal year 1945, the estimates be based on the average man-years of occupancy of the 1944 positions in the various grades. (As stated above, this information is being furnished the personnel management officer by the finance officer.)

The estimate of man-years of occupancy for 1945 should not exceed the 1944 figures except for requirements in excess of the 1944 year, which will have to be fully justified.

The positions are to be listed on the form in the following order:

1. Clerical, administrative the fiscal
2. Professional
3. Sub-professional
4. Crafts, protective and custodial
5. Unclassified

Under each of the above services the grades will be listed in descending order as per salary ranges. The position titles will be listed only for those grades for which the minimum basic annual salary is \$3200 or more. Any positions under this category which were authorized for either 1943 or 1944 and not occupied, will not be listed.

Under the grades for which the minimum basic annual salary rate is less than \$3200, there will be no breakdown shown by the various position titles under each grade. The man-years and salary payments for each grade shall represent the totals of all positions under the grade of \$3200 per annum.

Under "unclassified" the hourly rate of pay shall be shown for employees instead of the grade. The titles of all of these positions must be shown. Temporary positions shall

be shown as single entry below the list of the permanent positions.

No cents will be shown in the salary payment columns, the amounts will be shown to the nearest dollar.

As an illustration, we attach hereto a sample form for your convenience showing the proper breakdown.

It is requested that you submit the completed forms in an original only to the personnel management officer who will check the same, complete the forms by insertion of 1943 and 1944 figures and submit to the finance officer.

We also attach hereto a supply of "Exhibit H" personnel services estimates, appointive employees, fiscal year of 1945. This form is to be completed by divisions, sections and units and submitted to the personnel management officer in one copy only. On this form please list all of the anticipated appointive positions for the fiscal year of 1945 by grade and by title, running from the highest salary to the lowest salary. Also the estimated man-years and base salary for the fiscal year of 1945.

#### EVACUEE PERSONAL SERVICES

Attached hereto are copies of "Exhibit I" for evacuee employees, personal services, fiscal year of 1945. This form is to be submitted to the personnel management officer in one copy only. The form is to be broken down by division, section and units, showing the grade and title of the position, the estimated man-years and base salary for the fiscal year of 1945.

The positions listed on this form should be listed by salary grade as follows:

1. \$19 class
2. \$16 class
3. \$12 class

Position titles should be listed under each salary grade. The amounts shown for the man-years and salary payments for any particular position title shall represent the totals for all positions of that title in the activity reported. The estimate of man-years should be that which is applied in the actual occupancy of these evacuee positions during the fiscal year of 1945. Any new positions for evacuee employees must have a complete description of the job and a full justification similar to that prepared for the third quarter of the 1944 budget estimates, attached to the related exhibit.

PERSONAL SERVICES - APPOINTIVE EMPLOYEES

Justification for all new temporary appointive positions must be based on measurable work loads. These work loads must be expressed in such terms as: accounting documents processed, acres to be harvested, number of mess halls operated, number of people served, livestock slaughtered, acres to be planted and cultivated, construction to be completed, number of hospital beds per nurse, number of evacuees per doctor, number of students per teacher, etc. Comparisons should be made between the 1944 work loads and expected 1945 work loads and these work loads expressed in ratio to personnel.

In addition to the justification on the basis of work load the use of appointive personnel instead of evacuee personnel must be thoroughly supported. The data should be presented to show the extent to which relocation is removing qualified evacuee workers from the center. These positions must be justified in terms of peak load needs.

The same type of justification must be used for additional indefinite personal services employees as heretofore outlined.

Justifications should be written in one copy only and attached to the related exhibit for appointive personnel, evacuee personnel, and temporary appointive employees. The forms to be used for indefinite appointive and temporary appointive employees and evacuees employees has been heretofore outlined.

SUMMARY OF NON-RECURRING ITEMS

Attached hereto is a supply of "Exhibit G" to be filled out for each activity section in an original only. Items listed on the form are those items for which expenditures were made in 1944 which will not be made in 1945. Most equipment purchased and all construction projects completed, or a portion thereof completed, are non-recurring items. Functions such as segregation in 1944 are also non-recurring items. For your convenience non-recurring charge for the agriculture section would reflect:

Tractors	\$ _____
Dairy Cattle	_____
Hogs, (Breed)	_____
Construction:	
Hog Pens	_____
Pantry Houses and Pens	_____
et cetera	_____
TOTAL	\$ _____

STATEMENT OF DETAILED OR LOANED EMPLOYEES

Attached is a copy of "Exhibit E" for appointive employees to be detailed or loaned to or from other projects during the fiscal year 1945. Submit in an original only.

ADMINISTRATIVE TRAVEL - 02.1

Travel justifications shall explain in detail the nature of trips required and their necessity.

Travel performed in 1944 should be analyzed to arrive at average cost per day of travel. The average cost shall be used in arriving at cost of proposed 1945 travel. Submit one copy of this justification for your division.

RENTS AND UTILITIES -05.

These estimates shall be itemized and compared with 1944 expenditures, such as equipment, buildings, lands, etc., and must be estimated items by item in same form as for third quarter of 1944 fiscal year budget.

OTHER CONTRACTUAL SERVICES - 07.2

Equipment and services to be contracted for shall be itemized and thoroughly explained and justified as necessary contract items. Use same form as used for estimate for third quarter of 1944 fiscal year. Submit in original only for division.

SUPPLIES AND MATERIALS -08

Estimates must be itemized in detail and must clearly portray nature of proposed expenditure for supplies and material. Use same form as for third quarter estimate of 1944 fiscal year, for all activities except: Health, Education, Agriculture, Engineering, Motor Transport and Mess Operations. These activities are set up separately and the estimated requirements listed elsewhere in this letter. Submit in original copy only for each activity.

EQUIPMENT - 09.2

All proposed equipment purchases must be itemized. Justification must be based on need for replacements, expanded program, or shortages of present types of equipment on hand in relation to workload. Use same form as for third quarter 1944 estimate. Submit one copy for each activity.

Any information you require for comparative costs between 1945 estimates and 1944 expenditures can be secured from the finance officer, who will be glad to furnish any required information.

DEFINITION OF OBJECTIVE CLASSIFICATIONS

To assist you in the submittal of your breakdown by objective classification, attached hereto is a list of definitions of the various objective classifications.

REQUEST FOR GRANTS ESTIMATES

The data requires for these estimates is made by an attachment to the letter being sent to the related division. Use same form as for third quarter of 1944 fiscal year, and submit one copy only.

08 - SUPPLIES AND MATERIALS

Request for estimates for Health, Education, Agriculture, Engineering, Motor Transport, and Maintenance, Mess Operations, is made as an attachment to the letter being sent to the interested sections. Submit in original only as outlined on the form attached to the letter.

The finance officer appreciates the manner in which everyone cooperated in the preparation of the third quarter 1944 estimate, and will appreciate your contacting him or members of his staff on any questions that we might clarify, or any cost information we can give you that will help in the estimates.

B. F. Runyan  
Assistant Project Director  
Administrative Management