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*Mr. James*

June 26, 1942

MEMORANDUM TO: Department Heads  
FROM: Wade W. Head, Project Director  
SUBJECT: Election of Temporary Community Council

A Temporary Community Council will be elected at Poston, Ariz. on July 21, 1942 pursuant to regulations which will be issued by me.

The Temporary Council shall consist of one representative from each block whose duty will be "cooperating with the project staff in facilitating and supervising the participation of the inhabitants of his block in all community functions and in the application to his block of all administrative regulations and policies."

The Temporary Council shall hold meetings not less than once weekly. It shall make recommendations "with reference to any matter relating to health, welfare, recreation, education, and any other matter of internal administration."

Although at first the function of this body will be advisory, the permanent Council which will evolve as a result of the experiment will afford the evacuees "the greatest possible latitude in forming and administering democratic institutions by which the various community services will be carried on." The Temporary Community Council will be of important educational value to the project staff and the evacuees themselves in the organization and processes of self-government and will serve only until plans are completed for a permanent Council.

Successful self-government at Poston will depend to a large extent on the cooperation of the entire project staff. Therefore, each department head should make every effort to familiarize the Temporary Community Council with the work of his department.

*Wade W. Head*

The quotations are from "Memorandum from War Relocation Authority, Washington, D.C., June 5, 1942."



*Mr. Evans*

TO: ALL DIVISION HEADS  
FROM: W. Wade Head, Project Director  
SUBJECT: Training Replacement Employees  
DATE: July 21, 1942

The Bureau of the Budget has specified that the teaching staff of schools in the Relocation Centers must include as many as possible of the Japanese who have been graduated from colleges. Some 50 employees, at present working in various capacities, fall into the above category.

On August 3, a training course for prospective teachers will be opened, and all Japanese who are to work in the Poston schools are obligated to attend. For each of these present employees an apprentice will be appointed, and during the period between now and August 3, the present employee will train the apprentice to take over the job.

The sympathetic and understanding cooperation of all Division Heads in this necessary replacement program is solicited.

*W Wade Head*

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W. Wade Head  
Project Director



J 1.23 B  
POSTON, ARIZONA  
AUGUST 7, 1942

MEMORANDUM TO DIVISION HEADS.

Will you please notify all employees of your division that there will be a meeting of all employees tonight at 7:30 p.m. in the personnel dining room.

Mr. John Collier, Commissioner of Indian Affairs, will be the guest speaker and everyone is cordially invited to attend.

*Wade Head*  
Wade Head  
Project Director

to: Gelvin  
Evans  
Empie  
Findley  
Carey  
Leighton  
Rupkey  
Haas ✓  
Burge  
Crawford  
Vickers



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
INDIAN FIELD SERVICE  
COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

Circular Letter No. 6

September 7, 1942

TO: All Department Heads, Division Heads

Based upon my observation of the internal operation of the three units of Poston from an administrative point of view, I am of the opinion that the Police Department is a definite administrative responsibility.

Several factors have made it impractical for this department to be included among the activities operating under the heading of Community Services, as was previously contemplated.

I have therefore determined that the Police Department in each unit shall be directly responsible to the Project Director; responsible to him, however, through the Administrator of the unit in which the department operates. Thus, each unit will have a separate police force with a Police Chief in charge of that force.

Each Chief and the force under his command will operate under the immediate supervision of the respective unit Administrators, who will act for the Project Director in all matters affecting the internal policing of the three units.

*W. Wade Head*  
W. Wade Head  
Project Director



Poston

September 16, 1942

MEMORANDUM TO THE STAFF

FROM: WADE HEAD, PROJECT DIRECTOR

SUBJECT: ORGANIZATION OF THE DIVISION OF EMPLOYMENT

1. Mr. Vernon R. Kennedy, formerly Deputy State Labor Commissioner for California, has been appointed Director of Employment at Poston. Mr. Kennedy will have full charge of all activities of the Employment Division and will report directly to the Project Director. A description of the duties and responsibilities of the Employment Director is attached hereto for the information of all staff members.
2. The Division of Employment under Mr. Kennedy's direction is responsible for developing and putting into effect a unified system of placement, employment relations, merit procedures, fair employment practice, wages, working conditions, and in cooperation with the Education Department, a program of vocational training.
3. Within the Employment Division there is established a Placement Section and a Statistical Section. These will be headed respectively by a Placement Officer and a Registrar, both of whom will be immediately responsible to Mr. Kennedy as Director of Employment. The Statistical Section will be responsible for compiling and tabulating the Individual Records (Form WRA-26), maintaining employment records, and preparing statistical reports for the Project Director and for Regional and Washington Offices.
4. Effective immediately, all job placements must be made from referrals by the Employment Office (Placement Section). Wide latitude will be given the various Division in the selection and hiring of specialized employees but no worker may be placed on the payroll without a Notice of Assignment issued by the Employment Office.
5. The Employment Division is responsible for recruitment and selection of workers for outside employment, both temporary and permanent.
6. Under the direction of the Project Director, the Employment Division shall be guided by uniform national policies an employment established by the Director of the War Relocation Authority. Administration Instruction No. 27, containing a comprehensive statement of national employment policy is attached hereto.

*W. Wade Head*

W. Wade Head  
Project Director



WAR RELOCATION AUTHORITY  
WASHINGTON

September 1, 1942

ADMINISTRATIVE INSTRUCTION NO. 27

Subject: Employment and Compensation

I. Basic Policies

- A. All employment both within and outside the relocation centers shall be voluntary. Evacuees shall be free within the limitations of the War Relocation Authority Leave and Furlough Regulations to accept employment outside the relocation centers. It is the policy of the Authority that evacuees shall be employed in all administrative positions within relocation centers except the principal staff positions.
- B. It is the responsibility of the Authority to provide subsistence for all evacuees who are not free to leave relocation centers. Subsistence is defined for the purposes of this instruction as food, housing, medical care, and elementary and high school education.
- C. Compensation in cash, and clothing allowances, as distinct from subsistence, shall be considered as compensation for work, and shall be paid only to those who work, excepting that certain classes of persons are eligible to receive public assistance grants as provided for in Administrative Instruction No. 35.
- D. Complementary to the policy of providing cash compensation and clothing allowances for those who work, a system of cash payments and clothing allowances shall be provided for those who are involuntarily unemployed. (See Section VII of this Instruction.)
- E. Employment programs should provide ample opportunity for training and advancement. Training should be vigorously developed, both on the job and in the schools, and oriented toward (a) developing the skills needed for project operation, and (b) equipping the worker to secure jobs outside the relocation centers.

II. The War Relocation Work Corps and the Order of Merit

- A. The President established the War Relocation Work Corps by Executive Order No. 9102. The Work Corps was designed to place in the hands of the evacuees



an instrument of organization understood by the American people, and an organization which can focus attention on work for the public good and will give recognition to evacuees.

- B. Each evacuee, upon first being assigned to a job, shall become thereby enlisted in the War Relocation Work Corps. Earlier instructions and procedures on enlistment in the Work Corps are hereby modified accordingly. Upon the completion of three months' employment, if his conduct and the quality and quantity of his work for that period are certified to the Project Director as outstanding by the Merit Rating Board, an evacuee may be cited by the Project Director for special recognition and be made a member of the Order of Merit which is hereby established as a unit within the War Relocation Work Corps. The Merit Rating Board may recommend that such merit recognition shall be withdrawn, for cause, and the Project Director may, upon such recommendation, terminate the membership of an evacuee in the Order of Merit.
- C. Preferential consideration shall be given to members of the Order of Merit in connection with leaves for private employment, assignment to preferred types of employment within the relocation center, promotion to supervisory positions, and in such other matters as the Project Director may consider appropriate, in recognition of the superior initiative, efficiency, leadership and loyalty of evacuees who achieve membership in the Order of Merit.

### III. Merit Rating Board

- A. There shall be on each relocation center a Merit Rating Board of seven members, appointed by the Community Council. Members of the Administrative Staff may serve on the Board if requested to do so by the Community Council. This Board may be assigned a full-time evacuee secretary.
- B. The Merit Rating Board shall develop and install a simple work report to be made periodically by each supervisor for members of the Work Corps working under his direction. This work report shall cover quality of work, quantity of work, and conduct. (Attitude, punctuality, loyalty to the United States, etc. shall be considered as part of conduct.)
- C. The Merit Rating Board shall constantly seek all proper work incentives by planning awards and recognition and may make appropriate recommendations, from time to time, to the Project Director.

### IV. Compensation and Work Rules

- A. Compensation in cash at the rate of \$12, \$16, and \$19 per month shall be paid to those evacuees employed by the War



Relocation Authority and these employed in consumer or WRA-operated producer enterprises operating within relocation centers, according to the following schedules:

1. Group I: \$12.00 per month. This shall be an "Entrance rate", and shall apply to new workers, trainees, partially qualified workers and apprentices. Everyone in this group shall work under the immediate supervision of a more experienced worker. This rate shall not apply to common labor on simple tasks requiring hard physical work. Promotion to a higher group shall be upon recommendation of the employee's Section Head, when approved by the Project Employment Officer.
  2. Group II: \$16 per month. This group shall include all evacuees not included in Groups I and III, and is expected to include the majority of the evacuees.
  3. Group III: \$19 per month. This group shall include complex or responsible jobs requiring for their proper execution considerable formal training, or experience of such scope and character as to be equivalent to such training. These include:
    - a. Jobs involving responsible supervision of the work of other employees.
    - b. Positions on the project chart in grades CPC-7, SP-6, CAF-5, P-1, and higher.
    - c. Jobs requiring professional training.
    - d. Jobs making an exceptional contribution to project operation, entailing extremely hard work essential to the Welfare and morale of large numbers of people, or which involve exceptional skills.
- B. The classification of individual jobs within the three groups will be provided for in schedules to be approved by the Director. Jobs not listed in such schedules shall be classified by the Project Director with the advice of the Project Employment Officer in the same groups as similar jobs so listed.
- C. The cash compensation of an evacuee employee for a monthly pay period shall be established at a rate in which he was classified at the beginning of the pay period. A change in classification shall become effective only at the beginning of the pay period following the date of reclassification.



- D. For purposes of calculating deductions under Paragraph IV F, and for any other purpose for which it becomes necessary to calculate compensation on a daily basis, the rate per day shall be the monthly rate divided by 30.
- E.
  - 1. Workers employed on a full-time basis on regular work projects shall be considered in continuous monthly employment, provided that they report for duty as requested by their immediate supervisor and that all absences are accounted for by having been officially excused. Upon temporary or permanent cessation of a work project, the jobs shall be terminated and the workers made available for reassignment.
  - 2. Merely reporting to the Placement Office for work, without assignment to a specific job, shall not entitle the evacuee to compensation for work.
- F. Where any evacuee employee fails to report for duty for reasons other than illness without having been excused for cause by his immediate supervisor, he shall be liable to discharge or to deduction of three days' pay, or both. In addition, he shall not be entitled to pay for the days of unauthorized absence. Such an employee shall have the right to appeal to the Fair Practice Committee from any action taken under this paragraph.

V. Hours of Work

- A. The work week for evacuees shall be the same as for administrative employees. Unless the nature of the specific work requires other arrangements, the working hours shall ordinarily be:  
  
From 8:00 a. m. to 12 Noon and from 1:00 p.m. to 5:00 p.m.  
  
on week days.  
  
From 8:00 a.m. to 12 Noon on Saturdays.
- B. The Project Director shall have authority to require a longer work week, or work at other hours, or both, when the nature of the work, in his judgment, so requires.
- C. When at the direction of their Section Head workers are employed in excess of the standard work week under the authority conferred in the preceding paragraph, they shall be entitled to compensatory leave. The worker may elect the date or dates of such compensatory leave with the approval of the Section Head, pro-



vided that any compensatory leave must be taken prior to termination of the job.

- D. This section shall not be construed to prevent the employment of workers on a part-time basis. No employee who is assigned to work more than the equivalent of twenty-8-hour work days in any month shall be considered to be employed on a part-time basis. Part-time employees shall be paid on a daily basis at the following rates:

Group I	50¢ per day
Group II	70¢ per day
Group III	80¢ per day

} on basis of full time  
= 8 hrs.

#### VI. Fair Employment Practice Procedure

- A. Fair employment practice procedure shall be established at each relocation center, in accordance with the provisions of this instruction, to enable workers who feel that they have received unjust treatment to obtain a hearing. This procedure relates only to complaints regarding employment, working rules, and employment compensation.
- B. There shall be a Fair Practice Committee at each center composed of not more than seven members of the Work Corps. Members of the committee shall be elected by members of the Work Corps, for a six month term. At least one committee member shall be elected from each of the following occupational groups: Agricultural employees, professional employees, industrial employees, and mess employees.
- C. The Committee shall elect its Chairman, who shall be designated as "Fair Practice Chairman" and who shall devote full time to the job and be compensated by the War Relocation Authority as a member of Group III. He shall conduct investigations of all cases coming to his attention and shall keep records of the activity of the Committee, which records shall be open to inspection by anyone concerned.
- D. Any evacuee employee may report in writing any employment complaint to the Fair Practice Committee or to any of its members. The Fair Practice Chairman shall investigate and, by consultations with the parties concerned, seek to effect a satisfactory solution. If such solution is not promptly secured, he shall present the case to a meeting of the Fair Practice Committee, which shall arrive at an opinion on the validity of the complaint and shall authorize the Fair Practice Chairman to the Project Employment Officer for his

*prepare a written statement*



action. Appeal may be taken from the action of the Employment Officer to the Project Director, whose decision shall be final.

### VIII. Unemployment Compensation

A. Those evacuees involuntarily unemployed may, upon application, receive unemployment compensation, which is intended to cover minimum essentials for themselves and their dependents. A Person unemployed through his own refusal to work, or who has been discharged for cause, shall not be considered to be involuntarily unemployed.

B. Any evacuee involuntarily unemployed may apply to the Division of Employment and Housing for unemployment compensation. The Division shall certify the facts of unemployment and family status, and forward the application to the Project Director. Upon approval of the application by the Project Director, unemployment compensation shall be paid to the head of the family, according to the following monthly schedule:

Unemployed man (18 and over)	\$4.75
Unemployed woman (18 and over)	\$4.25
Dependent child (13 to 17, inclusive)	\$2.50
Dependent child under 13	\$1.50

C. For purposes of determining unemployment compensation payments, a person's age shall be computed as of his nearest birthday at the beginning of the fiscal year, and this age shall apply throughout the ensuing fiscal year.

### VIII. Clothing Allowances

A. In addition to the compensation paid in cash, each employed evacuee and those eligible for unemployment compensation, shall also receive a supplementary allowance for clothing, for himself and each of his dependents. Clothing allowances shall be in the form of script, redeemable at the community stores.

B. An evacuee shall be eligible for a clothing allowance at the end of each monthly pay period, if he has been employed or eligible for unemployment compensation during at least 15 days of the preceding month.

C. Where there is more than one employee in a family, the clothing allowances for all dependent members of the family shall be paid only to the family head. Discharges, or deductions from compensation made under paragraph IV F of this instruction, against any employed member of a family other than the family head, shall not affect the clothing allowances to which members of the family other than such employee are en-



titled.

- D. The following schedule for clothing allowances shall apply to the Tule Lake, Minidoka, Heart Mountain, Central Utah, Manzanar, and Granada relocation centers:

	<u>Annually</u>	<u>Monthly</u>
Persons 16 yrs. of age or over	\$45.00	\$3.75
Persons 8 to 16 yrs. of age	39.00	3.25
Persons under 8 yrs. of age	27.00	2.25

- E. The following schedule for clothing allowances shall apply to the Colorado River, Gila River, Rohwer, and Jerome relocation centers:

*See the Amendment Supplement # 2.*

	<u>Annually</u>	<u>Monthly</u>
Persons 16 yrs. of age or over	\$42.00	\$3.50
Persons 8 to 16 yrs. of age	36.00	3.00
Persons under 8 yrs. of age	24.00	2.00

- F. In addition to the clothing allowances, special uniforms shall be issued free of charge to the following persons: Cooks, mess personnel, doctors, nurses, and police and fire department personnel, in those cases where the wearing of uniforms is required by the Authority. Also, special work clothing, such as rubber boots, welding gloves and masks, etc., shall be issued free of charge, where their use is so required.

#### IX. Employment in Consumer Enterprises

Standard cash compensation and clothing allowances shall be required to be paid by consumer enterprises to their employees, on the same basis as these are paid to War Relocation Authority evacuee employees. Subsistence shall be furnished workers in consumer enterprises and their dependents by the War Relocation Authority, until such time as the consumer enterprises are determined by the Project Director to be financially able to assume these obligations.

#### X. Private Employment

- A. Evacuees who accept private employment and reside outside the relocation center, may retain all earnings received, but shall forfeit for the period of such employment any right to share in the distribution of the "Evacuee Trust Fund" which may be provided for under this instruction. Such evacuees and their dependents, if any, shall not be eligible for the period of such employment to receive any compensation or allowances from the War Relocation Authority except that any of their dependents who remain within the Relocation Center shall be entitled to subsistence.



B. The Project Director shall secure the recommendations of the Community Council as to whether evacuees who accept private employment and reside within the relocation center shall be permitted to retain all wages after repaying to the War Relocation Authority the cost of subsistence for themselves and their dependents, or shall be required to deposit their excess wages in an Evacuee Trust Fund. The Community Council shall be asked to indicate which of the following proposed procedures should be adopted:

1. Such employees shall retain all wages, and shall be required to repay to the War Relocation Authority the cost of their subsistence and of such of their dependents as remain within the center; or
2. Such employees shall be required to deposit in a special fund, to be known as the "Evacuee Trust Fund", to be held by three trustees chosen by the members of the Work Corps, in trust for these persons who are entitled to share in the distribution of the Fund, an amount equal to the difference between their actual wages and the sum of the cash compensation and clothing allowances which they would receive if employed by the War Relocation Authority on similar work, with the understanding that the profits of all evacuee-operated industrial enterprises producing goods for sale outside relocation centers will also be deposited in such Fund, and that all members of the Work Corps shall be entitled to share, in periodic disbursements, in the proceeds of such Fund, in proportion to their work classification under Section IV of this instruction; or
3. Such other procedure as the Community Council may wish to recommend.

C. In considering the alternatives stated in the preceding section, the Community Council may secure for its guidance information as to the preferences of the evacuees by holding public hearings or otherwise, and may arrange a special election on this question. If such an election is held, only members of the Work Corps shall be eligible to vote and the voters shall be asked to indicate their preference among the possibilities stated in the preceding section.

D. Each Project Director shall report to the appropriate Regional Director the choice of the Community Council among the alternatives listed in Subsection B of this Section, and the results of any special election that



may have been held pursuant to Subsection C of this Section. Thereafter, the Director will issue supplementary instructions to govern assistance to the evacuees in establishing and administering the Evacuee Trust Fund on those relocation centers where such Fund is to be established.

D. S. Myer

Director



October 15, 1942

MEMORANDUM TO: Department Heads

SUBJECT: USE OF TERMS "JAPANESE", "CAMP", AND "INTERMENT"

The words we use in correspondence, in reports and in conversation with the evacuees, exercise a great deal of influence in determining the attitude of the evacuees and of the American public toward the activities of Poston and the entire War Relocation Authority. It is, therefore, distinctly worthwhile for employees of Poston to make an effort to avoid using certain terms that are misleading and inappropriate.

It is inaccurate to refer to the persons who have been evacuated from the West Coast as "Japanese". The Japanese are the people who live in Japan. The persons who have been evacuated from the West Coast are people of Japanese ancestry, but they are not "Japanese" in all cases. With a few exceptions, they have come to the United States because they want to live here and two-thirds of them are citizens of the United States.

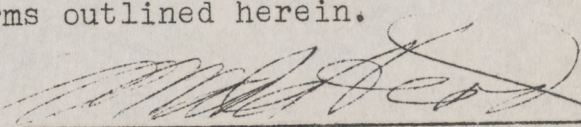
It is even more objectionable of course, to refer to the evacuees as "Japs". They do not like that word; nor would you if you were an American of Japanese ancestry. "Japs" means the subjects of the Japanese Emperor, and living in Japan.

The Term "Camp" when used to refer to Poston is likewise objectionable. It leads people to confuse Poston as administered by the Indian Service and War Relocation Authority with the detention camps and internment camps administered by other agencies. It is suggested that you use the term Poston I, Poston II, Poston III.

The evacuees are not "internees". They have not been "interned". Internees are people who have been individually suspected of being dangerous to the internal security of the United States, who have been ordered confined in Internment Camps administered by the Army. In no sense of the word, is Poston an Internment Camp.

In lieu of the misleading, question-begging and emotion-laden terms as "Japanese", "Japs", "Camps", and "Internees", employees of the War Relocation Authority in Poston should refer to the persons who have been evacuated from the West Coast to Poston as evacuees; and to the Project as a relocation center. The term "resident" of Poston is, of course, also acceptable.

I should appreciate your calling the contents of this memorandum to the attention of the members of your staff and insisting that they use the terms outlined herein.

  
W. WADE HEAD  
Project Director



COLORADO RIVER WAR RELOCATION PROJECT

Peston, Arizona  
October 17, 1942

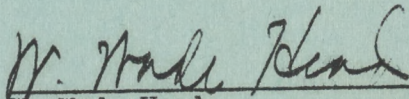
Memorandum to: Division Heads

Your attention is called to the provisions of Administrative Instructions No. 27, Section VIII-F, which reads as follows:

- F. In addition to the clothing allowances, special uniforms shall be issued free of charge to the following persons: Cooks, mess personnel, doctors, nurses, and police and fire department personnel, in those cases where the wearing of uniforms is required by the Authority. Also, special work clothing, such as rubber boots, welding gloves and masks, etc., shall be issued free of charge, where their use is so required.

Division heads are requested to give consideration to the need of various employees for items of work clothing. If any doubt exists as to whether the Authority requires certain types of clothing to be used by the employees the matter should be taken up with the Director or the Associate Director of the Project.

Purchase requests should be initiated covering the procurement of necessary items at the earliest practicable date. If provision has not already been made in the Budget of the particular division involved the matter should be taken up with Mr. A. W. Empie, Chief Administrative Officer, or Mr. Cecil C. Edwards, Principal Accountant and Auditor.

  
W. Wade Head,  
Project Director.



*Empire*

Colorado River War Relocation Project  
Poston, Arizona  
October 19, 1942

MEMORANDUM TO DIVISION CHIEFS.

*WJ*

This memorandum is merely a re-statement of policy which was made upon the appointment of Mr. Ralph Gelvin as Associate Director of this project, and is herewith being re-stated now in order that the new people arriving may be so informed.

I have delegated Mr. Gelvin, as Associate Project Director, with exactly the same authority and responsibility I hold as the Director of this project. You can, at any time, discuss any of the problems or policies with him and the decisions made by him shall be final.

W. WADE HEAD  
Project Director.

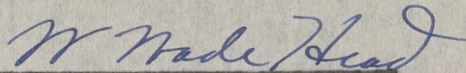
WWH:hj



November 3, 1942

MEMORANDUM TO: All Department Heads

Mr. Norris James will be responsible for the preparation of all reports as instructed under Administrative Instruction No. 57. It is requested that each department cooperate with him to the fullest extent to make this report a success.

  
W. Wade Head  
Project Director

*Evans*



COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA  
Nov. 17, 1942

MEMORANDUM TO: All Department Heads

FROM: W. WADE HEAD

*WJ*

This is to advise that Mr. Gelvin and myself will be absent from the project for a period of four days, during which time, Mr. John Evans will be Acting Project Director.

*W Wade Head*  
W. Wade Head  
Project Director

hjj

CHIEF ADM. OFFICER	
REC'D	NOV 17
NOTED	
POSTED	
FW'D	

*Empie*



COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA  
DEC. 23, 1942

MEMORANDUM TO DIVISION HEADS.

Effective December 15, 1942, the Regional Office was discontinued and the personnel transferred to the War Relocation Authority in Washington, D. C.

Project Directors have been instructed that they will be responsible to the Director rather than to the Regional Director. All project correspondence formerly directed to the Regional Office will be directed to Washington, with the exception of the following:

1. Requests for Military travel permits.
2. Inquiries regarding deferred evacuees.
3. Correspondence regarding evacuee property and possessions.
4. Requests for transportation of evacuee household goods.
5. Correspondence regarding the procurement of subsistence supplies (until the establishment of the mess operations section in Washington).
6. Certain other minor matters.

Letters and telegrams received in the Regional office after December 15, from the projects, and which require an answer, will be forwarded to Washington for reply, if time will permit or unless the subject matter is of an extremely routine nature. Where time will not permit or where the subject of the correspondence is a matter of little consequence, the division chief concerned in this office may reply to the Project Director. However, this is only a temporary arrangement and future instructions will be issued from the Washington Office.

All correspondence going to the San Francisco Office at present, should be addressed to ~~Harvey M. Coverley~~, Acting Regional Director.

*A. B. Cozzens*

*Ralph M. Gelvin*

Ralph M. Gelvin  
Acting Project Director

hj

(1369)



COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

March 1, 1943

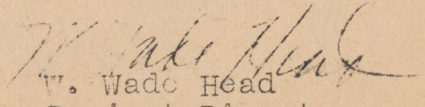
MEMORANDUM TO: ALL DIVISION HEADS AND BRANCH CHIEFS:

Effective March 1 the Procurement Division has been authorized to process procurement requests limited to food-stuffs, hospital supplies, materials, and equipment, gasoline and oil, emergency repair parts, and other emergency purchases essential to the continued operation of the Project. Purchase requests issued pursuant to a priority issued by the War Production Board will also be processed if otherwise in keeping with approved programs. All other purchase requests will be held pending the liquidation of obligations heretofore incurred in the operation of the Project.

This action is brought about by the fact that a great number of obligations are still unliquidated and many vendors have refused to render further services or enter into an agreement to furnish this Project additional supplies, materials, or equipment pending payment of past-due accounts. In order to bring the work of the Fiscal Division and Routing and Audit Division to a current status, Division Heads and Branch Chiefs will be expected to cooperate with the Administrative Branch to the extent of transferring temporarily for the necessary length of time persons best qualified to assist the various sections in completing all work involved in the liquidation of Project obligations.

Persons who are considered best qualified to assist the Administrative Branch should be referred to Mr. Empe for interview and appropriate discussions with the Division Heads of the Administrative Branch.

Your complete cooperation in this program is necessary to the further operation of the Project and will hasten the date when additional procurement can be undertaken.

  
W. Wade Head  
Project Director



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War Relocation Authority  
Colorado River War Relocation Project  
Poston, Arizona

March 10, 1943

MEMORANDUM: Poston Workers and  
Department Heads

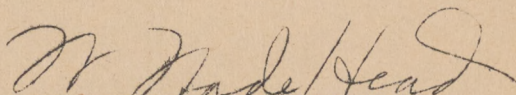
FROM: W. Wade Head  
Project Director

Effective today all workers must give their department heads at least one week's notice before changing jobs. This applies to changes from one department to another within the Project as well as for workers planning to work in the Camouflage Net Factory. Department heads are authorized to refuse job releases unless this notice is given.

This procedure in no way interferes with the worker's right to select his own job in any department in the Project or in the Camouflage Net Factory. This is a right that all workers have.

Notice of intention of quitting is a courtesy long recognized in employment and I am sure that all employees will see the fairness of it and will cooperate willingly and cheerfully.

SO that no misunderstanding may arise, I suggest that notice of intention to change jobs be given the Department Heads in writing by the workers.



W. Wade Head  
Project Director

VRK:MK



*Mr. Gilman*

COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

March 18, 1943

MEMORANDUM TO: DIVISION HEADS, BRANCH CHIEFS, AND OTHER  
APPOINTED PERSONNEL

You are no doubt aware that March 1943 has been designated by the American National Red Cross as the month during which the Red Cross War Fund Campaign is to be launched and carried through to successful conclusion. You no doubt are also aware of the fact that the local Chapter of the American Red Cross has been organized for the past six months and has rendered a very fine and necessary service to the community of Poston Units I, II, and III.

The Local Chapter, headed by Mr. Aijiro Takahashi, Chairman, and Mr. R. J. Takeda, Secretary, operates in exactly the same manner as any local Chapter under the direction of the National headquarters. Local activities sponsored by the Poston Chapter include Disaster Preparedness and Relief, Home Nursing Courses, First Aid and Water Safety Courses, Accident Prevention, Junior Red Cross Work, Public Health and Sanitation, Volunteer Special Services, and other activities vital to the welfare of the community. As you no doubt recall, the Red Cross took a very active and whole-hearted interest in the recent traffic problems and regulations.

The following data are shown to indicate the unusual importance of this campaign during 1943 in light of present world conditions:

- (1) Half of the money collected last year by the Red Cross was spent on services to the armed forces.
- (2) The Red Cross has expended \$65,769,853 on relief to war-torn countries, helping 20,000,000 people in the United States, Asia, and Africa.
- (3) There were 172 disasters last year on which the National Red Cross spent \$1,500,000 without any appeal for funds.
- (4) One-half million surgical dressings each month are made by Red Cross volunteers.
- (5) The administrative expenses of the National Red Cross were 2.88% last year.

In his message regarding the War Fund, Chairman Norman H. Davis of the National Red Cross Headquarters stated:



"The obligations of the American Red Cross are always heavy. In a world at war, the grimmest one of history, these obligations are almost overwhelming. They shall not become so. The American people, their Red Cross, fulfill their obligations.

"These obligations of the Red Cross are imposed by the Congress of the United States. Moreover, they devolve uniquely upon the Red Cross because of international treaty, Executive Orders, Army and Navy regulations. Out of decades of experience, the Red Cross can cope with them effectively and efficiently as the Red Cross always has, to the extent that Support and Cooperation Is Given By The People."

I have stated in behalf of the appointed personnel that members of the Project organization, including appointed personnel of all Divisions, should be given an opportunity to join the Red Cross this year and contribute to the War Fund. For purposes of carrying on the campaign, the heads of each Division and the Branch Chiefs of the Project are hereby designated to act in the capacity of campaign workers, or "salesmen." In order that there may be no misunderstanding as to the persons designated, the Heads of the various Divisions and Branch Chiefs are listed as follows:

Engineering Branch:

R. H. Rupkey, Chief Engineer  
E. L. Decker, Irrigation Engineer  
D. R. Bowman, Utility and Operation and Maintenance Supt.  
C. A. Popkin, Building Construction Engineer  
H. A. Short, Superintendent of Construction  
Lyle F. Warnock, Road Engineer  
L. M. Armstrong, Superintendent of Subjugation

Community Services Branch:

Miss Nell Findley, Chief of Community Services  
Dr. John W. Powell, Director of Community Welfare and Activities  
Dr. A. Pressman, Director of Health and Sanitation  
Dr. Miles E. Cary, Director of Education

Agriculture and Industries Branch:

H. A. Mathiesen, Chief of Agriculture and Industries  
R. G. Fister, Chief of Community Enterprises  
W. C. Sharp, Chief of the Agricultural Division

Administrative Branch:

A. W. Empie, Chief Administrative Officer  
Clair S. Brereton, Chief of Mails, Files and Communications  
C. H. Smith, Personnel Officer  
J. W. Shepard, Fiscal Officer



INSTRUCTIONS TO DIVISION HEADS AND BRANCH CHIEFS ACTING AS  
AMERICAN RED CROSS WORKERS IN THE 1943 WAR FUND CAMPAIGN:

- (1) Secure from the Personnel Officer, Mr. C. H. Smith, a list of all appointed personnel within your Division to insure that no one is overlooked.
- (2) Circulate throughout the Division copies of the pamphlet entitled "GIVE" containing information relative to Red Cross activities.
- (3) Be sure you have a sufficient supply of forms for your use in soliciting contributions from the appointed personnel of your Division, including Form 1824, Contributors' List; Form 1828, Certificate of Membership; lapel tags and window stickers.

(2188)



Administrative Branch (Continued)

R. W. Gribbens, Procurement Officer  
F. M. Haverland, Supply and Transportation Officer  
C. E. Snelson, Chief Project Steward

Project Director's Office:

Leonard L. Nelson, Executive Assistant

These persons will be responsible for seeing to it that each appointed employee within their particular part of the organization is interviewed and has been given an opportunity to join in this important campaign.

One of the important things to remember this year is that ordinarily to join the Red Cross it is necessary to contribute only the amount of \$1.00. This year, however, with the conditions such as they are it is important that each member contribute as much as possible, and with this in mind the divisional workers are encouraged to remind respective members that Red Cross needs this year far exceed those of any other year in the history of the organization.

It is requested that each Division Head and Branch Chief immediately consult with Mr. A. W. Empie, Chief Administrative Officer, for the purpose of securing required materials in carrying on the campaign, together with instructions as to procedure and disposition of money collected. Please give this matter your wholehearted cooperation and make every attempt to conduct a successful campaign insofar as the appointed personnel of this Project is concerned.

*Ralph M. Gelvin*

Ralph M. Gelvin  
Acting Project Director



Colorado River War Relocation Project  
Poston, Arizona

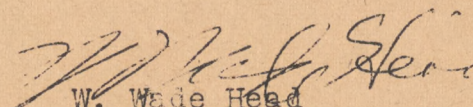
April 22, 1943

TO ALL BRANCH CHIEFS AND DIVISION HEADS:

In anticipation of the imminent departure of Mr. John G. Evans who is leaving the Colorado River War Relocation Project for service in another government agency, I am appointing Mr. L. L. Nelson to the position of Unit Administrator of Poston I.

Effective today all documents, requisitions, and other papers which formerly required Mr. Evans' signature for authorization will bear the signature of Mr. Nelson.

I feel sure that Mr. Nelson can count on the full support and cooperation of the entire administrative staff in the performance of his new duties.

  
W. Wade Head  
Project Director







Mr. Sawabe

Dr. Cary

COLORADO RIVER WAR RELOCATION PROJECT  
Peston, Arizona

May 17, 1943

MEMORANDUM TO: All Division Heads  
FROM: W. Wade Head, Project Director  
SUBJECT: Preparation of Priority Application Forms

Administrative Instruction No. 37 revised as of April 28, 1943,  
Section 3, Paragraph B, states as follows:

"The Project Director shall designate one of his staff to be responsible for the preparation of all PD-200's. This person shall make a careful study of all pertinent War Production Board instructions, arrange with the State Office of the Board to inform him of changes in instructions and maintain a file of all PD-200's prepared and approved. He must be thoroughly familiar with all the restrictions of Limitation Order L-41. All the Relocation Centers now have copies of this Order."

I have designated Mr. R. N. Parnell, Associate Engineer, as the person responsible for the preparation of all PD-200's.

Will you please see that all such forms are made through him.

W. Wade Head

W. Wade Head  
Project Director

kt



Colorado River War Relocation Project  
Poston, Arizona

Memo To: All Division Heads and Employees

From: W. Wade Head, Project Director

Date: July 1, 1943

Your attention is directed to the use of the telephone service on the Project. Since the installation of the new switchboards the number of telephone calls to be handled has more than tripled.

The Poston I exchange has 12 trunk lines: 3 long distance, 3 Parker and 3 each to Units II and III. In addition there are 80 stations on the board and this does not include all the telephones on party lines. During business hours it is not unusual for from 25 to 40 calls to come in per minute. These are both long distance and local calls. There are only 15 pairs of cords on this board and it takes one pair to complete each call. Obviously the calls come in faster than an operator can possibly handle them. Also, as happens increasingly often, all cords are engaged and it is impossible for the operator to answer an incoming call until a call in progress is completed. There is only one way this condition can be relieved and that is to reduce the number of telephone calls being made.

None of the telephones on the Project are here for personal or social calls. The only calls to be made over these phones are those pertaining to project business. Some offices are abusing the use of their telephones by holding long and unnecessary conversations thereby preventing other, possibly urgent, calls from being completed. Each person, both appointed personnel and evacuees is therefore requested:

- (1) To make every effort to reduce the number of telephone calls from his respective office.
- (2) To limit all calls to project business only.
- (3) To make his conversation as brief as reasonably possible.

CHIEF ADM. OFFICER	
REC'D	JUL 1 1943
NOTED	
FORWARDED	
FW'D	

*[Handwritten signature/initials over the stamp]*

*[Handwritten signature]*  
W. Wade Head,  
Project Director

CSB;c

(5211)



*Wade*

July 20, 1943

MEMORANDUM TO: All Division Heads and Branch Chiefs

FROM: W. Wade Head, Project Director

This office has been notified that effective July 1st, all telegram rates were increased 20 percent and that our appropriations do not contain any increase allotments to cover additional costs for communications. This means locally that much of the telegrams now being sent must necessarily in the future be done through correspondence. It is believed that most of the business now being done through telegram can be handled just as well by letter. It is noticed that many departments have formed ~~into~~ a habit of sending a wire rather than writing a letter because it is much more simple. In the future no telegrams will be approved by this office if it is felt that a letter will serve the same purpose.

*W. Wade Head*  
W. Wade Head  
Project Director



Staff: Redd + initial

C.C.

COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

July 21, 1943

MEMORANDUM TO: Each Unit Administrator, Division Head, Branch Chief,  
Block Manager, and Council

FROM: W. Wade Head, Project Director

Mr. Gelvin and I will be away from the project for approximately one week. Mr. Morris Burge, Unit Administrator of Poston 3 will be Acting Project Director during our absence. I am sure that you can depend upon him with full cooperation and he will be left with full authority as director.

W. Wade Head  
Project Director



*C. Brereton*

COLORADO RIVER WAR RELOCATION PROJECT

Alton, Arizona

July 31, 1943

Memorandum to: All Branch Chiefs, Division Heads and Section Heads

Subject: Termination of Evacuee Employees

Effective July 31 the total work force of this project will be reduced 10%.

At the meeting of the Joint Manpower Commission held Friday, July 16, the following suggestions were offered as a guidance to department heads for selecting the persons to be terminated:

1. Their lack of ability to perform their duties and their inexperience on the job. Consideration should be given to cheerful, willing and qualified workers.
2. Persons who have not been giving full attention to their jobs, who have not worked their allotted time, and who do not seem to have any appreciation for the work they are doing.
3. Wherever possible, no family should be left without one wage earner within the family. Whenever practical, family heads should be retained.
4. When the above suggestions have been followed attention should be given to seniority of workers within the section.
5. When it is necessary to make a reduction of a number of workers it might be possible to arrange some sort of a shift method of employment, i.e., one group of workers could be employed for one month and then laid off and the second group of workers might be employed for the same period, rotating shifts so that all persons receive equal attention.
6. When the above suggestions do not seem adequate, at the discretion of the section head a straw ballot could be taken to determine those persons to be terminated.

*Giles L. Zimmerman*  
Giles L. Zimmerman  
Chief, Employment Division

mf



COLORADO RIVER WAR RELOCATION PROJECT

Poston, Arizona

July 30, 1943

Memorandum to: Unit Administrators, Units 1, 2 & 3  
Unit Leave Offices, Units 1, 2 & 3  
Mr. W. Wade Head Mr. Ralph Drennen  
Mr. Ralph Gelvin Mr. Roy Yoshida  
Mr. J. G. Hunter Block #15 Manager  
Block Managers Supervisor

Subject: Former Arizona Residents

This memorandum is to clarify the confusion regarding the status of former Arizona residents.

PRESENT STATUS. On March 23 Mr. Myer announced that former Arizona residents from areas outside of the reduced military zones within the state of Arizona were free to leave this project and return to their homes or go elsewhere throughout the United States, excluding the Western Defense Command areas. Therefore, all of these former residents are eligible to leave this project. However, if they remain in the project they are bound by all the rules and regulations pertaining to any other evacuee resident of the Colorado River War Relocation Project.

INDEFINITE LEAVE. When a former Arizona resident wishes to leave this project on a permanent basis he will be given an identification release in the form of a letter.

SHORT TERM LEAVE STATUS. When it is necessary for a former Arizona resident to leave this project for a trip of limited duration it will be necessary for him to make application through his Unit Leave Office on the usual short term application form. This will be handled the same as any other short term leave application and permission will be granted or denied at the discretion of the Project Director.

RETURN REGULATIONS. When a former Arizona resident leaves this project under the indefinite leave release he is eligible to return under the following two categories:

Visits. He shall be permitted to return to the project on application to the Project Director for a period not exceeding seven days. This period may be extended at the discretion of the Project Director. During the period of his visit he shall be charged at the rate of 20¢ per meal and 20¢ per night



for housing. Should he stay with members of the family during the time of his visit on the project, his housing charge will be waived.

Permanent Residence. Application should be made to the Project Director to return to the project as a permanent resident and with full privileges and all limitations as such. If the applicant returns to the project before permission is granted, he shall be carried as a visitor and is liable for charges until such time permission is granted. Should the Project Director grant this permission the letter of identification release must be returned for cancellation.

Application for re-entry may be made either directly to the Project Director or through a relocation officer for transmission to the Project Director.

*MORIS Burge*  
Moris Burge  
Acting Project Director

GLZ:mf



*Mr. Empie*

Colorado River War Relocation Project  
Poston, Arizona

August 6, 1943

MEMORANDUM TO: All Division Heads

SUBJECT: Mimeographing

For the next six weeks, the segregation program will involve a large amount of mimeographing. During this period of time, please do not request any mimeographing work to be done that is not absolutely essential. It is anticipated that the segregation program will take up all the time and facilities of the Mimeographing Department.

Please inform all employees of your staff so that there will be no unnecessary requests for mimeographing work.

W. Wade Head  
Project Director

RMG:fo

cc: Miss Brereton

✓ Mr. Empie  
Mr. Rupkey  
Mr. Sharp  
Mr. Knutson  
Dr. Powell  
Dr. Harris  
Dr. Pressman  
Mr. Belt  
Mr. Zimmerman  
Unit Administrator I, II, III  
Mr. Haas

*File*

CHIEF ADM. OFFICER	
REC'D	AUG 10 '43
NOTED	
POSTED	
FW'D	AUG 10 '43

FISCAL OFFICER	
REC'D	AUG 10 '43
NOTED	AUG 10 '43
POSTED	
FW'D	

SUPPLY & TRANSP. OFFICER	
REC'D	AUG 6
NOTED	AUG 9
POSTED	
FW'D	

CHIEF ADM. OFFICER	
REC'D	AUG 8 '43
NOTED	
POSTED	
FW'D	AUG 6 '43

*copy*



Colorado River War Relocation Project  
Poston, Arizona

August 6, 1943

MEMORANDUM TO: All Division and Section Heads

You may be called upon frequently during the next few weeks to provide supplies for use in the Segregation Program now under way. Principle items which may be involved are those of office supplies, stationery, office equipment, etc. Mr. Moris Burge, Officer in charge of Segregation, will call upon the Procurement Office to secure supplies, materials and equipment. The Procurement Office, in turn, may be required to call upon the Divisions and Sections to transfer various items immediately, pending delivery from outside sources to the Project.

Every effort must be made to cooperate fully with the Procurement Office in this regard in order not to delay the Segregation Program which has No. 1 priority over all other Project requirements. Your close cooperation in this regard is of paramount importance.

APPROVED:

*W. Wade Head*  
W. Wade Head  
Project Director

*A. W. Empie*  
A. W. Empie  
Chief Administrative Officer

(3490)



*mem 3*  
*project direct. memo*  
*Cherry*

COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

August 6, 1943

MEMORANDUM TO: All Division and Section Heads  
FROM: W. Wade Head, Project Director  
SUBJECT: Segregation Program

The segregation program is now under way and it will be necessary to call upon all Divisions for assistance. Work in connection with this program will have priority over all other activities.

Moris Burge has been appointed to take ~~charge~~ of the operation of the program in all three camps. The headquarters of the segregation staff will be Room 42, Administration Building, Poston 1. The phone number is 162.

Will you please give Mr. Burge and his staff every possible cooperation.

*Wade Head*  
W. Wade Head  
Project Director



COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

10/8  
September 10, 1943

MEMORANDUM FOR      DIVISION HEADS  
FROM                   Mr. W. Wade Head, Project Director

The last phase of the Segregation Program is now underway. It will involve considerable work in crating and moving evacuees' household goods and baggage, and transportation of the evacuees who are leaving. This will mean that the Segregation Program will be making urgent calls on almost all divisions for both personnel and equipment, including carpenter tools and trucks.

I have already stated that this work will have priority over all other project business for the period of segregation. Will you please meet all demands that are made on you and your staff and give this work your full cooperation.

*W. Wade Head*

W. Wade Head  
Project Director



Mr. Empie

Colorado River War Relocation Project  
Poston, Arizona

October 1, 1943

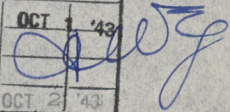
MEMO TO: Staff Members

SUBJECT: Acting Project Director

This is to advise you that Mr. Gelvin has returned to the project.  
Letters and wires should be prepared for his signature as Acting  
Project Director.

Dorothy Stevick  
Secretary to Mr. Head

CHIEF ADM. OFFICER	
REC'D	OCT 1 '43
NOTED	
POSTED	
FW'D	OCT 2 '43





300

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

October 2, 1943

Memorandum to: All Branch Chiefs

As you are well aware, the departure of the segregates to Tule Lake will have a very disruptive effect on the employment situation. In addition to this, there are many job openings not filled at all. Finally, we must reduce numerous positions to come within the overall quota set by the instructions from Dillon S. Myer. Immediately following segregation, the Employment Division will make a detailed review of the entire employment situation and take the necessary steps to try to adjust the situation.

Feeling that this condition gives us an opportunity for improvement in the employment situation, it has been recommended by the Committee on Employment that all terminations and assignments be reduced to a minimum, effective October 1st, and remain in effect until October 15. Many evacuees are changing jobs and this is quite disruptive to the established program. While we do not wish to freeze employment completely, feeling that this would be too drastic a measure, I am requesting that all branch chiefs and their assistants give serious thought to this matter and make an earnest effort to reduce employment turn-over until such time that we can establish satisfactory standards for the improvement of project employment. Your cooperation in this regard will be greatly appreciated.

In order to assist you in deciding whether terminations and assignments should be made, it will be necessary to have the specific approval of the employment department on all such transactions during October 1 to 15. The unit employment offices have been instructed not to honor any termination or assignment orders unless personally signed by the branch chief and approved by Mr. Giles L. Zimmerman, Chief of Employment, or Mr. Edward Nossoff, Assistant Chief of Employment.

*Ralph M. Gelvin*  
Ralph M. Gelvin  
Acting Project Director



Family Welfare  
Office

COLORADO RIVER WAR RELOCATION PROJECT  
Poston Two, Arizona

November, 8, 1943

Memorandum to: All Division Heads

Subject: WRA Form 21

Quote:

"Under the provisions of the new Administrative Manual and Finance Handbook, all Timekeeping functions are being decentralized to the Division, and hereafter, it will be the prime function of the Division heads to keep time records, complete time cards at the end of each payroll period and prepare cost summaries for each group of time cards. To this end the full resources of the Cost Accounting Unit will be available to assist each Division in establishing its internal procedure.

WRA form 21, Notice of Assignment, will be used by each division to check time cards for workers' eligibility to receive pay. In this respect it is essential that each division have a complete file of Notices of Assignment. To assist the division in establishing this complete file, it is hereby requested that each division submit to my office, no later than November 5, 1943, all Notices of Assignment in their possession, with proper titles and rates of pay indicated. It would be desirable to have these notices submitted in geographical groups, such as the subjugation crew, school construction crew, warehouse crew, etc.

After these groups of Notices of Assignment have been received, they will be reconciled with the file maintained in Cost Accounting. All missing notices will be replaced by this office and all irregularities will be straightened out.

With the full cooperation of each division it is hoped that we will have this job completed and the division files returned by November 15, 1943. Complete instructions covering the timekeeping procedure will be issued at that time.

The cooperation of everyone concerned is earnestly solicited."

PLEASE BRING ALL NOTICES TO MY OFFICE IMMEDIATELY.

*James D. Crawford*  
James D. Crawford  
Poston Two Administrator



Colorado River War Relocation Project  
Poston, Arizona

November 23, 1943

MEMORANDUM TO: ALL Division & Section Heads

FROM: John W. Powell, Acting Chief, Community Management Division

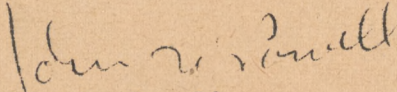
SUBJECT: Issuance of Clothing

There is a surplus stock of Army clothing in various sizes available in the warehouses on this Project. Under our instructions, they can be issued only to individual workers as personal clothing and the cost deducted from their clothing allowance.

Appointed Personnel Section Heads must execute warehouse requisitions for the clothing required by workers in their departments. These requisitions will then come to my office for approval. After clothing is secured from the warehouse, issuance is to be made to each individual upon execution of a W. R. A. Clothing Issue Receipt signed by the recipient in quadruplicate. These should be routed as follows:

- a. Original to Family Welfare Section which enters the deduction against the clothing allowance.
- b. Duplicate to the Property Control Officer to credit the account to the Section Head.
- c. Triplicate to the Section Head to whom the clothing is charged by the Warehouse.
- d. Quadruplicate to be kept by the individual to whom the clothing is issued.

If Receipt Form is not signed and distributed as requested here, the charge for the clothing will stand against the account of the Section Head based on the executed Warehouse requisition, therefore, attached is a supply of these Receipts to be kept on hand and their proper distribution and execution cannot be too highly emphasized. This will also serve to advise the Warehouse that requisitions for clothing shall be issued over my signature only.

  
John W. Powell  
Acting Chief, Community Management

(3970)



Mr. Nelson

Colorado River Relocation Project  
Poston, Arizona

November 25, 1943

MEMO TO: DIVISION HEADS

SUBJECT: Acting Project Director

Mr. Head and I will be away from the project for several days. In our absence, starting Friday, November 26th, Mr. Morris Burge will serve as Acting Project Director.

Please give Mr. Burge your utmost cooperation and assistance.

Ralph M. Gelvin  
Associate Project Director



# FUEL OIL SHORTAGE

Colorado River War Relocation Project  
Poston, Arizona

December 17, 1943

## IMPORTANT

Memorandum to: All Administrative Heads, Branch Chiefs,  
and Block Managers

Subject: Shortage of Fuel Oil

Due to a shortage of No. 2 Fuel Oil which will exist between now and the First of January, it is imperative that the consumption of fuel oil in heating stoves be cut by one-third.

You are hereby urged to caution and advise everyone within your jurisdiction to make a serious attempt to conserve in the use of fuel oil.

*W. Wade Head*  
W. Wade Head,  
Project Director

(4055)



Colorado River Relocation Project  
Poston, Arizona

January 1, 1944

MEMORANDUM TO: All Division and Section Heads

FROM: Project Director

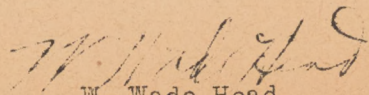
Effective today, all supplies, equipment and materials now on the Project, purchased for various activities, are hereby released for general Project distribution.

This property shall be available to any activity if Requisition Form 5-720, adequately justified, is submitted direct to the Property Control and Warehouse Office, located in Administration Building No. 4.

Division heads who have previously ordered certain supplies and materials for specific projects, however, may establish a reserve supply by the following method.

1. Submit a requisition for supplies required for the first quarter of 1944 on or before January 15, 1944.
2. The requisition must include a statement as to whether supplies were purchased on priority, for project approved by the W.P.B., the approximate date required, and the statement in the left hand margin "RESERVED".
3. Requisitions submitted will be registered and reviewed for action requested. All other property remaining on the Center will be available for filling routine requisitions.

This action is necessary to the operation of WRA Property Control and Warehousing procedures.

  
W. Wade Head

Project Director



Colorado River Relocation Project  
Poston, Arizona

January 1, 1944

INSTRUCTIONS FOR PREPARATION OF REQUISITIONS

Effective January 1, 1944

Requisitions for materials, supplies or equipment to be drawn from warehouses shall first be submitted to the Property Control and Warehousing Office located in Administration Building No. 4 for inspection, posting and numbering. After numbering it will be forwarded to the warehouseman for filling. If it is for materials, supplies or equipment to be purchased, this same requisition will be forwarded to the Procurement Office by Property Control for purchasing. One requisition form will be used for two purposes. 1. Warehouse issues. 2. Purchases.

Your particular attention is called to the following information which must be shown on the requisition:

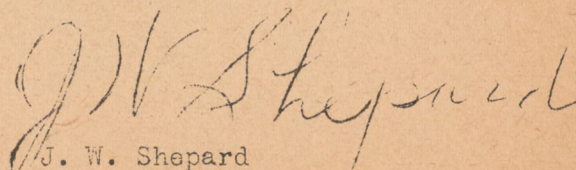
1. Name of activity
2. Cost account symbol
3. Complete description of article(s) ordered
4. Justification for use of the article(s)

Any requisition presented that does not have the above information cannot be approved by the Property Control and Warehousing Office for completion. Requisition Form No. 5-720 will be prepared in sextuplet. To do this, it will be necessary that three tissue copies be prepared along with the three printed forms. It is impossible to prepare six legible copies by pencil or pen and ink. It therefore becomes mandatory that requisitions be prepared by typewriter. All requisitions will be presented to the Property Control and Warehousing Office, regardless of the location of the materials desired.

APPROVED:

  
L. L. Nelson

Acting Assistant Project Director

  
J. W. Shepard  
Finance Officer



Colorado River War Relocation Project  
Peston, Arizona

January 5, 1944

MEMORANDUM TO: Section Heads, Community Management Division  
FROM: John W. Powell, Chief of Community Management  
SUBJECT: Travel Money for the Third Quarter

Mr. L. L. Nelson, Chief of Administrative Management, has sent me the following memorandum:

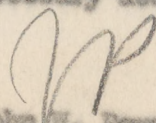
"The third quarter allotment for the operation of this project has been received. On analyzing the budget estimates against the money received, we find that there has been quite a reduction made in several of our classification accounts.

"In your 02 Travel account in the Community Management Division you requested \$1,000.00 broken down as follows: \$200.00 Community Management; Education, \$200.00; Health, \$300.00; Internal Security, \$100.00; Business Enterprises, \$200.00 or a total of \$1,000.00. The appropriation received for your division for travel for the third quarter amounts to \$700."

In re-allocating the reduced amount among the sections which share in it, I am suggesting the following breakdown:

Community Management (including Family Welfare, Community Activities, Community Analysis and the Assistant Project Director).....	\$160
Education.....	\$150
Health.....	\$200
Internal Security.....	\$ 50
Business Enterprises.....	\$100

In order to keep within this reduced allotment, two procedures would be desirable. First, all travel authorizations should carry my signature; and second, estimated costs of the trip should be given my office for referral to the Divisional Cost Accountant, Mr. Tom Miyamoto, and total amounts (per diem, transportation, and other) on vouchers submitted at the conclusion of these trips should be similarly referred to this office, so that the Cost Accountant can make the necessary deductions from month to month.

  
John W. Powell  
Chief of Community Management

JWP/ry

cc: Mr. Nelson



Colorado River War Relocation Project  
Poston, Arizona

January 18, 1944

MEMO TO: All Division and Section Heads

FROM : J. W. Shepard, Finance Officer

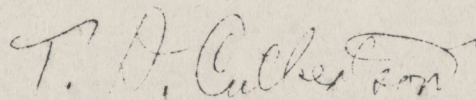
The gradual revision of procedure in regard to timekeeping has another step to be made before the revised system is completed. The timesheets, as were submitted for December by section groups and alphabetical order were very satisfactory, however, the step now to be executed is the actual preparation of the timesheets by each of these various Sections at the beginning of each month, under the supervision and with the assistance of the Divisional Cost Accountants. Only those timesheets will be made for those carried at that time. Timesheets for employees hired subsequently, or received through transfer during the month will be made by the Cost Accounting Unit. Each Section should have, by this time, their Notice of Assignments in proper order, ie: 19.00 class alphabetically and 16.00 class alphabetically, and timesheets should be prepared and submitted from them, in the 19 and 16 dollar order.

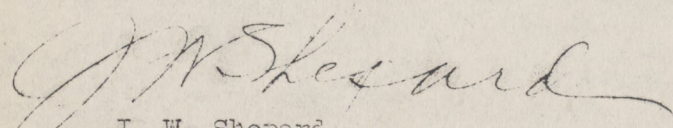
After the timesheets have been completed for the month they should be sorted by Cost Account Numbers, and the Forms 195 prepared. When these have been balanced, the timesheets are to be alphabetized by 19 and 16 dollar order for submission to the Cost Accounting Office, with the Forms 195 to cover.

It is the desire of the Regional Disbursing Office that payrolls be completed in the vicinity of 200 names, therefore, the grouping of each section and preparation of Forms 195 must be made to cover groups that will be included in one payroll.

The preparation of timesheets will be made by the Sections, effective February 1, 1944, covering the work to be performed during the month of February.

APPROVED BY:

  
T. D. Culbertson  
Cost Accountant

  
J. W. Shepard  
Finance Officer



WRA STUFF

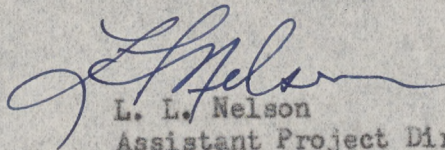
Colorado River Relocation Center  
Poston, Arizona

Mr. David French  
Community Analyst

January 24, 1944

MEMORANDUM TO: All Division Heads & Section Heads

Signs of uniform design with the proper designation are being placed on all offices. A directory of offices will shortly be placed in the entrance of the Administration Building. Will you please see that no other signs are placed in the corridors without first clearing through me.



L. L. Nelson  
Assistant Project Director



Colorado River Relocation Center  
Poston, Arizona

February 5, 1944

Mr. Burge

MEMO TO: Division Heads

SUBJECT: Gate Passes

Will you kindly see that all gate passes issued prior to January 1, 1944 for your Division are called in. There were a number of passes issued in card form without a termination date and we wish to cancel these. As you know, the present regulation limits the duration of work passes to one month. We will be glad to replace the old pass upon submission of a request for a monthly pass.

Will you also advise members of your staff whose families have "resident passes" of the old Manila card form that we now issue a new form of card pass for residents, and that they should turn in their old card at this office, and request a new card.

DUNCAN MILLS  
Acting Project Director

By  
Dorothy Stevick  
Secretary to Mr. Mills



*Chronological*

Colorado River Relocation Center  
Poston, Arizona

February 23, 1944

870  
MEMO TO: Division and Section Heads

SUBJECT: Relocation Program

In recent conversations with members of the staff, I have gained the impression that they are not in agreement with all existing relocation policies and methods.

Since relocation plays so large a part in the Authority's program I believe that all staff members, including those who may not be directly connected with relocation, should feel free to offer advice and suggestions for the improvement of the program. I believe, also, that those staff members who have by reason of long service at Poston or other centers acquired insight into the problems created by evacuation and life in the centers, are peculiarly fitted to offer constructive criticism of present policies and practices.

Mr. Burge and I expect to be in Washington early in March and I should like to take with me an expression of the views of interested staff members. Will you please see that your suggestions are in my hands not later than February 29.

*Duncan Mills*

Duncan Mills  
Acting Project Director

CHRONOLOGICAL

(191)



Mr. Morris Burge  
Deputy Project Director

COLORADO RIVER RELOCATION CENTER  
POSTON, ARIZONA

February 24, 1944

MEMO TO: All Division and Section Heads

FROM: Duncan Mills

There will be a special meeting for division and section heads in my office at 8:15 A.M. Monday, February 28th, to meet Mr. Harold Fisteffe of Cleveland and Mr. Robert Cullum of New York, members of the Relocation Team, who will be here next week. Will you arrange to attend?

*Duncan Mills*

---

Duncan Mills  
Acting Project Director



Colorado River Relocation Center  
Poston, Arizona

February 28, 1944

MEMO TO: Division, Section, and Unit Heads

SUBJECT: Acting Project Director

Mr. Burge and I expect to leave Poston Wednesday evening, March 1, for a meeting of Project Directors to be held in Washington the week of March 6. We expect to return to Poston on or about March 15.

During our absence, Mr. L. L. Nelson will serve as Acting Project Director.

Please notify stenographers that mail and wires which I have been signing should, in my absence, be prepared for the signature of Mr. Nelson.

*Duncan Mills*  
Duncan Mills  
Acting Project Director

(4197)

Colorado River Relocation Center  
Poston, Arizona

February 28, 1944

MEMO TO: Division, Section, and Unit Heads

SUBJECT: Acting Project Director

Mr. Burge and I expect to leave Poston Wednesday evening, March 1, for a meeting of Project Directors to be held in Washington the week of March 6. We expect to return to Poston on or about March 15.

During our absence, Mr. L. L. Nelson will serve as Acting Project Director.

Please notify stenographers that mail and wires which I have been signing should, in my absence, be prepared for the signature of Mr. Nelson.

*Duncan Mills*  
Duncan Mills  
Acting Project Director



*Burn*

Colorado River Relocation Center  
Poston, Arizona

March 4, 1944

MEMO TO: Division and Section Heads

SUBJECT: Change of Address - San Francisco Office

Effective March 6, 1944, the address of the War Relocation Authority office in San Francisco will be changed from the Whitcomb Hotel Building to:

War Relocation Authority  
Sheldon Building  
461 Market Street  
San Francisco 5, California

Telephone: Douglas 8173

*L. L. Nelson*  
L. L. Nelson  
Acting Project Director



76  
78  
61  
12  
49

Colorado River Relocation Center  
Poston, Arizona  
March 21, 1944

MEMORANDUM TO: All Division and Section Heads

FROM: Moris S. Burge, Acting Project Director

SUBJECT: Reassignment of Evacuee Workers

Reassignment of workers to conform to the Standard Evacuee Positions and limitations of the fourth quarter budget must be accomplished prior to April 1, 1944.

The schedule to accomplish this change requires that each Division must furnish the Personnel Management Section current and proposed organization information in tabulated form on or before March 27, 1944. See attached sample.

The alphabetical tabulations shall be prepared separately for Unit I, Unit II, and Unit III, and for each activity within the Division as of March 22, 1944; and shall show the name, title, and rate of all currently employed workers and proposed title and rate for these workers.

The proposed titles and rates must be identical with those authorized by Washington.

The breakdown by activities shall conform to the attached list of activities.

In cases where employees are to be transferred from one Division to another, a notation shall be made on the list opposite the individual's name stating, "to Operations", "to Community Management", or other appropriate Division.

In those cases where a transfer of workers from one Division to another is involved, a conference should be arranged between a representative of the releasing Division, a representative of the receiving Division, and Philip J. Cassilly, Personnel Officer. These conferences should be scheduled, and an agreement reached prior to the preparation of the final draft of the lists.

In cases where a currently employed worker is no longer required within the budget allocation and is not to be transferred to another Division, a notation should be made opposite the name stating, "to be terminated".



Three copies of each list shall be submitted to the Personnel Management Section on or before March 27, 1944.

The selection of persons for employment shall be made on the basis of merit. However, when other factors are equal, the following elements should be given consideration in the order of their listing when persons are being selected for termination.

1. Application for repatriation or expatriation.
2. Number of persons employed in immediate family.

In effecting the reassignment of these persons, it will not be necessary to issue termination notices on all individuals. Termination notices will be required only for those persons who will not continue in employment.

A specific request will be made by the Personnel Management Section for the termination documents necessary to bring their files into agreement with the lists submitted by each Division.

*MORIS S. BURGE*  
Moris S. Burge  
Acting Project Director



## A C T I V I T Y

Project Director  
Legal Division  
Reports Division  
Relocation Division  
Community Management Division  
    Ass't Project Director  
    Internal Security  
    Health  
    Education  
    Welfare  
    Community Analysis  
    Community Activities  
    Business Enterprises  
    Community Government  
Operations Division  
    Agriculture  
    Industry  
    Engineering  
    Fire Protection  
    Motor Transport and Maintenance  
    Heavy Equipment Maintenance  
    Drainage, Irrigation, and Flood Control  
    Roads  
    Subjugation and Excavation  
    Utility Maintenance  
    Building Construction and Maintenance  
    Designs and Drafting  
Admin. Mgt. Division  
    Ass't Project Director  
    Supply  
    Finance  
    Office Services  
    Statistics  
    Personnel Management  
    Evacuee Property



March 22, 1944

FOURTH QUARTER EMPLOYMENT

<u>OPERATIONS</u>	<u>FIRE PROTECTION</u>		<u>UNIT III</u>
Name	Present Title	Requested Title	Remarks
Abe, Hitoshi	Fire Chief	Fire Chief	
Bessho, Joe	Messenger	None	To Office Services
Chino, Masao	Fire Captain	Fire Captain	
Doi, Yutaka	Fireman	Fireman	
Ettow, James	Secretary	Clerk-Stenographer	
Fukunaga, Sam	Driver	Auto Fireman	
Hashimoto, Yasuo	Clerk	None	To Be Terminated
Imoto, Toshio	Fireman	Fireman	



Date \_\_\_\_\_

FOURTH QUARTER EVACUEE EMPLOYMENT

Division \_\_\_\_\_ Section \_\_\_\_\_ Unit \_\_\_\_\_

Name	Present Title	Required Title	Remarks
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Poston stuff

Colorado River Relocation Center  
Poston, Arizona

March 22, 1944

Dr. French

MEMO TO: Division and Section Heads

SUBJECT: Return to Project of Mr. Mills

This is to advise you that Mr. Duncan Mills will be back on the Project Thursday, March 23rd.

As of that date, letters and wires should be prepared for his signature as ~~Acting~~ Project Director

M. B.

Moris Burge  
Acting Project Director



*L. E. Curtis*

Colorado River Relocation Center  
Poston, Arizona

March 31, 1944

MEMO TO: Division and Section Heads

FROM: Duncan Mills, Project Director

SUBJECT: Block Census to be taken Saturday morning between  
8 and 9:30

As explained in the attached announcement, all residents of the center have been requested to remain in their apartments between 8 and 9:30 Saturday morning, April 1, for the purpose of a Block Census.

Please make sure that the employees in your section are advised of this plan and understand that they need not report for work until 10 o'clock on Saturday.

This does not apply to appointed personnel, who will report for work at the usual time.

*Duncan Mills*

Duncan Mills  
Project Director



Colorado River Relocation Center  
Poston, Arizona

March 31, 1944

MEMORANDUM

To: All Division and Section Heads

Subject: Rainbow Village vs. Hot Water, Excavation Project No. 1

In order that the installation of hot water facilities for "Rainbow Village" may be completed as soon as possible, a period of relaxation beginning Saturday afternoon, April 1, at precisely 12:01 o'clock and ending 8:00 A.M. Monday, April 3, 1944, is hereby granted employees residing in that neighborhood who have consented or who desire to participate in the construction of lateral ditches in connection with the subject project.

Division and Section Heads are requested not to excuse anyone for this purpose where absence from a regular tour of duty will prove embarrassing or detrimental to normal operations on the Center.

Employees not residents of "Rainbow Village" will be expected to observe the usual hours of work.

*Duncan Mills*

Duncan Mills  
Project Director



*Dr. French*

Colorado River Relocation Center  
Poston, Arizona

April 8, 1944

MEMO TO: Division and Section Heads

SUBJECT: Return of Project Director

This is to advise you that Mr. Mills will be back on the project Monday, April 10. Will you prepare correspondence for his signature accordingly.

*Morris Burge*  
os

Morris Burge  
Acting Project Director



*Mr. Bunge*

Colorado River Relocation Center  
Preston, Arizona

April 14, 1944

Memorandum to: All Division Heads

Subject: Acting Relocation Program Officer

Mr. James D. Crawford expects to be away from the Project for several days. In his absence, Mr. Edward Nossoff will serve as Acting Relocation Program Officer.

*Duncan Mills*

Duncan Mills  
Project Director



Poston admin. n.

Dr. French

Colorado River Relocation Center  
Poston, Arizona

April 17, 1944

MEMO TO: Division and Section Heads

SUBJECT: Acting Project Director

I expect to leave the project Wednesday morning,  
April 19th, for a week or ten days.

Effective immediately, correspondence should be prepared for the signature of Mr. Moris Burge, Acting Project Director.

*Duncan Mills*

Duncan Mills  
Project Director



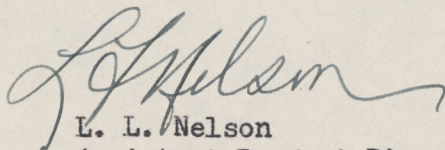
Colorado River Relocation Center  
Poston, Arizona

April 18, 1944

MEMORANDUM TO: Mr. Moris Burge  
Deputy Project Director

This is to advise you that I will be away from the project for a week or ten days.

During my absence, for any information you might desire concerning the Administrative Management Division, please contact Mr. J. W. Shepard or Mr. F. M. Haverland.

A handwritten signature in cursive script, appearing to read "L. L. Nelson".

L. L. Nelson  
Assistant Project Director



Poston Admin. Notes.

*Trench*

Colorado River Relocation Center  
Poston, Arizona

April 26, 1944

Memo to: All Division and Section Heads

From: Philip J. Cassilly  
Personnel Officer

Subject: Notice of Assignments (Reclassification, April 1, 1944)

The new Notice of Assignments dated April 1, 1944 for reassignment of workers to conform to the standard of Evacuee Positions and limitations of the Fourth Quarter Budget have been distributed to you for necessary signature of the worker and the appropriate section or division head concerned.

In order that proper recording may be made in the Fiscal Section for preparing Evacuee payroll and employment office records, it is imperative that these Notice of Assignments be signed and distributed immediately.

Your full cooperation in completing this transaction will be appreciated.

*Philip J. Cassilly*

Philip J. Cassilly  
Personnel Officer



Poston Admin Notices

Dr. French

Colorado River Relocation Center  
Poston, Arizona

April 29, 1944

MEMO TO: Division and Section Heads

SUBJECT: Return of Project Director

This is to inform you that Mr. Mills will be back on the project Monday, May 1. Will you prepare correspondence for his signature accordingly.

*MB*

Moris Burge  
Acting Project Director



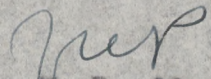
Poston Admin. Notices.

Colorado River Relocation Center  
Poston, Arizona

May 5, 1944

MEMO TO: Dr. D. French  
FROM: John W. Powell, Chief, Community Management Division

Dr. Balderston and I will be away from the Project from May 5th to 15th. Mr. Morris Burge will be Acting Chief of Community Management during this period and will sign all necessary papers.

  
John W. Powell, Chief  
Community Management Div.

JWP:mrf



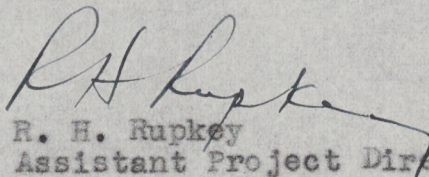
Colorado River Relocation Center  
Poston, Arizona

May 19, 1944

MEMO TO: Mr. Mills  
          Mr. Burge ✓  
          Mr. Harper      Mr. Fien  
                             Dr. West  
                             Mr. Popkin

We have been notified that power from Parker Dam will be off between the hours of 1:00 a.m. and 7:00 a.m., Sunday, May 21.

Will you please arrange your activities to take into account this power outage.

  
R. H. Rupkey  
Assistant Project Director

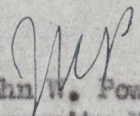


Colorado River Relocation Center  
Poston, Arizona

June 5, 1944

MEMO TO: Dr. David French

I shall be absent from the Project for a few days. During my absence Walter Balderston is authorized to sign any documents requiring my signature.

  
John W. Powell, Chief  
Community Management Division

JWP/mf



Dr. French  
Community Analysis

Colorado River Relocation Center  
Poston, Arizona

June 12, 1944

MEMO TO: Division and Section Heads

SUBJECT: Acting Project Director

I expect to be away from the center from June 13 to 16 inclusive. Effective immediately, correspondence should be prepared for Mr. Morris Burge's signature as Acting Project Director.

*Duncan Mills*

Duncan Mills  
Project Director



Dr. French  
Community Analyst

Colorado River War Relocation Center  
Poston, Arizona

June 12, 1944

MEMORANDUM TO: Division and Section Heads

During the absence of Arthur L. Harris, Superintendent of Education the first few days of this week, Mr. John Girdler will handle all matters pertaining to Education as Acting Superintendent.

*Duncan Mills*

Duncan Mills  
Project Director



Dr. French  
Community Analysis

Colorado River War Relocation Center  
Poston, Arizona

June 20, 1944

MEMORANDUM TO: Division & Section Heads

During the absence of Miss Frances Cushman, Miss Martha Jacquette is hereby authorized to receive and sign all mail, property, documents, and forms as acting principal of the schools in the Poston III Unit until further notice.

*Duncan Mills*

Duncan Mills  
Project Director



Colorado River Relocation Center  
Poston, Arizona

June 30, 1944

MEMO TO: All Division and Section Heads

SUBJECT: Cooling of Administration Buildings

In order to get the most effective use from our cooling system during the summer months, will you please see that windows and outside doors are kept closed.

We are instructing the janitors in the administration buildings to take care of this in the course of their regular duties, but we will also need your cooperation in this matter.

The vents in the ceilings, and at the bottom of the walls insure circulation of air, and it is unnecessary to keep windows open for this purpose. I would appreciate your giving this matter your careful attention.

*Duncan Mills*  
Duncan Mills  
Project Director



Colorado River Relocation Center  
Poston, Arizona

July 13, 1944

MEMO TO: Mr. M. Burge ✓  
          Mr. J. W. Shepard  
          Mr. S. Rowley  
          Mr. R. H. Rupkey  
          Mr. P. J. Cassilly  
          Mrs. P. B. Brown  
          Mr. F. Haverland  
          Mr. J. D. Crawford

Beginning July 15 and until Dr. Powell's return to the Project, Dr. Arthur L. Harris is designated Acting Assistant Project Director in charge of Community Management.

*Duncan Mills*

Duncan Mills,  
Project Director

cc: John W. Powell  
     A. L. Harris



*E. Brand*

Colorado River Relocation Center  
Poston, Arizona

August 2, 1944

MEMO TO: Division and Section Heads  
Community Council  
Local Councils  
Block Managers' Supervisor  
Executive Board

SUBJECT: Appointment of Unit Administrator

On August 1, 1944, I appointed Mr. Tsuneo Sumida Unit Administrator of Poston I filling the position formerly occupied by Mr. Seiichi Nomura.

Mr. Sumida has a serious responsibility in this position, and I urge you to give him your full cooperation in his work.

*Duncan Mills*

Duncan Mills  
Project Director



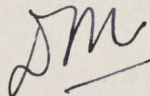
Colorado River Relocation Center  
Poston, Arizona

September 20, 1944

MEMO TO: Division and Section Heads

SUBJECT: Designation of Acting Assistant Project Director

During my absence from the Center for the period September 23 to October 2, Mr. J. W. Shepard will serve as Acting Assistant Project Director in Charge of Administrative Management.

A handwritten signature in dark ink, appearing to be 'DM' with a horizontal line underneath.

Duncan Mills  
Project Director



*File*

Colorado River Relocation Center

*Sturges*

Poston, Arizona

November 18, 1944

Memorandum to: Division, Section and Unit Heads

Subject: Mimeographed forms, letters, etc.

The mimeograph machine is being sent to Phoenix for a general overhauling and cleaning on November 22. It is estimated that the time required to overhaul the machine will be 15 days, therefore, it will be necessary that any stencils requiring the use of the mimeograph machine before December 10 be in Office Services by Tuesday morning, November 21.

*Duncan Mills*  
Duncan Mills  
Project Director



*David French*

Colorado River Relocation Center  
Poston, Arizona

December 1, 1944

TO: Division and Section Heads

SUBJECT: Designation of Acting Project Director

During my absence from the Center December 3 to 6 inclusive,  
Dr. John W. Powell will serve as Acting Project Director.

Effective immediately all correspondence usually signed by  
me should be prepared for Dr. Powell's signature.

*Duncan Mills*

Duncan Mills  
Project Director



*Reports  
Known*

Colorado River Relocation Center  
Poston, Arizona

December 7, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Call for Estimates, Fiscal Year 1946

General

The call for estimates for the Fiscal Year 1946 has been received from the Washington office. The material requested must be mailed in time to reach Washington not later than January 1, 1945, which means that it must be mailed from Poston not later than December 28, 1944. To permit proper review, consolidation, and completion of estimates for submission to Washington each Division head must present his complete estimate to H. T. Weiler, Acting Fiscal Accountant, by the following dates:

Health	)	
Education	)	
Engineering	)	
Motor Transport & Maintenance	)	Not later than
Mess Operations	)	December 15
Office Services	)	

Estimates for all other activities shall be presented not later than December 12.

Estimates shall be prepared on the assumption that the situation as regards the war fronts and the exclusion order remains unchanged to June 30, 1946.

Estimates shall be based on an estimated population of 10,300 and on the minimum of activity necessary for maintenance of necessary war-time services.

Submission of Estimate

The following requirements apply to all activities. Any special requirements for specific activities are fully covered in Administrative Notice No. 183-A.

Narrative Justification by Objective Classes:

Each activity must present a well justified and complete statement of needs by objective classes.

This statement should start with a concise but clear explanation of why the activity is needed in carrying on the work of the Center,



what are the activity's functions and how does it fit into the general operations of the Center.

The fact that we locally can see a need for funds to carry on certain requested work is not sufficient. Reviewing agencies must be informed of those reasons if we expect approval of our requests.

Wherever applicable such information as unit costs, workload analyses, relating of other expenditures to numbers of employees and evacuee residents, will be of great help in securing intelligent evaluation and final approval of the Budget request as written.

#### Personal Services

Personal Service (appointed) estimates must be submitted on Form 3-a (blank forms attached). Activity estimates shall be filled in for Fiscal Year 1946 only. Columns for 1944 and 1945 will be filled in from Finance Section records.

Positions are to be presented in the following order on Form 3-a:

In the wide column (without heading) show grade, title, and annual salary rate for each position which you are requesting for Fiscal Year 1946. In column "Estimate 1946" show estimated years of occupancy for each position and the total salary. Show fractions of man years in tenths to the nearest tenth. Midway between tenths the next highest tenth shall be used. Show "Total Salary" to the nearest dollar, base pay only, no overtime included.

List permanent positions (including temporary employees occupying permanent positions) in the following order:

Clerical, Administrative and Fiscal  
Professional  
Sub-professional  
Crafts, Protective and Custodial  
Unclassified

Under each service list grades in descending order of salary. For unclassified positions use hourly rate of pay in lieu of grade, and list each position.

Following "permanent" positions as outlined above, list any of the following which may apply:

Temporary employees occupying temporary positions  
Part-time employees

Personal Service (evacuee) shall be presented on the form provided (attached). On this form only the "Grade" (\$12, \$16, \$19), "Title", and



"Estimate-1946" columns are to be filled in. Estimate evacuee personnel on the basis of your proposed program for 1946 and justify by work load figures.

In addition to the justification for personal services, both appointive and evacuee, each activity shall present requests and justifications for each objective class for which its needs require an allotment. See instructions beginning on page 8 of Administrative Notice No. 183-A. These objective classes are as follows:

- C2.1 Travel, Administrative
- 02.2 Travel, Evacuee
- 03 Transportation of Things
- 04 Communications (Not to be estimated by activities)
- 05 Rents and Utilities
- 06 Printing and Binding (Not to be estimated by activities)
- 07 Other Contractual Services
- 08 Supplies and Materials - All Activities

Please note the special instructions for the following activities in Administrative Notice No. 183-A:

- Health
- Education
- Agriculture
- Engineering
- Motor Transport and Maintenance
- Mess Operations
- Other Activities

- 09 Equipment (State by item whether new equipment or for replacement of worn out or obsolete equipment).
- 10 Land and Structures (Engineering only)
- 11.1 Public Assistance Grants

To be estimated by Personnel Management Section:

- Extended illness compensation

To be estimated by Welfare Section:

- Grants for professional licenses and malpractice insurance.
- Other public assistance grants

- 11.2 Clothing Grants (Welfare Section)
- 11.3 Relocation Grants (Relocation Division)
- 11.4 Project Travel and Transfer Grants

Attention of the officers concerned with estimating grants is directed to the last paragraph on page 14 of Administrative Notice No. 183-A, "Grants - General Statement".



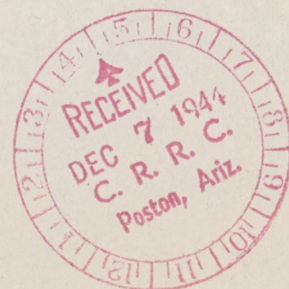
Aside from the activities listed under 08 above, Objective Class estimates and justifications, other than 01, are to be reported and justified in the same form as on quarterly budget estimates.

Copies of Administrative Notice No. 183-A have been given to each Division head and to the heads of activities requiring special forms of presentation. In case of question as to procedure, the Finance Officer, J. W. Shepard, and the Acting Fiscal Accountant, H. T. Weiler, will be glad to give assistance.

Due to the short time remaining for preparation of Budget estimates before transmittal to Washington it is essential that activity heads have their estimates completed and forwarded to Mr. Weiler by the date set above.

*Duncan Mills*  
Duncan Mills  
Project Director







Colorado River Relocation Center  
Poston, Arizona

*Brown*

December 13, 1944

TO: Division and Section Heads

SUBJECT: Distribution of Washington Procedural Releases

We have been instructed by the Washington Office to survey our present distribution and need for various types of procedural releases.

To date the distribution of Washington releases at this Center has resulted in a large number of incomplete Handbooks and Manuals, maintained by those having little or no interest in the subject matter. Consequently, reserve file supplies have been depleted to the extent that the Office Services Section has had to canvass various offices in order to locate releases which were urgently needed by personnel charged with the functional responsibility prescribed in those releases.

Accordingly, we should like to eliminate unnecessary distributions and more fully comply with the distribution intended by the Washington office.

There is listed below the intended distribution of the various releases by code symbol. Should any Division or Section Chief notice an omission, please bring it to the attention of the Procedures Officer prior to December 20, 1944 at which time our final list will be transmitted to Washington.

I CODE A (Primarily for manual releases, solicitor's opinions and administrative notices).

A. Project Management

1. Project Director	Mr. Mills
2. Project Attorney	Mr. Rowley
3. Reports Officer	Mrs. Brown
4. Relocation Program Officer	Mr. Carter

B. Administrative Management Division

1. Assistant Project Director	Mr. Lipian
2. Supply Officer	
3. Procurement Officer	Mr. Palmer
4. Property Control & Warehousing Officer	Mr. Barrett
5. Finance Officer	Mr. Shepard
6. Fiscal Accountant	Mr. Weiler
7. Cost Accountant	Mr. Goetting
8. Chief Project Steward	Mr. Snelson
9. Office Manager	Mrs. Petta
10. Personnel Officer	Mr. Cassilly
11. Statistician	Mr. O'Day
12. Evacuee Property Officer	Mr. Schmitt



C. Community Management Division

1. Assistant Project Director	Dr. Powell
2. Chief, Internal Security	Mr. LeBerthon
3. Counselor, Welfare	Miss Butler
4. Hospital Administrator	
5. Community Activities Supervisor	Dr. Balderston
6. Community Analyst	Dr. French
7. Supt. of Education	Dr. Harris
8. High School Principal #1	Mr. Girdler
9. High School Principal #2	Mr. McLaren
10. High School Principal #3	Mr. Light

D. Operations Division

1. Assistant Project Director	Mr. Rupkey
2. Senior Engineer	Mr. Parnell
3. Irrigation Engineer	Mr. Warnock
4. Ass't. Construction Supt.	Mr. Anderson
5. Utilities Plant Supt.	Mr. Bowman
6. Chief of Agriculture	Mr. Sharp
7. Equipment Maintenance Supervisor	Mr. Horn
8. Fire Protection Officer	Mr. Fien

E. Evacuee Administration

1. Administrator Unit I	Mr. Sumida
2. Administrator Unit II	Mr. Uyeno
3. Administrator Unit III	Mr. Yoshimine

II CODE B (Primarily for handbook releases).

A. Project Management

1. Project Director	Mr. Mills
2. Project Attorney	Mr. Rowley
3. Reports Officer	Mrs. Brown
4. Relocation Program Officer	Mr. Carter

B. Administrative Management Division

1. Assistant Project Director	Mr. Lipian
2. Supply Officer	
3. Finance Officer	Mr. Shepard
4. Fiscal Accountant	Mr. Weiler
5. Cost Accountant	Mr. Goetting

C. Community Management Division

1. Assistant Project Director	Dr. Powell
2. Supt. of Education	Dr. Harris



D. Operations Division

1. Assistant Project Director Mr. Rupkey

E. Evacuee Administration

1. Administrator Unit I Mr. Sumida  
2. Administrator Unit II Mr. Uyeno  
3. Administrator Unit III Mr. Yoshimine

Section concerned with subject releases -- 10 copies

III CODE C (Primarily for notices or other messages directed to each staff member of WRA).

IV CODE D  
&

V CODE E (Primarily for Emergency Instructions).

A. Project Management

1. Project Director Mr. Mills  
2. Reports Officer Mrs. Brown

B. Administrative Management Division

1. Assistant Project Director Mr. Lipian  
2. Finance Officer Mr. Shepard

VI CODE F (Primarily for Finance Handbook releases).

A. Project Management

1. Project Director Mr. Mills

B. Administrative Management Division

1. Assistant Project Director Mr. Lipian  
2. Supply Officer  
3. Procurement Officer Mr. Palmer  
4. Property Control & Warehousing Officer Mr. Barrett  
5. Finance Officer Mr. Shepard  
6. Fiscal Accountant Mr. Weiler  
7. Cost Accountant Mr. Goetting  
8. Chief Project Steward Mr. Snelson  
9. Personnel Officer Mr. Cassilly

C. Community Management Division

1. Assistant Project Director Dr. Powell

D. Operations Division

1. Assistant Project Director Mr. Rupkey



VII CODE G (Primarily for Press Reviews and Information Digests).

A. Project Management

- |                     |            |
|---------------------|------------|
| 1. Project Director | Mr. Mills  |
| 2. Reports Officer  | Mrs. Brown |

B. Administrative Management Division

- |                               |            |
|-------------------------------|------------|
| 1. Assistant Project Director | Mr. Lipian |
|-------------------------------|------------|

VIII CODE R (Primarily for Relocation Division Memoranda).

A. Project Management

- |  |            |
|--|------------|
| 1. Project Director                          | Mr. Mills  |
| 2. Project Attorney                          | Mr. Rowley |
| 3. Reports Officer                           | Mrs. Brown |
| 4. Relocation Program Officer<br>(20 copies) | Mr. Carter |

B. Administrative Management Division

- |                               |             |
|-------------------------------|-------------|
| 1. Assistant Project Director | Mr. Lipian  |
| 2. Finance Officer            | Mr. Shepard |

C. Community Management Division

- |                               |            |
|-------------------------------|------------|
| 1. Assistant Project Director | Dr. Powell |
|-------------------------------|------------|

D. Operations Division

- |                               |            |
|-------------------------------|------------|
| 1. Assistant Project Director | Mr. Rupkey |
|-------------------------------|------------|

IX CODE S (Primarily for releases of the Statistics Section).

A. Project Management

- |                               |            |
|-------------------------------|------------|
| 1. Project Director           | Mr. Mills  |
| 2. Reports Officer            | Mrs. Brown |
| 3. Relocation Program Officer | Mr. Carter |

B. Administrative Management Division

- |                               |             |
|-------------------------------|-------------|
| 1. Assistant Project Director | Mr. Lipian  |
| 2. Finance Officer            | Mr. Shepard |
| 3. Statistician (5 copies)    | Mr. O'Day   |



X CODE T (Primarily for Solicitor's Opinions).

A. Project Management

1. Project Director
2. Project Attorney (3 copies)

Mr. Mills  
Mr. Rowley

B. Administrative Management Division

1. Assistant Project Director

Mr. Lipian

*Duncan Mills*

Duncan Mills  
Project Director



1. General (7 copies for Secretary's Office)

2. Executive (2 copies)

Mr. Miller  
Mr. Brown

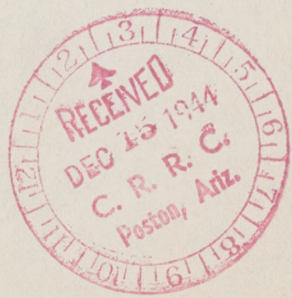
3. Technical (3 copies)  
4. Public Attorney (3 copies)

5. Administrative Management Division

Mr. L. B. ...

6. Assistant Project Director

Project Director  
James H. ...





*French*

Colorado River Relocation Center  
Poston, Arizona

January 27, 1945

TO: Division and Section Heads  
SUBJECT: Designation of Acting Project Director

During my absence from the Center January 29 and 30, Mr. Maurice Lipian will serve as Acting Project Director.

Effective at once all correspondence which I usually sign should be prepared for his signature.

*Duncan Mills*

Duncan Mills  
Project Director

/dl



Poston-Arizona Notices.

David French

COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

March 3, 1945

MEMORANDUM TO: Division and Section Heads

SUBJECT: Designation of Acting Project Director

During my absence from the center Monday, March 5,  
Mr. Maurice Lipian will serve as Acting Project Director.

Duncan Mills  
Duncan Mills,  
Project Director



P. Admin. Notices.

Colorado River Relocation Center  
Poston, Arizona

*David N. French*

March 7, 1945

To: Division and Section Heads

Subject: Designation of Acting Project Director

During my absence from the Center March 8 and 9, Mr. Maurice Lipian will serve as Acting Project Director.

Effective at once all correspondence which I usually sign should be prepared for his signature.

Will you please notify your Unit Heads.

*Duncan Mills*

Duncan Mills  
Project Director



Colorado River Relocation Center  
Poston, Arizona

*J. W. Powell*

March 14, 1945 *ES*

Memorandum to Division and Section Heads

Subject: Non-profit group Hospitalization Plan

Negotiations are being completed to make the Blue Cross, non-profit, Hospitalization Plan available to all members of the appointed staff at this Center as well as to members of their immediate families living at Poston.

The Blue Cross plan pays hospital bills including 19 services in member hospitals and \$6.00 per day maximum allowance in non-member hospitals when the subscriber is outside the area served by member hospitals at a cost of 85 cents per month for a single applicant. There is no enrollment fee and no assessment.

In order for the service to be available to us, more than 50% of our employees must participate.

Each Section Head is requested to contact every member of his section and have those who believe they will be interested, indicate their interest by placing their names on the reverse of this memorandum.

After the proposal has been discussed with each member of your section, please return the memorandum to the Personnel Management office on or before March 22.

I feel that this group hospitalization plan will be of great assistance to the staff and urge that maximum participation be obtained.

*Duncan Mills*

Duncan Mills  
Project Director



*Poston Admin Notice*

Colorado River Relocation Center  
Poston, Arizona

*David L. French*

March 17, 1945

To: Division and Section Heads

Subject: Designation of Acting Project Director

During my absence from the Center March 18, Mr. Maurice Lipian will serve as Acting Project Director.

Effective at once all correspondence which I usually sign should be prepared for his signature.

Will you please notify your Unit Heads.

*Duncan Mills*

Duncan Mills  
Project Director



Poston Admin Notices.

COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

W. French

April 7, 1945

TO: Division and Section Heads

SUBJECT: Designation of Acting Project Director

During my absence from the Center April 9 to April 13,  
Mr. Maurice Lipian will serve as Acting Project Director.

Effective at once all correspondence which I usually sign  
should be prepared for his signature.

Will you please notify your Unit Heads.

Duncan Mills  
Duncan Mills,  
Project Director



Colorado River Relocation Center  
Poston, Arizona

*Mr. French*

April 18, 1945

MEMO TO: All Section Heads

I shall be away from the Project from April 17 to 22. All documents requiring signature of the Division Chief will be signed, in my absence, by Miss Lou E. Butler as Acting Chief of the Division.

Dr. John Province arrives from Washington on the 22nd, and will be here for one week. I should like to arrange an opportunity for him to visit all sections, meet your Unit Heads, and go over the section problems and prospects with you and me. Please indicate in writing, to my office during this week, the most favorable time at which Dr. Province and I could meet with your group.

*John E. Powell*  
John E. Powell  
Ass't. Project Director

JEP:ash

cc: Miss Butler  
Dr. Harris  
Miss Green  
Mr. Lofertson  
Dr. Dunshoe  
Mr. French ✓  
Miss Miyasaki  
Mr. G. Iseda

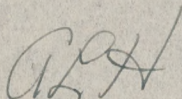


Poston Admin Notices  
Dr. David French  
Community Analyst

June 2, 1945

TO: Section & Division Heads

During the absence of Mr. Tsuneo Sumida from the project, Mr. Tom Sakai will be acting Administrator for Unit I and Acting Block Manager Supervisor for Unit I. Mr. Sakai's signature is authorized in the place of that of Mr. Sumida and Mr. Dick Nishimoto until these gentlemen return to the project.



Arthur L. Harris  
Acting Asst. Project Director



Poston Admin Notices

COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

David French

June 18, 1945

MEMO TO: All Division Chiefs and Section Heads

SUBJECT: Designation of Acting Project Director

During my absence from the project June 19 through June 21 Maurice Lipian will act as Project Director. All mail ordinarily signed by me should be prepared for his signature.

Duncan Mills

Duncan Mills  
Project Director



*W. French*

COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

June 18, 1945

MEMO TO: All Division and Section Heads

SUBJECT: Repair of Mimeograph Machine

The mimeograph machine used by Office Services Section for duplication of forms, memorandum, etc. of the various activities, will be sent to Phoenix for repair on June 22, 1945. It will be at least two or three weeks before the machine is returned.

All activities are requested to review their mimeograph requirements and submit them to the Office Services Section no later than Wednesday evening, June 20, so that all work may be completed on Thursday, June 21. After Friday, June 22 duplications will be done only in cases of extreme emergency and all such emergency requests shall be submitted through the Procedures Officer for approval.

*Duncan Mills*  
Duncan Mills  
Project Director



Poston Admin Notices

COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

David French

July 13, 1945

MEMO TO: Division and Section Heads

SUBJECT: Saturday Teletype Schedule

We have received information from the Sub-Division Manager of the Public Buildings Administration in Phoenix that hereafter their office will operate on a 44 hour work week. Accordingly, the last teletype service for this Center on Saturdays will be the eleven o'clock morning call.

All Division and Section heads are requested to clear their messages on Saturday mornings in time to meet that call. Western Union facilities will be available only in cases of extreme urgency.

Duncan Mills  
Project Director



COADO RIVER RELOCATION CENTER  
Poston, Arizona

*David de Frensh*

July 30, 1945

MEMO TO: Section and Unit Heads

SUBJECT: Outgoing Teletypes

We have received the following communication from the Phoenix Office of the agency in charge of teletype service to this Center.

"It has been brought to my attention by our teletype operators that the bulk of your messages are being sent in the last call made to you in the evening. This makes the load very heavy at night and really defeats our purpose of giving you fast and efficient service. These messages are never delivered until the next day, naturally making a delay in the replies.

"Our over-all traffic is also heavy at night. Therefore, if we can get your messages earlier in the day, we could have answers on them for you, in many cases, the same day.

"Your cooperation in making an effort to send your messages earlier will be greatly appreciated as it is rapidly becoming an impossibility for our operators to clear and handle these messages at night"

Employees who originate outgoing teletypes are urged to prepare them early enough in the day so that approval may be obtained in time for the teletype to be transmitted during the eleven a.m. or the two p.m. teletype call.

*Duncan Mills*

Duncan Mills  
Project Director



Colorado River Relocation Center  
Poston, Arizona

September 3, 1945

*Dr French*

MEMO TO: Division, Section and Unit Heads  
SUBJECT: Messenger Service.

Due to the resignation of evacuee messengers in the Office Services Section, it will be necessary, at least temporarily, to call for and deliver mail at the window of Office Services Section. Suggested hours for pick-up and delivery of mail:

10:00 A. M.

11:30 A. M.

2:00 P. M.

4:00 P. M.

We hope that messenger service will be established again soon with the assignment of appointed messengers.

*Duncan Mills*

Duncan Mills  
Project Director