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WAR RELOCATION AUTHORITY

GRANADA PROJECT
Amache, Colorado

December 2, 1942

MEMORANDUM

TO: Mr. Wm. Wells, Chief Steward,
and Mess Hall Chief Cooks

FROM: D. E. Harbison

There is attached herewith a copy of Acting Director Rewalt's letter of November 18th to Regional Director Smart. Also, a copy of Regional Director E. R. Fryer's letter to Mr. Charles F. Ernst, Project Director, both pertaining to the rationing of foods.

Mr. Fryer's letter contains material which I believe we should all consider seriously in the ordering of future Mess Hall Supplies.

Mr. Rewalt's letter advises us that Administrative Instructions on this matter will probably be issued in the near future.

Inasmuch as it appears definite that these instructions will be received soon, it is not too early for us to be giving serious consideration to the subject at this time.

WAR RELOCATION AUTHORITY

Washington

November 18, 1942

C
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P
Y

Mr. Joseph H. Smart
Regional Director
War Relocation Authority
Kittredge Building
Denver, Colorado

Dear Mr. Smart:

Enclosed herewith is the copy of a letter sent to all Project Directors in the San Francisco region by Regional Director E. R. Fryer on the subject of project compliance with food rationing regulations.

An Administrative Instruction on this matter will probably be issued in the near future, but in the meantime, I think it would be advisable to call the attention of your Project Directors and Stewards to this problem so that they can take the immediate steps that may be necessary to meet it.

Sincerely yours,

E. M. ROHALT

Acting Director

Enclosure

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C
Y
Mr. Charles F. Ernst,
Project Director
Central Utah Relocation Project,
Delta, Utah

Dear Mr. Ernst:

Increasing food demands of the armed forces and the necessity therefore of rationing many important items have created an administrative problem to which all of us must give a larger amount of attention. From now on the problem involves more than computing the amount of foodstuffs which may be needed over a 30-day period and filing a requisition. Certainly it involves more than buying foods simply because they are obtainable through the Quartermaster Corps. Among other things, we must take account of community attitudes which present public relations problems that cannot be ignored.

I am sending this letter to all project directors as a general review of the problems we are facing and in the hope it may be helpful in discussions with project stewards and others administratively concerned.

It is obvious that when rationing of a food item becomes a national necessity there is a strict obligation on WRA officials to see that all mess halls, both administrative and evacuee comply. When such rationing is officially scheduled, but has not been instituted, as is now the case with coffee and meats, there is also an obligation to adjust advance purchasing of such items in accordance with the best information available.

Public criticism is justified, it seems to me, if a project community enjoys a scarce item, such as bacon, as a result of "loading up" when a shortage was developing by taking advantage of the Quartermaster's ability to continue supplying an item in the usual amounts. We are certain to encounter criticism, and we will deserve it, if we do not impose some rationing on ourselves when we know that an item is becoming increasingly scarce and serious shortages are showing up in nearby communities.

Milk is a very good illustration of an item of which there is a shortage, but on which rationing has not been definitely scheduled. In several communities, there has been sharp criticism of the milk consumption at our relocation centers while local shortages exist. Some of this criticism has not been altogether fair, but the necessity for restricting consumption at all our projects is obvious. Fresh milk should not be used in cooking and should be limited to nursing mothers, babies and young children, hospital patients, and special diet cases. I understand from Mr. Yust, Subsistence Officer here, that all project stewards have been advised that they should follow these recommendations.

Within a short time, the Service of Supply Division will issue its Menu No. 3 which will provide for one meatless day a week, a weekly meat ration of $2\frac{1}{2}$ pounds per person, and will also take account of the scheduled rationing of one pound of coffee per person in each five weeks. It will also be possible to keep meat consumption well below the weekly ration of $2\frac{1}{2}$ pounds per person by substituting fish, a food which evacuees generally prefer to meats.

If we are to be in the clear when we are publicly criticized with reference to food consumption, we must be able to show that we have scrupulously complied with all rationing provisions; in addition, it will be of great advantage to show that we recognized the increasing necessity to conserve many items not under rationing and did not ask for more than our share.

Sincerely yours,

E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
GRANADA PROJECT

May 3, 1943

MEMORANDUM TO: ALL APPOINTED PERSONNEL

Subject: Personnel Apartments in Center

- I. One-bedroom apartments will rent for \$20.00 per month, with services. By 'services' is meant that the cost of all heating, fuel, water and electricity will be included in the charge. The apartment will be furnished with necessary furniture as determined by the War Relocation Authority, and a range and refrigerator.
- II. The two-bedroom apartments will rent for \$25.00 furnished. Furniture shall consist of minimum essentials as determined by the War Relocation Authority. No dishes, bedding, or cooking utensils or similar items will be included.
- III. The one-bedroom apartments will rent for \$14.00 per month unfurnished. An unfurnished apartment, however, will be provided with a refrigerator and a range with the utilities.
- IV. The two-bedroom apartment will rent for \$18.50 per month unfurnished, but will have a range and refrigerator provided.
- V. Occupants desiring only partially furnished apartments will be charged the unfurnished apartment rate, plus a pro-rated rate by furniture item. Any occupant may rent as little furniture with his apartment as he desires. The minimum charge shall be \$1.00, and a full month's rate will be charged for any such furniture when it is used for a period of less than thirty days during any calendar month.
- VI. Actual date of occupancy shall be the date the dwelling is made available to the applicant.
- VII. Rents will be charged by payroll deduction and will be collected semi-monthly. One-half the monthly rate will be deducted from each semi-monthly pay check. Charges become effective on the date the dwelling is made available to the applicant regardless of actual occupancy, and shall cease on the date the quarters are fully vacated, with complete removal of all personal belongings. Vacancies occurring without giving notification to the Housing Section will continue to accrue charges until such notice is furnished and the quarters are inspected for damage and accountability of Government property.
- VIII. Any occupant wilfully destroying or defacing government property, dwellings, or furnishings will be held financially accountable. Each dwelling, when vacated, shall be left with premises clean and in a neat condition. The dwellings shall be left sanitary, swept, and locked, and all trash which normally accumulates when vacating shall be removed and disposed of.

James G. Lindley
James G. Lindley
Project Director

PERSONNEL APTS. in CENTER

PROJECT WAREHOUSING AND PROPERTY CONTROL PROCEDURE

PROJECT WAREHOUSING AND
PROPERTY CONTROL PROCEDURE

A. Authorization to sign requisitions

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

B. Persons authorized to receive property

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

C. Preparation of the requisition

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

(Refer to sample WRA-7)

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

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

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

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

2. Distribution

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

D. Issuing Procedure

1. Expendable and non-expendable property

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

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

2. Temporary and Recurring Issues Of Non-Expendable Property

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

Colonists' Property In Storage:

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

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

3. Returns to the Warehouse

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

4. Property Issuance to Colonists

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

Mark W. Radcliffe

Mark W. Radcliffe
Transportation & Supply Officer

October 22, 1942

Approved:

James G. Lindley
James G. Lindley
Project Director

MESS DIVISION COST ACCOUNTING

*See Revised
6/26/43*

The following chart of accounts will be used for the Mess Division in the new cost accounting system:

40 - 510 Division Overhead

This account will carry all costs incident to the operation of the Office of the Project Steward, the butcher shop, pickling factory, and any other items of miscellaneous expense which can not be charged to one of the other accounts listed below. The charges of this account will include salaries (appointed and evacuee) supplies and materials, and all miscellaneous items of cost. The cost accumulated in this account will be distributed to each of the mess halls by the Cost Unit at the end of the month.

40 - 520 Evacuee Mess

This is a control account to which no charges are to be made. All charges will be made to the individual mess hall accounts listed below. These charges will include salaries, food, supplies, dishes, and all other expendable items issued to the mess halls. The accounts to which these charges should be made are listed below. These account numbers are by block as detailed.

<u>Mess Hall</u>	<u>Acct. No.</u>
6 E	520.1
7 E	520.2
8 E	520.3
9 E	520.4
etc.	etc.

All food stuffs supplied to the Army will be handled as sales and will not reflect as issues to be checked up by the Cost Unit. Procedure for reporting sales has been established by the Fiscal Officer.

40 - 530 Administrative Mess

This account will carry the same types of charges as evacuee mess halls. Only items actually delivered to the Administrative Mess Hall should be charged to this Account.

40 - 580 Storehouse

This account will carry all costs incident to the operation of the Steward's Storehouse including salaries of the storekeeper and warehousemen, all materials and supplies used by the storehouse, and all other items of expense in connection with the operation of the Steward's Storehouse.

40 - 590 Credits for Overhead Transferred

Postings to this account will be initiated by the Cost Unit and it will be used for the purpose of distributing overhead (40 - 510) to mess halls, the hospital, and any divisions or sections being served by the Mess Division,

INDEX OF CURRENT COST ACCOUNTS * REVISED - JUNE 26, 1943

ACTIVITY EXPENDITURE ACCOUNTS - CURRENT COSTS

40-1000 - GENERAL PROJECT MANAGEMENT

- 40-1100 - Office of the Project Director
- 40-1200 - Legal Division
- 40-1300 - Reports Division
- 40-1400 - General Project Overhead
 - 40-1410 - Administrative office Buildings
 - 40-1420 - Administrative Quarters
 - 40-1430 - Sales-Mess-Miscellaneous Receipts
 - 40-1440 - Duplicating Services
 - 40-1450 - Project Overhead - All other

40-2000 - ADMINISTRATIVE MANAGEMENT DIVISION

- 40-2100 - Division Overhead
- 40-2200 - Office Services Section
- 40-2300 - Personnel Section
- 40-2400 - Statistics Section
- 40-2500 - Supply Section (Except Mess Management Unit)
 - 40-2510 - Section Overhead
 - 40-2520 - Procurement Unit
 - 40-2530 - Postal Service Unit
- 40-2600 - Mess Management Unit - (Expenditure Analysis to be maintained for each account ending in units of ten)
 - 40-2610 - Unit Overhead
 - 40-2620 - Evacuee Mess
 - 40-2620.1 - Etc. - Separate Account for each Mess Hall
 - 40-2630 - Administrative Mess
 - 40-2640 - Credits for for Sales and Pay Roll Reductions
 - 40-2641 - Evacuee Mess
 - 40-2642 - Administrative Mess
 - 40-2650 - Storehouse
 - 40-2660 - Credits for Unit Overhead Transferred
- 40-2700 - Finance Section
 - 40-2710 - Section Overhead
 - 40-2720 - Budget and Accounts Unit
 - 40-2730 - Cost Accounting and Property Control Unit (Property and Whse.)

40-3000 - OPERATIONS DIVISION

- 40-3100 - Division Overhead
- 40-3200 - Engineering Section
 - 40-3210 - Section Overhead
 - 40-3220 - Design and Drafting Unit
 - 40-3230 - Irrigation, Drainage and Roads Unit
 - 40-3240 - Construction and Maintenance
 - 40-3241 - Unit Overhead
 - 40-3242 - Building Maintenance
 - 40-3243 - Grounds Maintenance
 - 40-3244 - Operating Services
 - 40-3245 - Storehouse
 - 40-3250 - Credits for Overhead Liquidation
- 40-3300 - Agriculture Section
 - 40-3310 - Section Overhead
 - 40-3320 - Agricultural Unit
 - 40-3330 - Livestock Unit
 - 40-3340 - Processing and Marketing Unit
 - 40-3350 - Livestock Slaughter House.
 - 40-3360 - Planning and Research
 - 40-3370 - Storehouse
 - 40-3380 - Credits for Overhead Liquidation
- 40-3400 - Industry Section
 - 40-3410 - Section Overhead
 - 40-3420 - Manufacturing Unit
 - 40-3430 - Planning and Research
 - 40-3440 - Storehouse
 - 40-3450 - Credits for Overhead Liquidation
- 40-3500 - Motor Transport and Maintenance Section (Expenditure analysis to be maintained for each account ending in units of ten)
 - 40-3510 - Section Overhead
 - 40-3520 - Motor Pool Unit
 - 40-3530 - Motor Repair Unit
 - 40-3540 - Storehouse
 - 40-3550 - Credits for Usage Distribution
 - 40-3600 - Fire Protection

40-4000 - COMMUNITY MANAGEMENT DIVISION

- 40-4100 - Division Overhead
- 40-4200 - Funeral Expenses
- 40-4300 - Education Section (Expenditure analysis to be maintained for each account ending in units of ten)
 - 40-4310 - Administration
 - 40-4311 - Superintendent's Office
 - 40-4312 - Clerical
 - 40-4313 - Other
 - 40-4150 - Community Government

- 40-4320 - Supervision - Instruction - Teachers,
Supplies, Etc.
- 40-4321 - Nursery
- 40-4322 - Elementary
- 40-4323 - High School
- 40-4324 - Adult Education
- 40-4325 - Training and Retraining
- 40-4326 - Library
- 40-4330 - Auxiliary Services
- 40-4340 - Operation of Plant
- 40-4350 - Maintenance and Depreciation
 - 40-4351 - Grounds
 - 40-4352 - Buildings
 - 40-4353 - Mechanical Equipment
 - 40-4354 - Educational Equipment and
Furniture
- 40-4360 - Storehouse
- 40-4400 - Health Section
 - 40-4410 - Administrative
 - 40-4411 - Hospital
 - 40-4412 - Non-Hospital
 - 40-4413 - General
 - 40-4420 - Dietary
 - 40-4421 - Main Hospital Kitchen
 - 40-4422 - Other Kitchens
 - 40-4423 - Credit Account - For De-
partmental Distribution
 - 40-4430 - House hold
 - 40-4431 - Laundry (Credit Work Done
for Other Divisions)
 - 40-4432 - Housekeeping
 - 40-4433 - Credit Account - For De-
partmental Distribution
 - 40-4440 - Property
 - 40-4441 - Utility Operations (Heat,
Light, Power and Water)
 - 40-4442 - Maintenance of and Repairs
to Buildings and Grounds
 - 40-4443 - Storehouse
 - 40-4450 - Motor Service - Ambulance
 - 40-4460 - Hospital Services
 - 40-4461 - Obstetrical (Including
Delivery Room and Nursery)
 - 40-4462 - Pediatric
 - 40-4463 - Medical - General
 - 40-4464 - Medical - Chronic Infirm
 - 40-4465 - Surgical
 - 40-4466 - Isolation
 - 40-4467 - Tuberculosis
 - 40-4468 - Other Special Services

- 40-4469 - Undistributed Personal Services
 - 40-4469.1 - Physicians
 - 40-4469.2 - Nurses
 - 40-4469.3 - Other
- 40-4470 - Non-Hospital Services
 - 40-4471 - Out-Patient Clinics
 - 40-4471.1 - Medical and Surgical
 - 40-4471.2 - Dental
 - 40-4471.3 - Eye
 - 40-4471.4 - Other
 - 40-4472 - Visiting Services
 - 40-4472.1 - Public Health Nursing
 - 40-4472.2 - Medical Social worker
 - 40-4472.3 - Sanitarian
 - 40-4472.4 - Other
- 40-4480 - Operation Services
 - 40-4481 - X-Ray
 - 40-4482 - Laboratories (Except Dental)
 - 40-4483 - Surgery Unit
 - 40-4484 - Pharmacy
 - 40-4485 - Education
 - 40-4486 - Records and Library
 - 40-4487 - Credit Account - for Departmental Distribution
- 40-4490 - Off-Project Medical Service
 - 40-4491 - Professional and Hospital
 - 40-4492 - Grants
- 40-4500 - Welfare Section
 - 40-4510 - Section Overhead
 - 40-4520 - Clothing Allowances - Grants
 - 40-4530 - Grants in Kind
 - 40-4540 - Public Assistance Grants
 - 40-4550 - Grants for Travel
 - 40-4560 - Children's Village
 - 40-4560.1 - From Mess Operations
 - 40-4570 - Other Welfare
 - 40-4580 - Housing (Quarters)
 - 40-4590 - Storehouse
- 40-4600 - Internal Security Section
- 40-4700 - Community Activities Section
 - 40-4710 - Section Overhead
 - 40-4720 - Recreation
- 40-4800 - Evacuee Property Section
- 40-4900 - Business Enterprises Section

40-5000 - EMPLOYMENT DIVISION

- 40-5100 - Section Overhead
- 40-5200 - Occupational Coding and Records Section
- 40-5300 - Placement Section
- 40-5400 - Leave Section
- 40-5500 - Grants for Industrial Relocation
- 40-5600 - Grants - Unemployment Compensation

WAR RELOCATION AUTHORITY

GRANADA PROJECT
Amache, Colorado

December 2, 1942

MEMORANDUM

TO: Mr. Wm. Wells, Chief Steward,
and Mess Hall Chief Cooks

FROM: D. E. Harbison

There is attached herewith a copy of Acting Director Rawalt's letter of November 18th to Regional Director Smart. Also, a copy of Regional Director E. R. Fryer's letter to Mr. Charles F. Ernst, Project Director, both pertaining to the rationing of foods.

Mr. Fryer's letter contains material which I believe we should all consider seriously in the ordering of future Mess Hall Supplies.

Mr. Rawalt's letter advises us that Administrative Instructions on this matter will probably be issued in the near future.

Inasmuch as it appears definite that these instructions will be received soon, it is not too early for us to be giving serious consideration to the subject at this time.

RATIONING, letter from
Regional Director

WAR RELOCATION AUTHORITY

January 6, 1943

RESTRICTED

Mr. J. G. Lindley
Project Director
Granada Relocation Center
Amache, Colorado

Attention: Chief Project Steward

Dear Mr. Lindley:

Increasing food demands of the armed forces and the necessity therefore of rationing many important items have created an administrative problem to which all of us must give a larger amount of attention. From now on the problem involves more than computing the amount of foodstuffs which may be needed over a 30-day period and filing a requisition. Certainly it involves more than buying foods simply because they are obtainable through the Quartermaster Corps. Among other things, we must take account of community attitudes which present public relations problems that cannot be ignored.

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Page #2

Mr. J. G. Lindley

We are certain to encounter criticism, and we will deserve it, if we do not impose some rationing on ourselves when we know that an item is becoming increasingly scarce and serious shortages are showing up in nearby communities.

Milk is a good illustration of an item of which there is a shortage, but on which rationing has not been definitely scheduled. In several communities, there has been sharp criticism of the milk consumption at our relocation centers while local shortages exist. Some of this criticism has not been altogether fair, but the necessity for restricting consumption at all our projects is obvious. Fresh milk should not be used in cooking and should be limited to nursing mothers, babies and young children, hospital patients, and special diet cases. Therefore please advise your Chief Project Steward, providing he is not now complying, he should follow these recommendations.

Within a short time, the Service of Supply Division will issue its Menu No. 3 which will provide for one meatless day a week, a weekly meat ration of $2\frac{1}{2}$ pounds per person, and will also take account of the scheduled rationing of one pound of coffee per person in each five weeks. It will also be possible to keep meat consumption well below the weekly ration of $2\frac{1}{2}$ pounds a person by substituting fish, a food which evacuees generally prefer to meats.

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Sincerely,

D. S. Myer
Director

MEMORANDUM TO: Project Directors

SUBJECT: Food Rationing

In accordance with the policies of the WRA, all regulations relative to rationing will prevail, effective immediately, in all WRA projects.

All meat and meat projects will be rationed to individuals in the following manner:

Children under 6 years will be entitled to
 $\frac{3}{4}$ of a pound of meat weekly

Children from 6 to 12 years will be entitled
to $1\frac{1}{2}$ pounds of meat weekly

All persons over 12 years of age will be en-
titled to $2\frac{1}{2}$ pounds of meat weekly

The above amounts include all fat and bone.

Sugar, for all uses, will not exceed 8 oz. per person per week.

Coffee, in observance of recent government request, will be used on the basis of 1 pound per person to cover a five-week period, or $\frac{1}{35}$ of a pound of coffee per person per day.

The following regulations will be used in regard to the consumption of fresh milk on the WRA projects:

Fresh milk, pasteurized, will only be issued to

- Infants
- Small Children
- Nursing mothers
- Hospital and special Diet Cases
- Pregnant mothers

It will be up to the judgment of the project steward, in collaboration

with the hospital staff and dietetic division to arrive at the estimate of milk.

These rationing regulations will apply to all requisitions for the above-mentioned commodities.

D.S. Myer
Director

WAR DEPARTMENT
FIELD HEADQUARTERS
PERISHABLE SECTION SUBSISTENCE BRANCH
OFFICE OF THE QUARTERMASTER GENERAL
222 WEST ADAMS STREET
CHICAGO ILLINOIS

December 24, 1942

SUBJECT: War Bacon and Overseas Ham

TO: All Quartermaster Market Centers

1. There is a surplus of government owned War Bacon and Overseas Hams, both packed in salt, which will be issued to Camps and Posts in the United States.

2. It is desired that all Camp Quartermasters receiving the above products be given the following information and suggestions:

a. Both of the products contain more salt than the ordinary domestic product and should be parboiled to remove the excess salt.

(1) It is suggested that sliced War Bacon be brought to a boil in water, pouring off the water prior to frying. If the above procedure does not remove the amount of salt desired, it can be boiled a little longer.

(2) It is suggested that Overseas Hams be parboiled at least two (2) hours, with one change of water, other than pouring off all the water just prior to cooking. If the ham is sliced for frying, boil in water for five minutes, pouring off the water before cooking. Thicker slices should be boiled longer.

b. If mold is present on the Bacon and Ham, it should be removed prior to issue as follows: Scrape mold from product with back of knife, then brush moldy area with stiff brush to remove mold from cracks. Next, wipe or wash product in strong vinegar solution. The pieces should then be spread out on racks to dry before being packed for issue.

3. If the above procedure is followed, complaints will be kept at a minimum as regards excessive salt and mold.

For The Quartermaster General:

H. R. McKenzie
H. R. MCKENZIE
Colonel, Q.M.C.
Assistant



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

TO: All Administrative Employees
FROM: Budget and Finance Section
SUBJECT: Identification Card Photographs

Date: January 16, 1943

Reference is made to Project Instruction No. 10, Supplement No. 1, regarding submission of photographs for placement upon identification cards.

For your information, there is located at 112 South Main Street, Lamar, Colorado, a photographer who is prepared to take these photographs at a charge of 3 for 25 cents. He has agreed to remain open for the hours of 7:00 to 9:00 p.m. from Tuesday evening, January 19, 1943, through and including Saturday evening, January 23, 1943, for those who wish to avail themselves of this service.

In addition, there is another photographer located four doors West from the Western Union Office in Lamar.

IDENTIFICATION CARD PHOTOS

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

TO: All Project Personnel ✓ DATE: January 20, 1943
FROM: Project Director
SUBJECT: Motor Vehicle Equipment

1. In accordance with Administrative Instruction No. 62 dated December 26, 1942, it is necessary that all trucks and pickups be immediately returned to the Motor Pool. Passenger cars will remain assigned as heretofor.

2. Hereafter each individual requiring truck service will request the same from the Motor Pool who will furnish transportation and driver.

3. Written report on Form WRA-159 will be made to the Motor Pool Officer at the end of each day by the drivers of passenger cars showing the number of miles driven, gasoline and oil consumption, and a notation made regarding any necessary repair.

4. There will be established a parking space, each in their order, for passenger cars, pickups, dump trucks and stake trucks.

James G. Lindley
James G. Lindley
Project Director

MOTOR VEHICLE EQUIPMENT

WAR RELOCATION AUTHORITY

Amache, Colorado

TO: ALL BLOCK MANAGERS DATE: January 28, 1943
JANITORS
FIREMEN

FROM: Mark W. Radcliffe
Transportation & Supply Officer

A tour of the Project discloses that only the lump coal is being burned in a great many instances.

The fine coal will have to be burned along with the lump coal. In certain blocks there is a large pile of fine coal remaining because only the lump coal has been burned.

If the fine coal is not burned with the lump coal it will create considerable waste.

Mark W. Radcliffe

Mark W. Radcliffe
Transportation & Supply Officer

FASTER COAL MOVEMENT

WAR RELOCATION AUTHORITY

Memorandum

February 19, 1943

To: Coal Workers

From: Mark W. Radcliffe
Transportation & Supply Officer

It has come to my attention through observation that we are not moving near as much coal as we should with the number of workers on the coal detail. There is too much loafing on the job and in the stores at Granada. This coal has to be moved and it is your responsibility to get the job done.

Newspapers around this part of the country have also observed this condition and are giving this project adverse publicity, especially on the unloading of railroad cars so these cars can be placed in service again.

Mr. Riley of the Interstate Commerce Commission made another inspection of conditions affecting railroad transportation and has given us an adverse report to Washington on the movement of coal.

Please try and get more cars of coal unloaded to avoid criticism and save demurrage.

Mark W. Radcliffe

Mark W. Radcliffe
Transportation & Supply Officer

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

TO: Assistant Stewards

FROM: Frank Goldammer - Jr. Property & Supply Officer

SUBJECT: Handling of Mess Hall Requisitions

DATE: Feb. 23, 1943

The large legal size printed form of order blank now in use has proven too cumbersome for practical use.

Beginning March 1st, I will furnish a list of available commodities with their packing and units noted, to the Chief and Assistant Stewards, which they may use as the basis for ordering.

Form No. C-WRA-49 (Requisition for Mess Hall Supplies) will be used in place of the order form now in use.

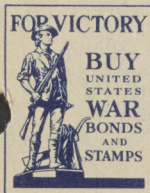
Please observe the packing and units on the list that will be furnished you when inserting the quantity as ordered on requisition Form No. C-WRA-49. Please do not overlap into the unit price and total column of the requisition.

Leave one copy of the requisition with the chef at the time of ordering and return original to issue clerks for delivery.

Lists of available stock will be furnished regularly.

Reference to listing the packing and unit in the quantity column applies to staples in particular.

With the exception of lettuce, oranges, grapefruits, celery and cauliflowers, most perishables will be ordered by the pound.



HANDLING OF MESS HALL
REQUISITIONS

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mess Division
From: Procurement Division
Subject: Our File #1150

Date: 3/15/43

Item #3 on your requisition dated February 20, 1943, covering warehouse aprons has been disapproved by Mr. H. F. Hellidey and we are, therefore, cancelling it from this requisition.

*J. Wells
J. Morrison*

WAR RELOCATION AUTHORITY
WASHINGTON

MARCH 15, 1943

To: All Project Directors

Pending revision of Administrative Instruction No. 34,
Section III-B may be interpreted to read as follows:

"Only citizens of the United States, who are 21 years of age, or over, shall be eligible as elective members of the Community Council. However, non-citizens may be elected, appointed, or otherwise chosen on committees, boards, or advisory councils to assist in evacuee government, and the plan of government drafted by the Charter Commission may make specific provision for the organization and functions of such non-citizen groups."

It is unlikely that the revision of Administrative Instruction No. 34 will permit the election of non-citizens to the Community Council.

Sincerely yours,

Signed: D. S. Myer
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 11-14-01 BY 60322 UCBAW/STP

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To - STEWARDS

GRANADA PROJECT

OFFICE MEMORANDUM

COPY

To: William Wells, Project Steward
From: Vern Campbell, Fire Protection Officer
Subject: Incendiary Pits
Date: March 29, 1943

Please advise all mess halls to take precautions to see that the ashes in the incendiary pits are wet down before they leave their respective mess halls.

During the night, the fire department was called out twice to put out live coal that was blown by the wind.

Vern Campbell
Vern Campbell
Fire Protection Officer

vc;es

INCENDIARY PITS

OFFICE MEMORANDUM

March 31, 1943

TO: Mess Personnel

FROM: Frank Goldammer - Jr. Property & Supply Officer

Effective April 1st the following changes in Cost Account Numbers will be made:

1. DIVISION OVERHEAD 40-510

This will handle all costs incident to the office of the Project Steward, butcher shop and any other items of miscellaneous expense which can not be charged to other activities.

The charge to this account will include salaries, both appointed and evacuees, supplies and materials and all miscellaneous items of cost.

2. EVACUEE MESS 40-520.1, 40-520.2, ETC.

This is a Control Account to which no charges are to be made. (40-520) Charges will be made to the individual mess hall accounts as - 40-520.1, 40-520.2, etc.

These charges will include salaries, food supplies, dishes and all other expendable items issued to the mess halls.

3. ADMINISTRATIVE MESS 40-530

Carry same charges as to Evacuee mess halls in paragraph No. 2

4. Storehouse (ACCOUNTING AND WAREHOUSE SECTION) 40-580

This Account will carry all costs incident to the operation of the Stewards Storehouse including salaries of the Property & Supply Officer and Warehousemen, all materials and supplies used by the Storehouse, and all other items of expense connected with the operation of the warehouse.

5. GENERAL

It is absolutely vital to the efficient operation of this cost system to be sure and check thru every requisition, regardless of what it is for, thru the Accounting Unit.

Everything that is procured from another division or transferred must be reported to the Accounting Unit.

CHANGES IN COST ACCOUNT
NUMBERS

GRANADA PROJECT
AMACHE, COLORADO

Office Memorandum

April 1, 1943

The Block Managers of each block have certified that the total people in each respective block is correct in the population report as of March 31, 1943. The quartering section has actually checked each family to verify the records of the housing office, and the records of the block managers. This population check represents a check on all people who are actively carried on our housing records. It does not cover these people who have left the project a considerable time ago, or people out on educational leaves, or transfers. Conversely, we have indicated only those people out on leave who were also counted as active residents. The grand total is the same in any event.

Paul Freier
Housing Supt.

BLOCK POPULATION

Granada Relocation Project
March 31, 1943

Block Number	Total Population	Under 15
6E	236	53
7E	284	77
8E	235	59
9E	228	44
10E	282	90
11E	237	71
12E	250	72
6F	206	43
7F	244	83
8F	281	83
11F	281	92
12F	265	64
6G	196	15
7G	259	60
8G	242	49
11G	218	42
12G	227	60
6H	244	51
7H	272	63
9H	245	51
10H	229	52
11H	243	61
12H	244	71
7K	223	45
8K	237	48
9K	230	42
11K	217	60
12K	241	72
9L	218	65
Total	7013	1738

GRANADA PROJECT
AMACHE, COLORADO

OFFICE MEMORANDUM

TO: MESS DIVISION, Wm. Wells, Chief Steward DATE: 4/6/43
Atten: Norman Satow

FROM: Procurement *JK*

SUBJECT: Your requisition of Feb. 15; our No. 1080

This refers to your requisition for 10,000 lbs. Chop Suey Noodles.

The low bid on these noodles is $13\frac{1}{2}$ ¢ per lb., f.o.b. project, delivery in 30 days after receipt of order, from Tastemore Food Company, 2473 Fletcher Drive. *Los Angeles*

There is forwarded herewith a sample of the noodles they propose to furnish. If satisfactory, advise at once so that we may place an order.

Att/

*Ordered
10,000
confirmations sent
to Procurement*

REQUISITION OF FEB. 15

WAR RELOCATION AUTHORITY

Amache, Colorado

Memorandum

April 7, 1943

To: William Wells
Project Steward

From: R. J. Mitchell
Property Officer

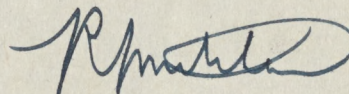
The War Production Board is very anxious that empty tin cans now going to waste on this project be salvaged and the metal converted to war use.

In this connection it is our understanding can openers have now been received that will enable the removing of both ends from the tin cans.

We have instructed the salvage truck now picking up egg crates, orange crates, etc. to also pick up salvage tin cans from each mess hall each day.

Your cooperation will be greatly appreciated in instructing each mess hall as follows:

1. Remove paper wrappers from cans as well as possible.
2. Rinse empty cans with water to remove foodstuff damaging to metal.
3. Cut bottom end from can and insert both ends in crushed can.
4. Crush can flat to conserve space.
5. Store cans in carton for pick-up by salvage truck each day.



R. J. Mitchell
Property Officer

cc D. E. Harbison
H. F. Halliday
M. Radcliffe
Salvage Crew

WAR RELOCATION AUTHORITY
GRANADA PROJECT
Amache, Colorado

MEMORANDUM

April 12, 1943

To: Mr. William Wells
From: John R. Justice
Subject: Garbage for Hog Feed

As per the recent conversation concerning the keeping of certain items from the garbage being fed to the hogs, I know that it is difficult to control what gets in the garbage cans; but in order to keep the feeding floor in as sanitary condition as possible, and this is especially true during the summer feeding period, in order to keep down infectious disease, and to keep our death loss to a minimum.

I wish to call your attention to the following, which are objectionable and in so far as possible should be kept separate from the garbage being fed to the hogs:

1. All citrus fruits and citrus fruit rinds. Hogs will not eat these.
2. All bones, especially chicken and fish bones. These bones have the tendency to lodge in the intestinal tracts and cause an abrasive condition which may result in the death of hogs.
3. All glassware, especially broken glasses, which if gotten into the intestinal tracts will cause death.
4. All tin cans and tin-can lids, or metal of any type. Small pieces may get into the elementary tracts and cause instant death.
5. Watery liquids (except any discarded milk). Liquids which cause the garbage to become too watery makes it much harder to keep the feeding floors and pens clean.
6. Coffee grounds are not palatable as a hog feed.
7. Salt and salty liquids in excess amounts will kill the hogs.
8. Dish cloths and dish towels. In cleaning the floors these 2 articles winds around the spreaded parts and are very difficult to handle.

If I can be of any assistance to keep the objectionable objects from going into the garbage, I want you to feel free to call upon me at any time.

GARBAGE FOR HOG FEED

WAR RELOCATION AUTHORITY
GRANADA PROJECT
Amache, Colorado

April 29, 1943

MEMORANDUM

To: Mr. Donald Harbison
From: John Spencer
Subject: Responsibilities of Farm and Mess Divisions
Pertaining to Processing of Farm Foods

A meeting was held in your office on April 28 to determine the details of responsibilities of the Mess Division and the Agricultural and War Works Division for the processing of vegetables and meats produced on the Farm. The following points of agreement were reached:

- 1--The Agricultural Division will store all root crops, and storable vegetables to be delivered to the Mess Division upon demand.
- 2--All foodstuffs shipped in from outside the Center will go directly to the Mess Division. The Agricultural Division will have no responsibility for such commodities.
- 3--With the exceptions noted, canning and preservation of foods produced on the Farm will be the responsibility of the Agricultural Division. The equipment and supplies for the purpose will be secured as soon as possible. The exceptions to this rule are: (a) pickling of daikon and cabbage will be done by the Mess Division; (b) the Mess Division will can limited amounts of vegetables which are in excess of their immediate needs.
- 4--Chickens will be dressed by the Agricultural Division. Dressing shall include picking but not drawing.
- 5--Rendering of lard will be done by the Agricultural Division. Rendering facilities will be constructed in connection with the garbage can sterilization plant.
- 6--The Mess Division will purchase farm produce, meat, and vegetables at market prices pending further clarification of the Cost Accounting system.

RESPONSIBILITIES OF FARM &
MESS DIV. PERTAINING TO
PROCESSING OF FARM FOODS

Mr. Wells

WAR RELOCATION AUTHORITY

GRANADA PROJECT

April 30, 1943

MEMORANDUM

To: Dr. W. T. Carstarphen
Principal Medical Officer

From: D. E. Harbison

Subject: Diets and Special Feeding Arrangements

As brought out in the meeting attended by yourself, Mr. Moore, Mr. Wells and Mr. Johnson, it appears that the issuance of special diets and other irregular types of evacuee feeding, is assuming alarming proportions, and the necessity for curtailing such activities was shown to be evident beyond doubt.

The following instructions will be in order until changed by Mr. Lindley.

Inasmuch as Chief Steward Wells brought out the fact that for him to permit foods to be taken from mess halls by individuals would bring forth a great demand for such privileges, it seems advisable to change such practice, and have all issuance of special foods issued only from the hospital. Therefore, it becomes your responsibility to make such issuances. This action is taken because of the fact that the Chief Steward is under very definite and clear administrative instructions from the Director on matters pertaining to the issuance of food. Inasmuch as the Chief Medical Officer is privileged to prescribe or issue foods to the patients without regard to the point rationing system or monetary value, it appears that the Chief Medical Officer is the only one in position to handle the situation under discussion.

DIETS & SPECIAL FEEDING
ARRANGEMENTS

WAR RELOCATION AUTHORITY
Office of the Solicitor
Washington

April 10, 1943
Opinion No. 64

LIABILITY OF WRA EMPLOYEES
IN EVENT OF INJURY TO PER-
SONS OR PROPERTY

To: The Director

Subject: Liability of the WRA and its employees in the
event of injury to the persons or property of
evacuees by fire

Mr Charles F. Ernst, Project Director, Central Utah Reloca-
tion Center, has asked four questions concerning the liability of
the WRA and its employees in the event of injury to the persons or
property of evacuees caused by a fire at the project. Each question
will be stated and then answered.

1. If a fire should break out at a relocation center and its
cause could not be determined, will the Government reimburse an
evacuee for the loss of his privately owned property?

The Government will be under no legal obligation to re-
imburse the evacuee for loss of his property under these circumstances.
If the property is in the possession of the evacuee, the risk of
accidental loss rests entirely upon him. The question assumes that
the loss would be accidental by indicating that the cause of the fire
could not be determined. However, even if we assume a case where the
fire was due to the negligence of Government employees, the Govern-
ment would be under no legal obligation to reimburse the owner be-
cause the Government cannot be sued without its consent and it has
not given its consent to be sued because of negligence of its employees.

If the property is in the possession of the WRA for the
purpose of storage, the evacuee will presumably have executed Form
WRA-155, "Request for Storage of Property", in accordance with the
provisions of Administrative Instruction No. 78. This form contains
a specific release and discharge of the WRA and its employees from
all liability arising out of the storage of the property.

2. If a fire should break out at a relocation center and its
cause could not be determined, will the Government provide disability
benefits for any appointed personnel or evacuees who may be injured
as a result of the fire?

The Government provides disability benefits only for
employees who receive traumatic injuries in the performance of their
official duties. These disability benefits are available to both

appointed and evacuee personnel. Administrative Instruction No. 79 outlines in detail the procedure to be followed in the event an evacuee receives a traumatic injury in the course of his employment. The procedure to be followed in the event of injury to appointed personnel will be supplied on request.

Therefore, only if the person injured is an employee (either appointed or evacuee), and only if he is injured while performing his official duties, will he be entitled to the benefits provided in the U. S. Employment Compensation Act as amended and modified. The official duties of the personnel of the fire department at the project, of course, include putting out any fires that may occur. There is no reason, however, why the Project Director could not make emergency fire-fighting a part of the duties of all employees at the project, if you consider such action advisable. This action would probably need to be formalized before it would be recognized by the U. S. Employees Compensation Commission; otherwise it would be difficult to show that an individual injured while putting out a fire was not a mere volunteer. Volunteer fire-fighters are not entitled to the disability benefits provided by the Government.

3. In the event a fire occurs through the negligence of Government employees, is there any statute that extends the Government's immunity to suit to such employees?

No. Employees of the Government are liable for injuries occasioned by their negligence even though the negligence occurs while they are performing their official duties.

4. Does the Small Claims Act approved December 28, 1922, referred to in Op. Sol. No. S.F. 7, which authorizes the heads of Federal departments and establishments to certify to Congress certain kinds of claims, apply to claims resulting from the loss of evacuee property as a result of fire due to the negligence of Government employees?

Yes, if the negligent action occurred during the course of the employee's employment. The Act of December 28, 1922, 42 Stat. 1066, 31 U.S.C. 215, authorizes the heads of Federal departments or other independent establishments to consider claims in amounts not exceeding \$1,000 arising from damage to or loss of privately owned property caused by the negligence of any officer or employee when acting within the scope of his employment. This act provides that the amount found due to any claimant shall be certified to Congress. If Congress decides to authorize the payment of the claim, it must appropriate the necessary money for that purpose.



Lewis A. Sigler

Lewis A. Sigler
Acting Solicitor

*1 Copy
Bureau
Mr. Wells*

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: All Division Chiefs and Those Authorized to
Requisition

From: Procurement Division

Subject: Use of articles requisitioned

Date: 5/10/43

In order that proper information may be available for the several departments and sections involved, it is respectfully requested that you show on your requisition form WRA-7 the use for which the item requisitioned is intended.

[Signature]

USE OF ARTICLES REQUISITIONED

WAR RELOCATION AUTHORITY
GRANADA PROJECT
Amache, Colorado

May 17th, 1943

Memorandum

TO: All Appointed Personnel
FROM: James G. Lindley
SUBJECT: Administrative Mess Hall

Effective Sunday, May 23, 1943 the Administrative Mess Hall will be closed all day every Sunday.

Starting Monday, May 24, 1943 the Administrative Mess Hall will discontinue serving breakfast and supper. The noon meal, however, Monday through Saturday, will be available to all appointed personnel, guests, and visitors.

A provision will be made for persons living in the Center and regularly taking their breakfasts, suppers, and Sunday dinners in the Administrative Mess. This service will be rendered only to appointed personnel and their family living in the Center and cannot be extended to outside guests and visitors.

A survey of last month's meal deductions will be made at once, and eligible persons will be informed where meals will be available.

James G. Lindley
James G. Lindley
Project Director

ADMINISTRATIVE MESS HALL

WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

May 21, 1943

MEMORANDUM

TO: Project Personnel

FROM: D. E. Harbison
Acting Project Director

SUBJECT: Preparation of Telegrams

Errors on the part of Project employees in preparation of telegraphic messages originating from the various offices have been brought to the attention of this office.

Particularly important is the designation by the sender of the type of service desired. For your information, telegraphic companies identify three classes of service.

1. "Straight Message:" This is an expedited service calling for prompt transmission and delivery, rates are expensive.
2. "Day Letter:" This is not an expedited service and telegraph companies will transmit and deliver within the day sent, at a slow rate of transmission. The rates involved could be considered as medium price.
3. "Night Letter:" This type of service is the slowest involved in transmission, having the cheapest rate.

In the transmission of telegrams and the allocation by the sender of the type of service desired, please bear in mind that those messages directed to Washington, D. C., their time is two hours later than ours. They have Eastern War Time and we operate on Mountain War Time. For instance, if a message is designated as a "Straight Telegram" and is accepted by the Office Services Division around 3 p.m., which is 5 p.m. in Washington, it is very certain that delivery could not be made in Washington, D. C., until the following day. Therefore, the better type of service would be that of a "Night Letter."

Audits of the telegraph companies' billings reflect that telegrams had a considerable number of superfluous words, and these messages could have reflected to the recipient, the sender's

- 2 -

message in a considerable less number of words. Inasmuch as the available amount of money will be allotted to us for these services for the next fiscal year will be considerably less, it is requested that all personnel involved in the dictation and preparation of telegraphic messages make every attempt to economize, designate messages properly.

In the event no designation is shown, it will be the responsibility of the Office Services to use their own judgment with the thought of effecting any possible economy that may result in the cheaper type of service.

D. E. Harbison

D. E. Harbison
Acting Project Director

WAR RELOCATION AUTHORITY

Amache, Colorado

Memorandum

May 21, 1943

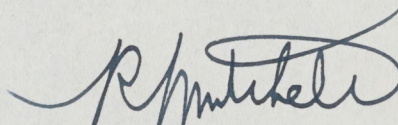
To: Mr. William Wells, Project Steward

From: R. J. Mitchell, Property Officer

It will be possible for the Government to secure a little more money from the salvage tin cans if the No. 10 cans are not smashed flat.

Both ends should still be removed, but on the No. 10 cans, please do not flatten them.

Your usual cooperation will be greatly appreciated.



R. J. Mitchell
Property Officer

RJM:tf

WAR RELOCATION AUTHORITY

GRANADA PROJECT

May 28, 1943

MEMORANDUM

TO: ALL WRA PERSONNEL

SUBJECT: Employees' Quarters on Koen Ranch

Memorandum of May 3, establishing rates for houses on the Koen Ranch is hereby amended as follows:

- (a) Dwellings identified in paragraph 1 of the basic instruction will be charged for at the rate of \$12.00 per month, unfurnished.
\$2.00 per month will be charged in addition, if the dwelling is provided with a refrigerator.
- (b) The rate for dwelling No. 179 will be \$18.00 per month, unfurnished, or \$20.00 per month if a refrigerator is furnished.

All other conditions of the basic instruction remain the same.

D. E. Harbison

D. E. Harbison
Acting Project Director

EMPLOYEES' QUARTERS ON KOEN
RANCH

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

June 11, 1943

MEMORANDUM

TO: Project Personnel

FROM: James G. Lindley
Project Director

SUBJECT: Preparation of Telegrams

Supplementing that memorandum dated May 21, 1943.

Personal Messages: Telegrams, cablegrams, and radiograms, applying for leaves of absences or extension thereof, or of inquiry as to, or as to payment of salary or expense vouchers, and answer thereto, or those containing any matter of a purely personal nature must not be sent at Government expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform telegrams on a strictly private business into official telegrams.

Telegrams sent in violation of the above paragraph will necessitate a billing and payment by the responsible person for the full commercial rate plus tax.

James G. Lindley
James G. Lindley
Project Director

PREPARATION OF TELEGRAMS
SUPPLEMENT

GRANADA PROJECT
AMACHE, COLORADO

OFFICE MEMORANDUM

TO: All Division and Section Heads
FROM: A. O. Mead, Senior Procurement Officer
SUBJECT: Procurement

DATE: 6/18/43

In accordance with instructions contained in Administrative Instruction No. 42, Revised, it becomes necessary that certain procurement procedures be corrected.

Our basic procurement procedure will now be through other Government Agencies. This will require considerable thought on the part of all sections in order that their needs may be foreseen and requisitions submitted to the Procurement Office to allow for at least thirty days before delivery can be expected.

In regard to items that must be secured immediately, it will be necessary that your requisition be certified as to the emergency which requires this immediate purchase. This emergency is defined as, "...a situation that demands immediate attention to protect health, life, or Government property, or to insure the uninterrupted operation of an essential service." Certification to one of the above facts must appear on your requisition over the signature of the division head.

Further attention is called to Section I, B, which is quoted for your information and guidance:

"All commitments for the procurement of materials, supplies, equipment, and services (other than personal) must emanate from the Procurement Section. Center personnel should be notified that commitments made in any other manner will be considered as the individual's obligation and the vendor instructed to bill accordingly."

A. O. Mead

PROCUREMENT

GRANADA PROJECT
AMACHE, COLORADO

OFFICE MEMORANDUM

TO: All Division Heads

FROM: A. O. Mead, Senior Procurement Officer

SUBJECT: Standard Stock Lists

DATE: 6/18/43

In order to conform with instructions contained in Administrative Instruction No. 42, Revised, it becomes necessary that we establish standard lists of items that will be stocked in your warehouses and which will require advance requisitioning. (This does not include rationed items or medical supplies, which are provided for in other instructions.)

In order to do this, it is necessary to prepare Standard Stock Lists and you are requested to prepare tentative lists for discussion with the writer.

It is necessary that this have your very prompt attention as we are required to get this procedure into operation without delay. Will you kindly get in touch with the writer as to when you will be prepared to discuss the above referred to lists.

[Handwritten signature]

STANDARD STOCK LISTS

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

May 24, 1943

MEMORANDUM

To: Division Chiefs and Section Heads
From: D. E. Harbison, Acting Project Director
Subject: Efficiency ratings

Civil Service Commission regulations require the submission of efficiency ratings for all permanent appointed personnel once yearly. Those persons on temporary appointments are not rated. Standard Form 51 is used for this purpose, and should be made out in ink to cover the service year prior to and including March 31, 1943. These forms are used as a basis for making periodic promotions, for demotions or dismissals, and for reductions in force when necessary. It is therefore essential that uniform standards of rating be maintained within and between organizational units as far as practicable.

1. An employee whose efficiency rating is "Excellent" or "Very Good" is eligible for periodic salary advancements, as provided by the Ramspeck Act, to the highest rate of compensation in the grade.
2. An employee whose efficiency rating is "Good" is eligible for salary advancements, as provided by the Ramspeck Act, up to and including the middle rate of compensation in the grade..
3. If an employee is rated "Fair", he shall be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction on that account.
4. An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. He shall be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work at a rate of pay not higher than the middle rate of the next lowest grade than the one he is now receiving, (2) in some other line of work for which he is qualified. If neither of these courses can be followed because there is no vacancy, he shall be terminated for inefficiency.

Each employee will be rated by the person who is immediately responsible for daily overseeing, reviewing, and checking his work. This will be the first person in authority who has supervisory responsibilities, and he will be hereafter referred to as the "Rating Officer". The rating of each employee will be reviewed by the supervisor highest in line of authority

above the Rating Officer, and in most instances this will be the Division Head. For purpose of convenience, we shall refer to that person hereafter as the "Reviewing Officer". In some cases the Division Head will be the Rating Officer, and the forms will be reviewed by the Project Director. These forms should be returned to the Personnel Office when they are rated.

A form for every employee in his Division on March 31, 1943 will be furnished the Division Head by the Personnel Office. They should be checked as soon as received, to see that no forms are missing, and if any are received that do not apply, they should be returned at once to the Personnel Office. It will be the responsibility of the Division Head to see that all forms are distributed properly, that is, routed to the proper Rating Officer. It will also be the responsibility of the Division Head to see that all forms are returned to him for review within a reasonable length of time. All forms must be rated, reviewed, and returned to the Personnel Office by June 8, 1943.

SPECIFIC INSTRUCTIONS TO RATING OFFICERS

Each Rating Officer should carefully evaluate the work of each employee under his supervision, making the rating impartially and with fairness. He should not be influenced either by high lights or singular cases of deficiency in rating an individual. We mean by this that if the person being rated has performed some one job particularly well or otherwise, he should not be rated on that one job alone, but rather on his overall performance as a whole. Personalities should not be allowed to enter into the ratings given; the employee should be rated on the quality of his work alone. Each supervisor should take sufficient time from his other duties to enable him to rate his employees conscientiously. Employees will be notified of their ratings, and have the right of appeal.

When the Rating Officer receives the forms, he should first check them to see that he has a form for everyone who was working for him on March 31, and should return promptly the forms for any employees not under his supervision on that date. He should become thoroughly familiar with the instructions given below, consider the factors in the employee's work, and decide how the employee has performed on the job. In cases where an employee has not been under the supervision of one rating official during the entire period of his employment, the current supervisor should consult the previous one, and they should arrive at a rating together. The current supervisor will be the Rating Officer, however.

You will note in the instructions given on the Form 51 that it is not necessary to rate every employee on every element shown, but only those pertinent to the position being rated. Those elements shown in italics are for the employees in administrative, supervisory, or planning positions only. The elements which are especially important in the position should be underlined. Like elements should be rated for persons performing similar duties. Mark an element with a check (✓) mark if his performance is what you would expect after a reasonable period of training of a fully competent employee in the same kind and level of work; mark an element with a plus (+) mark if his performance is distinctly better than what you would expect after a reasonable period of training of a fully competent employee in the same kind and level of work; and mark an element with a minus (-) mark if his perfor-

mance is not what you would expect after a reasonable period of training of a fully competent employee in the same kind and level of work. After marking all pertinent elements, carefully review your markings for accuracy of evaluation. After the markings have been made, the numerical rating should be given in accordance with the standards of rating shown in the lower left-hand portion of the form. Be sure to answer the question in regard to the conduct of the employee, and if your answer is "No" or "Fairly So", it should be explained on the reverse side of the form. The form should be signed and dated in the spaces provided, and returned to the Division Head not later than one week after it is received.

SPECIFIC INSTRUCTIONS TO REVIEWING OFFICERS

The Reviewing Officer should study carefully the instructions given above, making sure that all rated employees and Rating Officers were actually under his supervision on March 31, 1943. If he is not satisfied that the ratings have been carefully and fairly made, or if many of the ratings of employees under one supervisor are high or low, he should discuss the ratings with the Rating Officer. When he has decided definitely what rating should be given, he should enter that rating in the proper space. His rating need not be the same as that of the Rating Officer, but if it differs, he should discuss it with the Rating Officer and make every possible effort to arrive at a rating satisfactory to all. However, if an agreement cannot be reached, the Reviewing Officer should make his changes on the form in red ink without erasing the marks of the original rater. It should be remembered that the rating given by the Reviewing Officer is final, and will be the one entered on the employee's records. If the Reviewing Officer does not feel that he is sufficiently well-acquainted with the employee's work to rate it, he should write the word "Noted" in the rating space and sign the form.

All completed forms must be returned to the Personnel Office not later than June 8, 1943.

D. E. Harbison

D. E. Harbison
Acting Project Director

GRANADA PROJECT
AMACHE COLORADO
JULY 5, 1943

SUBJECT: STORAGE OF MOTOR VEHICLES

TO : ALL PERSONNEL USING MOTOR TRANSPORTATION

1. Effective 4:30 P.M., this date, all Government owned Motor Vehicle equipment, will be stored, after work hours, in the Motor Pool.
2. Farm Vehicles will proceed from work to the Police Station where they will discharge their loads and will then return their Vehicles to the Pool for storage.
3. A Dispatcher will be on duty at the pool all times in order to receive and Despatch equipment needed.
4. All requests for Vehicles ~~will~~ be made by Division or section heads to the Motor Pool Supervision.

Donald E. Harbison

Donald E. Harbison
Operation Management

WAR RELOCATION AUTHORITY

Washington

July 26, 1943

MEMORANDUM

To: Project Directors and Relocation Supervisors

Subject: Selective Service classification cards and
change of address notification.

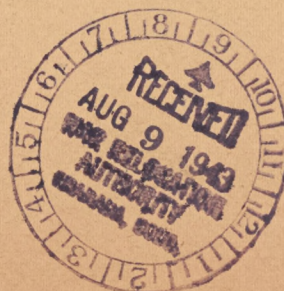
It should be brought to the attention of male evacuees that they are required by law to keep the local Selective Service Board with which they are registered informed of their address and carry their classification card (DSS Form 57) on their person at all times. The police and Federal Bureau of Investigation are picking up persons who have classification cards (DSS Form 57) which are so old as to indicate that the bearers have not kept their local boards informed as to their address.

Project Directors should arrange as part of the leave procedure to have all male evacuees registered with Selective Service who are leaving on seasonal or indefinite leave notify their local boards of their new addresses and to instruct them to keep their local boards informed at all times of their whereabouts. If male evacuees have only their initial Selective Service registration certificate (DSS Form 2), they should write their local boards for a classification card (DSS Form 57).

Relocation Supervisors and Officers should also bring this matter to the attention of evacuees on leave with whom they come in contact. In a general letter from the Director to all evacuees on indefinite leave this subject will be mentioned.

Richard Barron
Acting Director

OM-90



WAR RELOCATION AUTHORITY
WASHINGTON

August 11, 1943

MEMORANDUM

To: Project Directors and Relocation Supervisors

Subject: Indefinite leave applications for persons who were outside relocation centers at the time of the general leave registration.

This will supplement Mr. Rowalt's memorandum of April 15, 1943, on the same subject and Section 60.7 of the Handbook on Leave issued July 20, 1943.

Relocation officers and project directors have been sending in the names of individuals who departed from the projects prior to the general leave registration and who now wish to secure indefinite leave. Where we have had a previous application for leave or leave clearance on Form WRA 71 or 126 in our Washington files, we have authorized the project director to issue the indefinite leave and sent a copy to the relocation officer. We will continue to follow this practice. When a relocation officer requests this office to issue indefinite leave in these cases, the relocation officer will also send the project a copy of Form WRA 130 and an indefinite leave card with the fingerprint of the applicant on the card and a photograph. On receiving the authorization for indefinite leave from this office, the project director may then sign the card, seal on the photograph, and return it to the relocation officer for transmittal to the applicant.

When a relocation officer sends a Form 130 to the project for any individual on seasonal work leave wishing to convert to indefinite leave, it is not necessary that employment be shown or proven if the relocation officer recommends indefinite leave. Employment may be shown, but if the relocation officer recommends the indefinite leave request on Form WRA 130, leave may be issued by the project director if the applicant is eligible regardless of whether specific employment is shown on the form or evidenced by a letter from an employer.

E. M. Rowalt
Acting Director



WAR RELOCATION AUTHORITY

WASHINGTON

September 17, 1943

MEMORANDUM

TO: ALL PROJECT DIRECTORS

FROM: John W. Clear
Acting Supply Officer

Dr. Stitts, in charge of Milk Programs for the War Food Administration, advises that if we should have difficulty in obtaining adequate milk supply for our Centers, dried whole milk is available and that this be used as a probable solution of our problem.

Should the Quartermaster Depots fail to meet your requirements of this product, please advise this Office.

The following information was received from the
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[illegible] [illegible] [illegible] [illegible] [illegible]
[illegible] [illegible] [illegible] [illegible] [illegible]
[illegible] [illegible] [illegible] [illegible] [illegible]

The following information was received from the
[illegible] [illegible] [illegible] [illegible] [illegible]
[illegible] [illegible] [illegible] [illegible] [illegible]
[illegible] [illegible] [illegible] [illegible] [illegible]



WAR RELOCATION AUTHORITY
Washington

October 8, 1943

M E M O R A N D U M

TO: All Project Directors
Attention: Chief Project Steward

SUBJECT: Project Stewards Report to Chief Project Steward

In order to insure uniform types of inspections in Mess Operations at all projects, the enclosed Daily Inspection Report for Associate and Assistant Stewards should be put into effect immediately.

The Chief Project Steward should, by the information secured from his assistants, be able to have accurate knowledge in writing as to all matters relative to Mess Operations, and can take proper steps for correction.

It is recognized that due to the many administrative details, etc., the Chief Project Steward must depend upon his assistants for such information and the purpose of these reports is to secure such information as is pertinent to good mess operations. Warehousing and rationing should be especially stressed, the protection and security of food stores being of vital importance now more than ever.

He should insist upon strict adherence to all items, and judge his assistants' efficiency by the reports submitted and harmonious results obtained.

R. F. Meyer
Director



WRA

RELOCATION CENTER

PROJECT STEWARDS DAILY REPORT

Date _____

Mess Halls Visited:

Condition, remarks, meals taken, etc.

Warehouses:

Inventory of supplies, overages, or shortages, general condition, etc.

Personnel:

Remarks concerning evacuees needing action by C.P.S.

Items Demanding Immediate Action of C.P.S.

Submitted by:

Project Steward _____

OM-406

