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*Mr. James M. Jennings*  
*Placement Officer*

WAR RELOCATION AUTHORITY

OFFICE MEMORANDUM

*H.R. 71*  
*[Signature]*

TOPAZ, UTAH

DATE: January 28, 1943

TO: Members of the Inter-Division Vocational  
Training Committee

FROM: Laverne C. Bane, Committee Chairman

SUBJECT: FIRST COMMITTEE MEETING

The first meeting of the Inter-Division Vocational Training Committee will be held in Mr. Lorne W. Bell's Office on Friday, January 29, 1943, at 4:15 p.m. In addition to the settling of organizational details discussion will be initiated on the topics which were attached to the letter of appointment which you received from Mr. Ernst.

*Laverne Bane*  
Laverne Bane

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

January 27  
1943

MEMORANDUM TO           Members of the Inter-Division  
                          Vocational Training Committee

FROM                   Charles F. Ernst  
                          Project Director

In order that there may be a well formulated plan in operation for the vocational training program, I am asking the following staff persons to serve as members of the Vocational Training Committee:

Dr. Laverne C. Bane - Chairman

Roscoe E. Bell	Chief, Agriculture Division
Lorne W. Bell	Chief, Community Services Division
Claude C. Cornwall	Chief, Employment Division
James F. Hughes	Assistant Project Director
Gilbert L. Niesse	Sr. Administration Officer
James J. Jennings	Placement Officer
Frank S. Twohey	Acting Head Leave & Permits
Edwin Kitow	Head, Block Managers
George Shimamoto	Assistant Foreman, Public Works
Dr. Russell WeHara	Assistant to Chief Steward
Hi Korematsu	Principal Agricultural Aid
Alden S. Adams	Secondary School Teacher (Agr.)
L. Lyman Finlinson	Secondary School Teacher (Agr.)
Victor Goertzel	Vocational Advisor
Walter W. Honderich	Chief, Community Enterprises
Marguerite W. Hudson	Secondary School Teacher (Home Econ)
Mulford M. Hutchinson	Head, Construction Section
Robert A. Maggiora	Secondary School Teacher (Commerce)
Roy Potter	Chief, Transportation and Supply
George D. Reed	Cost Accountant
Carl L. Rogers	Head, Motor Pool Section
Melvin J. Roper	Secondary School Teacher (Industrial Arts)
Kenneth W. Scoopmire	Head, Property Control & Warehouse
Kenley Taylor	Chief, Garage Foreman
Lawrence B. Taylor	Chief, Maintenance and Operations
Brandon E. atson	Project Steward
Doris E. Winters	Secondary School Teacher (Home Econ)

I also want to constitute an executive committee of this group which will consist of the following:

Dr. Laverne C. Bane - Chairman

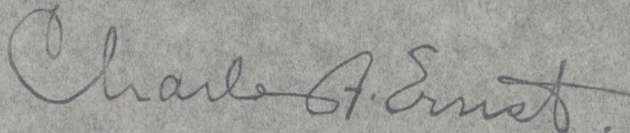
James F. Hughes	Claude C. Cornwall	Henry R. Watson
Roscoe E. Bell	Le Grand Noble	Roy Potter
Lorne W. Bell		

It is my hope that an early meeting of the committee will be held in order that the important work of the group will get underway.

The function of the large committee will be to come up with recommendations and policies which seem advisable to accomplish a broad training program in this Center.

The executive committee will act as a corps of "expeditors" in order that the suggestions and recommendations of the large committee may be put into action. All recommendations of the committee and its executive committee should clear through the Project Director's Office.

I am attaching some material which should form a basis for some early work of the committee.



Charles F. Ernst  
Project Director

CFE:LWB:p  
Attach

Questions for Consideration by the Vocational Training Committee

1. In the typical American community a considerable number of High School students carry papers, work on farms or in their fathers' shops, etc. How can a similar type of work experience be given to the young people of Topaz?
2. During July and August of this year students will be expected to engage in profitable work and play experiences. How can the facilities of our farms, Maintenance Department, Construction Department, offices and Consumer Enterprises be utilized in this program?
3. To what extent should the productive facilities of Topaz be used to provide vocational training for interested adults?
  - a. To what extent can this be given in the form of in-service training of employees?
  - b. To what extent and in what fields is a cadet training program needed?
  - c. To what extent can Project facilities be made available to night school students who wish to prepare for a field of work they are not now engaged in?
4. To what extent should vocational teachers on the High School staff be responsible for supervising the out-of school work activities of students?
5. What types of information and services should the Placement Section and testing director make available to educational and production heads in order to enable them to effectively guide the activities of the workers and students who are under their direction?

Laverne C. Bane

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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

January 15

MEMORANDUM TO: Mr. Lorne W. Bell, Chief  
Community Services Division

FROM: L. G. Noble, Principal  
Topaz City High School

SUBJECT: Vocational Education in Topaz City High School

I appreciate your reaction to the reports that were submitted by the heads of our vocational departments. I also appreciate your review of the administrative policy having to do with vocation education in the schools, and the relationship of these departments to the Project in general. In order that a definite clarification be made as to the relationship between the vocational education program in the high school and that of the Project in general, it is necessary to refer back to the committee meeting that was held sometime ago where this subject was carefully discussed. I do not feel that the problem of vocational education, as it pertains to the high school, and in turn, to the Project as a whole, is properly functioning.

As I view this problem there are three distinct phases of vocational education. The first one is found in the high school. Here we have four departments that are carrying on vocational education in modified forms, all mainly for the purpose of exploration. We aim to provide a sampling experience into the various fields. We are not prepared, however, to give specialized training as far as we would like to give it. Our plan will be supplemented by the Project opportunities.

Second, we have the adult education vocational program, which presents a problem somewhat different from that faced by the high school. This difference is mainly found in the fact that they are dealing with older groups, groups which, in the main, are more settled in terms of their likes and abilities, and much better prepared to make wise decisions as to vocational choices. Many in this group have already had considerably vocational experience, thus limiting their fields of interest.

Third, we have the problem of placement opportunity, which rests largely in the hands of Mr. Jennings and Mr. Cornwall, and other departments in the Project organization. The philosophy of vocational placement is that the person to be placed has more than a passing interest in the work which is being undertaken. He not only likes the work, but possesses skill, ability and the incentive to succeed. The determination of these qualities cannot be left to chance, but must come from a study program comparable to what is offered in industry.

I feel that before a working solution to these problems can be realized, it is highly important that these divisions be tied together in an administrative organization where lines of authority, as well as responsibility can be drawn.

The selecting and training of applicants for vocational positions is a highly technical process. It cuts across all fields of activity in this Project. The judgment of many people regarding the ability and aptitude of a person is of greater value than the opinion of just one person.

These boys and girls come from a highly urbanized area in California and their practical experience in the vocational fields is very limited. This condition, it seems to me, makes it necessary for us to proceed very carefully in laying the proper groundwork in order that they understand, not only the problems involved in relation to vocational experience, but also determine through a fair opportunity of exploration if they have a like or interest in these fields of experience.

First, it is my recommendation that<sup>a</sup>/definite overhead vocational guidance program be drawn up.

Second, that this organization be Project wide in its scope and function including adequate representation from all vocational departments of the high school, adult education, and from the placement and work experience branches of the Project. This group to be designated as the Board for Vocation Education or some similar title.

Third, that a carefully worked out cooperative plan be drawn up between the agencies concerned, showing the methods of approach, programs and procedures to be followed, together with a carefully studied and prepared list of employment and training opportunities. It seems to me that this overhead organization becomes a prerequisite to the functioning of an adequate vocational training program in this community.

The success of education in this Project will be determined largely through the accomplishments in these fields.

L. G. Noble

LCN:es

COPY

TO: Dr. John C. Carlisle, Superintendent of Education  
Mr. Lorne W. Bell, Chief, Community Services Division

FROM L. G. Noble, Chairman

DATE November 10, 1942

SUBJECT Report of Committee on Organization of the Industrial Arts Program for the Education System of Topaz City

In conformity with the assignment of drawing up a proposed organization for the industrial arts program of Topaz City, the committee composed of Dr. Bane, Mr. Jennings, Mr. Roper, and Mr. Finlinson and the Chairman have met, and offer the following as recommendations having to do with the more efficient administration of vocational education.

- 1 - It is recommended that a coordinator of vocational education be appointed to direct this phase of the educational program. The duties and responsibilities of this coordinator would be to make:
  - a. A careful study and classification of all employment opportunities within the Project and within the communities immediately adjacent to the Project. These employment opportunities would be studied and classified in such a way as would afford a complete picture to all instructors and students, both in adult education and secondary school, in order that they may properly determine the kind of work experience available.
  - b. To aid the guidance department of the high school in a careful study of the interests and abilities of all the enrollees in adult education and the secondary school program. This is necessary in order that proper direction be afforded those making application for work permits or found in need of work experience.
- 2 - The basic principle in the vocational education program would be that the day school requirements receive first consideration. In all cases the interests of the child are to be measured in terms of adequate high school training. In this connection, however, it is recommended that in certain cases students may be taken out of school for part or even full-time work where adequate vocational training is available and where the interests and abilities of the child show strong tendencies in this direction. This recommendation would apply even as low as the eight grade in the Junior High program.
- 3 - It is further recommended that serious consideration be given the proposition of offering two diplomas at the end of the designated high school program. The first would be the standard high school diploma, certifying that all state requirements

pertaining to high school graduation had been fulfilled and that the holder is eligible to enter college. The second would be a certificate of graduation, indicating that specific training requirement in high school had been met and that certain proficiency in the basic skills in vocational training have been acquired. This certificate would infer adaptability for a vocational career rather than further academic study.

- 4 - It is further recommended that the vocational aspects of the adult education program be directed into and through the secondary school in order that a unified system may be organized. This would make it possible to use all equipment of the high school, plus the aid of the guidance department and the instructors in both the adult education and high school programs, all directed toward a unified goal. A chart indicating the organization proposed is herewith submitted.

Respectfully submitted

L. G. Noble, Chairman

File

Central Utah Project  
Topaz, Utah

APD  
June 18, 1943

MEMORANDUM TO: All Division Directors

SUBJECT: Continuation of Industrial Training Courses

Since the National Youth Administration was forced to withdraw its support of the training courses that were established at this Center, no definite action has been taken on our part to continue this service. There are several reasons for this period of inactivity principal of which is that we were in doubt as to how much of the training equipment would be left in our possession, and what steps could be taken to provide capable instructors to carry on the various courses. To a considerable extent these conditions still are current, although we are developing slowly the various resources that will permit us to go forward with a suitable series of training courses.

Assurance has been received that we can retain the power sewing machinery and wood working equipment. It is very doubtful that we will be able to retain the typewriters and adding machines necessary for the clerical course, and although it is somewhat more hopeful in the case of auto-mechanics equipment, this point also is somewhat indefinite at the present time.

It is our intention to ask the Washington, D.C. Office for sufficient funds to employ two or three vocational instructors probably in the fields of auto-mechanics and wood working. It will be necessary to supplement this staff by attempting to obtain qualified instructors in the other fields from the resident staff, and perhaps ask the Department of Education to come into the picture very definitely with technical advice and for supervision. I think a mutually sponsored program of training giving the Department of Education the responsibility for its customary field of activity, and at the same time tying in the Operations Division with certain definite responsibilities would be an ideal situation. I would like to have your consideration of this program not only from the standpoint of responsibilities enumerated immediately above, but on the desirable features we wish to produce throughout the entire training course.

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A letter has been written to the Regional Director of the N.Y.A. on a more or less personal basis asking his assistance in the retention of as much of the equipment we have in our possession as is consistent with their policy. You probably have read in the news papers that the future of the N.Y.A. is uncertain to the point of discontinuance during the coming fiscal year. In view of this condition, I feel quite optimistic that we might be able to get a larger portion of this equipment than was first indicated.

I would like to have the Superintendent of Education, Chief of the Public Works Division, and the Chief of Community Services indicate their wishes toward an early meeting and the establishment of a definite program.

*Original signed by*  
**J. F. HUGHES**

**J. F. Hughes,**  
**Asst. Project Director**

TOPICS FOR CONSIDERATION  
BY SECTION HEADS

October 16, 1943

I. Why Inaugurate an In-Service Training program?

- A. To make a reality the Project Director's hope that we can establish here at the Center a gigantic "Antioch College" program with manual work and training holding equal places in the spot light.
- B. To enable us to give all-out aid to those workers who have their eyes fixed on the future and desire to spend their time in the Center preparing themselves to function effectively in the post war world.
- C. To stimulate relocation by building up the confidence of those workers who now have little confidence in their present skills because they now have no effective means of comparing their own competence with the level of skill required by outside employers.
- D. To give those individuals who find a \$16 cash advance an inadequate motivation, the additional incentive of valuable training.

II. What are the Minimum Essentials of an In-Service Training program?

- A. Break down each job into its component skills.
  - 1. Decide the order in which these skills should be taught.
  - 2. Decide how long it will take the average worker to learn each skill and provide for the rotation of workers so that each can learn all of them.
  - 3. Decide what constitutes an acceptable and a superlative degree of skill in performing each operation.
  - 4. Decide what system of record keeping will enable both you and the worker to continually evaluate his rate of progress.
  - 5. Decide how much if any supplementary training needs to be given in special classes.

III. What are the Steps in Selling an In-Service Training program to the Workers?

A. Be able to present to the workers:

1. The relocation possibilities in your field.
2. The dollar value of your specific training program.

B. Know the details of how you plan to run the program so you can explain it without making it sound complicated and burdensome.

C. Talk through the program with your most progressive and dependable resident supervisors.

D. Call your workers together on WRA time and explain the program to them. Have your most fluent Japanese speaker explain the program in Japanese. After talks distribute to each worker a detailed statement of the purposed and nature of the program. This statement should be written in both English and Japanese.

E. The next day have each of your supervisors who is "sold on the program" approach each worker during working hours and talk with him about the details of keeping a job record book.

F. Budget a sufficient amount of your time and that of your supervisors so that each worker will feel that he is receiving an adequate amount of personalized instruction.

IV. Above all else do not set up the program and expect it to run itself. You must follow through and in the words of a wise evacuee worker, "Forget Production", - teach a trade and production will take care of itself.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

December 23, 1943

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Time: 11:00 AM

Purpose: Allocation of Auditorium and  
Other Public Buildings

Those Present: Mr. D. Nuttall, Chairman      Mr. L. C. Noble  
                  Mr. R. P. Sanford            Mr. E. Nishio  
                  ✓ Mr. S. Owens                Mr. T. Lewis  
                  Mr. G. Niesse                Mr. T. Nakamoto  
                  Mr. J. Harano                Rev. Mr. Kawamori  
                  Mr. S. Muneno

Mr. Nuttall explained that this group is now taking action under the memorandum from Mr. Sanford to Mr. Noble and Mr. Nuttall, of December 23, asking them to take the responsibility of calling together a representative group from the Operations Division, Administrative Division, Inter-Faith, Internal Security, Community Council, Community Activities, Schools, Fire Department, and Block Manager to decide the proper procedures and the placing of responsibility in regard to the allocation of the auditorium and other public buildings.

The following buildings are open for scheduling by private groups:

*Auditorium*  
Dining Hall 32  
Rec. Hall      6      2/3  
"      10      2/3  
"      30      1/3  
"      34      1/3  
"      36      2/3  
"      40      2/3  
Dining Hall 2 (not definite yet)

The chairman stated that certain buildings will be available for scheduling by private groups for any type of activity. The question is how these should be scheduled, who is responsible to schedule them, who is responsible for the care of the buildings, who is responsible for the equipment in the buildings.

Mr. Nuttall stated the present status of this work is that the high school building and auditorium and dining hall 32 is scheduled by the high school. The balance of the buildings are scheduled at Sec. 3. Janitorial service for the buildings released through these two groups is provided by them respectively.

The procedure for scheduling buildings at the High School at the present date consists of the following:

1. Filling out a request form asking the following information:
  - a. Name of the group using the building
  - b. Purpose for which the building is to be used
  - c. Space desired (D.H. 32 or classroom)
  - d. Date and time
  - e. Departmental approval (in case social calls for the use of kitchen in D.H. 32, needs Domestic Science Department approval)
  - f. Signature of person responsible -- leader of organization
  - g. Mr. Nuttall's approval
2. High School offices has a person who records the gatherings and issues authorization slips.
3. When approval of high school principal is given and the form checked with Internal Security, the event is scheduled. Until then, it is only tentatively recorded.
4. After Internal Security returns the request form to the High School, the authorization slip is issued.

It was suggested that duplicate copies be made, one each to be retained by Internal Security and Fire Protection,

As many last minute requests for use of recreation halls are made, the Community Activities office assumes the responsibility of notifying Internal Security and the Fire Department. This is done by phone and followed by a confirming memorandum. Mr. Nakamoto stated his office was willing to assume the task of notifying Internal Security and Fire Protection, once Mr. Nuttall authorizes the use of the building. At this time, it was thought that if Rec. 3 is to take the responsibility of notifying Internal Security and Fire Protection, it would not be necessary to make duplicate copies of the request form as originally suggested.

Mr. Sanford explained that Mr. Bill Fujita was making a daily calendar of all the events taking place every day and posting it in Admin. Bldg. B and with the telephone operator. To keep this calendar up to date, it was requested that notification of each event be made to the Community Management office.

In determining the parties to be responsible for the scheduling of buildings, Mr. Lewis thought that the task should be centralized. It was Mr. Muneno's opinion that the High School should assume the responsibility.

At this point, Mr. Sanford again emphasized the fact that the idea was to have a community wide representative community control of all buildings which are open to the use of the general public. In order to get action, this group would approve of an executive committee of about three persons, and they in turn would have a chairman in full power of scheduling and allocating buildings.

It was agreed by the group that the high school principal was the logical one to represent the community-wide group that will control the allocation of the buildings. Mr. Nuttall brought out the following factors:

1. There has to be administrative responsibility for these buildings.
2. Whoever has that responsibility maintains the upkeep of the building.
3. Person is responsible to the WRA and Government for the equipment in the building.

Mr. Noble moved that the High School principal be delegated the task of allocating the use of these buildings. On the other hand, he stated that he would not want to place the high school principal in a position where he would have to schedule some community activity which would interfere with the educational program. In delegating power to the high school principal on the matter of control of the authorization for use of the auditorium and other buildings, the fact that the entire pressure could be directed upon the one man and would lack any policy-making body to back him up should be considered. Mr. Sanford explained that this responsible person, whenever in doubt, would take up the particular problem with the executive committee.

It was moved and passed that Mr. Nuttall go ahead with the scheduling of buildings until the rules and regulations are approved.

Another motion was passed to set up an executive committee of three to study the problems involved. The following nominations were made:

1. Mr. Nuttall, Mr. Nakamoto, and Mr. Lewis.
2. Mr. Nuttall, Mr. Nakamoto, and Mr. Muneno.

As a result of a vote, the second group was elected.

RECOMMENDATIONS FOR THE EXECUTIVE COMMITTEE'S CONSIDERATION  
WHEN FORMULATING RULES AND REGULATIONS:

Mr. Owens stated that the dedication program on December 22 was overcrowded by about 100 people. A maximum of 1350 (with seats) and 2000 (without seats) should be established. The figure of 1250 with seats is preferred; but the figure of 1350 should be set, and a definite aisle should be maintained at all times. He further explained that government regulations hold the people responsible for these functions and responsible for the welfare of the people. If anything happens to the gathering, the scheduling organization can be held liable materially for the consequences if there is any violation of safety regulations.

*Responsible*  
Mr. Nuttall mentioned that bleachers on the side of the building are to be installed, raising the seating capacity to about 1500.

The chairman presented several suggestions which have been made concerning the adequacy of janitorial service for the auditorium:

1. Enlargement of staff
2. Scheduling group furnish the manpower and work under Mr. Iwasaki's direction.
3. A crew of approximately 20 people on part time work basis.

Of the three propositions suggested, it was the general consensus that the group should agree upon the second suggestion of the scheduling group furnishing the manpower.

Mr. Noble suggested that the following items be included on the request form used by the High School:

1. Signature of Internal Security
2. Notification of Fire Protection
3. Condition in which building left in after use (by janitor)
4. Rule and regulations should be printed on request

HANDLING OF TICKETS:

It was the opinion of Mr. Nakamoto that if the anticipated attendance is greater than what can be accommodated, the auditorium should be open without chairs or charge admission because attendance cannot be limited through tickets. Mr. Nakamoto recommended that for camp wide occasions, it

would be better if accommodations were provided by having everyone sit on chairs or everyone on the floor.

In discussing methods of handling the distribution of tickets, the following points were mentioned:

1. Make tickets available at a certain place, certain time, and recognized to a certain hour.
2. Repeat performance so that people would not be turned away after a camp-wide distribution of tickets.
3. Issuance of tickets at auditorium gate.

RECOMMENDATIONS AND RESPONSIBILITIES OF INTERNAL SECURITY AND FIRE PROTECTION:

Mr. Lewis recommended that the executive committee should establish a ruling to the effect that no cars be admitted inside the fence and out in the road and that a parking space should be provided outside the fence near the road. It was recommended by Mr. Owens that there be no smoking.

Internal Security is in attendance at all functions. Mr. Owens stated that according to Administrative Instructions any gathering of 50 people or more should have some member of the fire department present. Fire Protection is supposed to inspect the building before any activities are held but that ruling has not been enforced in Topaz.

As a result of the formulation of the executive committee, Mr. Sanford mentioned that if further stenographic help is needed, it may be obtained if within the limits of the budget.

Following Mr. Muneno's suggestion, it was agreed that Mr. George Shimamoto of Public Works be asked to attend the next meeting.

As there were no other suggestions for the committee's consideration, the meeting was adjourned until Thursday, December 30, 10 AM, in the Community Management office.

Respectfully submitted,

June Nakayama

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

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December 30, 1943

COMMITTEE ON USE OF PUBLIC BUILDINGS  
10:00 A.M.

Those Present:

Mr. D. B. Nuttall, Chairman  
Mr. J. F. Hughes  
Mr. E. P. Sanford  
Mr. L. G. Noble  
Mr. T. Nakamoto

Mr. G. Shimamoto  
Mr. F. Koba  
Rev. Mr. Nishimura  
Mr. S. Muneno  
✓ Mr. S. Owen  
Mr. E. Nishio

Following a discussion on the prevention of a clash of jurisdiction between members of the Fire Department and Internal Security, Mr. Hughes suggested that teams of two work in the auditorium to take whatever steps are necessary to enforce the rules and regulations.

The rules and regulations which were drafted by the Executive Committee were read for any additions or corrections.

**JANITORIAL SERVICE:** Mr. Noble raised the question of under whose responsibility the janitors are to be placed. In transferring the quota, it was the understanding that the janitors will be placed under the supervision of the principal of the high school. Determination of how many are needed will have to be taken up in a conference between the head janitor, Mr. Yamasaki, and the high school principal. There should be one janitor in attendance at all functions.

The janitorial report is to be made to the high school principal after the event is held. It is the responsibility of the janitors to see that property is not abused.

**DECORATIONS:** Following Mr. Noble suggestion, plans for decoration to be used in the auditorium are to be submitted to the fire department for approval before the plan is executed. It was his opinion that the fire department clearance for decorations should be noted on the application blank.

**USE OF STAGE:** Another addition to the application blank was suggested by Mr. Nuttall in that notice should be made on the form whether or not the sponsoring group is going to use the stage and also whether or not they are going to decorate the hall and stage. Approval for use of the building is not to be made until Mr. Owens has been consulted on the matter of decorations.

**KEYS:** The statement relative to the distribution of keys was changed as follows: The key shall not be given to any person except the head janitor, the principal of the high school, and the Internal Security guard. After the Caucasian guards are withdrawn, the Internal Security key will be given to the Fire Department.

No use should be made of the building unless one of the janitorial force is present.

It was requested by Mr. Owens that the fire regulations be incorporated into the rules and regulations drafted by the Executive Committee.

Mr. Sanford suggested that publicity be given through the Topaz Times, Block Managers pertaining to the ban on smoking in the building and 100 ft. around the building.

In order that an experienced electrician handle the lights, it was Mr. Noble's suggestion that they be furnished either by the high school or rec. 3. The regulations on stage lighting was changed as follows: All lights should be controlled by janitor in charge or the stage electrician who is furnished by the Education Section.

**CARS:** Cars shall be barred from the grounds inside the fence and from the driveway leading to the grounds.

Mr. Sanford thought the right to cancel an event should be reserved to the executive committee, and notices be made as early as possible. The regulations now reads as follows: Cancellation of all programs shall be the action of the Executive Committee.

Following Mr. Shimamoto's suggestion that disapproval of an event be mentioned, an addition was made. The chairman of the Executive Committee has the authority to refuse the use of the building to any group, subject to appeal to the executive committee.

The chairman made the following addition: Approval for the use of the building shall be granted by the chairman of the Executive Committee only when regulations for the use of the building have been complied with.

It was Mr. Nuttall's recommendation that this Executive Committee be comprised of three ex-officio people. The previous committee consisted of the high school principal, chairman of the Community Council, and the resident head of Community Activities. Mr. Shimamoto thought that the block managers should be represented in the committee, but since their administrative responsibilities were to the Administrative Division no action was taken on the matter.

PROPOSED SCHEDULED USE OF THE AUDITORIUM:

1. The use of the auditorium should be reserved for the high school program until 6 PM, Mondays through Fridays.
2. The auditorium should be reserved for the use of the athletic program not less than two evenings a week and on Saturdays from 9 AM to 6 PM and no regularly scheduled events should be permitted for Friday or Saturday evening or on Sunday to keep that time completely open for special events.
3. At such time when the Community Education Section completes satisfactory arrangements for the showing of movies using the 35 mm. projector, one evening per week should be reserved for that purpose. The balance of the time should be free for scheduling.

This plan will differ during school days and vacation and is subject to alteration when necessary by the executive scheduling committee. The only change made in the policy was the time element. After 5 PM, instead of 6 PM, the auditorium will be open for scheduling unless used by the high school.

The above schedule was met with general approval.

Mr. Sanford mentioned it was Mr. Ernst's suggestion that a representative of the M&O should be an ex officio member of the scheduling committee. It was decided that the resident head of the Public Works Division be a member of the executive committee.

Following Mr. Noble's suggestion, the rules and regulations will be approved by the representatives of the M&O, Fire Department, Community Education, Community Council, Inter-Faith, Block Manager. Mr. Sanford suggested that final approval be given by Mr. Ernst, Mr. Hughes, Mr. R. Bell, and Mr. Hughes.

Respectfully submitted,

Juse Nakayama

*Sanford*  
*CSH*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

January 18, 1944

M I N U T E S

COMMUNITY EDUCATION STAFF MEETING  
January 18, 1944, 2 p.m.  
In Mr. Sanford's Office

ATTENDANCE:	Mr. L. G. Noble	Dr. L. Bane
	Mr. G. Lafabregue	Mr. R. P. Sanford
	Mr. D. Nuttall	Mrs. E. Sera
	Mr. Tats Nakamoto	Miss W. Robertson
	Miss M. McCaffrey	Mrs. T. Sasaki

RESIDENT PERSONNEL IN EDUCATION SECTION

The main problem for discussion was to determine ways and means of continuing the present educational program with the drastic reduction in resident personnel by the Washington Office for the third quarter of 1944. Mr. George Lafabregue was invited to sit in to answer any questions regarding resident personnel that may come up during the meeting.

In order that those present may be familiar with the allocation plan proposed by Washington, the letter from Dr. John Provinse was read by Mr. Noble.

The following facts were revealed in Dr. Provinse's letter:

1. Nursery School Supervisor (1) at \$19 was approved.
2. Secretaries, other than one for the Superintendent of Education at \$19, were not allocated to the education sections of any centers.
3. Secure special workers like cost accountants and property clerks from other sections.
4. Overall plan permits transfer within the section.
5. Adult Education Supervisor (1) at \$19 has been approved.

January 18, 1944

6. In cases of unusual shortages of appointed teachers, some additional evacuee assistants may be obtained as per 20.2.11 of the Administrative Manual.
7. Certified teachers--not counted in allocating evacuee employees, hence not shown in schedule, but are counted in computing allocation for appointed teachers.
8. Vocational Training--Employees will be added as each new or additional vocational course is approved.
9. Clerical- stenographic--The increases in Office of Superintendent and High School Office over previous allocations are in line with increased work.
10. A limited number of positions may be established at the \$19 rate for teachers having two years of college and training including at least 12 semester hours of approved education courses or their equivalent.

It was suggested by Mr. Lafabregue that until we receive a reply from Washington to our request for additional personnel, we continue with our present quota of resident employees. He also stated that it looked as if incumbent teachers will have to be reduced to the \$16 rate unless we hear from Washington to the contrary.

Mr. Nuttall wanted to know whether two resident teachers could be hired for one appointive but the question remained unanswered.

It was revealed that the clerical help approved for the Superintendent's office; namely, two, could be transferred over to the high school or elementary school as the case may be, since we have been allowed 4 stenographers and are using only 2. Mr. Nakamoto thought CAS would be able to shift over about 12 persons to Education but after careful consideration it was felt that if 12 were taken away from CAS it would hamper their program too much so it was decided to accept 5 of them. This made a total of 7 persons who could be shifted to other units in our section.

Mr. Nuttall and Mr. Nakamoto will get together to ascertain what arrangements could be made for pooling electricians, etc.

Minutes--3

January 18, 1944

Personnel Needs in Elementary and Secondary Schools:

	<u>Additional Request</u>
<u>Secondary School</u>	
Assistant teachers	13
Registrar	1
<u>Elementary School</u>	
Assistant teachers	4

The total assistant teachers yet needed is 17 but with 5 possible transfers from CAS and 2 from the Supt's office to the schools, there remains to be requested 11 assistant teachers from Washington, plus one registrar. (7 assistant teachers to be requested for high school and 1 registrar; and 4 assistant teachers for elementary school.

It was stressed that all termination notices must be handed to the person personally by the principals of the schools and giving such employee at least seven days' notice.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

S. Shimosaka, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

COMMITTEE ON THE USE OF THE PUBLIC  
BUILDING MEETING  
March 3, 1944

ATTENDANCE:	Rev. Nishimura	Mr. Honderich
	Mr. Miller	Mr. Koba
	Mr. Noble	Mr. Nakamoto
	Mr. Shimamoto	Mr. Nishio
	Dr. Ochikubo	Mr. Nuttall

The meeting was called for the purpose of discussing the policy of the use of the auditorium in matters of application from a block for the use of the auditorium and the applications of the Co-op to use the auditorium for the showing of their movies. No decision was reached with respect to either of these two problems, but the matter was turned over to a scheduling committee, with Dr. Ochikubo, Mr. Nakamoto, and Mr. Nuttall.

The problem of handling chairs was discussed and it was decided that with an addition of one more in the janitorial staff, they would be able to set up and take down chairs for evening events or other events supported by groups who were not able to do the jobs themselves.

Mr. Miller of the Fire Department stressed the importance of their being notified of a complete schedule on the use of the auditorium, including the name of the person in charge of each program. It was decided that a weekly meeting of the scheduling committee would be held on Monday morning 10:00 A.M. in 32-10-A

The meeting was adjourned.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

USE OF PUBLIC BUILDINGS  
Office of Chief  
Community Management Division  
2:30 P.M.  
March 13, 1944

Attendance: Mr. R. P. Sanford Mr. L. G. Noble  
Mr. W. Honderich Mr. R. Bankson  
Dr. G. Ochikubo Mr. M. Nishio

Dr. Ochikubo suggested the following pertaining to the use of public buildings for money-making purposes in the interests of the community: (1) There should be some working relationship between Community Activities and the Council in that all funds that are subscribed from the residents be accounted for, i.e., the distribution of such funds and for what purpose it was used. (2) This report should be made monthly. There should be a full account of all block funds including the lay committee funds and any other block funds. This would include all organizations which have asked for contributions from the residents.

It was his thought that the blocks should depend hereafter on one clearing agency and that funds derived from community wide affairs might be allocated equally to the blocks.

Mr. Noble thought that it was simply a question of whether or not to augment Community Activities in terms of its responsibility and opportunities in the Project to make it the central clearing agency in the recreation program, or to take this responsibility away and put it into the block. Community Activities does not have the backing to put into effect its responsibilities. The lack of financial reports to the residents places the Community Activities Unit under suspicion. As a result of this discussion, Mr. Nishio was requested to send copies of financial statements to the Council and Dr. Ochikubo.

In weighing the legality of individual block activities, Mr. Sanford stated that Mr. Barnhart indicated that there would be no legal impediment if the blocks received thorough clearance through the Council and Community Activities. The blocks should receive their opportunity to sponsor events in rotation.

It was brought out at this time that the relationship between the Community Activities Unit and the residents has not been made clear. Therefore, some central agency to

coordinate matters is vitally essential. Community Activities should not be a policy-making body but a facility.

In reviewing the problem of block-sponsored activities, it was found that in the case of Block 12, the proper committee should have gone to the Council and received its sanction. The claim now is that they did not go to anyone for approval. In the case of private groups having no connection with Community Activities, it was stated by Dr. Ochikubo that they must have the approval of the City Council before executing any plans and that a financial statement must be submitted. The Engei Club was given as an example. To this date, the Council has not received any such statement.

Mr. Honderich believed that the Community Activities Unit is a facility to be used both by the residents and WRA. It should be relieved of any policy making.

In determining the best source from which policies may originate, Mr. Bankson thought that this Community Management group which is meeting today should draw up proposed policies and present them to the Planning Board for action. The Council's policies would be framed into the proposed plan of action. Mr. Nishio thought it might be better if the policies be recommended to the Administration from the residents. On the other hand, Mr. Bankson stated that the plan of action should be initiated with this group where the problem is resting.

The terminology "public buildings" was thought to be undesirable since all buildings in Topaz can be considered as such. Mr. Bankson stated that Mr. Barnhart did not rule that a block was a private agency.

Mr. Nishio mentioned that he would like to see a trust handle the funds rather than Community Activities. Dr. Ochikubo stated that if a thorough working relationship were established between Community Activities and the Council, the former would be the logical place for the trust.

Regardless of how small a budget is allotted to Community Activities, if there is a financial statement as to how the money was spent, the residents will have a picture of the expenditures.

#### CONCLUSIONS:

1. Definite clarification needed in regard to the position of Community Activities and their relationship with the residents.

2. There should be a monthly report of all funds that are subscribed from the residents. (center-wide activities)
3. Policies governing money-making purposes and use of public buildings should originate from the Community Management group and presented to the Planning for action.
4. Mr. Nishio is to send the Council copies of financial statements in the Community Activities Unit files.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TORRENS, UTAH

MINUTES

COMMUNITY EDUCATION STAFF MEETING  
March 27, 1944  
2 p.m.  
In Mr. Noble's Office

ATTENDANCE

Miss Wanda Robertson  
Mr. D. B. Nuttall  
Mrs. Toni Sasaki

The meeting was opened by Miss Robertson, Acting Superintendent of Education.

In regards to residents going in to Delta on the bus on Wednesday nights, Miss Robertson reported that at the Planning Board meeting last week it was decided that Mr. Roscoe Bell work out a policy and submit it to the Board this week. In the meantime, it was suggested that we refrain from signing passes for residents to go to Delta on Wednesday nights on the bus. All residents wishing to go to Delta at nights will have to be accompanied by appointive staff members and not request to go on the bus, until a policy can be determined in regards to this matter.

EDUCATION STAFF MEETING:

It was unanimously agreed that hereafter, Education Staff Meetings will be held on Tuesday of each week at 2 p.m. in Mr. Noble's office. The possibility of having meetings after school was considered, but the department heads felt that they should reserve that time for conferences with teachers, etc.

HEALTH AND ACTIVITY DAY:

Plans are underway, both in the Elementary and High School, for a spring cleanup day. Mrs. Pauline Newman of the high school was appointed to head up the Health and Activity Day in the schools.

MUSIC IN ELEMENTARY SCHOOLS:

Miss Robertson asked Mr. Nuttall whether it would be possible for Miss Loomis, music teacher in the high school, to spend approximately an hour two mornings a week at each of the elementary schools to teach music.

March 27, 1944

Mr. Nuttall thought that the arrangement could be made. However, before approaching Miss Loomis on the subject, Miss Robertson will take the matter up with her faculty, after which she will make arrangements with Mr. Nuttall and Miss Loomis.

#### ALL EDUCATION STAFF MEETING:

As suggested by Mr. Noble before his departure to Washington, an all education staff meeting and tea will be held on Friday, March 31, at 4:30 p.m. in the Mountain View School Library, Block 8, and at Rec Hall 8, at which time reports on conventions attended by Miss Robertson and Mr. Nuttall in Salt Lake, by Mrs. Hudson in Richfield, and by Mr. Noble in Washington, D. C. It was <sup>will be given</sup> decided to invite Mr. Ernst who will give us a summary of the project directors meeting in Washington, D. C.

The Pre-School will be responsible for the tea and Mr. Nuttall will make arrangements for the chairs to be placed in Rec. 8. The whole tea and meeting will be sponsored by the Topaz Teachers Association. The tea will be held in the above-mentioned library and the meeting in Rec. 8.

#### SPRING VACATION:

The Planning Board has approved a spring vacation for the schools from April 10 to 15 inclusive.

#### PTA CONVENTION:

A request has come from Mrs. Togasaki, President of the Topaz PTA, for us to appoint one mother from each barrack of the school to attend the PTA convention in Salt Lake City on April 15. The mothers must pay their own way. Instead of our making the choice a list of room mothers from the elementary and high school will be sent to Mrs. Togasaki and she and her cabinet will make the selection. We will check with Mr. Sanford on the possibility of sending one or two of the officers to the convention on WRA expense.

#### MAINTENANCE WORK:

All maintenance work must now go through the foreman of janitors, Mr. Hideshima, who in turn routes all requests for carpentry, etc. to Mr. L. Taylor and then to Mr. Gardener of M & O. Jobs like chimney cleaning do not have to be routed to Mr. Taylor's office.

March 27, 1944

PASSES TO DELTA ON SATURDAY:

A memorandum has been received from Mr. Sanford which states that effective as of March 24, 1944, it is project policy to refrain from issuing passes to residents for going to Delta on Saturdays, irrespective of the visit. This policy is inclusive of residents who are to be escorted to Delta by appointive staff members. Mr. Ernst will sign passes for Saturday visits to Delta for residents who are in need of passes for emergency situations.

Miss Robertson will check with Mr. Ernst in regards to Lucille Tanaka's pass to Delta on Saturdays to give dancing lessons.

CHARACTER EDUCATION:

A letter has been received from Mr. Hoshiga, Chairman of the Education Committee of the City Council, which states that they would like us to stress the points made by Mr. Law in his speech at the Topaz Educational Conference.

They also suggests that a meeting of teachers and school officials be held to discuss periodically the specific character problems and attitudes which may have been brought to the attention of the members of the school personnel or the members of the community.

They also propose that teachers of social studies, English, history, and physical education especially, stimulate interest among students in good character through books and in sportsmanship. Interest in biographies in the first three academic subjects, special studies or projects could be made in character-building as well as purely fact-finding subjects.

It was suggested that we mimeograph the letter from Mr. Hoshiga and submit it to all teachers.

MEETING WITH MR. D. MYER AND COMMUNITY COUNCIL ON SATURDAY, MARCH 25, 1944:

Mrs. T. Tanaka was appointed by Miss Robertson to represent the Education Section at the meeting with Mr. Myer and the Community Council. Mrs. Tanaka's report is briefly stated below:

When questioned as to whether or not a junior college will be established in this center, Mr. Dillon Myer said definitely not. We are allowed to spend government funds for primary through high school only.

Minutes--4

March 27, 1944

Relative to the schools receiving more recreational facilities, he stated that we have already been provided with some but if we still wish to obtain more, work it out with Mr. Ernst.

He stressed about the employment situation---how and why the number of employees are kept at a minimum. It is to make us fulfill the job effectively and for the good of the residents. They are not demanding the impossible. Certain changes can be considered within the center and certain adjustments can be made.

He said to work the matter of the milk situation out with the administration here.

Accumulated overtime of residents. He didn't know but he said to let the residents take time off.

He didn't think it was wise to give clothing allowances for all residents, whether working or not.

Questioned as to which center will be closed next after Jerome, he did not know.

What about personal property of evacuees that have been stolen in the coast. He mentioned the property offices that are set up in each center. They will help you out but they can't assume responsibility for property not under their supervision.

Are there any signs of our returning to California? During the last three months, the people have been more tolerant than ever before. Reinstitution of selective serve was a change for the better.

For all the questions and answers which were discussed, these can be obtained at the Community Council office.

Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Sue Shimozaka, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

May 5, 1944

May 4, 1944  
10:00 A.M.

ATTENDANCE:	Dr. Ochikubo	Mr. Hoshiga
	Mr. Numajiri	Mr. Nuttall
	Mr. Shimamoto	

The meeting was called to order to discuss some of the problems concerning dancing and also the use of the community auditorium.

I. Dancing.

- A. Certain lights must be left on during dancing.
- B. Mr. Hoshiga suggested that in the future a member of the P. T. A., Community Council, and one member of the C. A. S. be present at all school dances.
- C. Mr. Nuttall brought out the point that suggestions were made to have parents present at all school dances, but as yet we have had no cooperation from the parents.
- D. Plans are under way to have homeroom mothers. The homeroom mothers accompanied by their husband will be asked to be present at all class parties and eventually that would be an automatic invitation when dances are being held in the school. These parents are to be in close contact with the homeroom class and to act as an advisor to them.
- E. A definite time be set for the closing of school dances and parties.

II. Use of the Community Auditorium.

- A. Scheduling of the auditorium be done together with the C. A. S. member, principal of the high school, and the chairman of the Community Council.
- B. Mr. Nuttall suggested that the scheduling committee meet once a week to go over all the applications, but Mr. Hoshiga stated that as the chairman of the Community Council was too busy, the education committee take his place instead.

- C. Mr. Nuttall also suggested that a recommendation be made by the Community Council as to the time the school dances and movies should end, taking into consideration the young and the older students, and also community wide dances.
- D. In closing Mr. Nuttall stated that there is a \$19 position open for an auditorium manager.

The meeting was adjourned until Monday, May 8, 1944 at 10:00 A.M. at the Community Council's office.

Respectfully submitted,

Yoshiko Masuda  
Topaz City High School

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

May 9, 1944

Scheduling Committee for Public Buildings  
May 8, 1944  
10:00 A. M.

Attendance:	Committee Members	Others
	Dr. Ochikubo	Mr. Hoshiga
	Mr. Nuttall	Mr. Shimamoto
	Miss Koba	

I. The question of closing hours for community and school events was discussed with the following policy adopted:

- A. General closing hour for any gathering or event shall be 12 midnight. For any event requiring a later closing a special application shall be made to the Scheduling Committee requesting permission.
- B. All Senior High School events shall close at 11:00 P. M. except that on Friday and Saturday evenings or evenings during vacation periods events may run until 11:30 P. M.
- C. All Junior High events shall close by 11:00 P. M.
- D. Movies shall be so scheduled that they will close not later than 11:00 P. M.

II. Lighting at dances in the auditorium and elsewhere was discussed. Mr. Hoshiga pointed out that many parents were complaining about the dim lights. Mr. Nuttall stated that generally lighting at High School parties had been adequate except at the Junior Prom and that students involved had been reprimanded.

It was agreed that at all events in the auditorium, two strings of emergency lights shall remain on. Globes of smaller wattage will be tried to see if these lights can remain on during movies, plays, and programs.

Mr. Hoshiga suggested that a member of the Council Committee on Education and a member of the P. T. A. attend each dance. Mr. Nuttall pointed out apparent disinterest on the part of parents on previous invitation. He suggested that he write a letter to the committee and the P. T. A. recommending that a representative attend all high school functions.

- III. Dancing--Mr. Hoshiga also criticized the style of dancing indulged in by high school students. It was suggested that classes in social dancing be given. Mr. Nuttall pointed out all attempts to date to do this had failed.
- IV. The question regarding the choice of movies shown by the high school was raised. Specific objections were not stated. It was stated by Mr. Nuttall and Miss Koba that the two pictures shown to date had been excellent. Guidance in such selection shall rest with the high school faculty.
- V. The question, the supervision of block dances was raised. Miss Koba pointed out these were under the supervision of the Block Lay Committee. Dr. Ochikubo suggested C. A. S. straighten the Lay Committees out. Mr. Nuttall suggested parents assume some responsibility for the supervision of their own children and not pass the entire responsibility to the C. A. S. and the schools. Miss Koba stated that Lay Committees are under the ~~Adult~~ Section of the C. A. S. and a meeting of block chairmen had been called.

It was recommended that block committees establish uniform closing hours and regulations concerning light and etc.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

*RB*  
*WGS*

PROJECT DIRECTOR'S VOCATIONAL TRAINING COMMITTEE MEETING

*File*

Date: May 19, 1944  
Time: 8:00 A. M.  
Place: Project Director's Office

A G E N D A

1. Progress report on the development of the program for the supervision of high school students who are engaged in Project work--Discussion leader, Mr. Glenn Seal
  - a. Staff available for this purpose
  - b. Number of students and nature of the employment desired by each
2. What changes should be made in the present membership on the Vocational Training Committee?  
Discussion leader, Mr. George Shimamoto
3. Development of an In-Service Training program for the Administrative Management Division--Mr. Gilbert Niesse



3. W.R.A. ADULT  
TRADE CLASSES

	No. Hours Weekly	End of Month Enrollment		Date Course Began	Completion Date
		M	F		
Bookkeeping	4		3	2/7/44	
Frame Carpentry	4	4		2/14/44	
Lapidary	20	14		8/1/44	
Shorthand & Transcription	2		20	7/27/44	

4. HIGH SCHOOL VOCATIONAL  
TRAINING CLASSES:

Auto Mechanics AM	20	8		6/12/44	8/11/44
Auto Mechanics PM	20	8		6/12/44	8/11/44
Shorthand	10½	2	25	6/12/44	8/11/44
Typing	10½	4	62	6/12/44	8/11/44

VTWFW

FPWT

<u>2.</u> COURSES COMPLETED:		Number		Date		Number		Date	
Course	Program	Completed	Training	Completed	Training	Completed	Training	Completed	Training
			M F				M F		
Auto Mechanics	High School	8/11/44	8						
Auto Mechanics	"	8/11/44	8						
Shorthand	"	8/11/44	2 25						
Typing	"	8/11/44	4 62						

6. NARRATIVE REPORT: On separate sheet to be attached to this report, comment briefly on significant developments in the program during the month. This may include matters not covered in the statistical report or data supplementing it; changes in policies or procedures; problems encountered; matters relating to equipment, space and personnel; plans for new courses or apprenticeships; assistance needed on budget or technical matters; visits of vocational training officials; and anything else of note. M-804

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

*Mrs. Sanford*  
*dictate memo to*  
*section heads. 9/18*

PROJECT DIRECTOR'S VOCATIONAL TRAINING COMMITTEE MEETING

Date: Thursday, September 21, 1944  
Time: 9:00 a.m.  
Place: Office of the Project Director

A P P R O V E D   A G E N D A

1. A report by divisions of in-service training activities currently in operation.
  - (a) In Administrative Management - Mr. G.L. Niesse, Deputy Project Director
  - (b) In Community Management - Mr. R.P. Sanford, Assistant Project Director
  - (c) In Operations - Mr. R.E. Bell, Assistant Project Director
  - (d) In Relocation Division - Miss Leah Dickinson, Relocation Program Officer
  - (e) In Reports Division - Mr. Russell Bankson, Project Reports Officer
2. A review of Administrative Notice #134, and a digest of "Statement of Policies for the Development of a Program for Training of Evacuee Personnel of the War Relocation Authority" - Mr. Perry Carmichael, Vocational Training Supervisor.
3. The Possible Future Trend of Training at the Central Utah Project, Topaz, Utah - Mr. L.T. Hoffman, Project Director.

RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT DIRECTOR'S VOCATIONAL TRAINING COMMITTEE MEETING

Thursday, September 21, 1944  
9:00 a. m.

Chairman: Mr. Perry Carmichael

Members Present:

Mr. L. T. Hoffman  
Mr. R. E. Bell  
Mr. R. P. Sanford  
Mr. R. Bankson  
Mr. G. Lafabregue  
Miss K. Hoshiga

Mr. W. W. Palmer  
Miss Leah Dickinson  
Mr. G. L. Niesse  
Dr. L. G. Noble  
Dr. L. C. Bane

The meeting was opened at 9:00 a. m.

A report by divisions of in-service training activities currently in operation was given. Mr. Niesse, Chief of the Administrative Management Division, reported that in the Office Services Section, the main training was in filing. In the Finance Section, Mr. Murray did a very good job by basing his training on the university course which the class subscribed to. In the Warehouse Section, an attempt is being made to show the nisei that good employment can be found in that line.

Mr. Sanford, Chief of the Community Management Division reported that in the Health Section, the response of the residents to the nurses' training course was not good, but the head nurse is satisfied with the present staff. The training derived by the employees in the Welfare Section is for use in the Center only, as very few are planning to continue this type of work upon relocation. The same is true for the employees of the Internal Security Section. More so in this case because the employees are almost all issei. In the Education Section, there are 350 students receiving some kind of vocational training after school hours. It will benefit the students to receive this training during their formative stage.

Mr. Bell, Chief of the Operations Division reported that the best example of vocational training in his division, was in the garage. The firemen are receiving training not only in putting out fires, but in recognizing fire hazards. There was a training program in the Engineering Section, but it is very difficult to keep the foremen at the training job for a continued period of time. Any help from the Vocational Training Unit on this problem would be greatly appreciated. Rotation

on the job would increase production because it would keep up the interest of individuals, especially in the case of the garbage service.

Mr. Bankson, Project Reports Officer stated that stenographic training has been going on in his office. Many times he has had girls who have never taken dictation. He would first dictate to them slowly, and would keep up their interest by commenting on their progress. Then he would gradually increase the speed of dictation. About eight or ten girls have relocated to stenographic positions. A cartoonist formerly in his section has also relocated to a very good position.

Dr. Noble asked for a clarification of the following points:

- (1) Where does Mr. Carmichael stand in relation to the other units?
- (2) Where does Mr. Carmichael stand in relation to Mr. Seal?

Mr. L. T. Hoffman suggested that information be sent to section heads clarifying the status of vocational training. He also suggested that training was as important as relocation and should be taken on as a matter of course; that the time has passed when a division chief, a section head, a unit head, or a foreman has to be approached tactfully to conduct a training program, but it is understood that he is to do it; and that in-service training should be stressed.

The meeting was adjourned at 10:50 a. m.

Respectfully submitted,

Kyoko Hoshiga

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 2, 1944

TO: Mr. Luther T. Hoffman  
Project Director

SUBJECT: Policy for the Development of a Program of Training for Appointed and Evacuee Personnel of the Central Utah Relocation Center.

Perry Carmichael and George Lafabregue recommend approval of the following set-up to implement the Project training policy:

1. A Project training committee composed of:

Chairman:	Mr. L. T. Hoffman, Project Director
Vice-Chairman:	Mr. G. L. Niesse, Assistant Project Director
Members:	Mr. R. P. Sanford, Assistant Project Director
	Mr. R. E. Bell, Assistant Project Director
	Mr. E. W. Conrad, Reports Officer
	Miss Leah Dickinson, Relocation Program Officer
	Mr. G. Lafabregue, Personnel Officer
	Dr. L. G. Noble, Superintendent of Education

Executive

Secretary: Mr. P. Carmichael, Vocational Training Supervisor

This committee is to meet only as needed, but at least once each month. This committee is to approve all programs of in-service training and vocational training and its reviews and recommendations, so far as Project training activities are concerned, are final.

2. Sub-committees as follows:

- |                    |                      |
|--------------------|----------------------|
| 1) Supply          | 5) Agricultural      |
| 2) Mess Management | 6) Fire Protection & |
| 3) Motor Transport | Internal Security    |
| 4) Engineering     | 7) Office Practice   |

3. Each sub-committee is to develop an effective training program that will adequately meet the personnel needs (appointed and evacuee) for the unit or units it represents. An effective training program should fit personnel for their jobs, improve their performance, and prepare them for promotion and/or which will contribute most effectively to the efficiency of the evacuee employees and to their employability after relocation.

To: L. T. Hoffman  
10/2/44

-2-

Each program is to include:

- 1) What is to be learned
- 2) What instructional methods and techniques will be employed
- 3) What written and other training materials will be used and the sources from which they are to be obtained
- 4) Who will administer the program, who will give the instruction
- 5) Who will take the instruction

It is recommended that each sub-committee meets frequently until it has developed its training program and has it approved by the Project Director's Training Committee.

4. The Vocational Training Supervisor is:

- 1) to assist each sub-committee in the formulation of its training program
- 2) to assist in securing the instructors for the program
- 3) to advise and train these instructors in methods, teaching procedures, and etc.
- 4) to assist in securing written and other training materials
- 5) to assist in determining how the results of the training program will be evaluated
- 6) to assist in evaluating the results of the training program
- 7) to assist in developing records (documentations) of the training program.

5. Responsibility

At each level of supervision, persons administering or supervising the work of others are responsible for seeing that the appointed and evacuee personnel working under their direction receive the above instruction and training.

Original signed by  
Perry Carmichael

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Perry Carmichael, Supervisor  
Vocational Training Unit

cc: Dr. L. G. Noble  
Mr. R. P. Sanford  
Mr. G. Lafabregue

PG:KH

C  
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P  
Y

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

Operations Division  
October 18, 1944

MEMORANDUM TO: Mr. Raymond P. Sanford  
Assistant Project Director  
Community Management Division

ATTENTION: Mr. Perry Carmichael, Supervisor  
Vocation Training

SUBJECT: Vocational Training Program for Motor  
Repair

This will summarize our discussion this morning.

1. Attempts will be made to obtain additional space for Mr. Harris by transferring evacuee property from Whse. #112 to the Military Police buildings which have been transferred to WRA.
  - a. Henry Watson will check to see that at least one of the buildings is in suitable condition for storage and will notify Mr. Niesse.
  - b. Engineering Section will place doors in the North end of the building so that trucks can be accommodated in the shop.
  - c. Mr. Watson will check anticipated remodeling of Whse. #112 with Mr. Heraback so that fire protection will be adequately cared for.
2. Mr. Carmichael will attempt to get State approval for the present Body and Paint Shop for State aid for a class of about ten students.
3. As soon as possible an attempt will be made to obtain an instructor from the State to take an advanced class in the East end of the Garage Building. Arrangements will need to be made for additional tools.
  - a. Mr. Carmichael will check with Mr. Harris to see if some students can obtain their own tools on which the WRA would pay rent.
  - b. Mr. Bell will check to see if funds can be transferred to purchase additional tools.

C  
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P  
Y

Mr. Raymond P. Sanford

Page 2

- c. Mr. Carmichael will check on the minimum tools required by the State for establishment of an Auto Shop.
- 4. Pending the establishment of a school in the East end of the Garage, Mr. Purcell will place Mr. G.P. Campbell in charge of a group working in this area.
  - a. Mr. Carmichael and Mr. Purcell will discuss with Mr. Campbell the possibility of his organizing an advance class and conducting a school in this space.

ROSCOE E. BELL  
Assistant Project Director

cc. Mr. Clifford Purcell  
Mr. Henry Watson  
Mr. Gilbert Niesse  
Mr. Charles Roraback  
Mr. Raymond Sanford

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT TRAINING COMMITTEE MEETING

Thursday, October 19, 1944  
9:00 a. m.

Chairman: Mr. Luther T. Hoffman

Members Present:

Mr. Perry Carmichael  
Mr. Gilbert L. Niesse  
Mr. Roscoe E. Bell  
Mr. Raymond P. Sanford

Miss Leah Dickinson  
Mr. George Lafabregue  
Mr. Edwone W. Conrad  
Dr. Laverne C. Bane  
Acting Supt. of Education

Members Absent: None

The first meeting of the Project Training Committee was opened at 9:00 a. m. in the Project Director's Office.

The chairman turned the meeting over to Mr. Carmichael who asked the committee for a discussion of the Project training policy recently set up.

On Mr. Hoffman's suggestion that residents be included in the sub-committees, Mr. Carmichael stated that it was his plan to have the Project Training Committee select the appointive personnel for each sub-committee and then ask them to select the resident representatives to be added to each committee.

In clarifying the orientation program, Mr. Lafabregue stated that this committee will be concerned with both the appointive and resident personnel. As well as working with the new employees, they would give constructive suggestions to old employees. All suggestions and plans will be brought before this committee for discussion and approval. Mr. Hoffman recommended that the Orientation program be divided into two parts; one for the appointive personnel, and one for the residents; as many problems would not concern both groups. In the matter of promotion, for example, the residents would not have much chance to receive an increase in salary even though they worked up to it. It was agreed that this recommendation be handed to the sub-committee in charge of orientation. Mr. Niesse suggested that the Division Chiefs give a little of their time to the new resident employees as well as the new appointive employees. In orienting new resident employees, Mr. Sanford suggested that each division, section, and unit head

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Project Training Committee Meeting  
10/19/44 - Page 2

have their present secretaries make an up-to-date list of their duties, with all the necessary explanations, so the new employees can take over, as there are times when terminations come up quite suddenly.

Mr. Hoffman recommended that the Orientation Sub-Committee with the assistance of the Vocational Training Supervisor, develop in-service training programs for the appointive personnel.

Changes and additions of sub-committee heads and members were made. It was planned to discuss the duties of the sub-committees at one of the Saturday afternoon work conferences. Mr. Lafabregue explained the status of the request for an additional SP-8 Vocational Teacher.

Mr. Carmichael made his report on training programs to be approved. As for clerical in-service training, a few out-of-school girls are attending commercial classes at the high school, but until the SP-8 teacher for commercial subjects is secured no satisfactory training could be given in Office Practices.

Mr. Harris, another SP-8 teacher is conducting auto mechanics classes for vocational and high school students. There are 60 students in these classes. If more space can be secured, this program of training can be expanded, and be much more effective.

The Aviation Mechanics class, a State Aid Program, under the War Production Training Program, began on October 18, 1944, with classes held at the Delta airport from 4 p. m. to 7 p. m. The State Aid Program was explained in detail to the members of the committee.

Other State Aid Courses under the Trade and Industrial Education Program or the War Production Training Program; namely, welding, body and fender repair, and advanced auto mechanics, are awaiting final arrangements as to space and equipment.

Mr. Bell made a motion that the committee approve these four courses providing satisfactory arrangements can be made with the State. The motion was seconded and carried.

Mr. Carmichael made a report on the Adult Education Unit, which he is to supervise. He stated that the major need was an appointive personnel to supervise the English language program, so that it may function in keeping with the recommendations of Dr. Van Buskirk and Dr. Ade. It was requested

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that a clarification be made on the adult Japanese language classes, now being conducted.

He also reported that approval from Washington has been received to assign learners to the lapidary school. This course was under the Adult Education Unit until recently when it was thought that it had valuable relocation opportunities and would come under the training for a vocation. The point of whether learnerships should be secured only for positions where the product would benefit the Project was discussed. In the case of the lapidary school, it would be difficult to arrange for the sale of the product; but this training would be an excellent opportunity for developing the skills of high school boys during the three hours that they are not in school. It is definite training for a trade. Dr. Bane questioned whether this course wouldn't be using labor for an unproductive activity when it was needed so badly in more essential work on the Project. He further questioned paying \$12.00 to learners who kept the product of their work. It was pointed out by Mr. Carmichael that this would be controlled because the section and unit head could refuse to sign the release if the worker is needed and that no person would be appointed who was already employed. The matter of the student keeping the product of his work was to be referred to the Project Attorney along with the question of students working on private property.

A motion was made by Mr. Lafabregue that as long as we had received the approval from Washington, that we go ahead with the learners in the lapidary course, with the provision that no person now employed may quit his employment to take the course, and that Mr. Carmichael make a report on the progress within thirty days. The motion was seconded and carried.

Mr. Carmichael reported that a course in Dental Mechanics had been proposed to him by Mr. Tomejiro Sato who is qualified to instruct, and by a person who was interested in taking the course. The course would last for four months. It was suggested that Mr. Carmichael take the matter up with Dr. J. C. Sleath and with Dr. Collier when he returns and their opinion about the course be reported back to the committee.

Mr. Lafabregue asked for discussion on the procedures for developing orientation training of new employees. The necessary recommendations and changes were made. It was requested that each section submit an outline for their orientation program, and in making it, try to keep it as simple as possible.

A motion was made by Mr. Carmichael that the committee approve the orientation procedures as outlined together. The motion

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was seconded and carried.

The meeting was adjourned at 11:55 a. m.

Respectfully submitted,

Original signed by  
Perry Carmichael

Perry Carmichael  
Executive Secretary

Lily Muramatsu  
Stenographer

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

*12/16* *J*

December 15, 1944

TO: Dr. LeGrande Noble  
Superintendent of Education

ATTENTION: Mr. Roscoe E. Bell

SUBJECT: Use of Equipment and Shops for State  
Aid Vocational Training Classes and  
WRA Training Classes; and Production  
Work by all Training Classes.

The Vocational Training Unit accepts the use of space and tools offered by the garage unit and other units of the Project for the various vocational training classes upon the following conditions:

1. That the list of equipment given the State Vocational Training Department will be available for the use of these classes for at least three months.
2. That the instructors furnished by the State Department and by the Vocational Training Unit are to have full supervision of the shop space assigned to them for training purposes.
3. That the students in the training classes are to work on Center equipment as soon as the quality of their work is acceptable to the supervisor of the unit to which the equipment belongs.
4. That the full time of the instructors furnished by the State Department and the Vocational Training Unit are to be given to the training and instructing of students. These instructors are not to become mechanics to work on Center equipment and should not be expected to become mechanics to work on Center equipment; however, they will be expected to have their students work on Center equipment as stated in paragraph 3 above.

5. In order to meet the conditions of 3 above, the following procedure is suggested:

- a. That production work is to be sent to the training classes accompanied by job orders issued by the supervisor of the unit from which the work is sent.
- b. That as soon as the work is completed, the supervisor of the unit from which the work was sent is to sign a statement that the production work done by the student is acceptable.

Original signed by  
Perry Carmichael

Perry Carmichael, Supervisor  
Vocational Training Unit

cc: R. P. Sanford  
C. Purcell  
R. Harris  
H. Maas  
W. Robinson  
H. E. Johnson

PC:lm

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT TRAINING COMMITTEE MEETING

DATE: Thursday, March 15, 1945  
TIME: 9:00 a.m. to 11:00 a.m.  
PLACE: Project Director's Office

A G E N D A

1. Approval of the minutes of the February 15, 1945 meeting. (Copy of minutes attached to this agenda)
2. Discussion by Dr. L. G. Noble.
  - (a) Administrative Notice No. 222
  - (b) Handbook Release No. 190: Education 50.3.11.F.
3. Report by Perry Carmichael
  - (a) Statistical.
  - (b) Production by Training Classes.
  - (c) Conference with Utah State Department and War Manpower Commission for Utah.
4. Report by Richard B. Johnson.
  - (a) Visit to Central Utah Relocation Center. (Copy of report attached to this agenda)
  - (b) Meeting with Sub. Committee-Vocational Training. (Copy of minutes of meeting attached to this agenda)

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MINUTES OF THE PROJECT TRAINING COMMITTEE MEETING

Thursday, February 15, 1945  
9:00 a. m.

Chairman: Mr. Luther T. Hoffman

Members Present:

Mr. Perry Carmichael  
Dr. LeGrande Noble  
Miss Leah Dickinson

Mr. Roscoe E. Bell  
Mr. Edwone Conrad  
Mr. Raymond P. Sanford

Members Absent:

Mr. George Lafabregue  
Mr. Doren Boyce (substituting for Mr. G. L. Niesse)

The meeting was called to order at 9:00 a. m. in the office of the Project Director by the Project Training Committee chairman.

A correction was made in the minutes of the previous meeting as follows: the presenting of Vocational Training Certificates to the welding class which completed its course February 15, will take place Friday morning, February 16, instead of the evening of February 16. With this correction, the minutes of the last meeting were approved.

Mr. Carmichael stated that the Aircraft Mechanics class for Topaz residents is now combined with the afternoon class for Delta residents, and Dr. Noble stated that the relationship between the two groups was excellent, as indicated by persons living in Delta.

It was announced that Mr. Richard B. Johnson, Washington Vocational Training Supervisor would visit the Project February 28 through March 7, and Dr. L. G. Noble suggested that this committee meet with him the last day of his visit. It was then suggested that this meeting be combined with the staff meeting on Tuesday, March 6, devoting the first half-hour from 9:00 to 9:30 a. m. to vocational training. This suggestion was approved.

An outline of the special report to Washington by the Education Section and the part of this report devoted to vocational training was discussed. It was stated that this report is

not the detailed final report by the Education Section which is to be made at the close of the Project.

Mr. Carmichael stated that at present there seems to be no desire for special training on closure procedures.

It was suggested that Administrative Personnel and their wives be given some definite and consistent information as to what answers to give residents on the subject of Center closure when the question comes up in informal conversation. It was decided to delay this matter until after Director Myer's visit to the Center.

The education of children of school age was discussed. It was stated that education is a State function and not a function of the Federal Government, and it is the responsibility of parents to cause their children to attend school. Therefore, since the Topaz schools will not open in September of this year, it will be necessary for parents to take their children where they can attend school.

Miss Dickinson stated that this would be the best year for the Centers to close, because when the war is over and the veterans come back, it will be more difficult for the people of the Centers to re-establish themselves.

Mr. Carmichael explained that the statement to be signed by persons desiring the vocational training classes to repair their cars was for the purpose of protecting the instructors and students against undue criticism, to give the owners of the car a definite understanding of the conditions under which the repair work could be done, and to keep accurate WRA records. This form was approved by the committee.

The meeting was adjourned at 10:40 a. m.

Respectfully submitted,

Perry Carmichael,  
Executive Secretary

L. Muramatsu,  
Stenographer

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Washington

C O P Y

February 28, 1945

To: Dr. Lester K. Ade  
From: Mr. Richard B. Johnson  
Subject: Visit to Central Utah Relocation Center

For three days, Thursday, February 22 through Saturday, February 24, I was at the Central Utah Relocation Center at Topaz. During this period I visited with qualified groups and individuals concerning matters appropriate: (a)-to vocational education, (b) to adult education, (c) to general education.

Meetings were held separately with the Project Director Mr. Luther Hoffman; with Chief of Community Management, Mr. Ray Sanford; with Superintendent of Schools, Dr. LeGrande Noble; with Adult-Vocational Education Supervisor, Mr. Perry Carmichael; with High School Principal, Dr. Laverne Bane; with the staff of the Community Management Division; with Elementary School Principal, Miss Florence Thorp; and with the vocational staff.

Unscheduled and informal conversations were had with other persons qualified to assist in an evaluation of the items identified above.

At Central Utah there is agreement that the program of elementary and secondary education shall terminate on June 1. Adult and vocational education however will continue until June 30, and may continue even later if the welfare of the Center and the needs of relocation make this desirable. "Anything beyond June 30," said Mr. Carmichael, "will be given only if it prepares for specific relocation jobs." This thought was further developed in a statement of policy formulated in conference on Friday, February 23, a copy of which I forwarded to you immediately. Attached below is a second copy.

Compared to conditions observed on the occasion of my visit to the Center from May 4 through May 10 last year, vocational training at Topaz is much improved. For some time a single committee has functioned both for vocational and adult programs. The membership of this committee includes key personnel. Under Mr. Carmichael a "production through training" point of view has developed. The courses now in operation are solidly based. They are meeting needs. Instruction is effective. Student morale is excellent. Equipment is adequate. Acceptance is widespread.

Of the four types of training provide, the State-aided OSYA courses and the adult vocational courses are most active. Of the latter, Mr. Hibi's Art School and Mrs. Inukai's Sewing School are among the oldest and most active. Both were visited and excellent activity was observed. Both evening and day sessions of classes in OSYA Auto Mechanics, Welding and Electricity were audited. Outstanding work was observed in all instances. Learnerships, In-Service, and high school pre-vocational and practical arts courses are weakest.

Little had been done to provide high school students an opportunity to benefit from well organized activity in Industrial Arts Homemaking, or Agriculture. Says Dr. Bane, "Our teachers urge students to take their solid courses first, and leave the frills till later."

Reference to my memorandum to you dated January 5 will show 27 Learners registered in six courses, 311 high school students in eight courses, and 115 adults in six-out-of-school courses including 72 in three different OSYA courses. After June 1 OSYA courses (auto mechanics and welding) will continue if the Project Director and the Adult-Vocational Education Committee find direct relocation value in same. In this connection, Mr. Myer and Mr. Pitts have approved the employment of qualified appointed personnel as part-time CSYA instructors. Such employment would be beyond the regular 48 hour WRA week and would be paid by the State of Utah.

No special plans are being made for "last-minute" short term courses of the type being inaugurated at Heart Mountain and Minidoka. However, Mr. Carmichael is aware of developments in these two centers, and I reviewed with him types of such training which might be possible at Topaz should the need develop. Already a group of evacuees have requested a course in cooking of American dishes.

Pictorial documentation of the vocational training program already is under way. Vocational teachers are thinking of their final reports. Mr. Carmichael and I have reviewed thoroughly the outline for his terminal statement. Inventories are up to date. Requisitioning has been curtailed. Little progress has been made in the development of the English-Japanese dictionary of common trade terms in Automobile Mechanics. Copies of the monthly narrative report from the Vocational Training Supervisor to the Superintendent of Schools will be forwarded for the Washington Vocational Training file. In the past only the monthly form WRA 245 has been forwarded.

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MEETING OF THE SUB-COMMITTEE ON VOCATIONAL TRAINING

Saturday, February 24, 1945  
10:00 a. m.

Chairman: Mr. Perry Carmichael

Members Present:

Mr. Hikaru Hideshima	Mr. Warren Robinson
Mr. Ishmael Looper	Mr. Harold Maas
Mrs. I. Looper	Mr. Owen Harmon
Mr. Claude Tyrell	Mr. Akio Ujihara

Member Absent: Mrs. Marguerite Hudson

Guest: Mr. Richard B. Johnson

The meeting was called to order at 10:00 a. m. in the vocational training office.

The chairman introduced Mr. Richard B. Johnson, Washington Vocational Training Supervisor to the committee.

Mr. Johnson stated that compared to the conditions observed on the occasion of his visit to the Center approximately a year ago, vocational training at Topaz is much improved. Under Mr. Carmichael a "production through training" has developed and the courses now in operation are solidly based. They meet needs. Student morale is excellent. Acceptance is widespread. He commended the instructors for the fine work they were doing. He stated that the most important thing in vocational training was to teach the students skills that they can use immediately for employment purposes. The morale of the students, mentioned above, is good evidence that you have won their respect and cooperation, and the regular attendance proves that it is worth their while to receive the instruction you are giving.

Record systems should be brought into line with the standards set up at Washington. The Washington Vocational Supervisor will make his final report from the ones submitted by the Center Vocational Training Supervisors who will naturally receive their information from your class records. From these records, a report will be prepared for the archives in Washington as a part of the permanent story of WRA, some of which will

be statistical and some narrative. It will contain information such as the number of students trained, the value of production work accomplished, the value of the inventory. The final report will be divided into three parts: (1) statistical; (2) narrative, to support the statistics giving information which will help researchers in the future; and (3) an agenda appendix reflecting the program in the forms of charts, diagrams, etc. The most valuable single thing in the appendix will be the photographs. Feel free to make a list of photographs you would like to have taken. Plan close shots to show types of instruction given, types of clothing worn, types of equipment used, and long shots to show the general appearance of the shop. As photographic equipment is limited, plan your pictures well and pack as much as possible into one shot. These pictures may prove valuable in justifying the program to a congressional investigation committee for they would show more than any kind of statistical or narrative report.

Mr. Carmichael read a statement developed after a meeting on February 23 between Mr. Sanford, Assistant Project Director, Dr. Noble, Superintendent of Education, Mr. Carmichael, Adult and Vocational Supervisor, and Mr. R. B. Johnson, Washington Vocational Training Supervisor, that formal elementary and secondary education will cease on June 1, 1945; that formal adult and vocational education will cease on June 30, 1945. That beyond this date, courses in adult and vocational education will be given only if they prepare directly for specific relocation jobs.

Mr. Carmichael stated that the present WRA courses will continue to June 30, but that before he could make any definite announcements relative to State supported courses, it would be necessary for him to have a conference with the State officials. As soon as this conference is held, which is set for Friday, March 2, a definite policy can be announced relative to the future of State supported courses. It is hoped that the present State supported courses can be continued as long as there is demand for them, and that a few additional courses may be organized.

Mr. Johnson stated that Mr. Myer has clearly shown that WRA's first concern is to close the Centers and anything that does not contribute to relocation cannot be carried on. Learnerships and Adult courses will go out of existence on June 30.

Mr. Carmichael will need the cooperation of all instructors in inventory and property control. Be sure to survey lost tools.

A WRA certificate of completion is available to all students completing a vocational course. For those completing State courses a USES completion record is available. As the number

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of hours put in training and the skills developed will be shown on this certificate, it will be of great value to the student at the time he applies for a job.

We are obliged in WRA to help the person who has difficulty in speaking the English language. Encourage the Issei to become familiar with the trade terms of the course.

It is not enough to teach your students the necessary skills, you also must give them a picture of conditions of the trade on the outside such as, labor unions, hours of work, deduction from salary, USES and how it works, and fly-by-night private employment agencies that may have unfair practices.

The greatest single weakness of the residents when they relocate is that they undersell themselves in an employment interview, and their potentialities are vitiated. Have a preliminary practice in your class of what conditions you will meet at an employment interview. Keep in touch with the Relocation office and get these recruiters who come to Topaz to recruit workers, to come down and interview in your classroom rather than in the relocation office. Have Mr. Carmichael give interviews for practice purposes.

Describe training opportunities on the outside such as, correspondence courses, and public vocational training schools run by the Board of Education which they may attend at night.

Point out the fact that it is important to analyze the work done by the people above them so that they may qualify to take his position if it should be vacated at any time.

Mr. Carmichael stated that names of persons completing courses are sent to the Relocation office so they will be notified when suitable positions are available. Names of persons who are already skilled and are merely in the class to renew their skills should be submitted as they are qualified to accept positions without completing the course.

Mr. Johnson informed the committee that the USES is now engaged in making a job index, identifying job families, that is, listing all jobs related to a special skill.

Explain to your students that an industrial demobilization may come some day, at which time Caucasians as well as Niseis will be fired. Advise them to have a spare tire job or to try to go into some business for themselves, such as, repair of farm equipment.

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Mr. Johnson complimented the Central Utah Vocational Training Unit for its fine work and for the rapid progress it has made to become outstanding in the work of WRA. He commended the splendid leadership shown by Mr. Carmichael, and the sincere cooperation given him by each of the instructors.

The meeting was adjourned at 11:00 a. m.

Respectfully submitted,

Lily Muramatsu, Secretary

COPY

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT TRAINING COMMITTEE MEETING

DATE: Thursday, April 19, 1945  
TIME: 9:00 a.m. to 11:00 a.m.  
PLACE: Project Director's Office

AGENDA

1. Approval of the minutes of the March meeting.  
(Minutes are attached to this agenda)
2. Report on Adult-Vocational Training Program.  
Perry Carmichael, Adult-Vocational Education Supervisor.
3. Discussion: Wherein can training render the most assistance to Relocation? Led by Leah Dickinson, Relocation Officer. *n.a.*
4. Discussion: What training may be offered? Led by Perry Carmichael, Adult-Vocational Education Supervisor.
5. Discussion: How instructors can be supplied for the training program? Led by Dr. L. G. Noble, Superintendent of Education.

- (1) Raddatz, Groper, Moss - Voc
- (2) Hudson, Mrs. Loggins
- (3) Mrs. Merrill - H.S. Art Eng.
- (4) 13 Teachers - Home Eng. (part time at least)
- (5) Missions, Robinson, Bond (Comm.)
- (6) 5 - Welfare
- (7) 1 - Mrs. Ostlund (Young Children)
- (8) 1 Transfer Prof. Content (Art)

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MINUTES OF THE PROJECT TRAINING COMMITTEE MEETING

Thursday, March 15, 1945  
9:00 a. m.

Chairman: Mr. Luther T. Hoffman

Members Present:

Mr. Perry Carmichael  
Dr. LeGrande Noble  
Mr. Raymond P. Sanford ✓  
Mr. Edwone Conrad

Mr. Roscoe E. Bell  
Mr. Gilbert L. Niesse  
Miss Leah Dickinson

Members Absent: None

The meeting was called to order at 9:10 a. m.

Mr. Carmichael explained that the Training Committee with Mr. R. B. Johnson, Washington, Vocational Training Supervisor, could not be carried out as planned at the February meeting because Mr. Johnson's visit was sooner and shorter than was anticipated when the plan was formulated; also his visit was on the same days of Director Myer's visit. However, Mr. Johnson met with part of the committee, and with individual members as opportunity afforded.

Mr. Carmichael recommended that our present committee be left as is as it meets the requirements and objectives mentioned in Administrative Notice #122. It was move, seconded, and carried that this recommendation be approved.

It is thought unnecessary now to supply the Administrative personnel and their wives with definite and consistent information relative to Center closure which could be passed on to residents since it seems that Mr. Myer's speeches clarified the questions in the minds of the residents.

Dr. Noble discussed Administrative Notice #222 on the subject of Adult and Vocational Education with specific emphasis on orientation in and for the post-exclusion period. He stated that when the high school and elementary schools close some of the teachers will be available to assist with this work.

Dr. Noble discussed Handbook Release 30.3.11.F. It states that unless prior approval has been granted by the Director, all Adult Education classes must be conducted in English.

Mr. Carmichael stated that approximately one third of the Adult Education classes are carried on in Japanese. These classes will be aided to come over to the English language. A gradual shift over to the English language can be accomplished with the aid of the high school and elementary school teachers.

Dr. Oscar Hoffman suggested that the vocational value of a class be first considered before appointed personnel are assigned.

Miss Dickinson suggested that classes such as shellcraft and flower arrangement be placed under CAS.

Mr. Bell suggested that any class be given a chance to change the language of instruction to English before closing it.

Mr. Carmichael stated that the manner in which the teachers and students have cooperated with our first request that they teach English in all classes has been splendid and a conscientious effort has been maintained ever since.

Project Director Hoffman recommended that the Supervisor of Adult and Vocational Education contact each instructor and see to what extent English can be encouraged.

Mr. Sanford suggested that Mr. Carmichael ask the students of each class what vocational value it has. Flower arrangement, for example, may be a valuable asset which makes one person more desirable for a certain position than another.

A motion was made and carried to approve this suggestion. Dr. Noble stated that 75% of our vocational program is now carried in with the aid of the State. Although we have two WRA teaching positions they have not been filled. At present, the vocational program is in need of a home economics instructor to teach cooking. However, if a teacher of other subjects can be obtained, adjustments in our present staff can be made to release a cooking instructor to the vocational program.

Mr. Carmichael stated that it was difficult to approach the State again for teachers when we have positions open in the WRA program.

Mr. Niesse stated that recruitment of WRA personnel should be done through the Civil Service Commission and not individually.

Dr. Noble pointed out that in the past we have had more success in contacting personnel individually through colleges or training schools and then recommending them to the Civil Service Commission.

It was reported by Dr. Noble that all types of training under the supervision of the Education Section should maintain, in so far as possible, satisfactory working relations with the State Department of Education and with neighboring schools through visitation. The authority for this policy is WRA Handbook Education 30.3.2. abcdefg.

The following recommendations were approved by the committee:

(1) That if approved by the Civil Service at Salt Lake City, Dr. Noble is to go to Salt Lake City, Provo, and Logan to recruit teachers in order to fill the teaching quota for the Education Section, thereby rescheduling some of the secondary teachers to include vocational cooking classes.

(2) That Mr. Carmichael be sent to Salt Lake City on Friday and Saturday, March 16 and 17, to confer with members of the State Department of Education relative to changes in the State Vocational Training Program.

Mr. Carmichael gave a statistical report on the enrollment of the vocational courses, and a production report for the classes. He then made his report on the conferences attended at Salt Lake City. He met with Mr. Mark Nichols, Food Production War Training, who informed him that funds could be set aside for Topaz in the fourth quarter budget for OSYA courses if we could justify them. It may be possible to receive additional funds for this State because of the extra population here at Topaz where people are trained to work not only in Utah alone but in areas in many parts of the United States. Mr. Carter Grant informed Mr. Carmichael that as there was not much demand for welders in Utah, therefore it would be necessary to show that the people training will be employable outside of the State before he could provide any assistance. Mr. Howell, War Manpower Training representative, was of the same opinion as Mr. Grant.

If the justification can be shown then the welding classes could again receive State support again which would mean that needed supplies and equipment will be available. Since we already have a WRA welder, the State will not have the expense of an instructor.

Mr. Laud, War Manpower Commission, informed Mr. Carmichael that individuals interested in receiving apprenticeship positions could be referred through him, Mr. Lund, to the proper officials for investigation and assignment.

Mr. Bell expressed the need and desirability of a course in driver training.

Mr. Carmichael stated that plans were under way for such a course and that a course in institutional cooking was being considered also provided approval is received from Mr. Stahl to use the administrative dining hall as a training unit and an instructor could be found.

Miss Dickinson questioned the response vocational classes would have after June 1, when the residents would be busy preparing for relocation. Dr. Noble expressed the opinion that perhaps the response would be better than at present because they will have definite plans by then and would know what training they needed. It was agreed that classes will be made available to them and hope that they will take advantage of them.

A course in commercial sewing which began March 1, was approved.

Miss Dickinson inquired whether some training in the clerical field could be offered. Mr. Carmichael stated that it would have to be given in the form of in-service training since there are no regular instructors. Mr. Niesse will try to make adjustments in the

appointed personnel secretarial positions so one can be assigned who will assist in the training of resident secretaries. The time to be allotted for this training will be taken up at section meetings and will be reported to Mr. Carmichael.

The meeting was adjourned at 11:00 a. m.

Respectfully submitted

Perry Carmichael,  
Executive Secretary

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT TRAINING COMMITTEE MEETING

DATE: Thursday, March 15, 1945  
TIME: 9:00 a.m. to 11:00 a.m.  
PLACE: Project Director's Office

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  - (c) Conference with Utah State Department and War Manpower Commission for Utah.
4. Report by Richard B. Johnson.
  - (a) Visit to Central Utah Relocation Center. (Copy of report attached to this agenda)
  - (b) Meeting with Sub. Committee-Vocational Training. (Copy of minutes of meeting attached to this agenda)

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MINUTES OF THE PROJECT TRAINING COMMITTEE MEETING

Thursday, February 15, 1945  
9:00 a. m.

Chairman: Mr. Luther T. Hoffman

Members Present:

Mr. Perry Carmichael  
Dr. LeGrande Noble  
Miss Leah Dickinson

Mr. Roscoe E. Bell  
Mr. Edwone Conrad  
Mr. Raymond P. Sanford

Members absent:

Mr. George Lafabregue  
Mr. Doren Boyce (substituting for Mr. G. L. Niesse)

The meeting was called to order at 9:00 a. m. in the office of the Project Director by the Project Training Committee chairman.

A correction was made in the minutes of the previous meeting as follows: The presenting of Vocational Training Certificates to the welding class which completed its course February 15, will take place Friday morning, February 16, instead of the evening of February 16. With this correction, the minutes of the last meeting were approved.

Mr. Carmichael stated that the Aircraft Mechanics class for Topaz residents is now combined with the afternoon class for Delta residents, and Dr. Noble stated that the relationship between the two groups was excellent, as indicated by persons living in Delta.

It was announced that Mr. Richard B. Johnson, Washington Vocational Training Supervisor would visit the Project February 28 through March 7, and Dr. Noble suggested that this committee meet with him the last day of his visit. It was then suggested that this meeting be combined with the staff meeting on Tuesday, March 6, devoting the first half-hour from 9:00 to 9:30 a. m. to vocational training. This suggestion was approved.

An outline of the special report to Washington by the Education Section and the part of this report devoted to vocational training was discussed. It was stated that this report is

not the detailed final report by the Education Section which is to be made at the close of the Project.

Mr. Carmichael stated that at present there seems to be no desire for special training on closure procedures.

It was suggested that Administrative Personnel and their wives be given some definite and consistent information as to what answers to give residents on the subject of Center closure when the question comes up in informal conversation. It was decided to delay this matter until after Director Myer's visit to the Center.

The education of children of school age was discussed. It was stated that education is a State function and not a function of the Federal Government, and it is the responsibility of parents to cause their children to attend school. Therefore, since the Topaz schools will not open in September of this year, it will be necessary for parents to take their children where they can attend school.

Miss Dickinson stated that this would be the best year for the Centers to close, because when the war is over and the veterans come back, it will be more difficult for the people of the Centers to re-establish themselves.

Mr. Carmichael explained that the statement to be signed by persons desiring the vocational training classes to repair their cars was for the purpose of protecting the instructors and students against undue criticism, to give the owners of the car a definite understanding of the conditions under which the repair work could be done, and to keep accurate WRA records. This form was approved by the committee.

The meeting was adjourned at 10:40 a. m.

Respectfully submitted,

Perry Carmichael,  
Executive Secretary

L. Muramatsu,  
Stenographer

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Washington

C O P Y

February 28, 1945

To: Dr. Lester K. Ade  
From: Mr. Richard B. Johnson  
Subject: Visit to Central Utah Relocation Center

For three days, Thursday, February 22 through Saturday, February 24, I was at the Central Utah Relocation Center at Topaz. During this period I visited with qualified groups and individuals concerning matters appropriate: (a)-to vocational education, (b) to adult education, (c) to general education.

Meetings were held separately with the Project Director Mr. Luther Hoffman; with Chief of Community Management, Mr. Ray Sanford; with Superintendent of Schools, Dr. LeGrande Noble; with Adult-Vocational Education Supervisor, Mr. Perry Carmichael; with High School Principal, Dr. Laverne Bane; with the staff of the Community Management Division; with Elementary School Principal, Miss Florence Thorp; and with the vocational staff.

Unscheduled and informal conversations were had with other persons qualified to assist in an evaluation of the items identified above.

At Central Utah there is agreement that the program of elementary and secondary education shall terminate on June 1. Adult and vocational education however will continue until June 30, and may continue even later if the welfare of the Center and the needs of relocation make this desirable. "Anything beyond June 30," said Mr. Carmichael, "will be given only if it prepares for specific relocation jobs." This thought was further developed in a statement of policy formulated in conference on Friday, February 23, a copy of which I forwarded to you immediately. Attached below is a second copy.

Compared to conditions observed on the occasion of my visit to the Center from May 4 through May 10 last year, vocational training at Topaz is much improved. For some time a single committee has functioned both for vocational and adult programs. The membership of this committee includes key personnel. Under Mr. Carmichael a "production through training" point of view has developed. The courses now in operation are solidly based. They are meeting needs. Instruction is effective. Student morale is excellent. Equipment is adequate. Acceptance is widespread.

Of the four types of training provide, the State-aided OSYA courses and the adult vocational courses are most active. Of the latter, Mr. Hibi's Art School and Mrs. Inukai's Sewing School are among the oldest and most active. Both were visited and excellent activity was observed. Both evening and day sessions of classes in OSYA Auto Mechanics, Welding and Electricity were audited. Outstanding work was observed in all instances. Learnerships, In-Service, and high school pre-vocational and practical arts courses are weakest.

Little had been done to provide high school students an opportunity to benefit from well organized activity in Industrial Arts, Homemaking, or Agriculture. Says Dr. Bane, "Our teachers urge students to take their solid courses first, and leave the frills till later."

Reference to my memorandum to you dated January 5 will show 27 Learners registered in six courses, 311 high school students in eight courses, and 115 adults in six-out-of-school courses including 72 in three different OSYA courses. After June 1 OSYA courses (auto mechanics and welding) will continue if the Project Director and the Adult-Vocational Education Committee find direct relocation value in same. In this connection, Mr. Myer and Mr. Pitts have approved the employment of qualified appointed personnel as part-time OSYA instructors. Such employment would be beyond the regular 48 hour WRA week and would be paid by the State of Utah.

No special plans are being made for "last-minute" short term courses of the type being inaugurated at Heart Mountain and Minidoka. However, Mr. Carmichael is aware of developments in these two centers, and I reviewed with him types of such training which might be possible at Topaz should the need develop. Already a group of evacuees have requested a course in cooking of American dishes.

Pictorial documentation of the vocational training program already is under way. Vocational teachers are thinking of their final reports. Mr. Carmichael and I have reviewed thoroughly the outline for his terminal statement. Inventories are up to date. Requisitioning has been curtailed. Little progress has been made in the development of the English-Japanese dictionary of common trade terms in Automobile Mechanics. Copies of the monthly narrative report from the Vocational Training Supervisor to the Superintendent of Schools will be forwarded for the Washington Vocational Training file. In the past only the monthly form WRA 245 has been forwarded.

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MEETING OF THE SUB-COMMITTEE ON VOCATIONAL TRAINING

Saturday, February 24, 1945  
10:00 a. m.

Chairman: Mr. Perry Carmichael

Members Present:

Mr. Hikaru Hideshima  
Mr. Ishmael Looper  
Mrs. I. Looper  
Mr. Claude Tyrell

Mr. Warren Robinson  
Mr. Harold Maas  
Mr. Owen Harmon  
Mr. Akio Ujihara

Member Absent: Mrs. Marguerite Hudson

Guest: Mr. Richard B. Johnson

The meeting was called to order at 10:00 a. m. in the vocational training office.

The chairman introduced Mr. Richard B. Johnson, Washington Vocational Training Supervisor to the committee.

Mr. Johnson stated that compared to the conditions observed on the occasion of his visit to the Center approximately a year ago, vocational training at Topaz is much improved. Under Mr. Carmichael a "production through training" has developed and the courses now in operation are solidly based. They meet needs. Student morale is excellent. Acceptance is widespread. He commended the instructors for the fine work they were doing. He stated that the most important thing in vocational training was to teach the students skills that they can use immediately for employment purposes. The morale of the students, mentioned above, is good evidence that you have won their respect and cooperation, and the regular attendance proves that it is worth their while to receive the instruction you are giving.

Record systems should be brought into line with the standards set up at Washington. The Washington Vocational Supervisor will make his final report from the ones submitted by the Center Vocational Training Supervisors who will naturally receive their information from your class records. From these records, a report will be prepared for the archives in Washington as a part of the permanent story of WRA, some of which will

be statistical and some narrative. It will contain information such as the number of students trained, the value of production work accomplished, the value of the inventory. The final report will be divided into three parts: (1) statistical; (2) narrative, to support the statistics giving information which will help researchers in the future; and (3) an agenda appendix reflecting the program in the forms of charts, diagrams, etc. The most valuable single thing in the appendix will be the photographs. Feel free to make a list of photographs you would like to have taken. Plan close shots to show types of instruction given, types of clothing worn, types of equipment used, and long shots to show the general appearance of the shop. As photographic equipment is limited, plan your pictures well and pack as much as possible into one shot. These pictures may prove valuable in justifying the program to a congressional investigation committee for they would show more than any kind of statistical or narrative report.

Mr. Carmichael read a statement developed after a meeting on February 23 between Mr. Sanford, Assistant Project Director, Dr. Noble, Superintendent of Education, Mr. Carmichael, Adult and Vocational Supervisor, and Mr. R. B. Johnson, Washington Vocational Training Supervisor, that formal elementary and secondary education will cease on June 1, 1945; that formal adult and vocational education will cease on June 30, 1945. That beyond this date, courses in adult and vocational education will be given only if they prepare directly for specific relocation jobs.

Mr. Carmichael stated that the present WRA courses will continue to June 30, but that before he could make any definite announcements relative to State supported courses, it would be necessary for him to have a conference with the State officials. As soon as this conference is held, which is set for Friday, March 2, a definite policy can be announced relative to the future of State supported courses. It is hoped that the present State supported courses can be continued as long as there is demand for them, and that a few additional courses may be organized.

Mr. Johnson stated that Mr. Myer has clearly shown that WRA's first concern is to close the Centers and anything that does not contribute to relocation cannot be carried on. Learnerships and Adult courses will go out of existence on June 30.

Mr. Carmichael will need the cooperation of all instructors in inventory and property control. Be sure to survey lost tools.

A WRA certificate of completion is available to all students completing a vocational course. For those completing State courses a USES completion record is available. As the number

of hours put in training and the skills developed will be shown on this certificate, it will be of great value to the student at the time he applies for a job.

We are obliged in WRA to help the person who has difficulty in speaking the English language. Encourage the Issei to become familiar with the trade terms of the course.

It is not enough to teach your students the necessary skills, you also must give them a picture of conditions of the trade on the outside such as, labor unions, hours of work, deduction from salary, USES and how it works, and fly-by-night private employment agencies that may have unfair practices.

The greatest single weakness of the residents when they relocate is that they undersell themselves in an employment interview, and their potentialities are vitiated. Have a preliminary practice in your class of what conditions you will meet at an employment interview. Keep in touch with the Relocation office and get these recruiters who come to Topaz to recruit workers, to come down and interview in your classroom rather than in the relocation office. Have Mr. Carmichael give interviews for practice purposes.

Describe training opportunities on the outside such as, correspondence courses, and public vocational training schools run by the Board of Education which they may attend at night.

Point out the fact that it is important to analyze the work done by the people above them so that they may qualify to take his position if it should be vacated at any time.

Mr. Carmichael stated that names of persons completing courses are sent to the Relocation office so they will be notified when suitable positions are available. Names of persons who are already skilled and are merely in the class to renew their skills should be submitted as they are qualified to accept positions without completing the course.

Mr. Johnson informed the committee that the USES is now engaged in making a job index, identifying job families, that is, listing all jobs related to a special skill.

Explain to your students that an industrial demobilization may come some day, at which time Caucasians as well as Niseis will be fired. Advise them to have a spare tire job or to try to go into some business for themselves, such as, repair of farm equipment.

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Mr. Johnson complimented the Central Utah Vocational Training Unit for its fine work and for the rapid progress it has made to become outstanding in the work of WRA. He commended the splendid leadership shown by Mr. Carmichael, and the sincere cooperation given him by each of the instructors.

The meeting was adjourned at 11:00 a. m.

Respectfully submitted,

Lily Muramatsu, Secretary

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WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

PROJECT TRAINING COMMITTEE MEETING

DATE: Thursday, January 25, 1945  
TIME: 9:00 a. m. to 11:00 a. m.  
PLACE: Office of the Project Director

A G E N D A

1. Approval of the minutes of the December 21, 1944 meeting. These minutes are attached to this agenda.
2. A report on the adult and vocational education training activities for the past month by Perry Carmichael, Adult and Vocational Education Supervisor.
  - (a) Number participating.
  - (b) Types of training.
  - (c) Results of training.
3. What training from here out? Discussion by all members of the Project Training Committee.

No. Participants

23 - Welding (new group)

35 - Auto - Mass

44 - " A.S.

15 Air Craft.

59 Map

53 Tailoring

14 Jan. Teacher Refers - Jan 7-10 M-A.  
OSYA

61 Drafting

Shirley

Feb 15, 45

Production

Acquisition?

Flower arrangement? 14 to  
retreat?

111 fed Carmichael + L.K.D.  
together on Feb. 15-16, 45.  
L.K.D. to classes.

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MINUTES OF THE PROJECT TRAINING COMMITTEE MEETING

Thursday, December 21, 1944  
9:00 a. m.

Chairman: Mr. Luther T. Hoffman

Members present:

Mr. Perry Carmichael  
Mr. Gilbert L. Niesse  
Mr. Roscoe E. Bell  
Mr. Raymond P. Sanford

Miss Leah Dickinson  
Mr. George Lafabregue  
Mr. Edwone W. Conrad  
Dr. LeGrande Noble

Members absent: None

The meeting was called to order at 9:05 a. m.

A motion was made and carried to approve the minutes of the last meeting.

Mr. Carmichael gave a report on the enrollment and production of training programs approved and in progress, namely; beginning auto mechanics, advanced auto mechanics, welding, aircraft mechanics, vocational tailoring, and learnerships.

The auto mechanics classes work on both Center and private cars. Due to the delay in obtaining parts, it is impossible to service the Center cars promptly. Persons who bring in private cars, however, bring the parts along with them, so work is done immediately while waiting for the parts of the Center cars to arrive. This condition could be remedied if an experienced parts man could be employed to assist the receiving department to identify parts and auto equipment. The situation could be expedited if the warehouse receiving department would call the auto mechanics instructors to assist in identifying equipment and parts.

Mr. Niesse stated that up to now there had been a capable resident parts man and therefore, he could not justify the need for an appointed personnel for this position, but now that this resident has relocated, it may be possible to employ an appointed personnel parts man.

Mr. Hoffman suggested that the warehouse notify the person submitting the requisition immediately upon the arrival of

the shipment, so that this person could assist in identifying and checking the shipment against requisitions and purchase orders.

Mr. Maas would like a resident instructor to assist him. One applicant had to be turned down because he requested \$19, and no position at that rate was available in the vocational training allotment. Mr. Bell stated that arrangements may be made to assign him on the motor pool pay roll at that rate.

The request received from some individual in Delta that an escort accompany the Topaz students to the aircraft mechanics school has been dropped. The facts of this case were sent to the State Department of Education and to the Civil Aeronautics Administration at Washington D. C. and no further action has been necessary.

Mr. Glenn Snow, pre-flight training instructor at Delta High School, commented to Dr. Noble that the Topaz boys were five weeks ahead of the others in spite of the fact that they started three weeks later and their attitude is far superior to the others. The educational background of the two groups is about the same. Therefore, it is believed that this comment was made on the basis of their attitude toward their work rather than on their previous education.

The attendance at the Aircraft Mechanics School has been regular. Only three or four have dropped, and this was because of army induction or indefinite leave.

It appears that the various approved learnership positions will be filled since the announcement of the closing of the Centers.

Courses approved but not in progress are: (1) the body and fender course for which there is no instructor; (2) a number of learnerships; (3) lapidary which is closed until the electric wiring at the shop is repaired to meet the approval of the fire chief.

The welding classes are in need of additional welding outfits and the auto mechanics classes are in need of more hand tools. Some of the shops where learners are placed need more equipment and supplies; however, these shops are operated by the cooperative enterprise which has difficulty in buying the equipment

due to priority, and the WRA has difficulty in furnishing the equipment because of regulations.

The State instructors must devote their own time to instruction instead of to production. Of course, the work of the students may be accepted as production.

Documentation of work on the various courses to meet Washington requests is getting under way.

There are no women in either the welding or auto mechanics classes. Mr. Hoffman expressed the opinion that some of the appointed staff women may be interested in one of these classes. At present, however, the classes are filled to capacity.

The following were recommended for approval:

1. A morning welding class taught by Mr. Robinson.
2. A night class in auto mechanics for Mr. Harris if the high school will approve the rescheduling of his time to include evening work instead of Saturday work.
3. A night class in auto mechanics for Mr. Maas if the State will approve it.
4. A course in vocational agriculture if Mr. Tyrell's schedule can be arranged.
5. A course in farm construction and in the repair of farm machinery.

A motion was made and carried to approve the recommended courses.

There is a need for an instructor to teach the trade language in the various vocational classes to the issei who are having difficulty in speaking English. This phase of their training will prove very valuable because their future employer may determine their capability by their understanding of the trade language. It is hoped that elementary school teachers will be able to assist with this work.

A training program in Center Closure Procedures, both for the appointed and resident personnel was discussed. This discussion brought out the following:

1. There is a need for training in inventory work.
2. Inventory can be taken now and supplies and equipment which will not be needed can be packed, marked, and sent to the warehouse.
3. When a unit is ready to store something, the storekeeper should be assigned to go to that unit and assist the unit head.

4. Standard size boxes should be used, and correct labels should be placed on the outside.
5. The person responsible for the packing will have to pay the shipping charges in the case of any errors.

The meeting was adjourned at 10:30 a. m.

Respectfully submitted,

Perry Carmichael  
Executive Secretary

Lily Muramatsu,  
Stenographer

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

MINUTES OF THE PROJECT TRAINING COMMITTEE MEETING  
April 19, 1945

Members Present:

Mr. L. T. Hoffman  
Mr. Foscoe Bell  
Mr. R. P. Sanford  
Mr. Gilbert Sienso

Dr. Conrad  
Mr. L. C. Noble  
Miss Leah Dickinson ✓  
Mr. Arne (visitor)

Members Absent: None

The minutes of the March meeting were approved.

Mr. Carmichael made a statistical report on the Vocational Training program and on the Adult Education Program. The data reported on is found in the monthly vocational, adult education statistical report WRA form No. 245 for March.

Mr. T. Asaeda's Adult Education classes dealing with Geography were discussed. It was recommended that Mr. Asaeda include in his discussion the progress of the war, using the OWI maps and information; that he give part of his discussions to information on relocation; and that part of his discussion be given in English.

The committee approved the recommendation to discontinue the flower arrangement classes June 1, 1945. Mr. Carmichael was instructed to notify the instructors of this decision. The committee recommended the transfer of the flower arrangement class to the CES program.

Miss Dickinson in her discussion on wherein training can render most assistance to Relocation emphasized the following: Continuation of Auto Mechanics and other mechanical subjects except welding; increase the opportunity for institutional cooking; provide training for industrial laundry work. She also emphasized the need for stenographic training and the operation of a stenographic pool to provide this training.

Mr. Carmichael was instructed by the committee to proceed with plans for the secretarial training by means of a secretarial

pool supervised by CAF 5 appointed personnel. Mr. Niesse expressed the possibility of filling a CAF 5 position.

It was suggested that persons recruiting mechanics or people with mechanical ability be instructed to contact Mr. Carmichael and give him the job description. Mr. Carmichael in turn will relay this information to the instructors who will discuss these jobs with the training classes and with others yet in the center who had taken training which fit them for these jobs.

Mr. Carmichael discussed training that may be offered from now to the closing of the center. It was pointed out that part of the mechanical courses could be continued, that the Basic English and Conversational English could be increased; that the opportunities for training in American Cookery could be increased; that drivers training could be offered; that training in how to apply for positions could be increased. However, attention was called to the difficulty of securing instructors to do this training.

Mr. Carmichael proposed that the Conversational English classes be organized on a block basis. Mr. Bell recommended that this matter be presented to the block managers. This was approved and Mr. Bell was instructed to proceed with this matter at the earliest possible time.

Dr. Noble discussed the problem of providing instructors for the training program. He said that at the close of the regular school year, the Elementary and Secondary School teachers who are qualified could be assigned to the Vocational Training program--auto mechanics, cookery, sewing, typewriting, shorthand, and office practice; and to the Basic English and the Conversational English program.

Mr. Arne was requested to make any comments befitting this meeting. He showed how the training program was preparing people for relocation and then gave the needs of the South for skilled people. He indicated that the South had a shortage in the following: auto mechanics, plumbers, dressmakers, tailors, and most every skilled trade. He also pointed out the fact that even though the wage scale was not as high in the South as some sections in the United States, that lower living expenses made up for this difference. He expressed the belief that actually the net earning of skilled labor would be greater in the South than in other sections.

The meeting was adjourned at 11:00 a.m.

Minutes of the Project Training Committee Meeting  
4/19/45 page 3

Respectfully submitted,

Perry Carmichael,  
Executive Secretary