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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 19, 1943

MEMORANDUM TO: Mr. James F. Hughes
Assistant Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

(a)	Permanent	26
(b)	Temporary	2
(c)	Evacuees	290
(d)	Adequacy of Personnel	

Request have been made for 15 Timecheckers and 15 Cost Clerks. This addition has been requested in order to install the procedure outlined in the New Manual.

2. PROGRESS OF CURRENT WORK:

Evacuee Paychecks. Fifty per cent of the paychecks for the month of February are now being distributed to the evacuees. The balance will be distributed the early part of next week.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

With the receipt in the past two weeks of almost 100 additional typewriters, and the purchase of new and used typist desks and chairs, the shortage of office equipment has practically been eliminated. The only other item needed is filing cabinets, and we have been successful in obtaining 20 steel cabinets through the Denver Office, and 30 wooden cabinets from Washington. The cabinets from Denver are expected in the next two or three days.

4. CURRENT PROBLEMS:

Lack of space for personnel in the Administrative Division still remains a problem. It is hoped that additional space can be provided when we receive the surplus CCC buildings from Colorado.

March 19, 1943

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

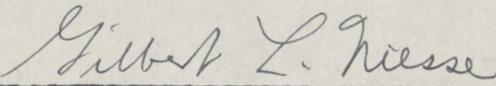
Efficiency Rating forms have been distributed to all Division Chiefs. It is recommended that each Division Chief discuss the Efficiency Rating procedure with supervisory personnel who have occasion to prepare said forms for appointive personnel. The instructions contained in the Efficiency Rating Manual booklet, attached to Administrative Instruction #13, should be read thoroughly by all interested appointive personnel. It is anticipated that we will be required to submit completed Efficiency Rating forms to the Washington office around the first of April.

6. COMMENTS ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT THIS UNIT:

We are losing to outside employment many of our evacuees. We are glad to see them go, but we feel that some relocations are not for the benefit of the individual, inasmuch as mechanics are going to farm work, accountants are going to labor, and stenographers are going into domestic service. Possibly a little more patience on the part of the evacuee to obtain the right job before leaving would tend to relocate them to a job for which they are actually fitted, and at the same time keep the operation of the Center maintained to the better advantage of the Government and the Evacuees.

7. A FORECAST OF PROJECTED ACTIVITIES:

The Cost Accounting Unit is planning an immediate installation of the procedures prescribed in the New Manual.



Gilbert L. Niese
Chief, Administrative Division

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 26, 1943

MEMORANDUM TO: Mr. J. F. Hughes
Asst. Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

(a)	Permanent	25
(b)	Temporary	2
(c)	Evacuees	289
(d)	Adequacy of Personnel:	

The Property Control & Warehouse Section is unable to obtain a sufficient number of stenographers or clerk-typists. Additional laborers are also needed.

2. PROGRESS OF CURRENT WORK:

Administrative Division Meeting. The first general meeting of the Administrative Division was held Monday, March 22, 1943, from 2:00 to 5:00 P.M., which was attended by all appointive personnel and several evacuees. The following are some of the subjects we discussed:

- a. Organization Chart
- b. In-service training
- c. Efficiency ratings - Administrative personnel and evacuees.
- d. Laying out and supervising work - Review of uncompleted work at end of day.
- e. Reading Administrative Instructions.
- f. Adherence to working schedule of hours.
- g. Use of routing slips - handling of correspondence - follow-up on correspondence.
- h. Submission of leave slips.
- i. Narrative Reports

2. PROGRESS OF CURRENT WORK:
(continued)

Future meetings will be held on Wednesday of each week beginning at 2:00 P.M.

Physical Inventory. Instructions for the March 31 inventory have been issued to all Division Chiefs in sufficient quantities for distribution on instruction within the Division. Mr. Miller of Property Control has visited each Division Chief, with the exception of Dr. Boardman, who was indisposed, and discussed many of the problems of inventory and received full cooperation from each Division.

We feel that this inventory will be taken seriously and correctly. Property Control has offered its assistance to all Divisions in method of taking inventory and in classification of materials.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

The transfers for the portable (80) WPA buildings were received during the week, and should start arriving on the Project some time next week. This should help relieve some of the crowded conditions that have previously existed.

4. CURRENT PROBLEMS:

Requests for Mimeographing. Although an appeal has been made to the various Divisions for the orderly requisitioning of mimeograph work, the mimeographing unit is still being besieged with "rush", "special request", "emergency" orders. Many of these emergency orders emanate from the Community Activities Section.

Public Works Storehouse. One of the most important of our current problems is lack of conformity with instructions by the Public Works Storehouse. There is considerable borrowing of materials by the jobs under construction and notification fails to reach the Division Cost Accountant.

5. RECOMMENDATIONS AND GENERAL SUGGESTIONS:

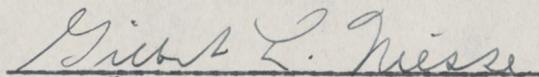
Efficiency Ratings. It is requested that Efficiency Rating forms for all appointive personnel be completed by March 31, 1943. Efficiency Rating forms and copies of the Efficiency Rating Manual have been distributed to all Division Chiefs.

6. COMMENT ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

Recently, the head of the Cost Unit requested suggestions from the Evacuee personnel concerning improvements in the flow of work, etc. This was complied with by everyone, and the comments and suggestions have been of very great help to the cost keeping program as a whole. Most of the employees seem to be well satisfied with their jobs and working conditions, although there were some suggestions for improvement. The tone of all these letters indicated a cooperative spirit.

7. A FORECAST OF PROJECTED ACTIVITIES:

New Cost Accounting Procedure. The new procedure will be placed into effect April 1, 1943. The successful operation of the new system will depend a large measure on the full cooperation of all the Divisions. We expect considerable difficulty in making this installation of the new procedure due to the fact that the changes are vast. We have arranged for transfer of personnel to the Division Cost Accountants and we have also arranged for office space in the Divisions. We are now engaged in seeing that desks, chairs, and office machines are furnished for proper working conditions.


Gilbert L. Niesse
Chief, Administrative Div.

WAR RELOCATION AUTHORITY
CENTRAL UTAH-PROJECT

Topaz, Utah

April 1, 1943

MEMORANDUM TO: Mr. James F. Hughes
Asst. Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

(a) Permanent	25
(b) Temporary	2
(c) Evacuees	295
(d) Adequacy of Personnel:	There is a definite shortage of Evacuee personnel throughout the Administrative Division. Section heads are being requested to submit a list of personnel requirements. As soon as this is received, it will be transmitted to you.

2. PROGRESS OF CURRENT WORK:

Cost Accounting Procedure. A meeting was held in your office the afternoon of March 29 at which time the new cost accounting procedure was discussed with Administrative personnel of the Operations Branch. The new procedure will go into effect today, April 1. A cost accountant is being placed in each Division and he will be responsible for the cost accounting and timekeeping. Our inability to obtain the required number of cost accountants is of major importance, and it is hoped that we will be able to fill the open positions quickly. It is my understanding from Mr. Cornwall that there are some individuals with accounting background who are now employed in different types of work - if these individuals can be transferred to the cost unit at an early date, the new cost accounting procedure should go forward successfully.

Weekly Narrative Report
April 1, 1943

Administrative Division Meeting. The second general meeting of the Administrative Division was held in your office Wednesday, March 31 from 3 to 5:00 P.M. It was attended by 19 appointive and 13 evacuee personnel. The following items on the agenda were discussed:

1. Efficiency Ratings, Resident Personnel.
2. Administrative Instruction #45 (Revised).
3. Assembling material for discussion.
4. Correspondence.
5. Office department.
6. Absence from offices.
7. Hourly rates for evacuees.
8. Narrative reports.
9. Written suggestions from Personnel Section.

Efficiency Ratings. To date efficiency ratings for appointive personnel have been received from the Public Works and the Administrative Divisions.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

As yet we have not received approval for the transfer of the CCC buildings located at Grand Junction, Colorado.

Mr. Pitts of the WRA Office in Denver is keeping us currently informed of property declared "surplus" by the Treasury Department. He has been instrumental in the past in assisting us in obtaining many items which we had not been able to locate in this vicinity. During the past two days he has informed us of the availability of surplus pick-ups, dump trucks, tires, tubes and Prestone. (Any surplus lists acquired from the Treasury Department is transferrable on an exchange of funds basis.)

4. CURRENT PROBLEMS:

Requests for Mimeographing. Although an appeal has been made to the various Divisions for the orderly requisitioning of mimeograph work, the mimeographing unit is still being besieged with "rush", "special" etc. orders. Many of these emergency orders emanate from the Community Activities Section.

Weekly Narrative Report
April 1, 1943

5. RECOMMENDATIONS AND GENERAL SUGGESTIONS:

Dining Hall #2. The new cashier at Dining Hall #2 is experiencing some difficulty in obtaining names of employees who take their meals there. It is recommended that an announcement be made in the dining hall requesting employees to identify themselves upon entering the dining hall so that the cashier can enter their names on the daily meal records.

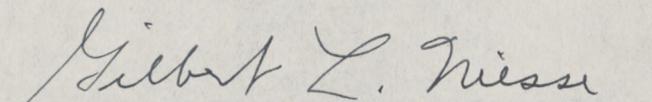
Public Assistance Grants. In view of the difficulty we have experienced in delivering cash to individuals certified for public assistance grants (trips are made to the hospital, apartments, etc.) it is recommended that future public assistance grants be made in the form of U. S. Treasury checks. I believe that the payment by check can be handled more expeditiously than in the past.

6. COMMENT ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

No Comments.

7. A FORECAST OF PROJECTED ACTIVITIES:

Safety. Mr. Owen is being requested to attend the Administrative Division meeting Wednesday, April 7 to give a talk on Safety.



Gilbert L. Niese
Chief, Administrative Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH
April 8, 1943

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MEMORANDUM TO: Mr. Hames F. Hughes
Asst. Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 27
- (b) Temporary 2
- (c) Evacuees 338
- (d) Adequacy of Personnel: The lists from Section Heads thus far submitted show a shortage of resident personnel.

2. PROGRESS OF CURRENT WORK:

Administrative Division Meeting. The third general meeting of the Administrative division was held in Mr. Ernst's office on Wednesday, April 7 from 3:00 to 5:00 p.m. It was attended by 17 appointive and 6 evacuee personnel. The following items on the agenda were discussed:

- 1. Safety Talk-Mr. Samuel V. Owen.
- 2. Use of Carrier Service and Official cars (Operating Memorandum #7.)
- 3. Requisitioning supplies and equipment from Army Medical Depots (Supl. 1 to Adm. Instruction #42.)
- 4. Daily recording of time worked.
- 5. Preparation and handling of payrolls for resident personnel, i.e.:

- a. Time card
- b. Payroll
- c. Payment Record Card
- d. Schedule of disbursement

- 6. Numbering of fiscal documents.
- 7. Identification Cards.

Training Program, Property Control & Warehouse Section. On April 7 between the hours of 7:00 and 9:00 p.m. the Property Control & Warehouse

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April 8, 1943

Section ^a began an in-service training program whereby they will employ ten high school students as typists to be trained as understudies for the typists who are on duty during the regular working hours. In addition to the two hours night work, they will work Saturday afternoons. High school students from the Business Administration class are being obtained for the section. These students will work between the hours of 4:00 and 5:45 p.m. each day, also on Saturday afternoons from 2:00 to 5:45 p.m. The next training program being planned by the Property section is three 15-minute periods a week in which different forms used in this section will be explained as well as training on Government procedure in the handling and preparing of correspondence, etc.

Budget and Finance Section. The entire Finance Section has been in a turmoil this week due to the change-over of maintenance records. This is particularly true in the Cost and Examination Units. Various reports that were requested for project information have been delayed due to this disruption. However, it is expected that the regular reporting time will be resumed within the next week.

Payrolls. Payrolls for services rendered by the resident workers for the month of March are in the process of preparation and a portion of them has already been released to the Disbursing Office.

Public Assistance Grants. Checks rather than cash are now being used for distribution of Public Assistance Grants. This method is proving very expeditious.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

Priorities. We have received priority assistance for the period April 1 to June 30. Also, a blanket priority covering repairs to all utility systems. This assistance will no doubt eliminate delays experienced in the past in obtaining needed supplies.

Equipment. We have just been informed that the Army is releasing two tractors and other miscellaneous equipment for use at the Project. Efforts are being made to purchase used equipment for use where new

Government is unusable

Weekly Narrative Report
April 8, 1943

equipment is unavailable.

4. CURRENT PROBLEMS:

No Comment.

5. RECOMMENDATIONS:

Traffic Violations. There is considerable driving of cars and trucks between buildings in the Administrative area, although signs are posted between buildings. This creates a great deal of unnecessary dust and is also a safety hazard. As warm weather approaches, we will need to have our windows wide open and this situation will be even more undesirable.

6. COMMENTS ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

Replacement of Resident Workers. The Accounts Control Unit has had 95% personnel turnover within the past two weeks. However, replacements have been obtained promptly. This solution to the replacement problem has been partially solved through placing requisitions for replacements immediately upon notification by the resident employee that he or she is leaving the project.

7. A FORECAST OF PROJECTED ACTIVITIES:

Hospital. In accordance with an agreement reached during a meeting held in Mr. Lorne Bell's office, Mr. Miller of the Property Control and Warehouse Section will continue to give needed assistance to the hospital with regard to property control records. At the present time, four resident personnel have been detailed from the Property Control Section to the hospital and these individuals will remain there until such time as Dr. Boardman is able to effect a replacement.

Gilbert L. Niesse

 Gilbert L. Niesse, Chief (2)
 Administrative Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH
April 15, 1943

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MEMORANDUM TO: Mr. J. F. Hughes, Asst.,
Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 28
- (b) Temporary 1
- (c) Evacuees 292
- (d) Adequacy of Personnel-Inadequate. There is a definite need of added resident personnel in the Property Control Section and the Cost Unit.

2. PROGRESS OF CURRENT WORK:

Administrative Division Meeting. The fourth general meeting of the Administrative Division was held in Mr. Hughes' office on Wednesday, April 14. Mr. Nichols headed the discussion on the flow of documents through the Finance Section, illustrating his discussion with a Flow Chart, previously prepared. The meeting was attended by 13 appointive personnel and 5 resident personnel.

Training Program. The Vocational Training Program initiated by the Property Control & Warehouse Section is progressing satisfactorily. Students work between the hours of 4:00 and 5:45 in the afternoon and 7:00 to 9:00 at night.

Payrolls. Payrolls for resident personnel for services rendered during the month of March have been completed. Distribution of checks started April 12 for a portion of the March payrolls. Vouchers covering Unemployment Compensation for the month of March are now being prepared. Clothing Allowance vouchers

for the month of January are now being processed. Copies of payrolls for the month of February have been furnished the Welfare Section for the use in the preparation of February clothing allowances; however, clothing allowance vouchers have not been prepared for the Welfare Section as yet.

Vendors' Bills. An average of ten letters per day has been released to vendors and others concerned during the past few weeks in an effort to obtain the necessary data to submit these claims for payment. Mr. Bishop acting as the field auditor to personally investigate various discrepancies has been a contributing factor in expediting the documents in question.

Requisitions. Requisitions are now being processed currently, and with priority assistance for this quarter, we are experiencing very little difficulty in obtaining needed maintenance and operating supplies. The Agriculture and Public Works Divisions have been submitting an abnormal number of requisitions in order that their respective programs may be placed under way.

3. ADEQUACY OF MATERIALS & SUPPLIES:

A storage shed is needed in the Project Storage lot. Requisition for the shed was placed in December. This is in addition to the one shed that is being erected for Agriculture Division for the storage of farm equipment.

CCC Buildings. We have received notice from the Denver WRA Office that approval had been received for the transfer of 5 CCC buildings to the WRA. Mr. Bennett of the Denver Office will be in Grand Junction, Colorado Tuesday, April 20 and will attempt to effect a contract for the dismantling and hauling of the buildings to the railhead for shipment to the project.

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Ambulance. Mr. Pitt and Mr. Girardo of the Denver WRA Office will leave Denver Monday April 19 and will drive the recently purchased ambulance to Topaz. They expect to arrive the evening of April 20 and will spend two or three days on the project before returning to Denver.

4. CURRENT PROBLEMS:

Hospital. There still exists a certain lack of cooperation at the hospital with regard to cost accounting and timekeeping. It is hoped that this difficulty will disappear when the Administrative Assistant position is filled. It is understood that the Washington Office is attempting to fill this position immediately.

5. RECOMMENDATIONS:

Hospital. It is recommended that the hospital provide needed desk space for the hospital cost unit. This subject was discussed with Mr. Lorne Bell and Dr. Boardman last week. It is also recommended that the hospital effect employment of 2 resident personnel to replace the 2 that have been detailed to the hospital from the Property Control Section.

6. COMMENTS ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

Absentees. There were 10 resident employees of the Budget & Finance Section who were absent from work on April 12 from 2:00 to 5:45 p.m. without giving notice to unit heads or to the section head. They explained their absence later, stating that they had gone to attend a meeting at Block 1, in connection with the Sunday night incident. There were approximately 20 employees of the Project Warehouse who worked only $\frac{1}{2}$ day on April 14. So far as I know, practically all resident employees in the Administrative Division are on the job today.

7. A FORECAST OF PROJECTED ACTIVITIES:

No Comments.

Gilbert L. Niesse

Gilbert L. Niesse, Chief
Administrative Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

TOPAZ, UTAH

April 22, 1943

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MEMORANDUM TO: Mr. J. F. Hughes, Asst.
Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 28
- (b) Temporary 2
- (c) Evacuee 282
- (d) Adequacy of Personnel: In addition to the 83 full-time evacuee employees in the Property Control & Warehouse Section, there are 34 part-time employees who are mainly participants in the training program.

Recommendation is made that certain Sections and Divisions be granted priority with respect to obtaining resident personnel. The Office Services Section has been without messenger service for over a week. This section is also badly in need of two Clerk-typists for recording incoming mail. The Education Department has been contacted regarding the possibility of hiring student workers; however, all work in the Mail Unit must be performed between the hours of 8:30 and 6:00, and because of the limited hours students would be permitted to work, it is felt that messengers and clerk typists working on this part-time basis would be unsatisfactory.

2. PROGRESS OF CURRENT WORK:

Clothing Allowances. Part of the February vouchers for clothing allowances are now being processed for payment. It is hoped that the Welfare Section will be able to submit vouchers to the Budget & Finance Section on a more current basis in the future. It is my opinion that the

Welfare Section should now have completed the March clothing allowances.

Training Program: The Property Control & Warehouse Section has been fortunate in securing the services of two high school groups in an in-service training program. Much has been accomplished. The regular training program has been handled mainly by Mr. Miller who feels this type of training, especially the training of understudies for pertinent jobs, is essential to the well being of the office.

Technical Assistance. Technical assistance has been given the Agriculture Division by the Property Control Section and the Cost Unit in setting up the records for them. This type of assistance is available to all sections needing it.

Priorities. It is evident at this early date that the various divisions failed to request sufficient priority ratings to meet current needs. We have already practically exhausted the priority assistance on several different types of materials. This condition has been relieved to some extent through the securing of surplus property from other agencies.

3. ADEQUACY OF MATERIALS & SUPPLIES:

The majority of the farm equipment has been purchased and practically all requisitions for seed, with the exception of a few uncommon varieties, have now been purchased. We have experienced difficulty in obtaining lumber required as no priority assistance is available. We have located a source of supply at Richfield, but due to the shortage of trucks and labor, we have been unable to obtain delivery.

4. CURRENT PROBLEMS:

On April 20, we were advised by the Washington Office the number of positions and amount of per annum salaries determined by the Bureau of the Budget for the balance of the Fiscal year 1943 and 1944. Personnel charts are

being prepared for each division. These will show the total number of WJ positions authorized (prior to the receipt of the teletype of April 20) and the positions now authorized for appointive personnel. These charts will be ready for distribution to the Division Chiefs Saturday, April 24. In accordance with our discussion today, the Division Chiefs will be required to indicate the minimum number of positions needed to adequately carry on operations; after all divisions' needs have been considered, a letter will be directed to Washington covering our recommendations for the project as a whole.

Administrative Instruction #45, Revised - "Assistance to Evacuees Granted Indefinite Leave for the Purpose of Accepting Employment." It is evident that further clarification by the Washington Office will be needed in connection with the above instruction. On April 17, we sent a teletype to Washington which read as follows: "Refer Administrative Instruction #45 Revised, Section III. Are we correct in assuming that cash resources should be calculated on an individual basis when one member of the family is granted indefinite leave and the other members of family remaining on the project have no intention of relocating to the same destination?" As yet no reply to this communication has been received. A follow-up teletype went in today.

5. RECOMMENDATIONS:

Efficiency Ratings. It is recommended that efficiency ratings for Community Services be completed this week without fail, inasmuch as we have already advised the Washington Office that they will be transmitted to them this week.

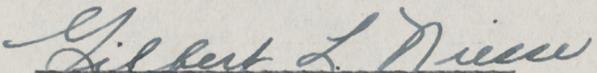
6. COMMENTS ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

This Division was indeed fortunate in the work attitude and loyalty of its resident employees during the recent work stoppage. Current work was handled very satisfactorily and we experienced no difficulty in carrying on the regular operations.

Weekly Narrative Report -4-
April 22, 1943

7. A FORECAST OF PROJECTED ACTIVITIES:

No Comment.


Gilbert L. Niesse, Chief *ws.*
Administrative Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

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APRIL 29, 1943

MEMORANDUM TO: J. F. Hughes, Asst.
Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 33
- (b) Temporary 2
- (c) Evacuee 294
Part Time 32
- (d) Adequacy of Personnel: Following is a list of resident personnel positions open which should be filled as soon as possible:

Mails & Files	1 Messenger
Property Control	2 Stenographers
	7 Typists-Clerks
	6 General Clerks
	12 Laborers
	2 Storekeepers
	1 Sr. Clerk
Budget & Finance	2 Cost Accountants
	7 Cost or Time Clerks

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2. PROGRESS OF CURRENT WORK:

Monetary releases to residents. Distribution of resident payroll checks for services rendered during the month of March is approximately 80% completed. The releases of unemployment compensation and Public Assistance grants are current. Checks for January clothing allowance are in process of distribution and vouchers for February clothing allowances are being released for check issuances.

Purchase orders to cover requisitions received are being prepared currently and issued promptly. In discussions with the Finance and Procurement Sections, it was deemed advisable to release

the warehouse copies of the purchase orders directly from the procurement section to the warehouse prior to the transmittal of the original purchase order to the Finance Section. This will speed up and improve the issuances of merchandise from the warehouse.

Every effort is being made to effect closing of Cost Accounting ledgers and Accounts Control ledgers to have accounting reports for the period ending April 30 in proper form for mailing to the Regional OEM and the Washington WRA Offices by the third business day of May.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

The Procurement Section has obtained 150 desks and 250 office chairs in addition to miscellaneous office supplies through the cooperation of the Denver WRA Office. It is expected that this equipment will be received at the project within the next ten days.

The ambulance which was recently purchased was delivered to the project on April 23 by Mr. Bennett and Mr. Girardo of the Denver Office. It was turned over to the Hospital by the Transportation and Supply Division on April 27.

4. CURRENT PROBLEMS:

Warehouse #112 is being vacated for use by the NYA program. Some of the material will be moved to the Delta Warehouse and some will be moved to other warehouses.

The Property Control & Warehouse Section advises that personal property of residents cannot be stored in accordance with existing instructions, that is, separated in family lots, this condition will become increasingly difficult with the expected arrival of four additional carloads of evacuee property. This is due to shortage of storage space.

It is anticipated that with the arrival of the CCC buildings now in the process of shipment to the Project, the Finance Section will be allotted a building of sufficient size to house all three units of the section. It is believed that a great improvement

will be made in the working facilities of both the Finance and Procurement Sections, as the Procurement Section could be allotted the space now occupied by the Finance Section.

Overtime. We are in receipt of a teletype from the Washington Office dated April 27, to the effect that the present overtime bill expires April 30 and inasmuch as the House of Representatives is in recess and will be unable to pass a new bill prior to the preparation of the May 15 payrolls, we will be required to prepare this payroll on the basic salary only. Necessary steps will be taken to inform the appointive personnel of this action by May 1.

5. RECOMMENDATIONS:

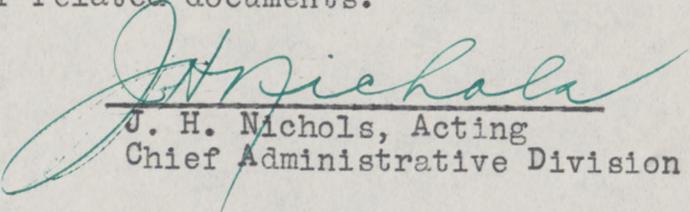
Confirmation Memoranda. It is suggested by the Files Unit that whenever telephone conversations are held regarding matters about which there might be subsequent correspondence, that a memorandum be written to the Files Unit confirming this conversation so that any subsequent correspondence may be routed to the persons concerned.

6. COMMENTS ON CONDITIONS AMONG THE EVAGUEES AS THEY AFFECT YOUR DEPARTMENT:

No comment.

7. A FORECAST OF PROJECTED ACTIVITIES:

A policy of discussing problems which may arise between sections is being inaugurated. This will encourage closer cooperation between section heads with the anticipated result of speedier action in the output of related documents.


 J. H. Nichols, Acting
 Chief Administrative Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 7, 1943

MEMORANDUM TO: Mr. James F. Hughes
Asst. Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 28~~32~~³²
- (b) Temporary 1
- (c) Evacuees 324; Part Time 33
- (d) Adequacy of Personnel:

The same conditions exist as stated in my previous report concerning the shortage of personnel, and a considerable amount of this is due to a large majority of resident employees being ill. However, the over-all shortage of personnel consists of the following:

Mail & Files	1 Messenger
Property Control	2 Stenographers
	7 Typists-Clerks
	6 General Clerks
	12 Laborers
	2 Storekeepers
	1 Sr. Clerk
Finance	2 Cost Accountants
	7 Cost or Time Clerks

2. PROGRESS OF CURRENT WORK:

Payrolls. Preparation of resident payroll for services rendered during the month of April is now under way. Due to the considerable number of sicknesses in the Cost Unit, Time Cards were delayed approximately 4 days this month. However, concerted efforts will be made to see that the payroll is completed and transmitted for payment within the required number of days.

Resident Pay Checks. Payroll and clothing allowance checks are being released as rapidly as possible. However, there are approximately 25 checks on hand which constitute clothing

allowance and salary checks for the periods prior to January, 1943, which have not as yet been called for at the Pay Station.

Personnel Section. Several appointments have been made for the Public Works Division, mainly in Maintenance and Operations. Also contacts have been made to fill the position of Leave Officer and Placement Officer.

Procurement Transactions. The Procurement Section reports that requisitions are being processed currently with the immediate issuance of Purchase Orders. However, they anticipate certain difficulties in keeping the work current due to the reason as stated in the remarks as to adequacy of personnel.

Miscellaneous Payments. It is noted that an average of 30 to 45 vouchers are being released daily for payment by the Regional Disbursing Officer which in turn, and in addition, has resulted in very few complaints from outside vendors regarding their particular unpaid accounts.

Miscellaneous Purchases. The Procurement Officer has been successful in locating a source of supply of nails, pipes, native lumber, awnings and additional items that could be secured without priority ratings. It is noted that the Purchase Order was issued May 5 for transformers for use on the staff housing, and it is also noted that the earliest expectant date of shipment of beds, tables and dressers for the staff housing will be June 1, 1943. However, every effort has been made to expedite delivery.

Reports. WRA-80, Revised, Status of Funds Allotted, was released to the O.E.M. Office and the Washington W.R.A. Office May 1, 1943, and WRA-81, Revised, Trial Balance of the General Ledger Control Accounts, was released on schedule May 4, 1943. Every effort will be made to have cost accounting reports ready for release to reach the Washington W.R.A. Office by May 20.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

No comment.

4. CURRENT PROBLEMS:

Replacing Office Furniture. A survey was made of Project Warehouse #110 today by all Section and Unit Heads of the Administrative Division, and a consolidated requisition will be submitted to the Procurement Officer setting forth the needs of each and every Section and Unit of this Division.

National Youth Administration. One-half of Project Warehouse #111 and one-half of #112 have been vacated for use by the

N.Y.A. program. A meeting of Section and Unit Heads and representatives of the N.Y.A. program was held in Mr. Niesse's office Wednesday, May 5, 1943, P.M., at which time members of the Division were informed as to the actual purpose of this N.Y.A. program and expectant date of operation. We will present our needs for trainees upon request of the Supervisor in charge of Business Administration.

Topaz Pay Station. The Pay Station was moved from Block 4-12-B May 1, 1943 to the building located in the northwest corner of Block 19 and began operation 9:00 A.M., May 3, 1943. It is desired that the inside of this building be painted to reflect the light more efficiently, and a requisition will be issued today to that effect.

Appointive Personnel. Mr. S. Cahn was notified May 6, 1943, by telegram as to our desire of filling two positions in the Finance Section, mainly Junior Fiscal Accountant, CAF-7 \$2600 and Senior Fiscal Accounting Clerk, CAF-5 \$2000. This information was transmitted in compliance with the request from the Washington Office received May 5, 1943.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

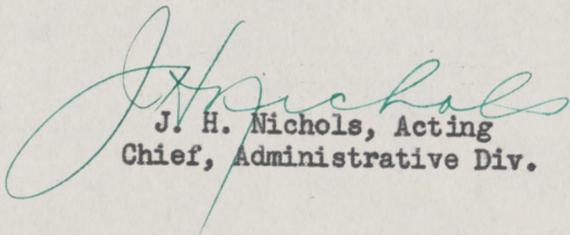
It is hoped that during the meeting of May 7, 1943, on the allocation of the ventilation equipment that steps will be taken soon thereafter to place this equipment into operation.

6. COMMENT ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

No comment.

7. A FORECAST OF PROJECTED ACTIVITIES:

By advice from the United States Employment Service, Salt Lake City, Utah, we were informed May 5, that a branch office of this service has been established in the Pace Building, Delta, Utah with June Hinckley in charge. Consequently it will be necessary for prospective employees to clear through this office prior to employment offered by the War Relocation Authority.


J. H. Nichols, Acting
Chief, Administrative Div.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 14, 1943

MEMORANDUM TO: Mr. James F. Hughes
Asst. Project Director

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL:

- | | |
|----------------------------|-----|
| (a) Permanent | 29 |
| (b) Temporary | 1 |
| (c) Evacuees | 314 |
| Part Time | 34 |
| (d) Adequacy of Personnel: | |

There still exists a definite shortage of resident personnel in the various Sections of the Administrative Division. However, it is hoped that a certain amount of this condition will be bettered by decrease of timekeepers in various Dining Halls throughout the Project and through information taken from the list of unemployed persons furnished to this Division from the Assistant Project Director's Office. You will be advised currently regarding the progress of solving this problem.

2. PROGRESS OF CURRENT WORK:

Payrolls. It is anticipated that the completion of resident payrolls for services rendered during the month of April, 1943 will be delayed approximately ten days.

Sections. All Sections report that the preparation of documents are on a current basis; however, certain difficulties are being encountered due to extreme number of illnesses.

Consumer Enterprises. Billing of clothing allowance is being compiled, however as yet is not completed. It is anticipated the information will be submitted by the first of the week.

Office Furniture. The Procurement Officer reports that the distribution of the office furniture received from Denver now under way is practically completed, and with additional furniture being manufactured on the Project a sufficient supply should be available for the Project as a whole.

4. CURRENT PROBLEMS:

Overtime Bill. A thorough study is being made of regulations on the War Overtime Bill approved May 7, 1943 and received May 12, 1943 from the Civil Service Commission; supplemental payrolls for the period May 1, 1943 to May 15, 1943 will be prepared within the next few days, which will be processed immediately thereafter for check issue.

Shading Facilities. In addition to the purchase of awnings as a means of combating the heat problem, it is suggested that some thought be given to the possibility of the N.Y.A. program manufacturing venetian blinds for use in office buildings and in staff housing. In the event pulleys and other supplies normally made of metal could not be obtained on the market, it seems that wooden items could be made to substitute.

Timekeeping Procedure. Timekeeping at the various dining halls is in the process of the discussed change, and it is believed the weekly census available from the Employment Division will furnish sufficient data to report normally accurate figures for cost purposes.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

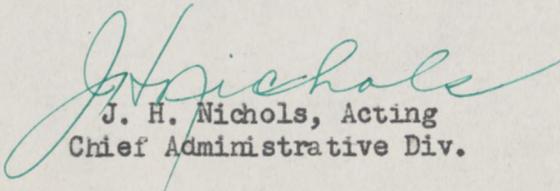
Air Conditioning. Ventilation facilities at the Project Warehouse are sorely in need of attention, and it is hoped steps will be taken soon to correct this undesirable condition that now exists.

6. COMMENTS ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

No comment.

7. A FORECAST OF PROJECTED ACTIVITIES:

The Finance Section is to be paid a visit by the Senior Class of the Topaz High School to discuss various points regarding Examination, Cost and Accounting procedures of government documents. The request made by Mr. Edward D. Harris, Secondary School Teacher of the Topaz High School, was postponed until the Finance Section was set up in its new location as it was anticipated that six persons at a time would be all that could be handled under the present conditions and it was desired that more students could attend at one gathering.


J. H. Nichols, Acting
Chief Administrative Div.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Administrative Management
AP D

April 5, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
Acting Project Director

SUBJECT: Monthly report of activities for the month
of March.

1. PRINCIPAL ACTIVITIES:

Finance Section

Fourth Quarter allotment of funds for April, May and June, 1944, were received today and was made for the exact amounts which we requested with the exception of the cut of \$9985 in the 08 and 09 accounts on the Engineering Section and the Agricultural Section.

Another car load of flattened tin cans is now almost ready for shipment. Responsibility for the delivery of coal from the stock pile to the blocks was transferred this month from the Finance Section to the Engineering Section.

Much has been done this month in improving various phases of warehousing, and it is believed that all warehouses are in better condition at the present time than at any time since the inception of the project.

Supply Section

Aside from normal Procurement activities the Supply Section purchased 204 beef cattle, 224 feeder hogs and negotiated for an additional 100 head of cattle.

Office Service Section

There was nothing unusual in the activities of this section during the month of March.

Personnel Management Section

The Selection and Placement Unit has intensified its efforts in interviewing and referring all unemployed workers to Sections where vacancies occur. The Personnel Officer and the Labor Committee of the Council has been collaborating with the Personnel Section and the Labor Relation Adviser to determine the best method of establishing a Fair Labor Practice Committee. This group has also, been active in helping to solve problems created by the reductions in employment quotas for the various sections.

It has become an established practice to call the Personnel Officer and the Labor Relation Adviser to all conferences where problems effecting Labor Relations are discussed.

11. NEW OR UNUSUAL PUNCTIONS:

Finance Section

All outstanding railroad freight bills prior to July 1, 1943, have been cleared with the exception of three, also all freight bills coverin shipment of evajuse property issued prior to January 1, 1944, were cleared with the exception of two.

The new section of the Manual (60.13) concerning Leave Assistance Grants was received March 27th and these were discussed with the representatives of the Relocation Division March 30th.

Office Service Section

One appointive staff member eas added to the office service during the month of March.

Personnel Management Section

The Transactions Unit has forwarded all requests for refund of Retirement Deductions to the Washington Office and is now setting up the records of persons who have been terminated.

The Placement Unit on the basis of the Fourth Quarter Budget is advising each Section that its personnel requests have been approved and submitted for the Fourth Quarter Budget, and is advising them of the steps to be taken if adjustments are necessary to bring the Unit within the employment quota.

Food Committee of the Mess Management Unit received request from Dr. Simpson and the three resident physicians to serve in an advisory capacity in reviewing the operations of the hospital food department and in making recommendations for improvements. The primary objectives of this move were to gain community support for more rigid supervision of kitchen personnel in the hospital.

III. PROBLEMS AND SUGGESTIONS

Finance Section

We have received several letters from railroad companies inquiring about what disposition should be made of household effects of evacuees which have been unclaimed for various reasons. We also have two cases in which Government Bills of Lading have been forwarded to a given address but returned because of the fact that the evacuee could not be found at the address given. We believe some of these difficulties might be eliminated if it were possible for us to send the Government Bill of Lading in care of the Relocation Officer nearest the destination. Suggestions have been requested from our Relocation Officers.

Considerable difficulty is being experienced in effecting delivery of checks for clothing allowances and cash advances to residents who have relocated. When such checks are receiv-

April 5, 1944

ed from the Disbursing Office, Salt Lake City, they are forwarded by the Finance Section to the address indicated by the resident at the time he leaves the center for relocation. An average of thirty checks per month are being returned by the Post Office Department for such reasons as, "not known at this address," "moved -- left no forwarding address", "unclaimed", etc.

Supply Section

There will be one position vacant in the Procurement Unit this month. Steps must be taken immediately to refill this position.

Personnel Section

With selective service, seasonal and indefinite leaves being issued at a constantly increasing rate, the available personnel to operate the center will become critical. It will possibly be necessary to establish priorities for jobs most essential for the welfare of the Community.

IV. PROJECT ACTIVITIES:

Finance Section

The Finance Section is reviving weekly meeting of all its Appointive Personnel. These will be held on Saturday afternoon so that there will be a minimum interruption of normal operation.

Office Service Section

This Section has again requested suggestions from all Divisions and Section heads as to the proper routing of mail and communication. This is turned-in in an effort to improve general Project efficiency.

Personnel Management Section

A Staff Housing Council made up of appointive personnel has established a permanent organization with plans for a regular business meeting each month. A staff party is also

April 5, 1944

scheduled for each month.

Immediate personnel shortage will be faced by the Motor Pool where two-thirds of the present employees are eligible to selective service. Also the Mess Operations and the Engineering Sections will be seriously affected.

V. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

The Administrative Management Division holds regular weekly meetings to help coordinate the activities of its various Sections and bring about a clearer understanding of the interrelations. Minutes of the Community Management Division and the Operation Divisions are also reviewed at these weekly meetings and representatives are exchanged with other Divisions if problems of mutual concern are discussed.

Attached, for the information of the Project Reports Section, are the detailed reports covering Administrative Management activities.

Walter Honderich
Acting Assistant Project Director

WHONDERICH:MMK:4/5/44

WAR RELOCATION AUTHORITY

Central Utah Project
Topas, Utah

APD

May 31, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
Acting Project Director

SUBJECT: Monthly Report of Activities - May, 1944

Detailed below are the principal matters of interest concerning the operation of the Administrative Management Division during the month of May.

I. PRINCIPAL ACTIVITIES:

Statistical Section

Plans for the installation of the new Gate Control procedure, as covered by Manual Release No. 68 are nearing completion, and it is expected that the system will be in operation by June 8. A rough draft of the new procedure which will be contained in an Office Letter is being submitted to Section Heads for comments as to local application before final issuance.

Three appointed Gate Clerks have been employed, and they will cover the Main Gate and Gate No. 11. Appointed Gate Clerks will be on duty at the Main Gate from 7:00 A.M. to 11:00 P.M. everyday of the week including Sunday, and appointed and resident Gate Clerks will be on duty at Gate No. 11 from 7:00 A.M. to 6:00 P.M. Mondays through Saturdays. The bulk of the traffic, involving agriculture workers, will be handled through Gate No. 11. Resident Gate Clerks will be on duty at foot gates in the south end of the Center on Sundays and other days when occasion requires.

Supply Section

During this month, the Acting Supply Officer has taken an active interest in the preparation and submission of requisitions by the various Sections. Work on the Project Supply Catalog is approximately one-third completed, and it is expected that the balance of the items will be cataloged by July 1. Plans are being made for the requisitioning of supplies and equipment on a monthly basis

D. R.

with the view of effecting consolidation of purchases and eliminating piece-meal requisitioning throughout the month.

A survey has been undertaken by the Acting Supply Officer and the Property Officer of all items now in storage in the project warehouse and the Delta Warehouse, and lists of such items have been submitted to the various Sections for determination as to whether any property can be declared surplus to our needs. Any property in the project warehouses which are determined to be surplus will be transferred to the Delta Warehouse for subsequent disposition.

In order to implement a Safety Program within the Center, the Community Council established a Council Safety Committee which will work closely with the Project Safety Committee which has been in existence since the early part of 1943. The Safety Committee under the Chairmanship of the Acting Supply Officer has been meeting each week to review the Safety Program, accidents, and safety reports.

Mess Management Unit

Plans for the establishment of a diet kitchen in the dining hall of Block No. 2 have been completed and it is expected that the kitchen will be in operation the early part of June. The kitchen will be operated under the supervision of the hospital, and food stuffs will be furnished from the Commissary.

The tofu and bean sprout activities of the Industrial Section were transferred to the Mess Management Unit the first part of May. On May 25, milk requirements were increased from 450 gallons to 650 gallons daily. The use of this additional quantity of milk will satisfy the needs of the project, and it is hoped that we will be able to purchase the same quantity of milk after July 15. The present authorization from the Washington Office permitting the increase purchased of quantities covers the period from May 25 to July 15.

Procurement Unit

In the Procurement Unit action was taken during the month to effect the submission of all requisitions by June 1 of contemplated purchases of materials, supplies, and equipment for the balance of the 1944 fiscal year; and it is expected that a bulk of the requisitions can be processed by June 30. We requested transfer of supplies and equipment from the Jerome Project with the value of approximately \$31,425. The value of this property has been included in the budget estimates for the first quarter of the 1945 fiscal year.

Action has been taken to effect the purchase of 15,000 tons of coal (12,300 of lump coal and 2,700 of slack coal) for use in the 1945 fiscal year. We have received information from the Seattle Quartermaster Depot to the effect that coal will be purchased from a rail mine for delivery by rail to Delta and that a contract will be made for the delivery of coal from the railhead to the Project. An effort will be made to have the coal delivered at an approximate rate of the normal monthly consumption so that it can be delivered direct to the blocks.

Finance Section

Budget estimates for the first quarter of the 1945 fiscal year were forwarded to the Washington Office on May 30 and was in the amount of \$814,589. The budget was based upon an estimated average population of 6,350 and provided for the employment of 2,786 workers.

Personnel Management Section

During the final weeks of school the Selection and Placement Unit worked in close collaboration with Mr. Glenn Seal, commercial teacher in the high school, in the registration of high school students for project employment during the summer months. Utilizing Mr. Seal's records in respect to aptitudes, speed, accuracy, and attitude, we are assigning the students to Sections and Units who are understaffed or who expect to lose workers in the near future. These trainees will be assigned on the \$12.00 rate and reclassification will depend on the workers' application to the job. Mr. Seal will act as trainee supervisor in all Units during the summer months and will request any adjustments in assignments that will be beneficial to the student in gaining training and good work habits.

Office Services Section

This Section has been operating satisfactorily even though there is a shortage of resident workers. During this month a new procedure was instituted whereby all handbook and manual releases received from Washington are not distributed to various Sections and Units until the interested Assistant Project Director has discussed with the Project Director the local application of the instruction. While the new plan does not provide for immediate distribution of the material upon arrival at the Project, it does bring about a better planning for the placing into effect of new procedures when they are reviewed and discussed by the Assistant Director with the Project Director.

Evacuee Property Section

\$3843.68 has been collected and funds delivered to the seven residents involved.

One Escrow has been completed involving the sale of a dwelling in San Francisco, California.

The number of residents who are interested in selling real property in the Pacific Coast area seems to be decreasing. This fact seems to point to the fact that more residents are concluding that they will eventually return to the Pacific Coast.

Two cases arising from the follow-up of family discussions on relocation, which involved a complete report on the condition of nursery properties in Oakland, California, have been completed through the assistance of the San Francisco office.

Inquiries continue as to the advisability of selling securities. While the necessity of reporting foreign security holdings on Form TFR 500 has been publicized, comparatively few residents have reported since the great majority have already done so last year.

While a small number of L.C.L. shipments of personal property have arrived at the Center, there has been no arrival of carload shipments.

This office continues to assist in the preparation of correspondence and negotiations in matters that involve direct communication.

Requests for storage and/or shipment of personal property from the Pacific Coast have declined somewhat during the month.

II. NEW OR UNUSUAL FUNCTIONS

Finance Section

Since the sales of surplus Army clothing have sharply declined during the past several months and are practically nil, all clothing remaining on hand June 1 will be declared surplus to our needs to the Washington Office. The Consumer Enterprises have advised that they are not interested in purchasing any of the surplus stock.

Personnel Management Section

Manual Release No. 61 and Handbook Release No. 90 covering the new annual, sick, and compensatory leave regulations for resident

workers were received at the Project on April 12, 1944; and during the month of May, numerous meetings were held with Section and Unit Heads and representatives of the Community Council in preparation of placing the new procedures in operation. The Washington Emergency Instruction dated March 14 stated that the regulations were effective as of January 1, 1944; however, on May 20, we were advised by teletype that the regulations pertaining to annual and sick leave were not retroactive to January 1.

This subject was then discussed by phone with Charlotte Dixon, Assistant Personnel Officer, in Washington, D. C., and it was learned that the regulations were to be effective the date that they were placed in operation. The regulations pertaining to compensatory overtime will be effective as of January 1, 1944.

A digest of the new regulations will be issued to all resident workers within the next two or three days (in both English and Japanese). On May 29 we received teletype from Mr. John Clear, who was attending the Denver Conference of Personnel Officers to the effect that all compensatory overtime accumulated since January 1, 1944, and which was not liquidated within the ninety days period allowed due to delay in receipt of the new instructions, may be processed for payment if approved by the Project Director.

A statement will be furnished to the Project shortly showing the amount of compensatory overtime accumulated since January 1 and which was not liquidated within the ninety days period with the recommendation that the overtime be paid at the established hourly rates.

With regard to the overtime accumulated by resident workers prior to January 1, 1944, we received a teletype from Mr. Harold James on May 31, which stated that such overtime cannot be paid in cash and in order to assist us in liquidating this overtime by giving workers time-off, we are permitted to employ additional replacement workers to take care of fifty per cent of the accumulated overtime. It was further stated that the other fifty per cent is to be liquidated through established procedure, by allowing workers time-off from duty. Inasmuch as there now exists a shortage of workers (2,776 allocated positions for the Fourth Quarter and only 2,576 employed as of May 31), we will not be able to take advantage of the offer made by the Washington Office which would permit us to employ additional workers to take the place of individuals while they take compensatory time off.

The Personnel Officer and the Personnel Transaction Officer departed for Denver May 27 to attend the Personnel Officers Conference for the week of May 28. It is anticipated that many of the personnel problems, which are now confronting us, will be solved at this meeting.

III. TRANSACTIONS HANDLED

Transactions handled during the month of May were comparable to those for April. Various transactions are reflected in the attached reports from the Sections.

IV. SUGGESTIONS AND PROBLEMS

Supply Section

We are making a definite effort to increase the percentage of women to be employed in the mess halls so that more men can be available for other Project work. At the present time, there are 487 men and 493 women working in the mess halls. This problem will be discussed with the Labor Committee of the Community Council.

With the decrease in population and a resultant shortage in labor, plans have been made for the early closing of the dining halls in Blocks No. 8 and 41. Population of Block No. 8 is approximately 80 and that of Block No. 41 is approximately 100. This plan is considered vitally necessary in the interest of labor economy and general Project welfare. The workers in these two dining halls can be transferred to other dining halls or to work in other Sections if they desire.

Personnel Management Section

The major problem confronting the entire Center at the present time is the shortage of workers in most of the Sections and Units. Seasonal work on the outside is now starting and if our experience of last year were to be repeated again this year, we will find many residents leaving for seasonal work during the months of June and July. There will probably be a large demand for workers in the late summer and early fall for the harvesting of fall crops.

V. PROJECTED ACTIVITIES

Personnel Management Section

During the first week of June, the Personnel Management Section will move from Building No. 11 in Block No. 2 to a building in the Administrative area which is now occupied by the Relocation Division.

The Relocation Division will occupy Building No. 12 and apartments B and D in Building No. 11. By locating the Personnel Management Section next to the Finance Section Building, it is anticipated that increased efficiency will be effected in these two Sections.

The Labor Committee of the Community Council has suggested that in addition to their representatives now attending our weekly Labor Meetings representatives of the Block Managers and Interfaith be invited to the meetings in order that more residents will be currently advised of our labor problems. It has also been suggested that the Project Director and the Assistant Project Directors also participate in these meetings so that a better understanding between the administration and the residents will be obtained.

Finance Section

The new Property Control Handbook was received May 29. The new handbook provides for the establishment of a Central Warehousing procedure. Inasmuch as we have been operating this kind of system for approximately nine months, very few changes will be necessary in order to comply with the new instructions.

One of the new changes provides that the Survey Board shall be composed of the following three members of the appointed staff:

- (1) Assistant Project Director in charge of the Administrative Management Division
- (2) Senior Engineer
- (3) Supply Officer

Since the activities of the Delta Warehouse has decreased, it is planned to transfer the appointed storekeeper from that location to the Project Warehouse. At the present time there are two principal guards employed during the night at the Delta Warehouse; and in order to provide guard service in the daytime, it will be necessary to effect the employment of an additional guard. It is planned to eventually use the Delta Warehouse as a storage place for only surplus property.

VI. RELATIONS WITH OTHER DIVISION

Relationship with other Divisions and Sections continues to be satisfactory. There is a better understanding with regard to budget preparation and the accountability for property.

VII. GENERAL REMARKS

We are making some progress with regard to the compliance with Manual Release No. 61 providing for the employment by appointed personnel of personal services through Business Enterprises. Upon the suggestion of the Washington office, we contacted the Project Director at Boston and discussed with him the workability of the plan which he placed in operation May 1. It is anticipated that we will be able to place this new procedure in operation the early part of June.

The following vacancies exist in the Administrative Management Division as of May 31.

1	Jr. Cost Accountant	CAF-7	\$2,600 (Finance)
1	Sr. Accounting Clerk	CAF-5	2,000 (Finance)
1	Sr. Audit Clerk	CAF-5	2,000 (Finance)
3	Asst. Storekeepers	CAF-5	2,000 (Finance)
1	Asst. Procurement Off.	CAF-9	3,200 (Supply)
1	Statistician	CAF-3	3,200 (Statistics)

There are attached detailed reports covering the various activities of the Sections within the Administrative Management Division.

Gilbert L. Niesse
Assistant Project Director

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

AFD

July 31, 1944

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

Admin. Mgt.

SUBJECT: Monthly Report of Activities -- July, 1944

Detailed below are the principal matters of interest concerning the operation of the Administrative Management Division during the month of July.

I. PRINCIPAL ACTIVITIES:

Supply Section

Coal contracts were awarded by the Quartermaster, Seattle, Washington, for the delivery of 15,000 tons of coal during the 1945 fiscal year. Contract price is \$3.65 per ton for lump and \$2.55 for slack, F.O.B. mine, with an estimated freight charge of \$2.50 per ton for lump and \$2.20 for slack from the mine to the Delta railhead.

The Salt Lake-Delta Freight Line is the authorized common carrier between Delta and the Project and arrangements are being made for the transportation of the coal between these points. The rate set by the State Public Service Commission is \$2.80 per ton. First shipments of coal are scheduled to arrive the first week in August.

The Supply Officer has been busy this month establishing the procedure outlined in the new Supply Handbook, which was received July 19. The new plan of requisitioning should effect an increase in efficiency and a better utilization of materials and supplies.

Finance Section

The new Property Control Handbook was received the latter part of May, and the procedure contained therein has been placed into operation. On July 3 we recommended some slight changes in the system which will eliminate certain duplication of records and will greatly decrease the amount of paper work involved; however, we have not as

yet received comments from Washington as to our proposals. The Finance Section is endeavoring to correlate the procedure with that prescribed in the new Supply Handbook.

Fifty pieces of "old age" automobile equipment were declared surplus to the Treasury Department, Denver, Colorado, on May 9, 1944, and another twenty-five vehicles were reported on July 28, 1944. Fifty units are located at the Delta storage yard, and twenty-five units are in the Project yard. The Treasury Department has been requested to expedite disposition of the equipment.

Office Services Section

This Section continues to operate satisfactorily. Office Letter No. 27, covering the handling of official correspondence and communication service, was revised June 30, 1944, and its contents were discussed by the Office Manager at a Saturday Afternoon Staff Meeting. Since that time, there has been a marked improvement in the handling of correspondence. Four bicycles were received recently and their use will expedite the delivery of mail throughout the Center.

Statistical Section

The new Statistician, Grant R. Bowen, reported for duty July 5, 1944, and is gradually assuming responsibilities for the operation of the Statistical Section.

The new gate control procedure as prescribed in Manual Release No. 68 was inaugurated Friday, June 23, with certain modifications (Project issued Office Letters Nos. 42 and 43) and appears to be operating satisfactorily. Certain minor details need to be improved, however. At first there was some reluctance by resident and appointed personnel in accepting fully the new procedure, but attitude is gradually changing and I feel confident that we will eventually have complete co-operation by all concerned.

The Quarterly Roster of Evacuees as outlined in the Statistics Handbook was omitted for the quarter ending June 30 as per teletype of June 15, 1944, from the Washington Office. An actual name by name check of residents was made and a summary of population as of June 30 by age, sex, citizenship, and marital status was prepared on Form WRA-521. This summary will be forwarded to the Washington Office within the next few days.

Evacuee Property Section

The sum of \$1015.96 has been received for account of residents and paid to individuals involved.

Sale of one parcel of unimproved property has been accomplished through the Los Angeles office.

Some requests have been received from relocated families asking that personal property be transferred from one relocated address to another, at Government expense. Such requests have been refused.

Requests for storage both at the Project and in the Pacific coast area are declining.

Requests for shipment of personal property from the Pacific coast to the Project tend to increase.

Personnel Management Section

Considerable attention has been focused this month on the formation of the Manpower Commission. The Commission is composed of the following representatives of the appointed staff: the Project Director, the three Assistant Project Directors, Supply Officer, Steward, Senior Engineer, Chief of Agriculture, Community Analyst, Relocation Program Officer, Assistant Personnel Officer, and the Personnel Officer. The residents are represented by the Council Chairman, the Council Vice-Chairman, the Council Labor Committee, a representative of the Inter-Faith Council, the Block Managers, and the Co-operative Enterprises. Plans are being contemplated to enlarge the resident participation by appointing key workers from each Division.

The Committee has accepted as its function that of maintaining project services that are essential to the health and welfare of the residents. At the last meeting, it was agreed that the following committees would be appointed: Committee of Manpower Resources, Committee on Information, and Committee on Compensatory Overtime.

II. NEW OR UNUSUAL FUNCTIONS

The first carload of property from the Jerome Center arrived the latter part of the month and consisted of miscellaneous items, such as, typewriters, beds, hand tools, etc. Another carload is scheduled to arrive the first part of August.

III. TRANSACTIONS HANDLED

The transactions handled this month are fairly comparable to those of the past two months. Various transactions are reflected in the attached reports from the Sections.

IV. SUGGESTIONS AND PROBLEMS

Supply Section

With the decrease of population in the blocks, definite efforts are being made to reduce the block quotas of workers. So far, this has been resisted by the workers in the blocks who feel that the quota of 28 workers should be maintained. We believe that the Manpower Commission will help solve this problem.

Personnel Management Section

There has been a continuous decrease in resident employment during the month of July, and full-time workers at the end of the month numbered only 2,487. Project quota for the first quarter is 2,700. Approximately 700 residents are now on seasonal leave. It is expected that employment will decrease to 2,300 during September when high school students return to school.

There is a decided shortage of nurses aides at the hospital, and the Personnel Officer is working closely with the Health and Labor Committees of the Council and representatives of the hospital to effect recruitment of additional resident personnel.

V. PROJECTED ACTIVITIES

Supply Section

Efforts have been made and will continue to be made in the establishing of a close working relationship with chefs in the dining halls. The two Assistant Stewards are spending most of their time in the blocks.

General

Negotiations have been completed with the Military Police for the transfer of three barrack buildings and one washroom building "in place" to the WRA, and we plan to use them at an early date for the following purposes: (1) the washroom for a food washing plant, (2) one barrack building for the Statistical Laboratory, and (3) the other two barracks for storage.

Within the next two weeks, the Personnel Management Section will move from Building No. 11 in Block No. 2 to the Relocation Building in the Administrative area, and the Relocation Division will move to Block No. 2. It was originally planned to effect these changes in June.

VI. RELATIONS WITH OTHER DIVISION

Relationship with other Divisions and Sections appears to be satisfactory.

VII. GENERAL REMARKS

The Spanish Consul's representative and a representative of the State Department are scheduled to arrive at the Project August 7. The usual questionnaire was received from the Consul's office, San Francisco, and the required data has been secured from the various Sections concerned. The report will be reviewed by the Project Attorney and the Project Director and will be presented to the Consul's representative.

Efforts were made the latter part of June to effect compliance with Washington instructions (Manual Section 50.5) concerning the employment by residents and appointed personnel of residents for domestic and other personal services through Co-operative Enterprises. The procedure was outlined in Office Letter No. 45. So far, nine contracts have been effected between appointed personnel and the Co-operative for employment of resident domestic workers. At present several workers are available for employment through the Co-operative.

During the past two months, the Washington Office has issued several revisions to instructions affecting functions within the Administrative Management Division which have been very helpful. The revision to the Supply Handbook and the new Property Control Handbook are good examples of sound planning and study by the Washington Office. I believe there is sincere effort by personnel of the Washington Office to understand the problems and conditions existing in the centers and to devise methods and procedures that will result in better management and increased efficiency.

During the month of July, the following new employees entered on duty in the Administrative Management Division:

Roland E. Young	Assistant Auditor	CAP-9
Edward W. Mathews	Assistant Cost Accountant	CAP-9
Ernest E. Herndon	Cost Accounting Clerk	CAP-5
Grant R. Bowen	Statistician	P-3
Iola M. Edwards	Gate Clerk	CAP-3
Helen M. Cox	Gate Clerk	CAP-3
Marvin F. Pales	Assistant Procurement Officer	CAP-9
Dorothy E. Pratt	Payroll Clerk	CAP-4
Mary Stewart	Telephone Operator	CAP-2

The following vacancies exist at the close of the month:

Assistant Fiscal Accountant	CAP-9
Fiscal Accounting Clerk	CAP-8
Audit Clerk	CAP-5
Assistant Storekeeper (2 positions)	CAP-5
Property and Warehousing Officer	CAP-9

There are attached detailed reports covering the various activities of the Sections within the Administrative Management Division.

ORIGINAL SIGNED BY
GILBERT L. NIESSE

Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

To be attached to

FILE COPY 2

WAR RELOCATION AUTHORITY

Central Utah Project
Togas, Utah

March 3, 1945

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

SUBJECT: Monthly Narrative Report for Administrative Management
Division - February, 1945

Please find attached monthly reports from the various Sections in the Administrative Management Division for the month of February, 1945. I am adding below my comments concerning certain activities.

Transportation

While in Salt Lake City February 15, I met with representatives of the Union Pacific Railroad (W. J. Thomas, General Passenger Agent; Royal R. Chamberlain, Traveling Passenger Agent; and G. E. Holberson, Chief Clerk to Superintendent of Operations) and discussed our passenger and freight transportation needs for the next several months.

It is expected that most of the travel of residents to California and other parts of the country can be absorbed in the regular channels of traffic. However, it is essential that advance notice be given to the U. P. Railroad, preferably forty-eight hours, whenever the number of residents boarding trains in Delta will exceed twenty-five; such notification will permit the local agent to arrange for additional passenger car equipment.

The anticipated increase in railroad traffic will necessarily place additional burden upon the facilities of the U. P. Station in Delta. Mr. Holberson has assured me that should additional personnel be required at the station, it will be furnished.

Mr. Guy Wade, traveling supervisor of station agents of the U.P.R.R., who is attached to the Office of Superintendent of Operations in Salt Lake City will visit the Project March 19 or 20 in company with the Delta station agent, Mr. K. B. Carroll and at that time we will have further discussions about our transportation needs.

Surplus Property

On February 15 I called upon Mr. G. W. Justeson, of the Treasury - Procurement Division office in Salt Lake City, and discussed with him the plans of the War Relocation Authority for the liquidation of the relocation projects and the disposition of surplus property. The most important items discussed and conclusions reached are as follows:

1. As soon as we have rearranged the bulk of the materials, supplies, and equipment now in the warehouses, representatives of Treasury-Procurement will be detailed to our Project and will render whatever assistance is possible.
2. Declarations of surplus property are to be made to Treasury-Procurement Division currently--accumulating or "bunching" of lists to be avoided.
3. Even though the Salt Lake City Office of Treasury-Procurement has already begun to feel the burden of disposing of tremendous stocks of property of the various installations within the Salt Lake City area, Mr. Justeson believes that his office can handle our property disposals without delay.
4. Where the number of pieces of agriculture and automobile equipment is sufficient to warrant "on the spot" sales, Treasury-Procurement will invite equipment dealers to attend sales at the Project. The so-called negotiated sale is a new method employed by Treasury-Procurement and so far it has had good acceptance by bidders for surplus Government equipment.
5. We have approximately 72 items of surplus agriculture equipment which have been reported to the WRA Washington Office and as soon as the list is returned to the Project, it will be sent to Treasury-Procurement in Salt Lake City. Sale of the equipment at the Project will be effected by Treasury within two or three weeks after receipt of the surplus list.

It is apparent that the Treasury-Procurement Division is ready and willing to assume responsibility for the disposal of our surplus property. The excellent co-operation displayed by the Salt Lake City Office is gratifying.

Property Control and Warehousing Unit

The Finance Officer, Mr. Boyce, has continued to assume supervision over the activities of the Property Control and Warehousing Unit since the transfer of Mr. Walter Henderich, Acting Supply Officer, to UNRRA January

1, 1945. This Unit continues to function in a fairly satisfactory manner even though it is heavily burdened with increase of activities involving inventory and rearrangement of stocks, declarations of surplus property, reconciliation of property cards, and other property matters.

Personnel Management Section

With the abolishment of the position of Personnel Officer and the transfer of Mr. George H. Lafabregue to the WRA Office in Seattle, Washington, a reorganization of the Personnel Management Section was initiated as follows:

- (a) The Assistant Project Director assumed the duties of Personnel Officer.
- (b) The Assistant Personnel Officer will have charge of all matters concerning evacuee employment and labor relations.
- (c) The Personnel Transactions Officer will have responsibility for preparation of appointment papers for new employees, together with payrolling and maintenance of retirement and leave records.

Vacant Positions

The following positions are now vacant in the Administrative Management Division:

Assistant Storekeeper	CAF-5	\$2,000
Property Clerk	CAF-5	2,000
Assistant Cost Accountant	CAF-9	5,200
Cost Accounting Clerk	CAF-5	2,000
Assistant Fiscal Accountant	CAF-9	5,200
Fiscal Accounting Clerk	CAF-5	2,000
Assistant Auditor	CAF-7	2,600
Audit Clerk	CAF-5	2,000
Supply Officer	CAF-12	4,600

ORIGINAL SIGNED BY
GILBERT L. NIESSE

Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Finance

MEMORANDUM TO: Mr. Gilbert L. Hiesse
Assistant Project Director
Administrative Management Div.

FROM: Doren B. Boyce
Finance Officer

SUBJECT: Monthly Narrative Report - February 1945

1. Personnel Status

A. Permanent employees (Civil Service)	<u>10</u>
B. Temporary employees (Civil Service)	<u>0</u>
C. Evacuee employees	<u>35 full-time, 9 part-time</u>
D. Progress of Staff Relocations	
a. Indefinite leave during month	<u>1</u>
b. Seasonal leave	<u>0</u>
E. Evacuee vacancies on staff	<u>10</u>
F. Narrative statement of Personnel Problems:	

With the resignation of our Auditor pending, we now have four critical vacancies in the Finance Section in addition to the clerical positions that were recently authorized.

2. Main Activities During Month:

Routine fiscal matters. 560 vouchers were processed during the month. Resident payrolls for January were processed within the time limit. Clothing orders for January are in preparation. Considerable time was devoted to clearing out old accounts, auditing leave records, and re-balancing individual War Bond Authorization cards.

We completed the re-arranging and surveying of old files and released considerable non-record material.

The new Expenditure Analysis Ledgers were installed and are functioning fairly well. Our cost reports for December and January figures requested have all been submitted.

The Fourth Quarter Budget was prepared and submitted by February 25th. The materials, supplies, and equipment on this budget were in most cases held down to an absolute minimum. The majority of the sections have cooperated wholeheartedly in our efforts to curtail obligation funds during the liquidation period.

During the month the Finance Officer devoted considerable time to property activities in conjunction with the visit of Mr. Harold L. Byrd and Mr. Sol L. Elnast between February 6th and 23rd.

3. Supplies and Materials Needed: None.

4. Problems Considered:

Looking forward to the relocation of our resident staff, considerable thought is being given to streamline and simplify our procedures to get the job done with the smallest number of people.

5. Plans for Next Month:

A complete post audit of our allotment ledgers are being completed and a review of our unliquidated obligations is being made to effect cancellations of open balances.

As soon as the revised accounting forms are received, our balances will be transferred to the new forms and will then be complying, in practically all respects, with the instructions outlined in the new Finance Handbook.

6. Recommendations and Suggestions to the Project Director:

None.

Doren B. Joyce
Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Nlesse
Assistant Project Director
Administrative Management Division

FROM: Melvin H. Robins
Property & Whsing Officer

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service) 9
- B. Temporary employees (civil service) None
- C. Evacuee employees 36
- D. Progress of Staff Relocation:
- a. Indefinite leave during month 1
- b. Seasonal leave None
- E. Evacuee vacancies on staff None
- F. Narrative statement of Personnel Problems:
No comments.

2. Main Activities During Month:

On February 6 Mr. Harold L. Byrd and Mr. S. L. Zimmet arrived on the project from the Washington office and remained here until February 23. During their stay here much help was given to the property control and warehouse unit, especially in regards to the handling of minor equipment. A number of meetings were held with the heads of other divisions in which property procedures and problems were discussed. This dissemination of information will help a great deal in making people property conscious. Mr. Byrd and Mr. Zimmet spent two or three days in our office

actually reconciling our stores record cards against a recent inventory which had been taken. Undoubtedly the help and information given by these men will provide the impetus to better work in the property control and warehouse unit.

Several large lists of surplus property have been forwarded during the month to our Washington office. These lists include farm machinery, tractors, seeds, lumbers, and other building materials.

3. Supplies and Materials Needed: No comment.

4. Problems Considered:

In addition to the work that has been done in changing our system of control on minor equipment, we have done considerable work on preparing inventories and estimates of materials on hand and materials that will be needed during the next year.

5. Plans for Next Month:

It is anticipated that during the next month we will make several carload shipments of surplus property from this project. In addition to the L.C.L. shipments everything possible is being done to streamline our shipping procedures and to facilitate the storage of surplus property.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

No comment.

Melvin H. Robins
Property & Whsing Officer

MHRobins:mt 3/3/45

CENTRAL UTAH PROJECT
TOPAZ, UTAH

Procurement Unit
March 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Asst. Project Director

FROM: Procurement Unit

SUBJECT: Monthly Report

1. Personnel Status:

A. Permanent employees (Civil Service)	_____	2
B. Temporary employees (Civil Service)	_____	0
C. Evacuee employees	_____	3
D. Progress of Staff Relocation:		
(1.) Indefinite Leave during month	_____	0
(2.) Seasonal Leave	_____	0
E. Evacuee Vacancies on Staff	_____	0
F. Narrative Statement of Personnel Problems:		
The Procurement Unit has been fortunate in maintaining a full complement of resident employees and the work is being handled on a current basis.		

2. Main Activities during month: An invitation to bid was prepared and distributed, covering the proposed leasing of Project Agricultural land. A bid was also prepared and distributed covering the sawing of approximately 230,000 FBM of dimension lumber - however only two bids were received and the prices quoted were far in excess of the estimated cost. Negotiations are now under way to obtain a saw to do this work at

the project - or hauling of the lumber to Salt Lake where the sawing would be done by a custom mill at prices set by the O.P.A. This will effect a saving of approximately \$1000.00 as compared with the lowest bid received as the result of the invitation to Bid described above.

3. Supplies and Materials needed: Necessary stationery and Forms are on hand to cover all requirements of the unit to at least June 30th, 1945.
4. Problems considered: In view of Mr. Myer's letter of February 12, regarding the necessity of obtaining prior Washington approval before certain purchases can be made - it is recommended that all project personnel who originate requisitions, be given a copy of Mr. Myer's letter and their attention called to Paragraph 5 on page four which refers to collection from the responsible employee, if materials are ordered when there is a supply already on hand or a substitute that could be used.

William W. Hunter
Sr. Procurement Officer

WWHUNTER/mn
3/2/45

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 892
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 11
 - b. Seasonal leave, 1
- E. Evacuee vacancies on staff, none
- F. Narrative statement of Personnel Problem:
 - a. Eleven dining halls are now down to, or under the quota set by Washington. Eight dining halls have only one in excess of the allotment. Relocation in March should bring the dining halls all within the Washington quota.
 - b. The Administrative Dining Hall will lose four of its staff members during the month of March, including the chef.

2. Main Activities During Month:

- A. The mochigome rice, which was to have been for New Year's Day, was served February 11 at all dining halls.

B. Mr. Dillon S. Myer visited the project February 22, 23 and 24 and visited the cold storage plant and butcher shop. He said he was very well pleased with the conditions found and commented on the fine appearance of the meat and the way it was stored.

C. The Chief Project Steward made a trip to Ogden and Salt Lake City and contacted the Quartermaster Market Center at Salt Lake and the Ogden Depot at Ogden regarding subsistence requisitions.

3. Supplies and Materials Needed:

A. Fifty barrels of soap powder was ordered so that the large supply of trisodium on hand in the warehouse could be mixed and used as a dishwashing compound.

4. Problems Considered:

A. The closing of warehouse 104 for the Evacuee Property Section will be made in the next 30 days. This will give the Evacuee Property Section two of our warehouses, #107 and #104, which are directly opposite each other, and in this way will be more satisfactory for the Evacuee Property Section.

5. Plans for Next Month:

A. Plans for next month will be developed as soon as the Chief Project Steward returns from the meeting at Denver on March 10.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

A. The Chief Project Steward will try to present at the Denver meeting some alternative plan for the closing of Mess Operations at our center rather than the mandatory procedures outlined by Washington.

Roy P. Stahl
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

Topaz, Utah

MEMORANDUM TO: Gilbert L. Niesse
Administrative Management Division

FROM: Office Services Section

SUBJECT: Narrative Report for February 1945

1. Personnel Status:

- A. Permanent Employees, Civil Service 6
- B. Temporary Employees, Civil Service 0
- C. Evacuee Employees 12
- D. Progress of Staff Relocation
 - a. Indefinite Leave during month 1
 - b. Seasonal Leave 0
- E. Evacuee vacancies on staff 0
- F. Narrative Statement of Personnel Problems.

During February, the appointive personnel turnover has exceeded that of any other month. Two new appointments were made and two new replacements are pending.

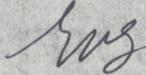
- 2. Main Activities: As usual.
- 3. Supplies and Materials Needed: None other than usual office supplies.
- 4. Problems Considered:

Once more, may I suggest that the mimeo office be moved into the annex as soon as possible. Probably with the center's closure approaching, more and more mimeographing work will be requested, and the nearer the office is to the supervisor, the faster and better the output of work. Especially since the one relocatee from this section during February was the former chief of the mimeo unit, whose faithful service will be sorely missed.

2.

5. Plans for next month: Only routine work.

6. Recommendations and Suggestions: None.


Eralia V. Gonzales
Office Manager
Office Services Section

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Personnel Transactions Section Report for
February 1945

1. Personnel Status:

A. Permanent employees (civil service)	<u>3</u>
B. Temporary employees (civil service)	<u>0</u>
C. Evacuee employees	<u>6</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>0</u>
E. Vacancies on staff	<u>0</u>
F. Narrative Statement of Personal Problems:	

During the last month the position of Personnel Officer has been vacated by the transfer of Mr. George H. Lafabregue to Seattle, Washington as Relocation Adjustment Advisor, P-4, \$4600 top of the grade. Notification from the Washington office has been received abolishing the position.

2. Main Activities During Month:

Miss Margaret DeRieux, Procedures Officer, from the Washington W.R.A. office visited this center and has been of invaluable help through the recommendations in her memorandum pertaining to procedures that were incorrect or were not being carried out, which she submitted to Mr. L. T. Hoffman, Project Director.

During the month of February there were eleven new appointments and four separations made for the appointed staff.

3. Supplies and Materials Needed:

None

4. Problems Considered:

The appointed staff is apparently still unstable as desirous of obtaining positions with other agencies.

It will again be necessary for additional appointed staff to be recruited for the units, Welfare and Relocation. The position of Community Activities Supervisor has been vacated due to the induction of Mr. Lawrence Horton into the Armed Forces. We will undoubtedly need the assistance of the Washington Office in recruitment of qualified personnel for these units.

5. Plans for Next Month:

Emphasis will be placed on reaching the personnel ceiling for the appointed staff. There seems to be no doubt that the necessary appointed personnel can be obtained through either recruitment locally or with the assistance of the Washington office.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

Raymond M. Almquist
Personnel Transactions Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niese
Assistant Project Director
Administrative Management Division

SUBJECT: Monthly Narrative Report
Evacuee Placement Section Report for
February 1945

1. Personnel Status:

C. Evacuee employees	<u>9</u>
D. Progress of Staff Relocation	
a. Indefinite leave during month	<u>1</u>
E. Vacancies on staff	<u>2</u>

2. Main Activities During Month:

In accordance with the recommendation made at the Denver conference, the files of sick and vacation leave records were transferred to the Finance Unit. This action will prove helpful in speeding up the processing of the evacuee payroll.

The freeze on new assignments to the Mess Management is still being maintained but the number of terminations due to relocation has been small, due to the fact that 50% of the workers are women and the males are predominantly Issei.

56 new assignments, 7 transfers, and 132 separations were made during the month. 54 of the termination were due to relocation.

Taking into consideration the inclement weather, progress has been made during the past month on the laying of the new water lines. A crew of fifty men have been assigned to this work, and it is estimated that the job will be completed by the end of March.

3. Supplies and Materials Needed:

None

4. Problems Considered:

At the Central Utah Project we have established a central Diet Kitchen, and all patients released from the hospital requiring a special diet are served their meals at that kitchen. The workers in the kitchen are under the direct supervision of the appovative Dietician and we have requested in our fourth quarter budget that the workers in the Diet Kitchen be allocated to the Health Unit instead of the Mess Management Section.

5. Plans For Next Month:

A meeting of the Manpower Commission will be called upon the return to the Project of the Chief Steward, now in conference at Denver, at that time it is hoped that a decision will be reached in respect to the closing of mess halls serving less than 125.

6. Recommendations and Suggestions to the Project Director on needed changes in Policy or Procedures:

None

William J. Campbell
Asst. Personnel Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

February 26, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

FROM: Statistics Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) 0
- C. Evacuee employees 20 (6 of which are P.T.)
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 2
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 2
- F. Narrative Statement of Personnel Problems:

The Section lost its Chief Statistical Clerk, Miss May Yamada, and a Statistical Clerk, Mr. Dennis Honda to terminal departures. The budget request for evacuee personnel for the 4th quarter was reduced to 19. Vacancies under "E" are based on that figure.

2. Main Activities During Month:

- a. Preparation of December 31 Roster which will be completed and forwarded to Washington by the end of the week.
- b. Military Interview

Miscellaneous work connected with listing segregants and excludees.

c. Gate and Population Control

There has been considerable confusion connected with charges for visitors of which appears to be clearing up.

3. Materials and Supplies Needed:

None

4. Problems Considered:

Accounting for Population

While the December 31 Roster was being typed, an intensive search on population records has been made to determine the cause of a difference of two individuals on the number of persons on Roster and the Balance Sheet (name by name accounting) for the population as of December 31. During the past week, it has been found that one of the differences was due to a duplicate on the Roster which was carried under an "alias". The search is continuing for the other.

5. Plans for Next Month:

Completing quarterly summaries of population for the four quarters of 1943. Planning and activating a Central Evacuee Case File.

6. Recommendation and Suggestions to the Project Director on needed changes in policy or procedures:

None

Grant R. Bowen
Statistician

GRB:ak

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah
June 30, 1945

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

JUN 30 1945

FROM: Gilbert L. Niese
Assistant Project Director
Administrative Management

SUBJECT: Monthly Narrative Report--June 30, 1945

I am attaching narrative reports for the month of June for the various sections of the Administrative Management Division and I am also giving you below, my comments concerning certain activities.

1. Personnel Management Section:

This section appears to be functioning satisfactorily even though there has been a complete turn-over in appointed personnel during the past several weeks. Mr. Herman C. Kimball, Assistant Finance Officer assumed duties of Acting Personnel Officer June 1, and since that date has demonstrated exceptional ability in organizing the work of the section. The responsibilities which were assumed by the Assistant Project Director as a result of the departure of the Personnel Officer, the Assistant Personnel Officer, and the Transactions Officer have now been transferred to the new personnel of the section, which consists of Herman C. Kimball, Acting Personnel Officer, Mrs. Laura Schutte, Personnel Transactions Officer, and Mrs. Marie McConnell, Personnel Clerk.

Miss Elizabeth Nicholson, who was on detail from the Personnel Management Section in Washington for several weeks returned to her headquarters June 18. Miss Nicholson worked studiously and untiringly during the entire period of her detail and her services were greatly appreciated.

Two representatives of the Manpower Priorities Committee, of the War Manpower Commission, of Salt Lake City, who visited the Project June 20 and 21 at our request, observed various operations and reviewed our personnel requirements. Statistical information was furnished them in addition to that which had previously been supplied.

The Committee met on June 22, and the following action was taken: (Personnel Ceiling authorized to June 15, - 161)
(Personnel Ceiling, reduced June 16, to - 130)

New Ceilings Established:	June	170
	July	180
	August	190
	September	200

The present ceiling established by the Washington Office (WRA) is 170. Our budget request for the first quarter of the 1946 fiscal year covers 206 positions. When our anticipated accelerated relocation program gets under way there will be definite need for additional personnel and we will then request the Washington Office to increase the present personnel ceiling.

Critical vacancies now existing have been listed with the Civil Service Commission in Salt Lake City and Mr. Kimball and I plan to visit the Commission's Office the second week in July to recruit personnel.

It becomes more evident that we will face a major task in filling new positions and effecting replacements for those employees who resign, since we can offer only a limited period of employment. Our critical days are fast approaching and I believe the Washington Office should give some consideration to effecting details of personnel from other Federal Agencies, especially to fill certain positions in the Finance Section where a knowledge of Government procedures is an absolute necessity.

2. Mess Operations Section:

During this month Mr. Laurence Jones, Project Steward and Mr. Shelton T. Barlow, Storekeeper, resigned. Mr. Edward D. Hayes, a new employee, has replaced Mr. Barlow and Mr. Leo Massey will report for duty as Project Steward the first week in July.

Kitchens #8, 41, and 7 were closed during the month of June in accordance with our previous announced policy for the systematic closing of kitchens. Detailed instructions for closing, such as taking of inventory, turning off water, transfer and termination of workers, has been covered in a mimeographed letter, and copies furnished the Block Managers, Chefs and others concerned. (See copy attached) At present there are 31 kitchens in operation. Kitchen #5 is scheduled for closing July 1, and kitchen #6, 19, and 40 will be scheduled for closing about the middle of July. In view of our anticipated accelerated relocation it is estimated that we will have not more than 15 kitchens in operation by the middle of August.

3. Office Services Section:

There has been almost a complete turn-over in appointed personnel in this section during the past several weeks. Mrs. Eralia Gonzales, who has been Office Manager since November 1943, transferred to a secretarial position and she was replaced by Mrs. Ruth C. Baumgartner. This section is operating satisfactorily under the supervision of Mrs. Baumgartner.

4. Postal Services Unit:

Mr. Hideo Iyeki (issei) who has been Post Office Supervisor since September 1942 resigned this month to relocate. He has been replaced by Eddie Kojimoto.

At the present time we are delivering first class mail direct to the apartments, and second, third, and fourth class matter to the Block Managers Office for subsequent distribution. Due to anticipated loss of Post Office workers it will probably be necessary to make delivery of all classes of mail (except C.O.D., registered and insured mail) direct to the Block Managers; this change will probably occur during the month of July.

5. Procurement Unit:

Mr. William Hunter, Procurement Officer, who has been on detail to the Poston Center for the past two months returned to the Center June 26. He is scheduled to leave on detail to the Minidoka Center the first week in July. Mr. David E. Davis, Assistant Procurement Officer will continue to supervise the activities of this unit.

6. Storage of Property:

Since our warehouses are practically filled to capacity, we will start using closed dining halls for storage of surplus WRA property and Evacuee Property.

7. Finance Section:

This section continues to operate satisfactorily, however it is evident that we will be facing a somewhat critical personnel situation as we lose experienced resident workers.

Mr. Boyce continues to exercise supervision over the operations of the Property Control and Warehousing Unit in addition to those of the Finance Section.

Gilbert L. Niese

Gilbert L. Niese
Asst. Project Director
Admin. Mgmt. Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 29, 1945

TO THE EMPLOYEES OF THE RESIDENT SECTION OF THE TOPAZ POST OFFICE

As all of you know Mr. Hideo Iyeki, who has been in charge of the Resident Section of the Post Office since September 1942 is resigning from his position and relocating. From the time we initiated mail service within the Center, Mr. Iyeki has worked conscientiously and faithfully in providing a vital service to the residents. The successful operation of the Post Office has been due, in a large measure, to the sincere efforts and cooperation of his co-workers.

Mr. Osuke Takizawa is taking the place of Mr. Iyeki for a short period, however, he also will resign from his position July 3.

We are designating Mr. Eddie H. Kojimoto as Acting Post Office Supervisor, effective Wednesday, July 4. I believe the staff of the Post Office will accord Mr. Kojimoto the same kind of cooperation extended Mr. Iyeki and that we will continue to effectively render a vital service to the residents of our community.

Gilbert E. Niess
Gilbert E. Niess
Assistant Project Director

cc: Mr. Mas Yamahara, Chairman Community Council
Mr. Tamaki Matsuno, Acting Chairman Block Manager
Mr. Cleo Whicker, Superintendent United States Post Office
Topaz, Utah

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 9, 1945

OFFICE LETTER 50

SUBJECT: Promotional Policy

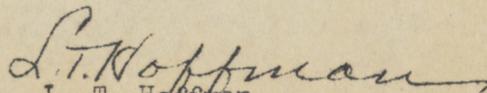
It is the policy of the Central Utah Center to fill all vacant positions in so far as possible from within its present staff. Each employee has the right to make application for any position listed as a vacancy, provided he meets the minimum qualifications listed for the position. Promotions and reassignments will be made on the basis of merit and qualifications. If no present employee is qualified for the listed vacancy, outside recruitment will be made..

Vacancies shall be announced by posting notices on bulletin boards in the Administration Building and Administration Dining Hall, containing the title, grade, and salary of the position as well as a description of the duties and desirable qualification requirements with instructions for qualified persons to make application within a specified time.

Employees who believe they are qualified are urged to apply in writing to the Personnel Office for such positions. If necessary the Personnel Office will request amplification of the application Form 57 already on file in the office. In addition to persons who make formal application, the Personnel Officer will also review the Forms 57 of other persons presently employed whom he believes may be qualified.

The Personnel Officer will select the three top ranking applications and submit them to the Chief of the Division in which the vacancy exists. Selection of the best qualified individual will be made by the Division Chief. The rejected applicants will be notified.

It is considered normal and desirable for an employee to seek advancement. An employee who applies for another position, will not by such application jeopardize his relationship and standing with his present supervisor.


L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 13, 1945

MEMORANDUM TO: Mr. L. T. Hoffman
Project Director

FROM: Gilbert L. Niesse

SUBJECT: Closing of Dining Halls

As a result of conferences with the Project Director, the Chief Project Steward, the Assistant Project Director, Operations Division and other interested personnel, the following procedure has been agreed upon as outlined below in connection with the closing of dining halls.

Plan for Closing Dining Halls

Dining halls will be closed in accordance with Washington policy and will follow the geographical plan which was approved by the Project Director April 24, 1945. This plan provides that dining halls #9, 10, 11, 12, 13, 14, 29, 30, 31, 33, 34 and 35 will be the last to close as their location is such that they are within one block of any dining hall scheduled for closing; dining hall #1 will be an exception.

Notices Concerning Closing of Dining Halls

Recommendation for closing a particular dining hall will be made by the Chief Project Steward and after approval by the Project Director, notices regarding such closure will be sent to the Chairman of the Community Council and the Chairman of the Block Managers. Notices will be sent at least ten days in advance of the date set for closing. The Block Manager will inform the residents of the closing of the dining hall and that arrangements have been made for proper food service at another designated dining hall.

New Eating Arrangements

The Chief Project Steward will make necessary arrangements with the Chef of the dining hall that will serve the residents of the block where the dining hall will be closed. The Chef will be informed of the number of additional workers which will be allowed in accordance with established dining hall quotas. Additional food, supplies and equipment will also be furnished the kitchen.

Transfer and/or Termination of Workers

A memorandum will be sent by the Chief Project Steward to the Chef and

other workers of the dining hall to be closed informing them of the closure date and the opportunities existing for transfer of workers to other dining halls and units. The Steward and the Chef will determine jointly the number of workers that will be temporarily retained in the dining hall after the closing date to effect clean up of the kitchen. Workers not transferred to other dining halls or units will be terminated.

Traffic Control

As a safety measure the Internal Security Section will provide adequate control of traffic during meal hours when residents are crossing streets to dining halls. "Caution" signs will also be installed in the closed dining hall areas.

Inventory of Equipment

Inventory will be taken of all major and minor equipment in both the Dining Hall and Kitchen. Determination will be made by the Chief Project Steward as to, (1) the equipment which will be transferred to other kitchens, such as tables, dishes, silverware, kitchen equipment, etc., (2) the equipment that will be transferred to the Property Control Unit, and (3) equipment that is recommended for salvaging (such as dining hall tables, work tables, etc.). Equipment which is charged to Mess Operations Section and which finally cannot be located will be covered by Survey Report upon recommendation of the Chief Project Steward. The Steward will make recommendations to the Survey Board concerning unusable equipment.

Storage of Equipment in Kitchens

The following equipment will remain in the kitchens unless special arrangements are made to have it moved elsewhere:

Refrigerators, kitchen ranges, water heaters, hot water tanks, sinks, meat blocks, shelving in storeroom, stove pipes and smoke hoods. (Outside loading platforms will remain in place)

Refrigerators

Refrigerators will be disconnected and will remain in the kitchen. Cleaning of the refrigerators will be performed by the kitchen crew; disconnecting, servicing and blocking will be performed by the Engineering Section.

Kitchen Ranges, Water Heaters, Hot Water Tanks and Sinks

Kitchen ranges, water heaters, hot water tanks and sinks will remain in the kitchen. The Engineering Section will shut off and drain water from the heaters and tanks and service them; kitchen ranges will be cleaned, oiled, serviced and placed in "stand-by" condition by Engineering Section.

Air Coolers

Air coolers will be removed by the Engineering Section and any change in property accountability for them will be handled by that Section.

Electricity

Electricity service will be left on until determined by the Assistant Project Director, Operations Division, that it is no longer required.

Partition Between Dining Hall and Kitchen

The Engineering Section will install partitions between the dining hall and the kitchen. Materials which can be salvaged from dining hall tables will normally be used for this purpose.

Windows and Padlocks

The Engineering Section will board up the kitchen windows and install hasps and staples on the kitchen doors. Padlocks will be placed on the doors by the Property Control and Warehousing Unit, which unit will have custody of the equipment remaining in the kitchen.

Salvaging of Dining Hall Tables, Kitchen Work Tables and Other Shop-Made Items of Equipment

When dining hall tables, kitchen work tables and other shop-made items of equipment is recommended for salvaging, and the Survey Board approves such recommendation, the Engineering Section will perform all necessary salvaging operations including the removal of salvaged materials to the salvage yard.

Kitchen Clean Up

The kitchen crew will perform a general clean up of the kitchen, including such operations as removal of ashes from stoves; removal of kindling and coal; cleaning kitchen utensils, refrigerators, sinks and other equipment.

Custody of Equipment Stored in Kitchens

The Property Control and Warehousing Unit will have custody of the refrigerators, ranges and other equipment remaining in the kitchens and will retain the keys to the padlocks on the doors of the kitchen.

Use of Closed Dining Halls

After the building has been partitioned the Dining Hall section will normally be available for use by the residents for block functions and the

Block Manager will have custody of this section of the building and any equipment therein. If it is necessary that a particular dining hall be used as a warehouse for the storage of property the Chairman of the Block Managers will be advised accordingly, and the Property Control and Warehousing Unit will have custody of the building.

Gilbert L. Niese

Gilbert L. Niese
Assistant Project Director
Administrative Management Div.

Approved:

L. T. Hoffman

L. T. Hoffman
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 8, 1945

MEMORANDUM TO: R. E. Bell
R. P. Sanford

SUBJECT: Handling of Telegrams addressed to Residents.

This will confirm our discussion of June 7, 1945, concerning the new procedure for handling telegrams addressed to Residents.

1. TRANSMISSION AND DELIVERY OF TELEGRAMS FROM DELTA TO TOPAZ

The Western Union Telegraph Co.'s Agent at Delta will, upon receipt of telegrams promptly telephone them to the Project. In those cases where telegrams are ready for transmission to Topaz at the time the Salt Lake-Delta Freight Line Bus is ready to leave the Railroad Station for Topaz, the telegrams may be given to the bus driver for delivery to the project.

2. DELIVERY OF TELEGRAMS TO RESIDENTS

- (a) Telegrams received at the Project during regular business hours, 8:00 A.M. to 5:45 P.M. Mondays through Fridays and 8:00 A.M. to 12:00 noon on Saturdays will be delivered by a driver from the Motor Pool. There will be one delivery in the morning at 10:00 A.M. and another delivery in the afternoon at 3:00 P.M.
- (b) Telegrams which are received on Saturdays between 12:00 noon and 4:00 P.M. will be delivered via automobile by an employee of the Motor Pool, who will pick up the telegrams at the Telephone Office at 4:00 P.M.
- (c) Telegrams received on Sundays will be delivered via automobile by an employee of the Motor Pool. Telegrams will be picked up at the Telephone Office at 10:00 A.M. and again at 4:00 P.M.
- (d) Every night, including Sunday, an employee of the Internal Security Section will call at the Telephone Office at 10:00 P.M. and will deliver any telegrams which are on hand at that time.

In those cases where emergency telegrams are received by the Telephone Operator between 10:00 P.M. and 8:00 A.M. the operator will telephone the Internal Security Section and request the delivery of the telegram.

3. DELIVERY OF TELEGRAMS TO ADDRESSEE'S APARTMENT

Telegrams will be delivered direct to the addressee's apartment. If the resident is not at home a notice will be placed on the door requesting the resident to call at the telephone office, Administration Building A for the telegram.

The above procedure will be placed into effect Saturday, June 9, 1945.

Gilbert L. Niese
Assistant Project Director
Administrative Management Division