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*Mr. Goshen
will send
Wash. copies
per his
instruction
10/10/44*

NOTE: Send 3 copies of
instructions as issued
to Washington--atten.
Mr. Barrows.

PROJECT INSTRUCTION

I N D E X

<u>No.</u>	<u>Subject</u>	<u>To</u>
1.	Establishment of Project Instruction Series	Ass't. Directors & Section Heads.
2.	War Ration Books & Meal Requests	All Appointed Personnel
3.	Compensatory Time - Evacuee Employees	All Division & Section Heads
4.	Administrative Travel	All Division & Section Heads
5.	Leave for Personal Business	Ass't. Directors & Section Heads
6.	Hours of work - Project Nurses	Hugo Wolter, Comm. Management
7.	Empty Drums, Barrels, Carboys & Other Returnable Containers	Division Heads, Section Heads, Storekeepers & Asst. Storekeepers
8.	Daily Leave Report	Assistant Directors & Section Heads
9.	Monthly Reports	Ass't Directors and Sec. Heads
10.	Commitments for Procurement of Materials, etc.	Division and Section Heads
11.	Request for Survey of Govt. Prop.	Div. and Sec. Heads and Staff
12.	Driver's license	All Appointive Personnel
13.	Procedure on Mimeograph Material	Assistant Directors and Sec. Heads
14.	Responsibility for Government Property	Division & Section Heads & All Other Appointed Personnel
15.	Issuance of Work Clothing	All Division, Section & Unit

No.

Subject

To

16

Telegram and Teletypes

All Division and Sec.Heads

10

COMPLIANCE FOR DISCLOSURE OF INVESTIGATIONS

Director and Section Heads

8

DATA FOR DISCLOSURE

Director, Division & Section Heads

7

BERNARDINI COMPLIANCE

Director, Division & Section Heads

6

NOTICE OF VIOLATION - DISCLOSURE

Director, Division & Section Heads

5

REPORT FOR DISCLOSURE

Director, Division & Section Heads

4

VIOLATION REPORT

Director, Division & Section Heads

3

COMPLIANCE FOR DISCLOSURE

Director, Division & Section Heads

2

MAIL ROOM VIOLATION

Director, Division & Section Heads

1

VIOLATION REPORT - DISCLOSURE

Director, Division & Section Heads

10

NOTE: Send 3 copies of
to Mr. Bellows
to Mr. [unclear]
Director, Division & Section Heads

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

August 17, 1943

PROJECT INSTRUCTION NO. I

To: Assistant Project Directors and Section Heads
Subject: Establishment of Project Instruction Series

1. Notice of Establishment and Scope of Series

Policies governing the work of the project not specifically set out by Washington instructions and procedures for the conduct of such work will be announced in a series of Project Instructions of which this will be the first. This will include all procedural instructions issued for the Project Director's signature, which will be applicable to the various Divisions on the project.

2. Preparation

Instructions prepared on the project should be framed by the Division responsible for the subject matter. Much thought should be given to each subject before an instruction is drawn up. Each instruction should cover only one subject. The material should be arranged in such a manner that it will be easily read and understood. The head of the Division preparing the instruction will initial the original copy and route as follows:

First, to any other Division whose work may also be involved. The head of such Division, if he approves, will also initial the original copy and then route to the Project Director for signature. The Project Director or Deputy Project Director will sign all Project Instructions. These will be routed to the Administrative Division for numbering, duplicating and distribution.

3. Distribution and Maintenance

Copies of instructions will be sent to all Divisions. Instructions will be kept in special binders, signed originals of instructions will be kept in the Project Central Files.

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

WAR RELOCATION AUTHORITY
Gila River Project
Rivers, Arizona

In reply, refer to:
Mess Management

September 8, 1943

PROJECT INSTRUCTION NO. 2

To: All Appointed Personnel
Subject: War Ration Books and Meal Requests

A memorandum from the Washington Office requests that all War Ration Books No. I, II, and III be surrendered to the Project by those who live in any Group II Gila River Project Institutional User Establishment for seven consecutive days or more and takes eight or more meals a week.

The memorandum further states that according to General Ration Order #5, an Institutional User in Group II must remove from any War Ration Book I sugar stamp which expires while in his possession. Also remove from any War Ration Book II and III eleven points of currently valid blue stamps and fourteen points of currently valid red stamps for each week during which the person who turned over the book lives in the establishment for seven consecutive days and take eight or more meals.

War Ration Books will be returned temporarily for use in acquiring any rationed product other than a rationed food product or for use in obtaining another War Ration Book.

The above instructions leave no alternative for us but to refuse mess hall privileges to anyone who does not comply with this request by September 15, 1943.

The cooperation of all concerned in surrendering War Ration Books to Harold E. Keadle, Chief Project Steward, will be greatly appreciated.

The Staff Mess is confronted with the very serious problem of determining how many meals are to be prepared each day in order to make proper use of rationed foods.

It is becoming a habit with the Staff to take fewer meals, particularly breakfast and lunch, and then all coming for dinner bringing guests without notice. It is also a habit with apartment dwellers to come to meals without any notification whatsoever. The Staff Mess Hall must have

twenty-four hours notice in advance if you are bringing guests. It will be absolutely necessary for each person to fill out the meal request for each meal to be taken for the month and state whether the meal to be taken in Canal or Butte. The forms are available at Canal or Butte Personnel Mess. Estimate closely as possible the number of meals each person expects to take for the month. This applies to apartment dwellers as well as residents of dormitories.

The Mess Staff is trying to provide meals at a reasonable cost, and we must have your complete cooperation or our whole mess program will break down.

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

WAR RELOCATION AUTHORITY
Gila River Project
Rivers, Arizona

September 13, 1943

PROJECT INSTRUCTION NO. 3

TO: All Division and Section Heads

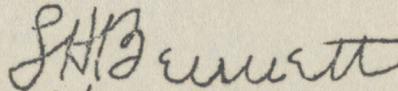
SUBJECT: Compensatory Time - Evacuee Employees

There appears to be a misunderstanding as to the granting of compensatory time to evacuee employees.

Employment has been curtailed and personnel reduced to the extent that each Section and Division has only a limited amount of funds to expend for evacuee labor.

Administrative Instruction No. 27, Revised, dated August 4, 1943, paragraph 6 (b) states that: "The Project Director shall have the authority to require a longer work week, or work at other hours, or both, when the nature of the work, in his judgement, so requires." Paragraph (c) of Section 6 states that when the Project Director has authorized a change in work schedule, at the direction of the Section Head, workers are employed in excess of the standard work week, they shall be entitled to compensatory leave, but that any such leave must be taken prior to the employee's termination from the job.

It naturally follows that due to the limited amounts of funds for evacuee labor that unless the Project Director authorizes a longer work week, or work at other hours, or both, that no compensatory time is to be granted by any Section Head or Division Head.


L. H. Bennett
Project Director

Marguerite G. Brown

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

PROJECT INSTRUCTION NO. 4

September 24, 1943

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Administrative Travel

Effective immediately authorization to travel in connection with official business will be approved by B. W. Runyan, Assistant Project Director in charge of Administrative Management. In obtaining authorization to travel, the procedure as outlined below must be followed:

1. The person designated to perform official travel should prepare in advance Form OEM 39, Request for Travel Authorization. The form should be signed by the division head and submitted to the assistant project director in charge of administrative management.

2. On receipt of the Request for Travel Authorization, the assistant project director will prepare the Travel Authorization Form OEM 71.

3. It will be absolutely necessary that the traveler have in his possession the original-signed copy of Form OEM 71 before he leaves his official station.

The above procedure must be adhered to in its entirety due to the limited amount of travel funds. Any deviation from this procedure might result in an over-draft which would obviously delay or might even prevent the traveler from recovering funds involved.

E. H. Bennett
E. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

September 24, 1943

PROJECT INSTRUCTION No. 5

TO: Assistant Project Directors and Section Heads
SUBJECT: Leave for Personal Business

Although the hours of work for appointed personnel of the WRA are established on a regular basis of an eight-hour day and six-day week, it is recognized that due to our Center being located in such an isolated area, it is impossible for employees to transact necessary personal business under this schedule. In order to alleviate this situation, the following procedure is prescribed and will become effective immediately:

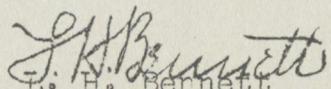
Division Heads, or his delegated Section Heads, may authorize, in writing, regular hours of duty during the week in addition to the 8-hour schedule. The excess over 8-hours will be credited as overtime. Division Heads, or his delegatee, may then authorize compensatory leave to liquidate this overtime credit, and thereby provide free time to employees during business hours for the transaction of personal business.

Overtime as herein authorized must not exceed four hours in any one week. Compensatory leave must be taken within seven working days after it is earned, and may not accumulate to the employee's credit longer than seven working days after it is earned. Also, compensatory leave cannot be taken on Saturday afternoon. These compensatory leaves for personal business should be staggered during the week, so that a major portion of the employees will be on duty at all times during official working hours.

All overtime and compensatory leave must have the prior approval of the Division Head, or his delegatee, and the reports must bear his signature.

Records of overtime and compensatory leaves must be maintained in the Personnel Office. Forms to be used in making the reports have been mimeographed, and it is requested that all reports be submitted promptly and correctly.

A separate instruction is being released covering work performed on Sunday by our Project Nurses.


E. H. Bennett
Project Director

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WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

September 25, 1943

PROJECT INSTRUCTION NO. 6

TO: Hugo W. Wolter, Assistant Project Director
Community Management Division

SUBJECT: Hours of Work--Project Nurses

The official work week of the WRA is prescribed as forty-eight hours, based on six eight-hour days per week. Except in cases of emergency or peak loads, regular hours of duty will be followed and supervisors and employees will plan their work on that basis.

It is realized that our hospital must operate on a seven eight-hour day basis and that it is necessary at times for the nurses to work the seventh day, Sunday. However, when at all practicable, if an employee works on Sunday, that employee should be granted a day off for his Sunday the following week. If a situation exists in the hospital which will not permit the nurse to take her day off the following week, it should be granted just as soon as possible, but in no case should the overtime earned on Sunday be allowed to accumulate in excess of two days.

Records of overtime and compensatory leave must be maintained in the Personnel Office. Forms for making reports have been mimeographed and it is requested that all reports for work on Sundays and compensatory leave be made promptly and correctly. The reports must bear the signature of the Assistant Project Director, or his delegates.

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

October 1, 1943

PROJECT INSTRUCTION NO. 7

MEMORANDUM TO: Division Heads, Section Heads, Storekeepers and Assistant Storekeepers.

SUBJECT: Empty drums, barrels, carboys and other returnable containers

There is a deposit or a charge made for practically all types of containers left at the project. In order to secure proper credit when these containers are returned to vendors, it will be necessary to comply with the following procedure:

1. All deliveries to the project will be made to the central warehouse where a tally-in will be prepared. Each container will be marked by the storekeeper with the relevant purchase order number and a sequence number such as: 323-1, 323-2, etc. A register will be maintained by the storekeeper of all containers. The numbers placed on the containers will always be shown on the tally-ins and receiving reports.
2. All empty containers will be returned to the warehouse for completion of the register by the storekeeper, before the containers are returned to the vendors. No returns of containers will be made to vendors from any other points.
3. It shall be the responsibility of each person handling these containers to see that all empty containers are promptly returned as outlined above.
4. If it becomes necessary to pay demurrage charges, a written justification will be requested from the responsible party.

Your full cooperation will be greatly appreciated.

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

Mrs Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 9, 1943

PROJECT INSTRUCTION No. 9

TO: Assistant Project Directors and Section Heads
SUBJECT: Daily Leave Report

Effective immediately, Daily Leave Reports will no longer be required. However, the discontinuance of the use of this form is subject to the following conditions:

1. The established procedure on annual leave must be strictly adhered to. That is, all applications for annual leave must have the prior approval of the Personnel Officer.
2. All absences on account of sickness must be reported to the Personnel Officer immediately. This may be done by memorandum form.

The abolishment of the use of this form will eliminate a great deal of the detailed work for both you and the Personnel Officer. We kindly request your full cooperation in complying with leave procedure in order that it will not be necessary to again require the Daily Leave Reports.

LHB Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 26, 1943

PROJECT INSTRUCTION NO. 9

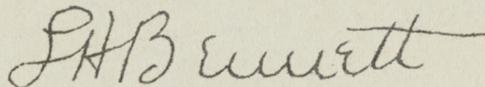
TO: Assistant Directors and Section Heads

SUBJECT: Monthly Reports

In the past division and section heads have been slow in submitting their monthly activity reports. This practice has caused the Reports Office considerable trouble and has delayed transmission of the complete report to Washington.

We are attaching a copy of a memorandum written by Dillon S. Myer, Director, on this subject. Please read it carefully and make sure that all persons concerned with the preparation of the monthly report realize the importance of submitting it to the Reports Office not later than the second day of each month.

Since, according to Washington, the Gila River Project has been one of the worst offenders of not being on time with reports we are making it mandatory that all reports reach Mrs. Fleming not later than two days after the first of each month.



L. H. Bennett
Project Director

Attachment

WAR RELOCATION AUTHORITY
WASHINGTON

October 2, 1943

To: All Project Directors

Subject: Administrative Reports

Distribution: E

To be of greatest use from an administrative standpoint it is important that monthly reports from the centers be submitted on time and received in the Washington office as soon as possible after the close of each calendar month.

Heads of divisions at the center are therefore requested to submit their monthly report to the Project Director not later than two days after the end of the month so that the various reports and the required number of copies can be assembled and transmitted to Washington on time. (Administrative Instruction No. 57 Revised). Every effort should be made to submit the reports of ALL the divisions at the same time, but when this is not possible, send in the reports that have been completed. Mailing of the bulk of the reports should not be held up due to the failure of one or two divisions to have their reports prepared on time.

An additional supply of revised monthly report forms will be mailed within the next few days to Project Directors for distribution to division heads. Any remaining copies of old forms previously used for these monthly reports should be destroyed.

WEEKLY REPORT: In order that the Project Director's weekly report may be clearly identified and easily distinguished from other narrative reports received from the Projects, it is suggested that the title of the report, the name of the center, and the date, be written in on the extreme upper right-hand corner of the first page of the weekly report. Three copies of this report should be sent air-mail to Washington and one copy to the respective Field Assistant Director.

D. S. Myer
Director

M.B.

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

November 4, 1943

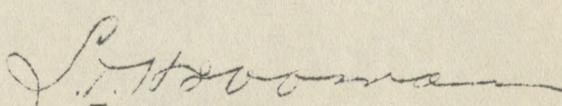
PROJECT INSTRUCTION NO. ~~8~~ 10

TO: All Division and Section Heads

SUBJECT: Commitments for Procurement of Materials,
Supplies, Equipment, and Services

In accordance with Supply Handbook 20.6.2 dated August 31, 1943, the following procedure is placed into effect as of this date.

"All commitments for the procurement of materials, supplies, equipment and services (other than personal) must emanate from the Procurement Unit. Center personnel should be notified that commitments made in any other manner will be classed as unauthorized purchases and considered as the individual's obligation and the Vendor instructed to bill accordingly. If an appeal is made and it is decided that the obligation will be paid from Government funds, such an authorization will be in the form of a memorandum from the Project Director to the Project Finance Officer."


L. T. Hoffman
Acting Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

November 25, 1943

Project Instruction No. 11

MEMORANDUM TO: Division and Section Heads and all other Appointive Personnel

SUBJECT: Request for Survey of Government Property

In accordance with Administrative Instructions #70 the following two functions are the duties of the Survey Board.

1. The Board shall act as a fact-finding committee, and recommend the disposition of damaged or unserviceable property.
2. Fix responsibility for lost or stolen property.

In order to provide a uniform method of presenting these reports, and to bring out all of the necessary facts so that the Board may act in a judicial manner, the following procedure is made mandatory in submitting requests for survey of Government property:

I. LOST AND STOLEN PROPERTY.

A request for survey of lost or stolen property must show evidence of the following:

- A. That proper and reasonable precautions were taken to protect Government property by:

1. Checking the equipment out to a responsible person;
 2. Providing proper safeguards, such as, keeping the property locked at night or in a safe place when not in use;
 3. Providing accurate records of location and possession of property;
 4. Property not unnecessarily available for use by unauthorized person or persons; and
 5. Property is properly marked as Government property so that it can be identified if recovered.
- B. That if the loss is due to conditions beyond the control of the responsible person, such conditions should be explained.
- C. That the loss or theft was reported to Internal Security within 12 hours after its discovery so that a reasonable effort can be made to recover the property.

Failure to make this report within the prescribed time will be considered negligence on the part of the responsible person.

If there is any evidence that the lost or stolen property is still on the project, this information should be given to the Internal Security Section and not made part of the request for survey. It will be the duty of the Internal Security Section to submit a report of the results of their investigation in effecting the recovery of the property.

II. NORMAL LOSS OF PROPERTY.

This category covers property the loss of which is normal for the size and hazard of the operation such as occurs in the care of poultry or livestock. The request for survey of normal loss should contain the following statement:

"I certify that the property listed
herewith is a normal loss."

This certification must be supported with a statement covering the following pertinent facts;

- A. The size of operation.
- B. Percentage of loss considered normal.
- C. The hazards involved.
- D. Evidence that reasonable precautions have been taken to keep the loss at a minimum and that there has been no neglect on the part of any individual.

III. UNSERVICEABLE PROPERTY DUE TO FAIR WEAR AND TEAR. ✓

This category covers property which can no longer be used for the purpose originally intended and which can be inspected by the Board of Survey. The request for survey of unserviceable property should contain the following statement;

"I certify that the property listed
herewith has become unserviceable
through fair wear and tear on the
project for government purposes and

not through the fault or neglect of any individual concerned."

- A. If, in the opinion of the person requesting a survey, the property in question can be dismantled and any portion of it continued in use for other purposes, such a statement should be made.
- B. If the property is out dated and, therefore, of no technical value, or if the property is unusable because of other circumstances, such information should be given.

IV. DAMAGED PROPERTY.

This category covers property which has become damaged due to accident or negligence. The request for survey of damaged property must show the following:

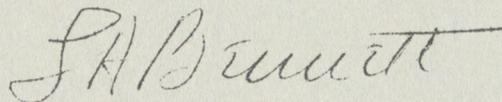
- A. Complete description of circumstances causing damage.
- B. Statement of extent of damage.
- C. Evidence of negligence, if any, on the part of any individual or individuals.

In cases of property to be inspected by the Survey Board, the property should be marked for examination, tally with quantities shown on the survey report, and be readily accessible for examination.

If the responsibility for loss or damaged property is acknowledged, such a statement should be included.

Request for survey should be made in memorandum form in quadruplicate to the Property Officer, plus the required copies for distribution by the Office Services Section. The route slip should indicate to the Office Services Section that the original and three (3) carbon copies are to be forwarded to support the Report of Survey.

The above procedure will become effective as of this date.



L. H. Bennett

Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

November 27, 1943

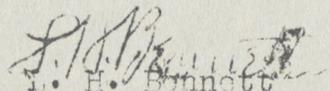
PROJECT INSTRUCTION NO. 12

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Driver's License

Your attention is directed to Manual Release No. 20.20 which states in part that employee driver's permit may be issued only by the director, project director, field assistant director or relocation supervisor.

In view of the above any employee who needs and can qualify for a driver's permit should submit his or her request to my office.


L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

December 13, 1943

PROJECT INSTRUCTION NO. 13

TO: Assistant Directors and Section Heads

SUBJECT: Procedure on Mimeograph Material

It is essential that all mimeograph material prepared for the signature of the Project Director be submitted to my office in draft form for approval and signature before a request for mimeographing is sent to Office Services.

This procedure has not been followed by some sections in the past and has caused considerable confusion.

Please acquaint all concerned employees of the above regulation.

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

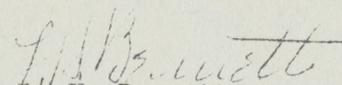
Project Instruction No. 14

TO: Division and Section Heads and all other Appointive Personnel

SUBJECT: Responsibility for Government Property.

1. Responsibility for Government property is a serious matter and the utmost care must be used in its preservation and prevention of loss.
2. Any employee, appointive or evacuee, who signs for any item or items of Government Property immediately becomes responsible for that property until it is transferred from his or her physical possession.
3. Loss of Government Property must be reported, and a request for survey made in accordance with Project Instructions No. 11, dated November 25, 1943.
4. Evidence of carelessness or negligence on the part of the responsible person can be used as a basis by the Survey Board to recommend reimbursement to the Government.

5. This reimbursement will be for the actual cost of the property to the Government and will be made by pay roll deduction.


L. E. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January 10, 1944

PROJECT INSTRUCTION NO. 15

TO: All Division, Section and Unit Heads

SUBJECT: Issuance of Work Clothing

1. Issuance of work clothing from Central Warehouse Stock will be made only in accordance with Administrative Instruction No. 94 (Revised), dated July 1, 1943, which authorizes certain types of protective clothing to be issued to specified workers.

2. To properly comply with these instructions, one of the following certifications must appear on all requisitions for work clothing.

3. For original issues, when no previous issue of the type requested has been made, use this certification:

"I certify that the clothing requested is for

_____ and the amount requested
(Give job classification)

is for the actual number of workers to be supplied with this protection. This clothing will not be issued to workers of any other job classification."

4. For replacement issues of worn out clothing use this certification:

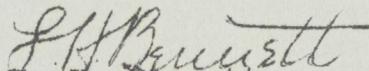
"I certify that the clothing requested is to replace garments worn out through fair wear and tear and

that this replacement is for _____
(Give job classification)

and will not be issued to workers of any other job classification. The unserviceable clothing is being transferred to Central Warehouse for survey as shown on attached Form OWM 61."

5. Work clothing must be loaned to employees only on memorandum receipt, and its return when worn out or when employee resigns must be made to storehouse holding memorandum receipt.

6. No issues will be made to replace worn out clothing until it has been returned.


L. H. Bennett
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

October 5, 1944

PROJECT INSTRUCTION NO. 16

TO: All Division and Section Heads

SUBJECT: Telegram and Teletypes

The following procedure pertaining to the sending and receiving of telegrams and teletypes is made effective as of this date:

1. All telegrams and teletypes sent by the Section Heads must be signed by the Section Heads, and approved by the Division Heads with their initials on the original of the telegram or teletypes.

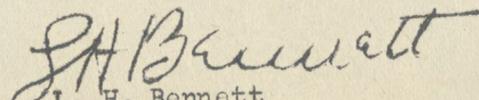
A signature card of Division Heads approving must be furnished the Examination Sub-unit, in order to properly examine telegraph or teletype vouchers before certification for payment by the Authorized Certifying Officer.

2. No telegram can be sent to other than WRA employees requesting that they reply by collect telegram, government rate. There is no provision in our regulations for WRA to pay for telegrams of this nature.

3. Incoming collect calls must be approved by the Division Head's initials on the original of the telegram or teletype before distribution is made by the Office Service section. This section will be held responsible for clearing incoming collect calls with Division Heads.

4. The manual signature of all Section Heads must appear on the original of all telegrams or teletypes sent by a section. Signature of Section Head and initial of someone else is not acceptable.

5. Any telegram or teletype not in conformance with the above will be presented for payment to the person to whom addressed, if a collect call, or the person whose name appears as sender on an outgoing call.


L. H. Bennett
Project Director

Mrs Brown

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

December 22, 1944

PROJECT INSTRUCTION NO. 16
Amendment No. 1

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Telegram and Teletypes

Project Instruction No. 16 is hereby revised
as follows:

Item No. 2 is changed to read, "Official telegrams may be sent collect to WRA offices by employees of the Authority and by candidates indicating their availability for appointment by the Authority and by other persons when specifically requested to reply in such a manner."

The provisions outlined in our memorandum dated February 10, 1944, under subject of "Collect Telegrams" apply to collect messages falling within the above category.

L. H. Bennett

L. H. Bennett
Project Director

Mrs. Brown

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

November 9, 1944

PROJECT INSTRUCTION NO. 17

TO: All Division, Section, and Unit Heads

SUBJECT: Transportation Regulations

In compliance with regulations and order adopted in meeting with Washington Officials, August 8, 1944, and pursuant to Handbook of Procedure Regulations 40.5.14, Administrative Notice No. 138, Manual Section 50.2.5, and for reasons deemed necessary to the proper operation and control of government vehicles of this Project, the following program is hereby adopted and made mandatory as the terms and conditions governing the use of said vehicles. Violations, thereof, shall be considered as just cause for withdrawal or denial of the use of said vehicles.

The effective date shall be November 20, 1944. But, beginning immediately and in no event later than the effective date, all government road vehicles (not including tractor equipment) shall be returned to the Motor Pool for re-assignment for use twenty-four hours daily, or for use in the Motor Pool on a job basis.

The assignment of vehicles shall be determined by the necessity for use or call twenty-four hours daily and assignment shall be made for periods of approximately thirty-day terms, subject to rules below under title "Assigned Vehicles".

All other vehicles, not so assigned, shall remain in the Motor Pool and operate therefrom on a job basis, pursuant to rules below under title "Motor Pool Vehicles".

MOTOR POOL VEHICLES

1. Requests for Motor Pool vehicles shall be made on Trip Ticket, Form WRA-159 Revised, (one copy only), identified by the stamp "Motor Pool", on its face.

2. Requests for Motor Pool vehicles shall be approved and signed by the Division or Section Head requesting, justified by reason of official government business, and submitted to the Motor Pool Supervisor by 3:00 o'clock P.M. on the day preceding the use of the requested service.

3. The assignment of a Motor Pool vehicles, on a job basis, shall be made by and bear the signature of the Motor Pool Supervisor in the space provided for "Signature of Dispatcher". Assignments shall be made at the discretion of the Motor Pool Supervisor, considering each case on its merits, justification and compliance with regulations, as well, as the equipment available in operable condition.

4. No Motor Pool vehicle shall move without a trip ticket in compliance with the foregoing, and said trip ticket shall be with the vehicle at all times during usage.

5. All Motor Pool vehicles shall be returned to the Motor Pool immediately upon completion of the official government business for which request and assignment was made, and completed trip tickets shall be deposited immediately, thereafter, with the Motor Pool Supervisor.

6. The office of the Motor Pool Supervisor shall be open twenty-four hours daily and a skeleton crew shall be on duty at all times. Transportation may be had, between the Administration and the Motor Pool, by calling Extension 257.

ASSIGNED VEHICLES

1. The assignment of all vehicles, on monthly or for thirty-day terms, shall be made by the Transportation Section to requesting Division or Section Heads on "Assignment of Vehicle", Form WRA-Gila-39, subject to the terms and conditions thereof, and made a part hereof, after request and approval has been made on Form WRA-Gila-38. These forms may be obtained from the Transportation Office.

The assignment of all passenger car, pickup and panel equipment shall be limited to that list of vehicles and persons approved at said meeting with Washington

Officials, and is enumerated as follows:

<u>DEPARTMENT OR INDIVIDUALS</u>	<u>NO. UNITS</u>
<u>Passenger Cars</u>	
1. Project Director - three Assistant Directors	4
2. Administrative Assistant (Canal)	1
3. Police (2 carry-alls)	4
4. Tire	2
5. Hospital	2
6. Chief Engineer	1
7. Mess Superintendent	1
8. Mess Steward	1
9. Evacuee Property	1
Sub Total Passenger Cars	<hr/> 17

Pickups - Utility Service

1. Trouble Shooters	4
2. Farm	3
3. C A S	1
4. Hospital (panels)	2
Sub Total	<hr/> 10
Grand Total	27

3. No assigned vehicle shall move without a trip ticket and said trip ticket shall be with the vehicle at all times during usage.

4. Trip tickets for assigned vehicles shall be on Form WRA-159, Revised, identified by the stamp "ASSIGNED", on its face.

5. The request form of "Assigned" trip tickets may bear the signature of any staff employee requesting, but the assignment (space provided for signature of dispatcher) shall bear the signature of the Division or Section Head to whom monthly assignment was made.

6. All trip tickets must be registered and a number assigned by the Transportation Section prior to the use of a vehicle. Assigned vehicle trip tickets shall be registered and numbered at the Transportation Office in the Administration Building, after proper authorization and signature of Division or Section Heads. All assigned vehicle trip tickets, which have been completed, shall be submitted to the Motor Pool Supervisor not later than 10:00 A.M. of the day following usage. For convenience a depository for assigned vehicles' trip tickets shall be in the Transportation Office in the Administration Building.

OFF-PROJECT TRIP TICKETS

No vehicle shall be permitted to leave the Project unless either of the above-described trip tickets shall, in addition to the foregoing regulations, also bear a stamped "Off-Project" on its face. Any ticket bearing the "Off-Project" stamp over the signature of the Division or Section Head or the Motor Pool Supervisor, shall be permitted to leave the Project.

Internal Security, Civilian Gate Checkers, Military Police, and the supervising personnel of the Transportation Section shall be and are hereby authorized and instructed to examine trip tickets at will for compliance with these regulations. Violations thereof shall result in removal of drivers and return of vehicle to the Motor Pool and a report shall be made thereof.

EXECUTION OF TRIP TICKETS

Trip tickets are a basic record, not only of the Transportation Section, but also of the Finance Section. Therefore, it is imperative and is hereby made a condition to the use of vehicles, that, all information and data required by the Form shall be written by the requesting parties in a clear and understandable manner. Excepting Trip Record No. and Account No., which shall be recorded by the Transportation and Finance Section, all other detail shall be complete.

Driver-operator shall sign ticket prior to use of vehicle and shall record time and mileage requirements at the beginning and end of usage. In the case of broken speedometers, an estimate of mileage shall be recorded and so indicated by the initials "Est."

Attached hereto are complete instructions relating to the execution of trip tickets.

B. F. Runyan
B. F. Runyan
Acting Project Director

This instruction cancels instructions pertaining to assigned vehicles, Motor Pool vehicles and trip tickets as referred to in memorandums dated July 18, 1944 under subject "Motor Pool Regulations", and August 18, 1944 under subject "Motor Pool Regulations".

TRIP TICKETS FOR MOTOR EQUIPMENT USAGE

In order to obtain proper distribution of costs on government-owned equipment used for official business, and to comply with Administrative Notice No. 138 and Manual Section 50.2.5, the Finance Section requires trip tickets, WRA 159 Revised, to be completed as follows:

Attached hereto is a sample copy of completed trip ticket as turned into the Motor Pool Dispatcher covering use of a Government automobile or truck.

The following information must be shown on a trip ticket:

1. Project: Gila River
2. Division initiating request: Show applicable division, such as Project Management, Administrative Management, etc.
3. Section initiating request: Show applicable section and unit to be charged
4. Trip record number: This number will be inserted by the Motor Pool Supervisor.
5. Account number: This number will be inserted by the Cost Accountant
6. Unit number: Show the equipment number, such as 1 - 1, 1 -2, if possible, otherwise number will be inserted by Dispatcher

7. Type of equipment or vehicle required: Show passenger car, G. I. truck, etc.
8. Justification and purpose of government business for which to be used: Show exact purpose for which the vehicle will be used on official business
9. Mileage anticipated in this request: Show estimated mileage vehicle will cover on the trip
10. Hours required: Show approximate hours for which the vehicle will be used
11. Signature -- Division or section head requesting: Trip tickets must be manually signed by division or section head (section head requires approval of division head and unit head requires approval section head)
12. Date: Show the date equipment is to be used.

After the equipment has been assigned by the Motor Pool Supervisor who will affix his manual signature to the trip ticket on the line "signature of dispatcher", the person operating the vehicle will fill in the following information on the trip ticket:

1. Time out: Show the hour that the equipment is placed into service.
2. Speedometer reading out: Show the exact speedometer reading of the equipment at the start of the trip
3. Time in: Show the exact hour that the equipment is turned over to the Motor Pool Supervisor or the end of the trip for the date authorized

4. Speedometer reading in: Show the exact speedometer reading upon the completion of the trip
5. Total miles: Show the total miles vehicle was operated on the trip by subtracting the out speedometer reading from the in speedometer reading
6. Record of mileage for trips out of center: Show all of the places covered by the trip during the date the vehicle was used
7. Driver operator's certificate (lower right side of form);
Manual signature of the person operating the vehicle

War Relocation Authority
 TRIP AND JUSTIFICATION SHEET FOR MOTOR EQUIPMENT USAGE
 Hourly use where speedometer not operable or provided.

WRA - 159 (Rev.) S-#1590

Project Gila River Trip record No. *
 Division initiating request Admin. Maint. Account No. ** Unit No. 1-23
 Section initiating request Finance Type vehicle or equipment desired
Passenger

Justification and purpose of Government business for which to be used Trip
to Phoenix to contact vendors on voucher payments and Bonding Company
on Bonds - by W. G. Graham

Mileage anticipated in this request 95 Hours required 6

I certify that use of Government vehicle or equipment is essential and necessary to transact Government business.

B. F. Runyan

(Signature--Division or section head requesting)

Date Sept. 15, 1944

Record of Mileage for Trips Outside Center

	Miles	Time		Speedometer Readings
		Out	In	
From <u>Rivers</u>	<u> </u>	<u>9:00</u>	<u>4:30</u>	In <u>23682</u>
To <u>Phoenix</u>	<u> </u>	<u>AM</u>	<u>PM</u>	Out <u>23590</u>
From <u>In and around</u>	<u> </u>			Total miles <u>92</u>
To <u>Phoenix</u>	<u> </u>			
From <u>Phoenix</u>	<u> </u>			
To <u>Rivers</u>	<u> </u>			
From <u> </u>	<u> </u>			
To <u> </u>	<u> </u>			

This unit assigned and operable for duty requested. H. C. Hoehn

(Signature of dispatcher)

Driver-operator certifies that the foregoing is true and accurate record of mileage and hourly use and mission performed:

W. G. Graham

- * - To be inserted by Motor Pool
- ** - To be inserted by Cost Accountant

WRA-Gila-38
Nov. 9 - 1944

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

REQUEST FOR ASSIGNMENT OF VEHICLE

DATE: _____

TO: Equipment and Maintenance Supervisor

FROM: _____
Division or Section Head Requesting

Request is hereby made for the assignment of the following-described vehicle, for the purposes shown below:

TYPE OF VEHICLE: _____ UNIT NO. _____

PURPOSES: _____

I hereby assert that this request for assignment of vehicle is made because said vehicle is subject to use or call twenty-four hours daily and it is impractical to operate from the Motor Pool on a job basis.

Division or Section Head

ACCEPTANCE OR REJECTION OF REQUEST

DATE: _____

The above request for assignment and use of government vehicle, for the purposes shown (is) or (is not) approved for the following reasons: _____

Equipment and Maintenance Supv.

Motor Pool Supervisor

Original - Transportation
Copy - Assignee

WRA-Gila-39
Nov. 9 - 1944

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

ASSIGNMENT OF VEHICLE

DATE: _____

NAME OF ASSIGNEE: _____

UNIT NUMBER: _____ MAKE: _____

BODY TYPE: _____

PERIOD FROM: _____ TO: _____

The above-described vehicle is hereby assigned to the foregoing-named Division or Section Head for the period indicated above, subject to the terms and conditions, as follows:

1. Assignee assumes responsibility for correct operative maintenance of vehicle during period of assignment; that he will service, or cause to be serviced, said vehicle at intervals, and at such times as may be required to maintain proper air-pressure in the tires, proper lubrication, proper care of battery, radiator, water, and such simple operator care as he would use, were vehicle his own personal car.

2. Assignee agrees that vehicle shall be returned to Motor Pool Shops for repair or adjustment of mechanical defects noted during period of assignment, and shall not resume use without the consent of the Motor Pool Supervisor.

3. Assignee agrees that if vehicle is re-assigned by him to another individual or individuals of his division, section or unit, or otherwise, his responsibility shall remain the same as if vehicle were in his possession.

4. Assignee accepts the condition of said vehicle as represented by Automotive Inspection Report Form WRA-305, attached hereto and made a part hereof, and agrees to return said vehicle to the Motor Pool Supervisor at the termination of assignment, in the same condition, excepting ordinary wear and tear.

5. Assignee accepts as correct and assumes responsibility for the tools, accessories, spare tires, etc. of said vehicle as noted on "Vehicle Equipment Inspection", WRA-Gila-31, attached hereto and made a part hereof.

6. Assignee agrees to return said vehicle to the Motor Pool Supervisor at the expiration of the assignment period, for inspection and repair and for consideration of extension of assignment.

7. Assignee agrees to comply with Manual of Procedure regulations, governing the use of government vehicle and to execute or cause to be executed, a daily trip ticket, conforming with the rules and regulations, relating thereto.

8. It is agreed that neither an extension of this assignment nor a substitution of vehicles, either of which are at the option of the Equipment and Maintenance Supervisor and the Motor Pool Supervisor, shall waive any of the terms and conditions contained herein, and said terms and conditions shall apply to the substituted vehicle.

9. Assignee agrees to limit requests for Motor Pool vehicles to emergency occasions only, when said assigned vehicle or other vehicles assigned to said Division or Section Head are not available on a job basis.

10. Assignee agrees to furnish licensed drivers, only, for all vehicles assigned to him, and all drivers shall act under his supervision and control.

Assignee

Equipment & Maintenance Supv.

Motor Pool Supervisor

Extensions:

Initial: Assignee Motor Pool Supv.

From: _____ To: _____

Distribution - Orig. to Motor Transport.

Copy to Assignee

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

Mrs. Brown

November 27, 1944

PROJECT INSTRUCTION NO. 18

TO: Division, Section and Unit Heads

SUBJECT: Signature Cards

Signature Card, Form WRA-Gila-42, is required by the Finance Section to support underlying documents to payment vouchers. A Signature Card is required for each person who signs or approves employment documents, time reports, Grant Voucher applications, Procurement and Property documents, etc.

Signature Card should be submitted to the Finance Officer in an original only. Stencil Form S-#609, "Authority to Sign or Approve Documents" is replaced by Form WRA-Gila-42, and a supply of this form should be secured from the Property Officer. *P*

This Instruction cancels and supersedes the following center Procedures: -

✓ Memorandum - dated January 25, 1943, under subject of "Signature Cards".

✓ Memorandum - dated January 20, 1943, under subject of "Authorization to Sign or Approve Documents".

✓ Memorandum - dated January 20, 1943, under subject of "Signature Cards for Assignment Documents".

✓ Memorandum - dated January 25, 1944, under subject of "Authorization to Sign or Approve Documents".

L. H. Bennett

L. H. Bennett
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

Mrs. Brown

December 8, 1944

PROJECT INSTRUCTION NO. 19

TO: Division, Section, and Unit Heads

SUBJECT: Issuance of Equipment, Materials and Supplies from Project Warehouse.

To avoid confusion and dissatisfaction resulting from the present method of issuance of equipment, materials, and supplies from Project Warehouse, and in order that this may be eliminated the following procedure will be placed into effect as of December 15, 1944:

Form WRA-7 Rev, Requisition for Material and Supplies, for all minor equipment, materials and supplies, must be sent to the Property and Warehousing Unit twenty-four hours in advance of issuance date. This will enable the Property and Warehousing Unit to comply with all existing regulations regarding the posting and pricing of these forms, and prepare the articles requested for issuance.

Issuance of major equipment will be made on Form OFM-188, which will be prepared at Project Warehouse. Such equipment will be ready for issuance two (2) days after receipt of carbon copy of receiving report in your office.

Issuances of office supplies and forms will be made only once each month. Please anticipate your needs and submit Requisition for Materials and Supplies, Form WRA-7 Rev. to the Property and Warehousing Unit on the 25th of each month. Issuances will be delivered on or before the fifth day of the following month.

This instruction supersedes memorandum dated May 10, 1943, under subject of "Issuances of Equipment, Materials and Supplies from Central Warehouse."

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

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

Mrs. Brown

December 6, 1944

PROJECT INSTRUCTION NO. 20

TO: All Division, Section, and Unit Heads

SUBJECT: Requisitioning and issuance of supplies and materials for improvements and remodeling, new construction projects, and maintenance.

To insure uniform control in the requisitioning and issuance of materials and supplies to be used for the above purposes, the following procedure is mandatory:

1. Requisitions for Purchase

Requisitions (Form WRA-7 Rev.) will be properly completed, i.e., as to specification, etc., and routed to the Property Officer.

1. All requisitions must show the job order number and priority number, or they will not be honored by the Property Control and Warehousing Officer. The Property Officer will transmit these requisitions through the Cost Account and Budget & Accounts Units (for coding) to the Supply Officer. The Supply Officer will, after approving, forward to the Procurement Officer, who will insert the job order number and the priority number shown on the requisitions on the purchase order or contract. The job order number and priority number will also be shown on the material delivery tickets when the supplies are issued.

2. Requisitions from Stock

Form WRA-7 rev., Requisition for Materials & Supplies, will be used for supplies and materials withdrawn from stock. The Engineering Section has designated certain officials who are authorized to withdraw supplies and materials from the Project Warehouse. When requisitioning supplies and materials, these officials will show the job production order number on the WRA-7 Rev. for which the supplies or materials are to be used. It is very essential that the job production order numbers be shown on material delivery tickets when the supplies or materials are issued. All material delivery tickets, properly priced, must be routed to the cost accounting unit not later than the following day of issuance.

This instruction supersedes memorandum dated February 5, 1944, under this same subject.

L. H. Bennett

L. H. Bennett
Project Director

Brown

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

MB

December 29, 1944

PROJECT INSTRUCTION NO. 21

TO: All Appointed Personnel
SUBJECT: Alteration of Apartments and Dormitory Rooms

In order to maintain apartments and dormitory rooms in good condition, it is absolutely necessary that we require any occupant who wishes to build shelves, cut partitions, or in any other way alter the original walls and floors of buildings, to apply for permission through the Housing Committee.

The Fire Protection officer is required to make inspections during the construction or alterations of buildings, and he should be notified by the Housing Committee when an alteration is made.

It is also necessary that anyone who contemplates building a fence or any other construction outside the apartments receive approval from the Housing Committee. It is necessary to prevent the disfiguring of the apartment area with structures which detract from the apartments as a whole.

There can be no exception to this rule.

This instruction superseded memorandum dated August 6, 1943, under this same subject.

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

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

December 30, 1944

Project Instruction No. 22

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Revised Leave Procedure

1. On January 1, 1945, fundamental changes in the procedure of crediting and granting leave are effective.
2. Executive Order No. 9414, dated January 13, 1944, pertaining to Leave Regulations, remains unchanged. Reference is made to that Order and to WRA Personnel Handbook 20.1.100 - 122 for full details.
3. The purpose of this instruction is to outline the new procedure for compliance of all appointive personnel and to recount certain pertinent provisions of Leave Regulations.
4. PROCEDURE REGULATIONS EFFECTIVE JANUARY 1, 1945
 - A. Responsibility
 - (1) Supervisors will have authority to approve routine leave; non-routine leave will be approved by Division Heads.
 - (2) Each Division Head will be responsible for reporting to the Personnel Officer, those employees absent on leave.
 - (3) The Project Director and each Division Head shall designate as Time Clerks one or more employees to be directly responsible for the preparation, maintenance and submission of Time and Attendance Reports (Standard Forms 72 or 72a). He will furnish the Personnel Office with the names of such employees and a list of persons to be reported by each time clerk.
 - (4) Standard Form 72 or 72a (Time and Attendance Report) shall be used by all offices in reporting attendance and absence. Standard Form 72 and 72a differ in length only. When possible Standard Form 72 should be used.
 - (5) Prior to the reporting period (pay period) the Time and Attendance Report will be prepared by inserting the headings and the names of all employees on duty at the beginning of the reporting period. Time Clerks will determine daily whether employees are present. a check mark (✓) indicates a full day's attendance.

at the end of the reporting period, the Time and Attendance Report is totaled, checked, and signed by the Supervisor and forwarded to the Personnel Office.

- (6) The Personnel Office shall be responsible for proper and accurate maintenance of all leave records for employees.

B. GRANTING OF LEAVE

(1) Definitions:

Routine Leave - Periods of Annual Leave and Leave Without Pay which are in accordance with WRA policy; sick leave which does not require a medical certificate; court leave; and military leave.

Non-Routine Leave - Annual Leave which is in excess of 12 days; sick leave requiring a medical certificate; leave for medical, dental, or optical treatment.

(2) Request for leave will be handled in the following manner:

- (a) Routine Leave - When an employee wishes to take leave, he will ask his Supervisor for permission. If granted, the Supervisor will notify the Time Clerk of the amount and kind of leave granted. The Time Clerk will enter the period of absence on the Time and Attendance Report showing the type of leave granted (See instructions on reverse of SF-72). The employee will initial the absence in the space that has been provided. (In case of absence of several days, he should initial under the last date absent).

If the Time Clerk is in doubt as to the sufficiency of leave credit, he should check with the Personnel Transactions Officer.

Unscheduled leave will be posted to the report. Employee's initials will be obtained when he returns to duty.

In cases of sick leave which do not require a medical certificate, the employee must certify that "the absence was due to illness which incapacitated me for duty".

- (b) Non-Routine Leave - All non-routine leave will be reported on the Time and Attendance Report. In addition, Standard Form 71 (Application for Leave)

will be used in making application. Since this form is signed by the employee, he need not initial report; "SF-71" will be inserted in the space.

When Form 71 is obtained, it will be approved in writing by the Officer authorized to approve leave and retained by the Time Clerk preparing the Time and Attendance Report.

- (c) Upon receipt of the Time and Attendance Report, the Personnel Office will post the Leave Records and where it is found that leave has been overdrawn, will amend the report to show leave without pay.

Standard Form 70 (and 70a) Leave Record shall be used for maintaining the Leave records of each employee. Form 70 is designed for use in connection with permanent employees who are on duty at the beginning of the year. Form 70a is provided for us in connection with temporary employees, first-year employees who enter on duty after the first of the calendar year, and any other employees who earn other than the regular monthly accrual.

5. GENERAL PROVISIONS:

A. For leave purposes, Indefinite War Service and Hourly wage employees, whose appointments are not definitely limited, will be classed as "permanent" employees and those with specified time limits will be known as "temporary".

B. ANNUAL LEAVE

- (1) Permanent employees will receive credit for leave at the rate of 16 hours per calendar month, plus an additional 4 hours in March, June, September, and December if continuously employed for the quarter-year ending in such months.
- (2) Temporary employees shall be credited with 20 hours for each month of service (30 consecutive days). After the first month of service, the monthly credit may be recorded at the beginning of the month.
- (3) Employees may be granted leave at their request only at such times during the calendar year as officers authorized to approve leave consider it in the best interests of the service.
- (4) It is the practice of WRA generally to grant not more than 12 days Annual Leave at one time. Except in unusual circumstances employees will not be granted leave for excessively long periods.

C. SICK LEAVE

- (1) Sick Leave will be credited at the rate of 10 hours (or $1\frac{1}{4}$ days) per month.
- (2) An employee who is absent on account of sickness should notify his supervisor as early as practicable on the first day of his absence, or as soon thereafter as possible.
- (3) Failure to give such notice may result in the absence being charged to Annual Leave, or Leave Without Pay.
- (4) Verbal approval of the Division Head will be obtained in advance for sick leave for medical, dental or optical examination or treatment.
- (5) Application will be made on Form 71 and the certificate on reverse side will be executed at time of treatment and the form filed with the Time Clerk on return to duty.
- (6) When an employee is absent for more than 3 days, his leave will be approved, provided he furnishes a satisfactory certificate (reverse of Form 71) from a Physician, or other practitioner such as a chiropractor or osteopath. When such a medical certificate cannot reasonably be obtained, a certificate of the employee relating the facts to the illness may be accepted.

D. ABSENT WITHOUT LEAVE

- (1) An employee detained by causes beyond control and unable to report for duty at the opening hour must notify the office in which he is employed to that effect within two hours.
- (2) In any case where an employee absents himself without authorization, and it has been determined and circumstances warrant denial of retroactive approval of leave with or without pay, the employee will be considered AWOL and will thereby forfeit pay for the period of such absence. Adequate records should be provided for in such a case by approval in writing by the Project Director or Division Head with one copy to be filed in the payroll office, a second copy to be filed in the employee's personnel folder, and a third copy to be given to the employee.
- (3) In a case where it is believed that disciplinary action is desirable as well as denial of pay, a suspension action should be authorized and journalized.

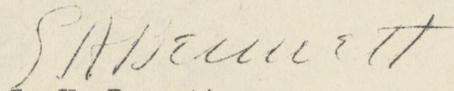
E. COMPENSATORY LEAVE

- (1) Regulations for Compensatory Time remain unchanged in that such time will be limited to emergencies and unusual circumstances and must be ordered and approved in advance by the Project Director.
- (2) Employees shall be given Compensary Time off through the preparation of a regular leave slip (Form 71) with the nature of the leave typed in as "Compensatory Leave". Such leave slips must be approved in advance.
- (3) A record of all compensatory time earned, taken and uncompensated shall be maintained by the Personnel Office on WRA Form 362.
- (4) Absence on compensatory leave will be shown for record purposes on the Time and Attendance Report with the number of hours followed by the proper abbreviation.
- (5) If the Personnel Office finds that there is not sufficient compensatory time to the employee's credit, the deficit will be covered by accrued annual leave. The Personnel Office will be responsible also for converting requests for Annual Leave to Compensatory Leave, whenever the employee has compensatory time to his credit. Compensatory leave may be substituted for sick leave at the discretion of the employee.

F. RESIGNATION

In cases of resignation, the employee shall complete Form OEM-526, Notice of Separation, indicating the date on which his last day of work will end. On the basis of this information the Personnel Office will set the effective date allowing for the payment of all accrued annual leave.

- G. Cooperation of all employees is earnestly solicited to the end that leave procedure will be properly and accurately carried out.


L. H. Bennett
Project Director

Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January 9, 1945

PROJECT INSTRUCTION NO. 23

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Establishment of Project Safety Council

In compliance with WRA Personnel Management Handbook (20.1.301) a Project Safety Council is hereby established.

The following appointive personnel are named as members of this council:

Ben F. Runyan,	Asst. Project Director
	Administrative Management
John W. Nichol	Chief of Internal Security
Tom. B. Vinson	Equipment Maintenance Supervisor
Emil D. Mauser	Fire Protection Officer
Lyston S. Black	Personnel Officer

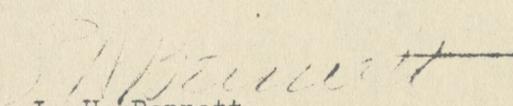
Ben F. Runyan will serve as Chairman of the Council and Lyston S. Black as Executive Secretary.

The Project Council will develop the safety program for the project based on directives of the Authority, recommendations of the Washington Safety Council, and the particular needs and circumstances existing at the center.

The Council shall report to the Washington Safety Council the following information at the close of the month: 1. Motor accidents, 2. Fires, 3. Other accidents. Pertinent data will be given, along with recommendations to prevent recurrence.

The Motor Transport and Maintenance Supervisor, the Fire Protection Officer, and Section Heads will report circumstances of accidents of fires falling within their scope of operations.

Because of the large amount of time and money lost through accidents and fires, it is the earnest desire that everyone on this project become "safety conscious" and use every precaution to prevent such losses.


L. H. Bennett
Project Director

Mrs. Brown

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January , 1945

PROJECT INSTRUCTION NO. 24

TO: Assistant Directors, Project Relocation Officer,
Chief of Internal Security, Leave Officer, Statistician,
Collection Officer and Agent Cashier

SUBJECT: Post-Exclusion Gate Control Procedure

The following procedures relating to the entry and exit of evacuee residents of this Center and visitors of Japanese descent are hereby adopted effective immediately:

I. Entrance and Exit Gate. No evacuee residents of the Center nor visitors of Japanese descent, except evacuee employees of the Center on work passes, may enter or leave the Center area except by the North Gate.

II. Coordination with Military Police. So long as a Military Police Unit is stationed at this Center and maintains a post at the North Gate entrance and so long as there remain in the Center any persons who have been designated by the War Department or any Command thereof or the Department of Justice for detention or segregation and until notification has been received by the War Relocation Authority Administration and the Commanding Officer of the Military Police Unit that no further persons in the Center will be so designated, the Leave Officer will notify the Commanding Officer of the Military Police Unit in advance of every known intended departure from the Center, for whatever purpose such departure may be, and of the fact that the person intending to depart has been cleared to the Project Director by authorized military authorities. After such notification the authority for actual departure and the passing of any such departing persons out of the North Gate shall be under the jurisdiction and control of the Military Police Unit. No evacuee resident of the Center nor any visitor of Japanese descent shall be admitted at the North Gate by the Military Police Guard in charge except upon a pass signed by the Project Director or his duly authorized representative or representatives designated to the Commanding Officer of the Military Police Unit.

III. Duties of Leave Officer on Applications of Persons of Japanese Descent for Admission as Visitors.

a. During all regular business hours when a person of Japanese descent presents himself for admission at the North Gate it shall be the duty of the Leave Officer to ascertain through the Gate Clerk, or such other means as may be practicable, whether or not such applicant for admission has obtained advance approval for a visit to the Center from a Field Relocation Officer with the consent of the appropriate Center officials and if so whether he has in his possession the proper forms and documents evidencing such advance approval.

b. If the applicant for admission as a visitor has not secured advance approval or is not in possession of evidence thereof it shall be the duty of the Leave Officer to ascertain from the Gate Clerk or by other appropriate means whether:

(1) The applicant is a United States soldier on furlough in possession of furlough papers evidencing his status.

(2) A pre-induction candidate for military service in possession of a certificate of fitness.

(3) An inductee into military service in possession of documents showing him to be a member of the enlisted reserve.

(4) Ex-service man in possession of an honorable discharge.

(5) A member of the immediate family of a resident of the Center certified by Center medical authorities to be so seriously ill as to justify the visit as an emergency.

(6) A member of the immediate family of a resident of the Center certified by the medical authorities to have deceased not more than 15 days before the date of application for admission to visit.

(7) A student member of the immediate family of a Center resident or residents who has within 30 days before the application for admission completed an interim school or college term and who wishes to visit the Center pending return to a school or college. In

this case satisfactory evidence shall be obtained by the Leave Officer of the status of the student from documents in possession of the student or such other sources as may be available.

c. If the applicant for admission is established as being in one of the categories set forth in "b" and the Leave Officer establishes that members of the immediate family of the applicant are then residing in the Center the applicant shall be admitted by pass signed by an authorized official and delivered to the military police guard at the North Gate in the manner hereinafter set forth.

d. If the applicant does not fall into any of the categories enumerated in "b" the Leave Officer shall inquire as to the purpose of his visit. If the applicant shall state that his purpose is to effect relocation plans with members of his immediate family or upon prior express request of a resident of this Center of which the Project Relocation Officer has received notice, the Leave Officer shall determine from the applicant and the Project Relocation Officer and such other sources as may be appropriate whether such stated purpose is the true and reasonable purpose of the visit and if so the applicant shall be admitted as provided "c" hereof.

e. If the applicant does not fall into any of the categories enumerated in "b" and gives any other purpose for his visit than that stated in "d" the Leave Officer shall direct that admittance be refused to the applicant and that the Military Police Guard at the North Gate be so notified.

f. Upon the admission of any applicant to the Center under the provision of "d" he shall be referred by the Leave Officer to the Project Relocation Officer for an interview at the earliest possible moment to determine whether the visit is necessary to work out a relocation plan affecting the applicant and residents of the Center. If the Project Relocation Officer determines that the visit is not necessary for such purpose the applicant shall be required to leave the Center as hereinafter provided. If the Project Relocation Officer determines that the visit for such purpose is necessary the applicant shall be admitted as a visitor for a fixed period determined by the Project Relocation Officer who shall notify the Leave Officer who in turn shall notify the Agent Cashier and the Statistical Section.

g. In all cases of admission of visitors with advance

approval the Leave Officer shall furnish to the Statistical Section the name of the visitor, the names and addresses of the residents visited and the terminal date of the visit. In all cases of the admission of a visitor without advance approval the Leave Officer shall also furnish the foregoing data to the Agent Cashier in order that board and lodging fees may be collected from such visitors. It shall also be the duty of the Leave Officer to give notice to the Agent Cashier at the beginning of each period of two weeks or less of the continuation of any visit for which subsistence charges are to be collected beyond the first two weeks of such visit. It shall also be the duty of the Leave Officer to notify the Project Director and the Agent Cashier at least 48 hours in advance of the scheduled departure date of any visitor in order to enable the Project Director to serve notice on the visitor that he is required to leave the Center on or before the departure date in order to enable the Agent Cashier to collect any outstanding indebtedness of the visitor before his departure.

IV. Duties of the Officer of the Day on Applications of Persons of Japanese Descent for Admission as Visitors. When an applicant as a visitor arrives at the North Gate at any time other than during regular administration business hours the duty and authority of the Leave Officer as set forth in II hereof shall devolve upon the Officer of the Day or such person as may be designated to assume such duties and authority from the appointed staff of Internal Security by the Chief of Internal Security. In cases in which the duration of the visit of any applicant who is admitted under the provisions of this section does not extend into any regular administration business hours the Officer of the Day or person designated by the Chief of Internal Security shall report the visit at the earliest opportunity during business hours to the Leave Officer and the Statistical Section but shall immediately upon the admission of the visitor report the visit regardless of office hours to the Agent Cashier or a person designated by the Agent Cashier to act in that capacity whose responsibility it shall be to collect any fees required to be paid by the visitor.

V. Duties of Gate Clerks on Applications of Persons of Japanese Descent for Admission as Visitors. In addition to the regular specified duties of the Gate Clerks it shall be their duty to furnish accurately all requested information concerning applicants as visitors who arrive at the North Gate to the Leave Officer, Officer of the Day or persons designated by the Chief of Internal Security to act with regard to the admission of visitors.

VI. Duties of Agent Cashier on Applications of Persons of Japanese Descent for Admission as Visitors. It shall be the duty of the Agent Cashier to be available in person or by an authorized representative to collect required fees from visitors during office hours and, in the case of persons whose visit will not extend into regular office hours, at any time such occasion arises.

VII. Duties of Chief of Internal Security with Respect to Visitors. It shall be the duty of the Chief of Internal Security to cooperate with the Leave Officer during administration business hours in connection with the admission or refusal of admission of applicants for admission as visitors. The Chief of Internal Security shall designate appointed members of his staff to make periodic visits during administration business hours to the North Gate to deliver admittance passes to the Military Police Guard and at the request of the Leave Officer to conduct such investigation of any applicant as may be requested to notify applicants of the decision of the Leave Office to refuse their application for admission and also to convey such information to the Military Police Guard. It shall also be the duty of the Chief of Internal Security to designate appointed members of his staff to act in place of the Officer of the Day on all occasions other than during regular administration business hours when the Officer of the Day is not on duty or is unable to act in place of the Leave Officer and to arrange a schedule of regular trips to the North Gate in connection with the admittance or refusal of admittance of applicants as visitors at times other than during regular administration business hours. It shall also be the duty of the Chief of Internal Security upon receipt from the Project Director of notices directed to any visitor at the Center requiring such visitor to leave the Center to designate an appointed member of his staff to serve such notice upon the addressee personally and to furnish to the Project Director a statement evidencing the personal service of the notice. It shall not be the duty or responsibility of the Chief of Internal Security or any member of his staff to collect fees for board and lodging from any visitor and the duty of the Internal Security will have been discharged when the visitor is personally referred by an appointed member of the Internal Security staff to the Agent Cashier or the designated representative of the Agent Cashier for that purpose.

VIII. Duties of the Statistician with Respect to Visitors. It shall be the duty of the Statistician to maintain records of all visitors admitted to the Center showing the date of their admission, the date set for their departure, whether they are or are not to be

charged subsistence fees and the residents of the Center whom they are visiting. It shall also be the duty of the Statistician to instruct the Gate Clerks in the matter of cooperating with the Leave Officer, the Officer of the Day and members of the Internal Security staff in obtaining and furnishing information with respect to applicants for admission as visitors.

IX. Responsibilities of Officials with Respect to Admissions and Departures. During regular business hours the final responsibility for the admission of any person of Japanese descent to the Center area rests with the Leave Officer. During hours other than regular business hours the responsibility for the admission of any person of Japanese descent into the Center area rests with the Officer of the Day or the member of the appointed staff of Internal Security designated by the Chief of Internal Security to act in place of the Officer of the Day. The final responsibility for all departures from the Center of persons of Japanese descent no longer rests with the War Relocation Authority but has been assumed by the Commanding Officer of the Military Police Unit. The final responsibility for approving visits for relocation plans for which advance approval has not been obtained rests with the Project Relocation Officer. The final responsibility for collecting subsistence fees in the case of visitors from whom such fees are required to be collected rests with the Collection Officer.

X. Gate Procedure with Respect to Applications for Admission for Induction, Reinduction or Status Other Than as Visitors. In the case of all persons of Japanese descent who apply at the North Gate for admission to the Center on any status other than that of visitor it shall be the duty of the Gate Clerk to ascertain and communicate to the Leave Officer or Officer of the Day, depending upon the hour at which admission is sought, which, if any, of the following reasons is given for the application for admission to the Center:

- (1) Former Center resident returning from trial indefinite leave.
- (2) Former Center resident returning from seasonal leave.
- (3) Center resident returning from short term leave (including day passes).
- (4) Transfers from other Centers.
- (5) Former Center residents subject to army exclusion

orders applying for reinduction with approval of Field Relocation Officer on account of inability to effect successful relocation.

Applicants for admission in Class 1 shall be admitted upon proof by copy of trial indefinite leave agreement or approval of Relocation Field Officer on War Relocation Authority Form 325 that they are in fact returning from trial indefinite leave and that such return is within six months of the date of departure from the Center.

Applicants for admission in Class 2 shall be admitted upon proof by copy of seasonal leave card or approval of Relocation Field Officer on War Relocation Authority Form 325 and evidence by employment contract or other satisfactory evidence that the conditions of employment/^{for} which seasonal leave was granted have been fulfilled. If fulfillment of the employment contract cannot be immediately established by evidence in the possession of the applicant he shall nevertheless be admitted to the Center on a temporary basis until his right to reinduction has been determined.

Applicants for admission in Class 3 shall be admitted upon presentation of copy of unexpired short term leave permit or day pass.

Applicants for admission in Class 4 shall be admitted upon proof of identity, permit to leave Center of former residence for transfer to this Center and approval of transfer by Director.

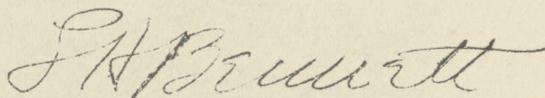
Applicants for admission in Class 5 shall be admitted only upon proof of approval of Relocation Field Officer to return to Center for reinduction on War Relocation Authority Form 325 and evidence that applicant has been served with army exclusion order.

In the case of applicants for admission in Classes 1, 2, 4, and 5 the Gate Clerk shall communicate the information directly to the Leave Officer or the Officer of the Day. In the case of applicants for admission in Class 3 (residents returning from short term leave, including day passes) the Gate Clerk shall transmit his report to the Statistician who will in turn notify the Leave Officer in all cases of returns from regular short term leave and in all cases where there has been any violation of the conditions of day passes.

In cases of exits and entrances on work passes as to which the Gate Clerks furnish a register to the Statistician, the Statistician

shall bring to the attention of the Leave Officer any violation of the conditions of any work pass.

XI. Limitation on Admission to Center. No person of Japanese descent shall be admitted to the Center area for any purpose except in accordance with the provisions of this memorandum unless the Project Director gives his express and personal approval for such admission.



L. H. Bennett
Project Director

Mrs. Brown

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 13, 1945

PROJECT INSTRUCTION NO. 25

TO: All Division, Section, and Unit Heads

SUBJECT: Property Control Procedure

The memorandum on the above subject dated June 24, 1944, is hereby revised as shown below in accordance with the revised WRA Handbook, Property Control 20.4, which is expected shortly from the Washington Office, and which will be distributed upon receipt.

In order to avoid confusion and delay in processing documents concerning the requisitioning, transfer, and issuance of property, the outline given herein is presented to acquaint all concerned with a standard procedure.

Your earnest cooperation is requested and will be greatly appreciated.

Requisitions (WRA-7 Rev), material delivery tickets (WRA-96 Rev), Property issue record (OEM-188) and Receiving reports (OEM-680) will be given document numbers by the Property Control Sub-unit.

I. REQUISITIONS

- A. Requisitions for equipment, materials and supplies shall be prepared on Form WRA-7 in an original and three (3) carbon copies.
- B. The originals, first and second copies will be forwarded to the Property Control Officer.
- C. If the articles requested can be supplied from stock, one copy of the requisition WRA-7 will be returned to the requisitioning activity, stamped with the date and hour when articles may be issued.
- D. If the articles are not in stock, one copy of the requisition will be returned, showing that the original has been forwarded to the Procurement Unit for purchase.
- E. When only a portion of the articles requested can be supplied from stock, then such items will be shown on the copy returned, and the requisitioning activity will submit another Form WRA-7 for articles not in stock to the Procurement Unit for purchase.

II. ISSUANCES FROM STOCK

- A. When issuances are to be made from stock the Property Officer shall prepare Material Delivery Ticket (Form WRA-96 Revised).
- B. The requisitioning activity, when calling at the Project Warehouse for issuance, must present to the guard at the gate, the returned copy of Form WRA-7 which has WRA-96 document number and date authorized by the Property Officer for issuance. In other words, it must be used as a pass. No person will be permitted to enter the Project Warehouse area for issuances without this pass.
- C. Activities are permitted to establish a "storehouse" to carry not more than a week's supply of materials. This supply or any other requests for materials and supplies, that appear to be unreasonable will be referred to the Section Heads for his approval.

III. ISSUANCES OF MINOR EQUIPMENT

- A. Minor equipment shall be issued on Form WRA-96 Revised, and charged to cost on issuance, but the activity heads receiving such equipment shall remain accountable to the Property and Warehousing Officer, and inventories must so reflect this minor equipment.

IV. ISSUANCE OF MAJOR EQUIPMENT

- A. Major equipment shall be issued on Form OEM-188 and although the Property and Warehousing Officer shall remain accountable for such property, the activity heads shall be responsible as custodians and shall be held strictly accountable for its location.

V. SIGNATURE CARDS

- A. No issuances will be made to any individual not properly authorized by the activity head on signature card, stencil No. 609. This card must be on file with the Property Officer.
- B. It is suggested that minimum amount of these signature authorization cards be issued.
- C. Only signatures of authorized appointive personnel will be acceptable for major and minor equipment.

VI. TRANSFERS OF PROPERTY

- A. ALL TRANSFERS OF PROPERTY WITHIN THE CENTER MUST HAVE THE PRIOR APPROVAL OF THE SUPPLY OFFICER AND THE PROPERTY AND WAREHOUSING OFFICER.

In the event of discovery that any property has been transferred without the Property Control and Warehousing Officer's approval, or is otherwise unaccounted for, the salary of the employee to whom such property is charged may be subject to deduction for the inventory value of the property.

- B. Each class of property must be on separate documents, and indicated as to what class. No two classes can be shown on the same transfer.
- C. Stores (expendable property) and minor equipment may not be transferred between activities. They may only be transferred to Project Warehouse Stock.
- D. Major equipment ^{may} be transferred between activities and to the Project Warehouse.
- E. Minor equipment shall be returned to the warehouse at no cost, the cost originally having been charged to the original receiving activity.
- F. Transfer of Expendable Materials to the Project Warehouse shall be accomplished on Form WRA-96 Revised, plainly labeled 'Credit,' prepared in an original and three copies. Credit WRA-96 must also show reason for return to warehouse of property listed thereon. After transfer has been approved as outlined in VI-A above, the original and three copies shall be returned to the Releasing Activity to accompany property to warehouse. One copy will be returned to the Activity as a receipt.
- G. Minor equipment ^{as} shall be returned to the warehouse in the same manner ^{as} outlined above in VI-F above for expendable property.

NO TRANSFERS OF MINOR EQUIPMENT SHALL BE MADE BETWEEN ACTIVITIES (20.4.7C -2).

- H. A request, in memorandum form shall be made to the Supply Officer and Property & Warehousing Officer when a transfer of major equipment is desired. Upon approval by both officers the request shall be forwarded to the Property Officer who shall prepare a credit CEM-138 for the releasing activity, and a debit CEM-138 for the receiving activity. If major equipment is being returned to the warehouse, only the credit CEM-138 shall be prepared.

VII. EQUIPMENT TO BE REPAIRED

A. Equipment to be sent off the Project for repair must be transferred to the Project Warehouse. The following procedure shall be complied with:

1. Activity requesting repair shall prepare WRA-7 as outlined in I-a.
2. Approval of Property and Warehousing Officer is necessary so that document can be used as a pass.
3. WRA-7 will then accompany the equipment to the Project Warehouse.
4. No equipment shall be sent off the Project until purchase order has been issued.
5. Repaired equipment shall be returned to activity requesting the repair work.
6. Activity will be given one copy of WRA-7 receipted by the warehouse.
7. Activity shall receipt warehouse copy of WRA-7 when equipment is returned to them.

This memorandum supersedes memorandum of June 24, 1944,
subject: Property Control Procedure.

B. F. Runyan
B. F. Runyan
Acting Project Director

Diana Warren
UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

August 28, 1945

Project Instruction No. 26

To: All Appointed Personnel
SUBJECT: Transportation Regulations.

Effective September 4, 1945, all road vehicles of this project shall be returned to the Motor Pools, immediately upon completion of the official business for which vehicle was justified and assigned, but in no event, later than closing time of each working day, unless prior arrangements to the contrary have been authorized by the Motor Pool Supervisor.

The only exceptions to the foregoing shall be vehicles assigned to various Sections for use 24 hours daily. Said Sections and said vehicles shall be, as follows:

PASSENGER CARS

1. Internal Security	4
2. Fire Department	2
3. Chief Engineer	<u>1</u>
	7

TRUCKS AND PICK-UPS

1. Farm Irrigators (2GI's and 2PU's)	4
2. Hospital (1 Ambulance and 1 Panel)	<u>2</u>
	6

MOTOR POOL VEHICLES: All Project vehicles, other than those enumerated above, on 24 hours daily assignment, shall be Motor Pool Vehicles and shall operate therefrom on specific assignment. No assignments shall be made except upon presentation of Trip Ticket (Form WRA-159 Rev.) properly completed as to detail, properly justified, the request form signed by a Division or Section Head and approved by the Motor Pool Supervisor.

Immediately upon completion of the official business for which justification and dispatch was made, vehicles shall be returned to the Motor Pool from

which assignment was made. All Motor Pool vehicles shall be in the Motor Pool at the close of business each day.

In addition to the Butte and Canal Motor Pools, passenger cars shall be stored in the sheds adjacent to the Butte Administration Building and shall be dispatched from the Transportation Office in the Butte Administration Building.

All vehicles completing an assignment shall be returned to the storage from which they were assigned and the keys and completed Trip Ticket shall be returned to the office from which vehicle as dispatched.

EMERGENCIES: The Officer of the Day shall be and is hereby authorized to issue emergency Trip Tickets and to dispatch vehicles in the absence of the Motor Pool Supervisor. All dispatching offices shall be made available to the O. D. for this purpose.

INTERCAMP BUS SERVICE: Additional schedules shall be added to the Intercamp Bus Service, so as to accommodate peak loads at beginning of work, at noon hour and at closing time. A copy of the revised Bus Schedule is attached hereto.

TAXI SERVICE: Taxi Service shall be available at each dispatching office to transport persons to and from the Motor Pools and to and from short official trips within the boundaries of the Project. 1. Passengers may hold a taxi, not longer than 15 minutes. Taxis shall return to their dispatching office immediately following each trip.

Tickets shall be required to ride in Taxis. Taxi tickets shall be issued by each dispatching office and shall be surrendered to the driver. Each Taxi Ticket becomes part of the Taxi daily trip ticket. Taxis may be dispatched by telephone calls to any dispatching office.

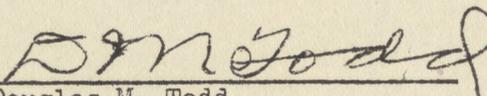
TRANSPORTATION TO AND FROM DOMICILE: No government vehicle shall be used for the sole justification of transporting persons to and from domicile. 2. Attached hereto is copy of excerpt from W.R.A. Handbook 20.1.13, titled "Unlawful Use of Government Car".

PRIVATE VEHICLES: The use of private vehicles, in pool arrangements or otherwise, to transport persons between domicile and work is encouraged. The cancellation of gas rationing, no longer offers reason to avoid this personal obligation, which would prevail in any other locality or occupation. 3. Privately owned vehicles shall be prohibited from entering the Motor Pool Area enclosure.

TRIP TICKETS: Regulations governing the use of Trip Tickets (WRA.159 Rev.) shall be strictly enforced. Failure of any person or persons to comply shall be sufficient reason to deny the offenders the use of government vehicles.

PURPOSES: The purpose of these regulations is to improve our transportation facilities and to make equipment available when needed. It is not intended to deprive anyone of needed service.

By the cooperation of all personnel, we are confident that you will enjoy an improved service.



Douglas M. Todd
Project Director

January 23, 1945

EXCERPT FROM WRA HANDBOOK DATED JANUARY 9, 1945, TITLED
"UNLAWFUL USE OF GOVERNMENT CAR" 20.1.13

The Independent Offices Appropriation Act, 1945 (Public 358, 78th Congress) stipulates that any officer or employee of the Government who uses or authorizes the use of any Government-owned or leased motor-propelled passenger-carrying vehicle for other than official purposes shall be immediately removed from office. The words "official purposes" does not include the transportation of officers and employees between domiciles and places of employment. The word "uses" has been defined to include not only the driver of the vehicle but also passengers as well, if it is determined that they knowingly were using a car for other than official purposes. This law is applicable to the War Relocation Authority, and to all employees. Each project director or head of a field office who discovers one of his staff violating the law shall take immediate steps to secure the offender's dismissal. For an interpretation of the law under the particular circumstances prevailing at centers, see Manual 50.2.5.