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# FINANCE SECTION

Connolly 4600

Goetting 3800

## Budget & Accounts

Haggerty 3400

### General Ledger

Greiner 2600

Sam  
Virginia  
1 other

### ALLOT Ledger

Powers 2000

Young 2000

Mieko  
2 others

Andresen 2300

## Expenditure Analysis

Weiler 3200

Johnson 2600

Stewart 2100

6 evacuees

4 " leave  
2-15-45

## Audit & Examination

Cobb 3200

Hope 2900

### Payroll

Ingraham 2000

6 evacuees

### Examination

Shapley 2000

5 evacuees

Mr. Lepian

FINANCE SECTION

J. E. Connolly - Finance Officer	- CAF 12
R. C. Goetting - Asst. Finance Officer	- CAF 11
Vacancy - Secretary	- CAF 4

Accounts Unit

Expenditure Analysis Unit

Audit & Examination Unit

D. J. Hagerty - Fiscal Acct.	- CAF 9
Vacancy - Secretary	- CAF 4

H. T. Weiler - Cost Accountant	- CAF 9
J. J. Johnson - Jr. Cost Acct.	- CAF 7
K. C. Stewart - Timekeeper	- CAF 5

N. Cobb - Auditor	- CAF 9
F. Hope - Asst. Auditor	- CAF 7
Vacancy - Secretary	- CAF 4

General Ledgers

H. Greiner - Jr. Fiscal Acct. CAF 7
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Allotment Ledgers

Vacancy - Acct. Clerk	- CAF 5
Young - Acct. Clerk	- CAF 5

V. Andresen - Agent Cashier - CAF 6
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Payrolls

Ingraham - CAF 5
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Vouchers

C. Shapley - CAF 5
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Air Mail

WRA

Colorado River War Relocation Project  
Poston, Arizona  
May 22, 1942

Commissioner of Indian Affairs  
Washington D.C.

Attention: Mr. W. Barton Greenwood, Finance Officer

Dear Mr. Greenwood:

This will acknowledge receipt of your telegram dated May 20, with regard to additional funds for use on the Colorado River War Relocation Project and requesting additional information in connection with our estimate and justification for Fiscal Year 1943.

Our first reaction to your request was that you had not received the estimate submitted from this office covering estimated 1943 requirements, inasmuch as we broke the estimate down in as much detail as was possible. About the same time however, we received a copy of the First Assistant Secretary's letter addressed to the Director of the War Relocation Authority with which was submitted both the 1942 and 1943 estimates. Items were included for travel, transportation, communication, rental and utilities, supplies and materials and equipment. Under each of the major activities the justification included as much additional information as it has been possible to compile.

Since the operation of this project is only beginning and no further statistical data has been made available to us we are in no better position at this time to compile further detailed information without spending a great deal of time and effort which is of necessity concentrated on current problems which are developing each day at the camp site. We believe that the Bureau of the Budget and the Congressional committees will realize the magnitude of the situation, the lack of adequate facilities and personnel and will be willing to appropriate funds based on our justification as submitted.

In the meantime every effort will be made to compile additional data and as information is obtained which we think will be of benefit to you, we will transmit it by airmail.

Should it develop that you did not receive our 1943 estimate and justification please advise by wire and a copy will be forwarded to you immediately.

Sincerely,

A. W. EMERSON,  
Chief Administrative Officer

AWH/hc c/c Ralph Gelvin  
c/c E.R. Fryer, Regional Director  
c/c H. Wade Head, Project Director

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*My head*

Colorado River War Relocation Project  
Poston, Arizona

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AIR MAIL

October 19, 1942

Mr. W. B. Greenwood,  
Indian Office,  
Chicago, Illinois.

Dear Mr. Greenwood:

I hardly know where to begin in describing our current situation and in asking various questions which we have need of definite immediate answers, but I will begin by a review of the 1943 fund situation and the condition of the allotment ledgers unpaid obligations, etc. I will transmit a copy of this letter to Mr. Emery for his information.

As you are, of course, aware we received our first quarter allotment after the first quarter expired, or October 8. Up to this time it had been necessary to book all obligations during the period June 19 to October 7 against the 1942-1943 allotment. We were in the red a considerable sum of money, the exact amount of which I cannot tell you on account of the condition of the records but it was several \$100,000.00. We reserved only about \$20,000.00 in disbursing officers cash and disbursed most of the cash for the purpose of meeting the Caucasian and evacuee payrolls. I have asked for an estimate as to the amount of these services and in the absence of accurate information I can say that I believe this amounted to approximately \$150,000. from July 1 to September 15. The Caucasian payroll for the last half of September was scheduled against the 1943 allotment.

The first work that must be accomplished now is to begin adjusting between the 1943 appropriation and the 1942-1943 fund. In accordance with our understanding, while I was in Washington, I will begin doing this by first preparing adjustment vouchers for the payrolls charging the 1943 appropriation and crediting the 1942-1943 fund. We will inform you by air mail of the deposit to the credit of the 1942-43 account in order to facilitate the immediate advance of cash by the Chief Disbursing Officer to the Los Angeles Regional Disbursing Office. This will be absolutely essential since we are withholding payment of

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#2. Mr. Greenwood. 10/19/42.

obligations incurred prior to July 1 on account of lack of cash in the 1942-1943 fund. I might say in passing that our creditors are beginning to be somewhat insistent that we meet our obligations. In the mean time, we will proceed to make the other adjustments of obligations incurred subsequent to July 1 by preparing adjustment vouchers Form 1080 operating to charge the 1943 and crediting the 1942-1943 fund. Further, we are proceeding post-haste to schedule unpaid vouchers covering obligations incurred since July 1 in order to liquidate as many of our obligations as possible.

In the mean time, due to the confusion which exists in the accounting section and disbursing sections in the maintenance of the allotment ledger accounts by activities "Objective Classification" we cannot say definitely how much money has been obligated by each division for specific objects nor in turn what the unobligated balances are for the first quarter. The work of adjusting the two (2) funds, recording all obligations and making current adjustment is going forward, and although it will be a tremendous task, there is nothing about it which is so complicated that it cannot be accomplished. It will take time.

In the mean time, we are in doubt as to whether the unobligated balance remaining in the 1943 appropriation for the first quarter is available for incurring obligations during the period October 1 to December 31. I have issued instructions to the Fiscal Officer and the Chief of the Accounting Section to record no obligations or transactions which have occurred since October 1 in the allotment ledger pending receipt of advice from your Office. As a matter of fact, of course, we have not as yet established our allotment ledger for the first quarter, having only received the "Advice of Allotment" on October 16. We are proceeding on the basis that it will be necessary to establish a separate allotment ledger for each three (3) months period and that money can be transferred from one quarter to the other only on the basis of authority by your Office. In the mean time, please telegraph this office as to whether unobligated balances remaining in the first quarter allotment will be available for expenditure during the ensuing period.

In direct relation to the Budget comes the problem of finally agreeing on the Caucasian personnel for the Project. Hardly a day passes that someone does not come in for the purpose of revising the personnel organization of some division with the request that numerous positions be added and in most instances with no other positions to substitute. Our only salvation is to make use of money authorized under 01, Personal Services,

#3. Mr. Greenwood. 10/19/42.

appropriated for the Public Works Branch and which will not be used by them. Distributing this money to Ol, Personal Services, of other branches, divisions and sections will mean transferring money from Ol, Personal Services, under Public Works to Ol, Personal Services, under Administrative Expenses, Recreation and Welfare under the Community Services Branch, the Fire Department, the Police Department, Employment and Placement and the Bureau of Sociological Research. There were, of course, a few positions at lower grades authorized in the Budget under Administrative Expenses which will contribute toward the financing of these divisions but will meet only a small portion of the actual cost of operation.

We are planning, of necessity, in making use of Lapses to finance positions which will be needed in the various divisions. Unless we are able to use the money which was authorized for a certain position, a portion of which was not used due to the fact that the position has not yet been filled, we are not going to be able to finance the establishment and operation of many of the sections of the organization, which it seems decidedly essential to establish and operate.

We have received your letter of October 12 with regard to the final list including schedules of various positions which have been authorized and which have not been authorized. I have appreciated your situation for some time and have made every attempt to impress upon the division heads and branch chiefs of this Project the absolute necessity for filing with us their proposed programs for the fiscal year 1943 as well as for 1944. There are many legitimate reasons why it has been impossible to compile the necessary information. The press of business in all branches of work is, of course, the main one. It is gradually taking shape, however, and in a discussion with Mr. Edwards regarding the situation we have come to the conclusion that it will probably be possible to transmit the required information to your Office some time during the next ten (10) day period, however, I have become very reluctant to estimate how long it will actually take to complete the job. We spend a full day at the office and usually three or four hours at night in an attempt to keep abreast of current operations. I further appreciate your letter above referred to and the advice to the effect that no further action will be taken on our requests for appointments until you have received the required Budget data.

Due to the limited amount of funds authorized for traveling expenses we are planning to allow the charges against the 1942-1943 appropriation to stand covering the Per Diem of employees detailed to this Project pending permanent transfer.

#4. Mr. Greenwood. 10/19/42.

We have no estimate, as yet, on the Clothing Allowances, Unemployment Compensation and Public Assistance Grants, but we believe that approximately \$500,000.00 will be needed to provide for this type of expenditure. This will mean that an additional \$500,000.00 will be necessary over and above the amount provided for Japanese labor and subsistence. Whether this can be financed in any part from savings from any other activity (which could be only from the Public Works Division) I am unable to say due to our present situation.

We would like to know the status of our requests to have an additional \$530,000.00 transferred to us under the 1942-1943 appropriation in accordance with our understanding with Mr. Barrows. This money will be needed to pay for supplies, materials and equipment which is being acquired for the construction of school buildings, school quarters and for use by the Community Enterprise.

Your early attention to questions raised in this letter will be very much appreciated and we will expect to receive an air mail reply at the earliest possible date. Within the next few days I will make every effort to review our situation with respect to the work being performed in the various sections.

Just to review the situation in a general statement we are at least two (2) months behind schedule with the clerical and accounting work of the Administrative Branch. Our efforts to train Japanese people to do required accounting work has been successful in many instances but much of this work has been lost since about the time the evacuees become partially efficient they are withdrawn from the Project and sent to other areas to secure outside employment.

Sincerely yours,

A. W. Empe,  
Chief Administrative  
Officer.

AME:jbp

cc-Mr. Emery.

Mr. Head.

Mr. Gelvin

Mr. H. W. Smith.

Colorado River War Relocation Project  
Preston, Arizona

June 26, 1942

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Air Mail

Mr. W. Barton Greenwood,  
Finance Officer  
Office of Indian Affairs  
Washington, D. C.

Dear Mr. Greenwood:

We have been very much concerned recently with regard to the allotment of funds for expenditure during fiscal year 1943. The allotment of \$396,000 was received on the afternoon of June 20th. Every effort is being made to obligate this money prior to July 1st. Providing the Education Division is successful in issuing orders for items up to \$161,000, we believe that the amount of the fund will be obligated either through local purchases or in part by the issuance of requisitions against the War Relocation Authority office in San Francisco. We thought that it might be advisable, if necessary, to provide for the retransfer of some of this money to cover items which we could not procure locally on account of lack of priority ratings. Just to what extent it will be necessary to transfer money to the War Relocation Authority, is to be determined.

We have not heard from you with regard to our probable allowances for the fiscal year 1943. Inasmuch as it will be necessary to begin issuing orders very soon for materials and supplies necessary in carrying on operations during the ensuing fiscal year, it will be appreciated if you can inform us as to the probable allowances under each division and if possible, the symbol and title of the appropriation which should be shown on purchase and travel orders, transportation requests and other obligating documents.

Your prompt reply to this letter will be very much appreciated.

Sincerely yours,

W. Wade Head  
Project Director

c/c Mr. C.B. Emery,  
Chief, Fiscal Division  
Mr. H.W. Smith  
Mr. A.W. Emple  
Mr. W.W. Head

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*Mr Head*

Colorado River War Relocation Project  
Poston, Arizona

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September 18, 1942

Memorandum to: H. W. Smith, Fiscal Officer

From: A. W. Emple, Chief Administrative Officer

In a conversation with Mr. Osborne, of the GEM, today I mentioned the difficulty which we are having in receiving and transmitting telegraph messages.

Mr. Osborne suggested that it might be well to investigate the possibility of installing a teletype machine at Parker and one at Poston to be used in transmitting messages between Parker and Poston. He said he would investigate the matter and let me know what the results are. I explained to him that we often times tied up our phone line for a long period of time only to receive messages at Poston after considerable difficulty, whereas, if we had a teletype for transmitting and receiving messages he thought this condition might be alleviated.

In the mean time, I recently addressed a letter to the Finance Officer of the Indian Office requesting that action be taken by the Central Office looking to the establishment of the Western Union Station at Poston.

I hope that in some way we will be able to improve our telegraph situation.

A. W. Emple,  
Chief Administrative Officer.

AW: jbp  
cc-Mr. Head. ✓  
Miss Brereton.

*Sup*

Colorado River War Relocation Project  
Poston, Arizona

December 5, 1942

AIR MAIL

Mr. W. B. Greenwood  
Finance Officer  
Indian Office  
Chicago, Illinois

Dear Mr. Greenwood:

There is transmitted herewith the estimate for the second quarter, Fiscal Year 1943, for the Colorado River War Relocation Project amounting to \$1,872,421 which includes \$3,600 which has been added to cover a deficit which was created in expending money for traveling expenses during the first quarter. While a total of \$17,000 was appropriated for our use during the entire fiscal year, there was \$6,100 of this amount actually obligated during the first quarter. On this basis a drastic reduction will have to be made in the last two quarters of the fiscal year. A total estimate for travel, therefore, \$7,887 will be the required allotment during the second quarter.

In addition to the estimates and justifications by activities for the second quarter, there is also included a statement of unobligated balances remaining under the various limitations included in the allotment for the first quarter of the fiscal year. It will be noted that the total unobligated balance as of September 30th amounts to \$1,761,264.68. You will recall that during the visit you made upon examining the Disbursing Fund Journal we found that a balance then existed of approximately \$2,000,000 in cash.

It should be pointed out that while our books show an unobligated balance of \$1,761,264.68, we must consider the fact that a large number of obligations which were actually incurred during the first quarter were not actually booked by September 30. This is brought about by reason of the fact that many purchases made daily for subsistence and subsistence supplies by the Quartermaster Corps do not reach us immediately, and it is some time before these transactions can actually be booked. Taking these purchases into consideration, and adding approximately \$130,000 as a safety factor, we arrive, roughly, at an unobligated balance on September 30th of \$1,500,000. Since our estimate of second

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quarter needs amount to \$1,872,421 and using \$1,500,000 as the most accurate figure representing the unobligated balance on September 30, we arrive at the figure of approximately \$375,000 as being needed during the second quarter of 1943 in addition to our present allotment. On this basis, therefore, I would like to recommend that a request be made for an additional \$400,000, which when added to our present unobligated balances will, as far as I can see at the present time, serve to meet our entire requirements for the second quarter of this fiscal year.

As quickly as possible we will forward to you a breakdown by activities of the unobligated balances furnished in total only with this estimate.

It should be noted that the Public Works estimate was neither altered nor reduced over the amount originally shown in the Revised 1943 Budget, which you now have in your possession.

Trusting that you will find this information satisfactory and sufficient to meet your requirements, I am

Sincerely yours,

A. W. Empie  
Chief Administrative Officer

Enclosure

AW:MN

cc: Mr. Head  
Mr. Edwards  
Mr. Culbertson

COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

December 31, 1942

Mr. W. B. Greenwood  
Finance Officer  
Indian Office  
Chicago, Illinois

Dear Mr. Greenwood:

Receipt is acknowledged of your telegraphic communication dated December 31 in which you state that it will not be possible to submit the request for our Budget requirements during the period October 1 to December 31, 1942 until you have received an itemization of unobligated balances as of September 30, 1942, a resume of which was furnished with our estimate of second quarter requirements.

The information indicating unobligated balances as of September 30 by activities and objective classes is practically completed and will be air mailed to your office within the next few days. I was greatly relieved to receive your telegram and to know that you had not submitted the request for the second quarter in the amount which we arrived at. I do not know whether you have discovered it but by reviewing the justification under the heading "Japanese Labor, Subsistence, Grants, Etc. Expenses" there was included an item of \$16,980 covering a cost of rations for the entire period whereas this was in reality a daily cost. This figure therefore should have been \$765,780. Theoretically therefore our estimate for the second quarter is \$748,800 short.

I have instructed the Chief of the Accounting Section to immediately prepare a statement to show the unobligated balances, if any, as well as the over-obligations to December 31. This is being done by preparing work sheets upon which will be tabulated all outstanding obligations and liquidations which have not yet been recorded on the books. The status of the appropriation on December 31 will therefore be taken into consideration in furnishing you the unobligated balances on September 30 and our recommendation as to how our second quarter estimate should be revised. There is a possibility that we did not expend as much money as we anticipated would be expended under Public Works during the period October 1 to December 31, however, I believe that it is reasonable to assume that the amount needed for funds will exceed our original estimate of \$1,872,421.

This situation is one of those which can hardly be reasonably explained and one which causes the Project as well as the Central Office a great deal of embarrassment. I am grateful, however, that it did not get any

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further and I will make every attempt to air mail complete information dealing with this subject at the earliest date possible, which I trust will not be later than Saturday, January 2, 1943.

Sincerely yours,

A. W. Empe  
Chief Administrative Officer

cc: Edwards  
Culbertson

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WAR RELOCATION AUTHORITY

WASHINGTON

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Mr. Wade Head  
Project Director  
Colorado River Relocation Center  
Preston, Arizona

Dear Mr. Head:

Reference is made to your letter of August 11, 1943, relative to traveling expenses for evacuees traveling in their own automobiles or traveling with others in private cars.

The estimate furnished appears to be a fair one. It is noted, however, that an allowance of \$3 per day was made to cover meals and lodging.

In a teletype dated August 9, 1943, signed by E. M. Rowalt, this office authorized an allowance of \$1 per meal and \$2.50 per day for lodging.

Very truly yours,

(Signed) Arthur J. Muir

Arthur J. Muir  
Acting Finance Officer

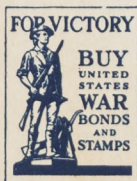
*Travel basis:*

*1 day - 300 miles*

*Child 2 yrs or over \$5.50*

*Under 2 yrs — 3.00*

*JEM*



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Washington, D. C.  
12/31/45 (Backdate) 1/1/43

Incoming Teletype No. 1

Chairman of Community Councils through W. Wade Head  
Colorado River, Poston

The proposal for a national conference of evacuee delegates from the nine centers to meet with the Director and consider problems related to the future of evacuees and other of Japanese ancestry in the United States has been given serious study. As such a conference can do much to improve mutual understanding and cooperation in achieving our common objective, I am planning to set aside a few days in late January or early February for this purpose.

The recommendation made by the community councils at two centers and concurred in by several others, that each center send two delegates, meets with my approval. In addition, we are planning to invite one representative from each of the relocation field areas and two from those areas where the greatest number of former center residents have now settled, namely Salt Lake City, Denver, and Chicago. This will make 30 delegates in all, 18 from the centers and 12 from the field areas.

Of the several cities suggested for the meeting place, Chicago has been decided upon, and arrangements will be made to hold the meetings at 215 West Jackson Boulevard in a special conference room there. Other necessary arrangements will be made locally as soon as we have word as to the number that expect to be there.

As it will not be possible for WRA to pay either traveling or living expenses of the delegates, I would suggest that ways and means of raising the necessary funds to defray their expenses be considered immediately as well as who the delegates are to be and how they are to be chosen. One suggestion is to have one delegate from the council or relocation commission and the other elected from the community at large. My only interest is that, however they are chosen, they represent the community.

Not later than January 10, I should like to have a list of the important questions you feel should be answered at the conference, together with a statement that your center will or will not be represented. Prior to the conference you will also want to agree on, and have ready a list of the major problems facing center residents in terms of their future, as well as specific plans or proposals for creating better understanding and working relationships between the evacuees and the authority.

It is my feeling that we are entering the New Year with a better understanding on the part of the American Public of our mutual problems and objectives than ever before. I hope that the New Year will bring for the many thousands in yours and other relocation communities a resolution to meet our present problems with determination and fortitude.

I am looking forward to meeting your representatives at Chicago the first part of February, the exact dates to be announced as soon as we have your replies.

/s/ D. S. Myer

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COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA  
April 12, 1943

Memorandum to: Manager, Employment and Leave Offices Poston Unit 1, 2, 3,  
From: J. W. Shepard, Acting Fiscal Officer  
Subject: Method of handling application for financial assistance for  
persons leaving on Indefinite Leave

Attached is a sample form of Application for Assistance (Indefinite Leave) when an applicant has come to a decision to leave the project. The manager of the Leave Office, or an authorized assistant, will discuss with the applicant his eligibility for financial assistance as stated in Administrative Instruction No. 45 (Revised) dated March 24, 1943. If it is determined that the applicant is not eligible for assistance, the Manager of the Leave Office, or his authorized assistant, will have the applicant sign the application blank with the notation, thereon, that this grant has been discussed with him (the applicant) and that he is not eligible for, or does not want assistance under the regulations. If it is determined that the applicant is eligible for assistance and wants assistance, the application will be filled out and handled as follows:

With the aid of the Leave Office Manager, or other authorized persons, the applicant will fill out the face of the leave application, filling in all blanks. In case the applicant has no dependents, it should be so stated in the space provided for listing dependent members of the family. In many cases the applicant will have cash due him from the project for unpaid cash advances and clothing allowances. These amounts should be determined by inquiry from the Timekeeping Unit of the Proprietary Accounting Section before making up the application and should be added to whatever other cash resources the applicant may acknowledge. It should be impressed upon the applicant that by cash resources we mean any cash whatever either in hand or in bank which he can obtain for use in paying transportation or subsistence expenses involved in making his change of location. After an application has been fully executed by the applicant, it should be attached to the leave docket and forwarded to the project office for processing.

When the application for leave is received in the project office, it should be routed to the person delegated to compute the allowance. All information required on the reverse of the application under the heading "Computation of Allowance" should be filled in with special attention to accuracy. In accordance with Administrative Instruction No. 45 (Revised) the applicant is entitled to cash advance for himself and for dependents accompanying him when he leaves Poston. In case the dependents are not going until a later date, the applicant is entitled only to cash advance for himself as computed and shown in

in item 9, amount to pay applicant when he leaves Poston. A file should be set up in the Leave Office for applications covering cases in which dependents will leave at a later date, so that when the dependent leaves later, reference may be had to the application covering the amount available for the dependent's expenses. When the computations is completed, the person who made the computations will sign on the line indicated "Computed By" and will forward the application to the person designated to audit the same. This person should check the entire application, including the applicant's statements and the computations and then sign his name on the line indicated "Audited By". The space at the bottom on the reverse side headed "Directors Approval" should be headed "Leave Officer's Approval."

After auditing, the application should be routed to the Leave Officer, or his authorized representative, for his approval in the space provided at the bottom, on the reverse. After being approved by the Leave Officer, or his representative, the application is ready for vouchering. The Application for Assistance will be vouchered on W. R. A. Form No. 77, Voucher for Public Assistance Grant. A voucher should be made up each day covering evacuees who will be leaving Poston the evening of the next day or the morning of the second day. All applications in any one lot will be listed on one voucher by the use of continuation sheet No. 77A. On Form No. 77 "Accounting Classification" at the foot of the sheet will be left blank by the leave office. The Disbursing Office requires the original and two carbon copies of the voucher. The original signed "Application for Assistance" should be attached to the original voucher and one copy of the application to each carbon copy of the voucher. After the voucher has been completed and checked, the person who prepared the voucher should sign on the line provided for that purpose on Form No. 77, and the voucher should then be forwarded for the approval of the Project Director or the person authorized by him to approve these vouchers. After approval by the Director, or his representative, the voucher will be forwarded to the Disbursing Officer for completion and payment to the evacuees.

Until such time as complete arrangements have been made by which we may be certain of having sufficient cash on hand at all times to meet payment of these vouchers, the Leave Office representatives should make no promises that payment for cash can be made to them. The above procedure is stated on the premise that cash is available but it will be necessary for the present, and for an indefinite period, that evacuees provide themselves with enough money for their immediate needs with the exception that we can pay them their February cash advance and their November and December clothing allowances in cash before they leave, and this is the amount which if provided above should be deducted on the face of the application as a part of the applicants cash resources available. This means that the balance shown as payable to the applicant will, for the time being, necessarily be forwarded to him by check from the Regional Disbursing Office: In case an applicant must have his money before he can leave the project, it will be necessary that the Leave Office process his application and forward it through the prescribed channels with the note to the effect that the applicant is going to

await payment before leaving the project, and that it has been explained to him that such payment cannot be made in less than ten days from the date of receipt of the application in the Fiscal Office. Such applications will then be forwarded to the Regional Disbursing Office with a request that the check be mailed to the project. When the check is received here, the applicant will be notified, and the check will be given to him when he calls for it at the Disbursing Office in the Administration Building.

April 13, 1943

Memo to: Division Heads, Section Chiefs, and  
Persons Recording Evacuee time

From: Timekeeping Section

Effective May 1, 1943, paragraph No. VIII of revised instruction No. 10 will supersede all previous instructions. The recording of time will proceed as outlined below:

- A. All time worked each day will be recorded on the Time Record in hours with the restriction, however, that no more than eight hours can be recorded for five days each week and four hours on the sixth day. Any additional hours worked will be credited to compensatory time by the Division Head and no compensatory time maybe accumulated unless approved by Division Head.
- B. Eight hours should be recorded for each worker for each holiday observed, providing he worked the day preceding and succeeding the holiday or was on compensatory leave for those days.
- C. At the end of the month each division will calculate its own Time Records on full-time workers and extend the amount due in the space provided and turn them in to the Timekeeping Section of the Fiscal Division where the extensions and rates will be audited. In the case of part-time workers, the Timekeeping Department will make the extensions and computations.

Scales for each month are being prepared by the Timekeeping Department and will be distributed to the Division Heads and persons keeping time records.

The following symbols will be used in reporting time:

- E - for excused absence without pay
- U - for unexcused absence without pay
- C - for compensatory leave
- S - for sick leave
- H - for holiday observed

Only the figure (not to exceed eight hours) representing actual hours worked, "8", "4", etc. must be used on the top line of the timesheet. In extending on the bottom line, an "X" must be used to indicate a full eight hours credit. For less than a full days time, use figure indicating actual hours worked. This applies to Saturday, on which day 4 hours is the maximum regular time required. Do not record fractional hours.

Use ink or indelible pencil only in recording time.

Note effective date--May 1, 1943.

*C. L. Prather*

C. L. Prather,  
Timekeeping Supervisor.

APPROVED:

*J. W. Shepard*  
J. W. Shepard

Colorado River War Relocation Project  
Poston, Arizona  
June 4, 1943

Memorandum to: All Division Heads and Section Chiefs

From: J. W. Shepard, Fiscal Officer

The Fiscal Division has been recently reorganized involving a consolidation of several units of the Proprietary Accounting Section and the combining of the Fiscal Accounting Section and the Disbursing Section into a single section. The following is an outline of the Fiscal Division organization showing the present location of the various units and appointed personnel in each section or unit.

<u>Office No.</u>	<u>Section or Unit</u>	<u>Personnel</u>
30	Fiscal Officer	J. W. Shepard
38	Fiscal Accounting-Disbursing Section: Fiscal Accounting and Budgetary Control	C. H. Taylor, Chief, Disbur- sing Section L. S. Posey K. C. Stewart
14	Disbursing, Collections Meal Tickets	L. B. Allman, Assistant Chief, Disbursing Section & Agent Cashier Anna Knutsen
Timekeeping Building	Proprietary Accounting Section Cost Accounting ) Property Accounting ) Timekeeping )	T. D. Culbertson, Chief, Pro- prietary Accounting R. C. Goetting D. Chase Charles Goodluck O. L. Prather
Warehouse #1	Stores Accounting Section	John Stalcup
Warehouse #1	Property Custodian	J. F. Reinhardt
17	Routing and Audit Section	W. W. Angel, Chief, Routing and Audit Section H. P. Andresen Thelma Ward T. A. Wilson A. K. New

*J. W. Shepard*  
J. W. Shepard  
Fiscal Officer

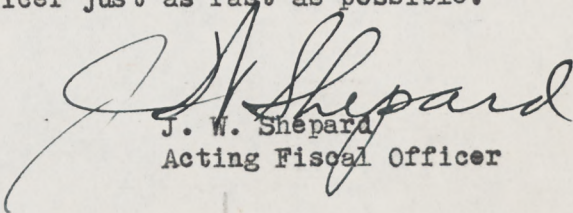
Colorado River War Relocation Project  
Poston, Arizona  
May 25, 1943

Memorandum to: Edward Nossoff, Sr. Administrative Assistant

From: J. W. Shepard, Acting Fiscal Officer

Please refer to my memorandum of May 5, 1943 addressed to Giles L. Zimmerman, Chief, Employment Division. In this memorandum I stated the requirements of the Fiscal Division for processing Travel Assistance Grants for evacuees going out on indefinite leave. I said that in order that the application may be properly processed and in the hands of the Disbursing Officer by the time the traveler calls for his money, we should have at least two days from the time the Leave Office completes the application and forwards it to the Certifying Officer. We have not been receiving the cooperation of the Leave Office in this respect. More often than not, we received the voucher about two hours before the evacuees are to call for their money and in some cases the evacuee comes along with the voucher. I do not feel that I should refuse to certify such vouchers unless I know that the fault is not within our own organization due to delays in forwarding applications after they have been executed by the applicant. In looking over the dates on the applications, I find that some vouchers are applications made over a period of several days. If we are to pay according to the agreement, the leave applications should be vouchered every day and forwarded to the Routing and Audit Section for completion the morning of the day following. That will give the Routing and Audit Section time to complete the voucher and forward it to the Certifying Officer in time, and to the Disbursing Officer, for payment on the second day.

Will you please notify all employees concerned with handling these applications for Travel Grant that they should give first consideration to getting the applications completed, vouchered, and to the Certifying Officer just as fast as possible.

  
J. W. Shepard  
Acting Fiscal Officer

JWS/tk  
cc-W. W. Angel  
C. H. Taylor

*File*

INCOMING TELETYPE

WRA WASHINGTON VIA PX  
JULY 19, 1943 4.39P

WADE HEAD  
WRA POSTON ARIZONA

REURTT JULY 10, ELSEWHERE MEANS ANY PLACE THAT EVACUEES CAN GO. EVACUEES FROM POSTON ARIZONA HOMES WILL BE ELIGIBLE. IF EVACUEES HAVE LEFT PROJECT WITHOUT ASSISTANCE THEY ARE NOT ELIGIBLE.

D. W. HOLLAND

COPY

*for your  
copy memo.  
Roy*

INCOMING TELETYPE

WRA WASHINGTON VIA PX  
JULY 9, 1943 8.18A

WADE HEAD  
WRA POSTON, ARIZONA

FORMER ARIZONA RESIDENTS RESTORED TO PRE-EVACUATION STATUS BY REMOVAL  
OF POSTON AND GILA FROM ZONE NO. ONE AND LEAVING PROJECT TO TAKE UP  
RESIDENCE ELSEWHERE ARE ELIGIBLE FOR ASSISTANCE UNDER ADMINISTRATIVE  
INSTRUCTION NO. 45.

D.S. MYER

COPY

*for your copy  
Briscoe  
my*

C  
O  
P  
Y

INCOMING TELETYPE

JULY 26, 1943

THE CONFUSION EXSIST REGARDING POLICY OF PAYING GRANT TO  
EVACUEES WHO VOLUNTEERED FOR ARMED FORCES. EFFECTIVE  
IMMEDIATELY NO SUCH GRANT SHALL BE MADE

LELAND BARROW

KN

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona  
July 29, 1943

Memorandum to: Giles L. Zimmerman, Chief, Employment Division  
From: J. W. Shepard, Fiscal Officer  
Subject: Use of Government Transportation Requests for Evacuee Travel

A teletype from Leland Barrows, dated July 26, states in part that "effective immediately transportation for evacuee travel shall be purchased through the use of standard Government Transportation Requests."

To put this instruction into effect immediately requires that no more cash or check payments shall be made to evacuees for payment of travel fares, excepting those evacuees who have already left the project and paid for their own transportation. It is understood that applications are on hand for payment to various evacuees who have already departed and we will of course have to reimburse them by check when funds are available.

Applications which are now on hand in the Agent-Cashier's office for payment in cash will be returned to the leave office for revision. These and those which are being held in the leave office should be revised by insertions as shown on the attached forms. Note that insertion (a) only will be used on new applications but that both insertion (a) and insertion (b) will be used on those forms which have already been computed and must now be adjusted.

New vouchers will necessarily be written and approved for the applications on which changes are made.

In accordance with our conversation of this morning you will give us this afternoon a list of those persons who will be leaving tonight and another list of those leaving tomorrow. Each day from now on until further advised you will give us a list of the persons leaving on the day following so that we may have time for preparation of travel requests. These lists should show the following information:

Name of evacuee; Final Destination; Routing; Cost; Transportation Request. You will leave the "Transportation Request" column blank to be filled in by this office.

Mimeographed forms for this daily list will be supplied to you as soon as possible.

As soon as all applications and vouchers have been revised and returned to the Fiscal Division by your office, we shall begin issuing Transportation Requests for each voucher. As we decided yesterday morning these Transportation Requests when completed will be turned over to the Project Leave Office to be issued to the travelers at the same time they get their ration cards, etc. In this way we will be able to tell from your file if any applicants collect their

subsistence money and then do not leave the project.

Further instructions covering future procedure in this matter will be issued soon.

/s/ J. W. Shepard

J. W. Shepard  
Fiscal Officer

Attachments

cc-A. W. Empie

H. W. Palmer

H. M. Knutson

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona  
July 29, 1943

Memorandum to: All Department Heads Within the Employment Division  
Unit Employment Offices, Units 1, 2 & 3  
Mr. Ralph Drennen

From: Giles L. Zimmerman, Chief, Employment Division

Subject: Payment of Travel Expenses Through the Use of  
Government Travel Request

On July 26 we received the following teletype message:

"EFFECTIVE IMMEDIATELY TRANSPORTATION FOR EVACUEE TRAVEL SHALL BE PURCHASED THROUGH THE USE OF STANDARD GOVERNMENT TRANSPORTATION REQUESTS. WHEN EVACUEES ARE TRAVELING WITHOUT ESCORT, THE ISSUING OFFICER SHALL BE THE PROJECT DIRECTOR OR PERSON DESIGNATED BY HIM, PREFERABLY THE HEAD OF THE ADMINISTRATIVE MANAGEMENT DIVISION, AND, IF MORE THAN ONE EVACUEE IS TRAVELING ON THE REQUEST, ONE MEMBER OF THE PARTY SHOULD BE SELECTED TO SIGN AS THE TRAVELER. THE ISSUING OFFICER SHALL SUBMIT TO THIS OFFICE FOR TRANSMITTAL TO THE GENERAL ACCOUNTING OFFICE, VOUCHER FORM 1012 FOR WHICH NO REIMBURSEMENT IS CLAIMED, LISTIN THEREON THE TR-S AND THE POINTS AND TIME OF TRAVEL.

IF THE EVACUEES ARE TRAVELING WITH EXCORT, THE EXCORT MAY SIGN AS THE ISSUING OFFICER AND AS THE TRAVELER AND ACCOUNT FOR THE REQUESTS ON HIS REIMBURSEMENT VOUCHER.

THERE SHOULD BE ATTACHED TO THE VOUCHERS A MEMORANDUM OF AUTHORITY, SIGNED BY AN OFFICIAL AUTHORIZED TO DIRECT TRAVEL, CITING THE FACT THAT THE EVACUEES NAMED THEREON ARE AUTHORIZED TO PERFORM TRAVEL BY COMMON CARRIER BETWEEN DESIGNATED POINTS ON OR ABOUT SPECIFIED DATES.

THE REQUESTS SHALL IN ALL CASES INDICATE THE NUMBER OF PERSONS IN THE PARTY TRAVELING. TRAVEL OF EVACUEES AND ESCORTS SHALL BE CHARGED TO OBJECTIVE CLASSIFICATION 02.2"

SIGNED: LELAND BARROWS

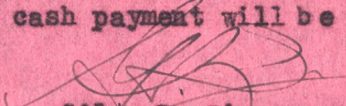
Effective July 29 all applications for travel assistance will be handled under this new arrangement. In the future it will not be necessary to compute the actual travel costs since these will be handled by these Government Travel Requests and they will be computed through the Accounting Department. The subsistence enroute and the terminal cash allotment will be paid in cash as usual as soon as the project receives the necessary funds to meet these obligations. At this time it will be possible for the traveler to receive his travel request certificate 48 hours after his applica-

tion reaches the Project Office. I strongly recommend that persons be encouraged to take advantage of this new system and leave as soon as possible. The cash money due them will be mailed to them at their destination as soon as the necessary funds are received.

We now have a number of applications on hand. All persons who have left this project prior to 8:00 a.m. July 29 will receive the full amount due them by check to be mailed to their destination. All persons who have applied for travel assistance prior to 8:00 a.m. July 29 but who have not left the project as of this time will receive these travel request certificates in lieu of our actual transportation costs. The necessary changes in the applications for this group will be made in the Project Office.

The Unit Office will continue to take the applications as they have in the past. This new method will not necessitate any changes at the Unit level. All necessary changes will be handled in the Project Office.

It will be the individual traveler's responsibility to secure these travel request certificates prior to his departure. If he leaves the project after 8:00 a.m. July 29 and does not secure one of these certificates he does so at his own risk and no cash payment will be made to cover his expenses.

  
Giles L. Zimmerman  
Chief, Employment

GLZ:mf

cc: Mr. Shepard  
Mr. Angel

15

Colorado River War Relocation Project  
Poston, Arizona  
August 5, 1943

Memorandum to: Giles L. Zimmerman, Chief, Employment Division  
Lou E. Butler, Supervisor of Public Assistance  
W. W. Angel, Chief, Routing and Audit Section  
C. H. Taylor, Chief, Disbursing Section  
T. D. Culbertson, Chief, Proprietary Accounting Section

From: J. W. Shepard, Fiscal Officer

Subject: Use of Government Travel Requests for Evacuee Travel

This memorandum supplements the memorandum of July 29 which stated temporary procedure for issuance of Government Transportation Requests for evacuee travel as instructed in teletype signed by Leland Barrows, dated July 26, 1943.

Under this new procedure the present application forms may be used until the supply on hand is exhausted. The only changes necessary on new applications will be to type in "Railroad fare to be paid by Government Transportation Request" immediately above line "1" under "Computation of Allowance," and in the space just below "Computed by" and "Audited by" type "Transportation Request No. \_\_\_\_\_ issued \_\_\_\_\_ 19\_\_\_\_". On the "Supplementary Statement" for dependents requesting their grant, in the space at left of "Signature of Applicant" type:

Payable by Government Transportation Request      \$ \_\_\_\_\_  
Payable by cash or check-----      \$ \_\_\_\_\_

At the bottom of the sheet type "Transportation Request No. \_\_\_\_\_ issued \_\_\_\_\_ 19\_\_\_\_".

On both forms the amount of fare will be shown as in the past but will not be added into the total amount on the original wage earner's application.

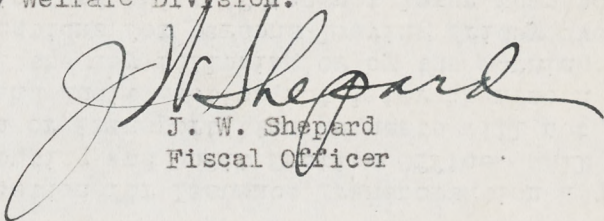
The form attached hereto "Application for Issuance Transportation Requests" will accompany each voucher to the Routing and Audit Section Office. All information called for on this form must be shown or Transportation Requests will not be issued. Applications must be in the Routing and Audit Section not later than noon for those persons departing by evening train of the day following or by the morning train of the second day. For example: applications for persons leaving Friday evening or Saturday morning must be in the Routing and Audit Office not later than noon on Thursday. The Fiscal Division assumes no responsibility for obtaining rates or routings. The original and three copies of this form will be submitted with the voucher. Distribution of these forms will be as follows: Routing and Audit Section retain original and one, forward one copy to Cost Accounting Section and one to Fiscal Accounting Section.

Transportation Requests will be prepared in the Routing and Audit Section and will be signed by Mr. Shepard or Mr. Palmer, or in their absence, by one of the other Certifying Officers. Whenever possible a group of travelers going to the same destination should be covered by one request.

After the Transportation Requests have been written and signed they will be forwarded to the Leave Office for issue to the departing evacuees when they are ready to leave the project. Unissued Transportation Requests will be retained by the Leave Officer and will be checked periodically by representatives of the Fiscal Division.

Standard Form 1012 is to be prepared each month by the officers issuing Transportation Requests. Preparation is to be made in accordance with teletype of July 29, signed by Leland Barrows.

The above instructions apply also to travel grants issued by the Public Assistance Section of the Community Welfare Division.



J. W. Shepard  
Fiscal Officer

cc-A. W. Empie  
W. W. Head

INCOMING TELETYPE

*M. W. A. P.*

COPY

WRA WASHINGTON VIA PX  
AUGUST 8, 1943 8.244

WADE HEAD, WRA POSTON, ARIZONA

THE FOLLOWING POLICIES ARE THE RESULT OF QUESTIONS WHICH HAVE BEEN RAISED REGARDING PAYMENT OF TRAVEL EXPENSES FOR EVACUEES TRAVELING IN THEIR OWN CARS AND TRAVELING WITH OTHERS IN PRIVATE CARS. IT IS THE INTENTION OF THE AUTHORITY TO PAY ONLY SUCH EXPENSES AS ARE NECESSARY IN THE RELOCATION OF THE EVACUEES. IF AN EVACUEE IS TRAVELING IN HIS OWN CAR, HE MAY BE GIVEN A GRANT SUFFICIENT TO COVER ESTIMATED EXPENSES, I. E., GASOLINE AND OIL AND OTHER NECESSARY SERVICE CHARGES DURING THE COURSE OF THE TRIP. HE MAY ALSO BE GIVEN SUFFICIENT FUNDS TO PAY FOR MEALS AND LODGING ENROUTE IN ACCORDANCE WITH THE STIPULATED RATES. IF AN EVACUEE IS TRAVELING WITH OTHERS IN A PRIVATELY-OWNED CAR AND NO EXPENSE IS INCURRED BY HIM, HE SHALL NOT BE GIVEN A GRANT FOR TRANSPORTATION COSTS BUT ONLY AN AMOUNT SUFFICIENT TO COVER COST OF FOOD AND LODGING. IF HE IS TRAVELING UNDER A SHARE EXPENSE PLAN, HE MAY BE GIVEN A PROPORTIONATE GRANT FOR THE AMOUNT OF EXPENSES WHICH ARE TO BE BORNE BY HIM. IT IS THE INTENTION OF THE AUTHORITY TO RELOCATE EVACUEES UNDER THE MOST ECONOMICAL PLAN FOR THE GOVERNMENT THEREFORE, 1. IT IS REQUESTED THAT, EXCEPT IN UNUSUAL CIRCUMSTANCES, ARRANGEMENTS NOT BE MADE FOR TRANSPORTATION COSTS WHICH WOULD EXCEED COST OF COMMON CARRIER. 2. GRANTS TO COVER TRANSPORTATION BY MEANS OTHER THAN COMMON CARRIER ARE TO BE MADE ON THE BASIS OF ESTIMATED COST AND NOT NECESSARILY AS MUCH AS THE COST OF COMMON CARRIER.

LELAND BARROWS  
WRA WASHINGTON

HEAD  
GELVIN  
EMPLOYMENT-2

Misako Kinoto

August 12, 1943

Memorandum to: Giles L. Zimmerman, Employment Division

This is to confirm a verbal request I made of your clerk at the Leave Office who handled the vouchers for travel grant wherein I requested that she identify each travel grant voucher with a number beginning with 1 preceded by the letter L, as an abbreviation for Leave.

Vouchers received in this office were returned to your clerk handling these vouchers with the request that she assign each travel grant voucher a number. She assigned these numbers in accordance with my request and they have been returned to this section for further processing. By having each travel grant vouchers assigned a number by your office it is possible for us to record these and to maintain a record of the movement of each. It should be possible to locate any of these travel grant vouchers by your advising us of the number involved in any particular case.

The purpose of this memorandum is to confirm my verbal request of several days ago relative to this matter and to advise you at this time I find that my request is being carried out.

*Willard W. Angel*  
Willard W. Angel  
Chief, Routing & Audit Section

WWA:dm

cc: J. W. Shepard  
J. R. New

Colorado River War Relocation Project  
Poston, Arizona

August 28, 1943

MEMORANDUM TO: Mr. J. W. Shepard  
Fiscal Officer

Reference is made to your memorandum of August 27 to which you attached communication from the Chief Disbursing Officer, G. F. Allen, relative to the agent cashier procedure and dealing particularly with the amount of cash which the agent cashiers have on hand.

I am of the opinion that we should proceed to reduce the bond of Mr. C. H. Taylor and possibly that of Mr. Leroy Allman to an amount more in keeping with the current and anticipated requirements. So far as I know it will be possible to continue to pay the wages and clothing allowances by check. An estimate based on actual experience during the past few months should be made of the actual need for cash. I believe that Mr. Allman should be the regular agent cashier and that his bond should be sufficient to meet the total requirement. Mr. Taylor's bond should be reduced to a minimum considered necessary for him to serve in the capacity of alternate agent cashier.

A complete report relative to the situation should be prepared for the Project Director's signature addressed to the Commissioner of Indian Affairs including a recommendation to reduce the amount of the respective bonds. In the meantime a letter should be addressed to the Assistant Disbursing Officer in charge at Los Angeles indicating that steps are being taken to comply with the contents of the letter received from Mr. Allen's office.

A. W. Empie  
Chief Administrative Officer

AWE:fs  
cc: Mr. Reed

B 3a

COLORADO RIVER WAR RELOCATION PROJECT  
POSTON, ARIZONA

MEMORANDUM TO: Mr. Empie  
FROM: John W. Powell  
DATE: September 21, 1943  
SUBJECT: Budget for Fiscal Year 1944

Budget estimates for the second quarter of this fiscal year, which have just come to me, are based on the estimates and justifications written by Miss Findley and myself in November and December 1942. At that time, my title was Director of Community Welfare and Recreation, and the two budgets were estimated together. Since then, the Family Welfare Department achieved its own director and staff, and the Community Activities Department has done likewise, and Community Management has been broadened to include Evacuee Property and Community Analysis. Since separate budgets have been provided for Education, Health, and Enterprise, the present memorandum is not concerned with those sections.

The use of last year's estimate as a base for this year's budget without regard for changes in charted relations between sections results in numerous dislocations of funds available for proper functioning of the four sections which are lumped together. For example, \$150 is allowed for the second quarter for 03 Transportation. This estimate envisaged the bringing in of a few pianos or other recreational equipment, and by no means contemplated the bringing in of carloads of evacuee property. 07.2 Contractual Services is estimated at \$100, which contemplated the repair of movie equipment, the tuning of project pianos, and other minor services. 02.1 Travel Personnel at \$300 may underestimate the travel requirements of the four sections, although my own trips contemplated in October and November are presumably chargeable to segregation and to the Washington Conference travel budget. 08 Materials and Supplies, estimated at \$3,000, is probably in excess of what is authorized for recreation or will be required by the other three sections; while 09.2 Other Equipment at \$500 may represent less than will be needed. Washington, for example, has recommended that the Project procure another full set of motion picture projection equipment as a source of possible financing of the Activities program. Furthermore, Community Activities is authorized to improve playing fields, back stops, etc., under Washington's instructions; and such construction, I should assume, would come under Equipment rather than under Materials and Supplies—which I understand to be expendable in nature.

The amounts allocated to these different accounts, since they can be shifted in various ways, are less important than the basic organization of the budget itself. That is, maintaining the "Welfare and

Recreation" pattern without separate provision for the four distinct sections increasing the difficulty of estimating, and does not in any way correspond to the functional relations between these four sections as they appear on the current chart.

It may not be vital to try to correct this organization at the present time, but I should feel happier about our quarterly estimates if they corresponded more closely with the realities of the operation of the Branch.

John W. Powell  
Acting Chief of Community Management

JWP/py

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

October 2, 1943

MEMORANDUM TO: Giles L. Zimmerman, Chief, Employment Division  
FROM: J. W. Shepard, Fiscal Officer

In accordance with our conversation of Friday, October 1, concerning the allowance of travel subsistence to persons going out on indefinite leave, we will in the future compute the travel subsistence on the same basis that is used in making subsistence allowance to persons traveling under the provisions of Administrative Instruction No. 46, Revised. Paragraph 8 C-2 of that instruction reads as follows: "By auto. Grants shall be made to cover lodging at the rate of not to exceed \$2.50 per night, and meals at the rate of \$1.00 per meal". This is the basis on which the rate of \$5.50 per day was arrived at, but in the few cases which we have had, instead of subsistence being computed on per meal and per night basis it has been computed on the basis of 300 miles travel constituting a day, which as I pointed out in my memorandum to you dated September 24 is not justifiable, especially in the case of short trips.

Please instruct your employees in charge of computing travel grants that in future subsistence for persons traveling by private automobile will be computed in accordance with the above instruction.

J. W. Shepard,  
Fiscal Officer

cc: A.W. Empe  
J.C. Hunter

*Hunter  
Goswami*

COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

November 7, 1943

MEMORANDUM TO: G. L. Zimmerman, Chief, Employment Division

Handbook Release No. 16 dated October 23, 1943, and received in this office this morning provides for modification of the provision of Administrative Instruction No. 45, covering leave assistance grants.

Effective at once, no further grants should be made over Administrative Instruction No. 45. Grants which have been made up until now will have to stand as made.

*J. W. Shepard*  
J. W. Shepard  
Fiscal Officer

WAR RELOCATION AUTHORITY

Washington

January 31, 1944

AIRMAIL

Mr. Dugan Mills  
Acting Project Director  
Colorado River Relocation Center  
Poston, Arizona

Dear Mr. Mills:

Reference is made to your teletype dated January 27, requesting clarification of calculating grants to cover meals while enroute for evacuees going on indefinite leave by private automobiles.

The administrative policy on this matter is as follows:

- (a) Cash Grants are to be calculated based upon the time necessary to travel via common carrier.

This policy will be covered specifically in a revision of Section 60-13-10 of the Leave Handbook.

Very truly yours,

/s/ Leland Barrows  
LELAND BARROWS  
Executive Officer

C  
O  
P  
Y

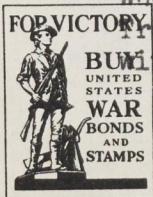
Colorado River Relocation Center  
Poston, Arizona  
April 22, 1944

Memorandum to: J. D. Crawford, Relocation Program Officer

Subject: Transportation Requests.

In order to simplify the accounting procedures in the Budget and Accounts Unit in connection with transportation requests, it is requested that the following revision of present methods be initiated immediately.

Applications for relocation grants shall bear the number of the transportation request issued. Transportation requests issued in connection with each grant voucher shall be attached to the voucher when it is forwarded to the Budget & Accounts Unit for payment. Transportation Requests will be distributed to the evacuees simultaneously with the payment of cash grants.



*J. W. Shepard*  
J. W. Shepard  
Finance Officer

Colorado River Relocation Project  
Poston, Arizona

May 1, 1944

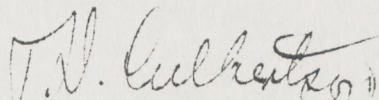
MEMO TO: All Division Cost Accountants

SUBJECT: New Cost Account Number

Effective May 1st, 1944, a new cost account number has been prescribed for the Property Control and Warehousing Sub-Unit. The number for the Cost Accounting Sub-Unit has not changed.

Please use the new numbers indicated below for all transactions occurring in the month of May, and thereafter.

2710	Finance Section Overhead
2720	Budget and Accounts
2730	Cost Accounting
2740	Property Control and Warehousing

  
T. D. Culbertson  
Cost Accountant

(4356)

PHOENIX, ARIZONA  
MAY 14, 1944

D. S. MYER, DIRECTOR  
BARR BUILDING  
910 - 17TH STREET, N. W.  
WASHINGTON, 25, D. C.

ATTENTION: E. G. ARNOLD  
CHIEF, RELOCATION DIVISION

REFERENCE FINANCIAL ASSISTANCE TO EVACUEES IN RELOCATION. WE HAVE CASES WHERE EVACUEES WHO GO ON SHORT TERM CONVERT TO INDEFINITE LEAVE WITHOUT RETURNING TO CENTER. MANY CASES SORELY NEED FINANCIAL GRANT INCLUDING COST OF RAILROAD TICKET AND TRAVEL ALLOWANCE SINCE THEY OFTEN BORROW FUNDS TO MAKE SHORT TERM TRIP. REIMBURSEMENT WOULD DEFINITELY ACCELERATE RELOCATION. WE HAVE A NUMBER OF CASES THIS CATEGORY AND MANY OTHERS WHO WOULD RELOCATE IF THEY COULD FIRST GO SHORT TERM TO CHECK SECURITY OF OPPORTUNITY WITH THE ASSURANCE THAT ON THEIR ACTUAL RELOCATION THEY WOULD BE REIMBURSED THE COACH FARE AND USUAL TRAVEL EXPENSE FROM CENTER TO POINT OF THEIR RELOCATION. IT IS HIGHLY IMPORTANT IN INTEREST OF RELOCATION THAT REIMBURSEMENT UNDER CIRCUMSTANCES BE CAREFULLY CONSIDERED. WIRE DECISION IN THIS MATTER.

L. L. NELSON  
ACTING PROJECT DIRECTOR

WRA WASHINGTON

MAY 17, 1944 919AM

INCOMING TELETYPE - 9

DUNCAN MILLS

REURTT MAY 15 MEMBERS OF ENLISTED RESERVE CORPS ARE INELIGIBLE  
TO RECEIVE A LEAVE ASSISTANCE GRANT IF THEY RELOCATE WITHOUT  
BEING PART OF A FAMILY RELOCATION PLAN.

D S MYERS

MILLS

BURGE

RELOCATION -3

CASSILLY - 2

WAR RELOCATION AUTHORITY  
Colorado River Relocation Center  
Peston, Arizona

In reply, please refer to:

June 19, 1944

Mr. C. H. Gensler  
Superintendent  
U. S. Indian Agency  
Parker, Arizona

Dear Mr. Gensler:

As requested by auditors C. G. Bell and K. Berry, there is transmitted herewith, in five copies, the statement that has been prepared from the Irrigation Books showing the amounts owed by the Irrigation Service to WRA.

This statement was made up entirely from figures obtained from the Irrigation set of books. At the present time this statement has not been reconciled with the WRA books. We intend to do this work some time in the very near future. However, being so close to the end of the fiscal year, we thought perhaps you might like this statement before closing the books.

According to the summary of charges and credits, the Irrigation Service owes a net amount of \$38,125.38. However, there is an offset in this amount by WRA of power revenue payable to the Irrigation Service of \$17,913.53. This breaks down then into an Appropriation Accounts Payable amount of \$56,038.91 against which you will credit power revenues as stated above, leaving a net charge to the Irrigation Project of \$38,125.38.

If we can give you any further information or assistance, please advise.

Yours very truly,

J. W. Shepard  
Finance Officer

cc: T. D. Culbertson  
R. C. Goetting

TDC:yy

PROJECT FILE



PROJECT

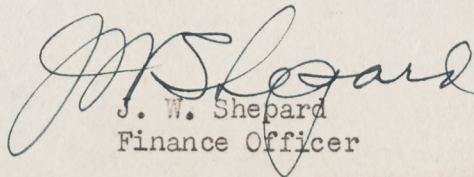
Colorado River Relocation Center  
Poston, Arizona  
July 18, 1944

MEMORANDUM TO: J. D. Crawford, Relocation Program Officer

SUBJECT: Examination of Transportation Requests

In order to meet the requirements set forth in the Finance Handbook with regard to the examination of all commitment documents, it is requested that henceforth, all transportation requests prepared in your office be forwarded to the Budget and Accounts Unit of the Finance Section for examination prior to release.

To provide sufficient time for the examination of the requests, please arrange to have them in the Budget and Accounts Unit at least 24 hours before the tickets are to be purchased. Time and the pressure of everyday work will not permit special handling of the requests which makes it necessary to require that they be received for examination 24 hours in advance.

  
J. W. Shepard  
Finance Officer



Colorado River Relocation Center  
Poston, Arizona

October 28, 1944

MEMO TO: Duncan Mills, Project Director

*File  
10m 1/22/45*

During the visit of the examiners on the project, I talked with Mr. Delp regarding the Camp 3 Industries unit. We have and we always have had little control of the operations of that unit. I told Mr. Delp I do not see how, with the present personnel situation, we would be in a position to set up any tighter control than we now have and he agreed with me. Because of the nature of the work done there including the manufacture of paper flowers, greeting cards, various wooden novelties, some items of clothing and other novelties, it would require a quite extensive cost system to keep anywhere near correct cost on the production of that unit. At present, costs are estimated by the unit supervisor and he reports to Cost Accounting unit monthly.

The employees of the Unit are paid by the Government on the project payroll, the material purchases are paid for by the Government and the Government buildings are used by the unit. All items produced are turned over to Community Enterprises on consignment basis and the Government is paid the cost value of actual sales made in the Mojave Room which is operated in the same building as the Industries. Our Procurement Officer handles all procurement for the Industries and I understand from Mr. Andresen, under whose supervision the procurement is done, that it requires a great deal of his time.

During the course of conversation with Mr. Delp the matter was brought up of the \$1450 which was accumulated while Mr. Mathiesen had charge of the Industries. Mr. Delp wanted to know all the circumstances connected with the money and from his conversation I think that he will make a rather unfavorable report on the matter. In fact, he wanted to know if any effort was made to collect from the employees responsible for the matter; for the period, the amount of Government funds expended in connection with it.

While the operation of the Industries undoubtedly has a distinct community value it seems to me, in view of the fact that all profits from the operations go to Community Enterprises, it would be much better from the Project standpoint if Community Enterprises operate the Industries on the same basis on which they operate their various stores.

*Duncan?*

*J. W. Shepard*  
J. W. Shepard  
Finance Officer

Colorado River Relocation Center  
Poston, Arizona

January 24, 1945

Memorandum to Maurice Lipian  
R. H. Rupkey  
P. J. Cassilly

Subject: Construction and Center Operation Program  
Fiscal Year 1946.

Please refer to Mr. Utz' memorandum of January 15 transmitting budget estimates for this program. As soon as possible I should like to have you review the estimated requirements for evacuee labor. The tabulation below uses as a basis Washington's estimate of the cost of this labor. I have reduced the dollar figures to man months and to an average monthly estimate of employment for the period July 1 to December 31, 1945:

Project No.	Project Name	Cost of Evacuee Labor	Man Months	Avg. Monthly Employment 7/1 to 12/31/45
1-46	Miscellaneous Construction	\$5300.	320	53
2-46	Crating Evacuee Property	32414.	1900	317
3-46	Maintenance	7238	425	71
4-46	Janitorial	7664	450	75
5-46	Utility Operation	2895	170	28
	Overhead	<u>1944</u>	<u>115</u>	<u>19</u>
		\$57455	3380	563

These are some of the questions to be considered at this time:

1. Do the estimates by work projects appear to be adequate, too little or too much?

2. What are the prospects of availability of evacuee labor in the amounts estimated, assuming the following conditions:

a. Estimated population July 1, 7,000; October 1, 3,000; average population for the six months period of approximately 3,000.

b. An increasingly high proportion of aged and infirm persons to the total population.

124

c. As a part of the estimate it will be necessary to take into account the requirements of other essential activities. Since Mess Operations is the largest activity in terms of evacuee employment, it will be necessary to estimate the average number of kitchens which will remain open during the period. Similarly, it will be necessary, in determining janitorial requirements (Project 4-46) to estimate dates of closing of a portion of the blocks.

Duncan Mills  
Project Director

DM:dl

WAR RELOCATION AUTHORITY

Washington

January 15, 1945

MEMORANDUM

TO: All Centers except Tule Lake

We are enclosing for your information two copies of the Construction and Center Operation Program as prepared by this office in support of the 1946 budget.

We were called upon to supply this information at a date that did not permit us to obtain estimates from each of the centers. The estimates submitted were based on the per capita cost of the estimated population for each center during the first six months of the 1946 fiscal year and an estimated amount required to clean up and close all centers for the period January 1 to March 31, 1946.

The average per capita cost for center population is based on budget allotments during 1944.

Sincerely

E. J. Utz, Chief,  
Operations Division

Attachment

## WAR RELOCATION AUTHORITY

PROPOSED CONSTRUCTION PROGRAM  
FISCAL YEAR 1946COLORADO RIVER Relocation Center

Project Number	Project Name Description and Justification	Overh'd Cost	Cost of Skilled Labor	Cost of Evacuee Labor	Mater'l Cost	Total Cost	Value of Mater'ls on Hand
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1-46	<u>Miscellaneous Construction</u>  Various construction jobs made necessary by the changing policy for the replacement and repair of operation equipment and other miscellaneous projects that cannot be anticipated. (5 man months skilled)		1560.	5300.	6525.	13385.	
2-46	<u>Crating Evacuee Property</u>  To provide boxes and crating materials for crating Evacuee Property for shipment from centers, and it is estimated 46 board feet of lumber will be required and approximately 5/8 lb. of nails per person. (2 man months skilled)		624.	32414.	32414.	65452.	
	<u>Crating Government Property</u>  Such as office furniture, machines, small tools and equipment such as welding torches, threading tools and other small units of equipment that have to be crated for shipment. (12.5 man months skilled labor)		3900.		3463.	7363.	

Evacuee  
Man-  
Mo.

320.

1900.

## WAR RELOCATION AUTHORITY

PROPOSED CONSTRUCTION PROGRAM  
FISCAL YEAR 1946COLORADO RIVER Relocation Center

Project Number	Project Name Description and Justification	Overh'd Cost	Cost of Skilled Labor	Cost of Evacuee Labor	Mater'l Cost	Total Cost	Value of Mater'ls on Hand
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3-46	<u>Maintenance</u>  To maintain buildings in livable conditions during period of occupancy and to safeguard buildings and utilities not in use from undue deterioration and to maintain utility equipment in operation as long as required, then shut down and secure all equipment, drain pumps, water lines, remove electric fuses from fuse boxes and transformers, clean and drain the sewage disposal plant, grease all moving parts for protection while idle and remove and store highly perishable equipment such as chlorinators, electric and water meters as well as special tools. (48 man months labor)		9600.	7238.	13624.	30462.	
4-46	<u>Janitorial</u>  To provide miscellaneous equipment and supplies, such as mops, buckets, brooms, soap, solvent, toilet paper, towels etc., to provide fuel for all stoves, boilers and hot water heaters and provide any special tools as required.		7200.	7664.	7238.	22102.	

cont'd

425

450.

WAR RELOCATION AUTHORITY  
PROPOSED CONSTRUCTION PROGRAM  
FISCAL YEAR 1946

COLORADO RIVER Relocation Center

Project Number	Project Name Description and Justification	Overh'd Cost	Cost of Skilled Labor	Cost of Evacuee Labor	Mater'l Cost	Total Cost	Value of Mater'ls on Hand
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4-46	<u>Janitorial</u> cont'd  This estimate includes a general clean up after the center is evacuated and the storage of all surplus supplies, fuel, tools etc., boilers and hot water heaters to be drained and secured when the center is shut down. (36 man months labor) Fuel				13500.	13500.	
5-46	<u>Utility Operation</u>  To provide operation supplies and operators required to pump water for domestic use, to operate the sewage disposal plant and to fire and operate the boiler plant at the hospital. To provide all special tools, equipment and supplies. This includes the treatment of domestic water and sewage, where required, by chlorine gas and water treatment where required, for boilers etc. This estimate includes the draining of all equipment, boilers etc., and storage of special equipment when the plant is shut down. (24 man months labor)  Evacuee labor overhead		16800.	2895.	1703.	21398.	
				1944.			
Totals			39684.	57455.	78467.	175606.	

170.

115.

3380.

### Instructions for Preparing Form WRA-330

1. Number each project starting with 1 each year suffixing number with 45 or the last two units date of fiscal year. (1-45)
2. Give each project a name then describe briefly and justify. A clear description of proposed project will be very helpful. List all materials on hand.
3. An estimate of the overhead costs. No supervision or other costs that can be charged directly to a project should appear in this column.
4. Include only such skilled labor required in addition to evacuee labor and supervision.
5. Estimate cost of evacuee labor required.
6. Estimated total material cost.
7. The total estimated cost of the project.
8. Value of material on hand.

mk  
Colorado River Relocation Center  
Poston, Arizona

December 18, 1945

MEMO TO: Duncan Mills  
Project Director

SUBJECT: Progress Report, Finance Section, week ending December 14, 1945

Accounts Unit - The trial balance of the general ledger was completed and transmitted to Washington office for the month of November. During the process of preparing the trial balance, the postings from December 1st have accumulated. The audit and reconciliations of a number of subsidiary records is yet to be accomplished. The allotment ledger, sundry register, inventory register, meals and quarters registers and the obligation files were maintained on a current basis.

The reconciliations of withholding tax, bonds and retirement were almost at a standstill this week. Absences due to illness have affected the work as well as lack of employees. Several individuals have been assigned to these reconciliations, however, for some reason, have been withdrawn or reassigned to other sections which has in effect caused lost time in training of the individuals for such a short time. With four people continuously assigned from the beginning, it was estimated that these reconciliations could be completed by Christmas. However, it now appears that bond refunds, tax withheld individual notices Form W-2 and retirement for transfers may be very late. Immediate assistance is necessary (because of loss of Frank Hope and a weeks leave granted to Don Hagerty <sup>and a type</sup>) in order to complete these reconciliations before fiscal closure date.

Audit and Examination Unit - Approximately 300 documents, including vouchers, were certified and forwarded to the Regional Disbursing

Office. Bills of Lading were matched with carrier bills and pre-audit work has been accomplished on some 350 bills of lading and approximately 50 carrier bills have been completed and are ready for vouchering.

The appointed personnel payroll unit is in arrears with an irregular supplemental payroll yet to be completed. This has been caused by typing shortages due to illness and the inexperience of those "borrowed" typists. All other payrolls were completed on time.

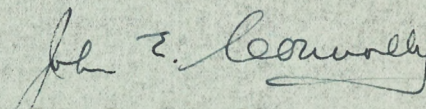
The evacuee records sub-unit completed the evacuee payrolls with exception of typing and they should be completed the first part of next week. The clothing allowance is now in process for the month of October and very few payments will be required for the month of November so that this should be completed the latter part of next week. The evacuee leave records are being alphabetized to facilitate processing by the entire evacuee records sub-unit when the clothing allowances have actually been completed. The evacuee leave will require a great amount of detail work and additional help should be available in order to completely insure us of preparing the vouchers prior to our closing date.

General - The Finance Officer has completed a trip to Los Angeles this week in connection with transportation of evacuees on the A.T.S.F. The reconciliation is progressing, however, contacts on certain items are yet to be made.

The Agent Cashier sub-unit is on a current basis.

Less work than scheduled has been accomplished this week due to absences totalling 26 man days in this one week. This loss has had a very great effect on the plans of liquidation as previously outlined. If such absences are to be reckoned with, additional help will certainly be required

in order to meet the deadlines or an extension of such deadlines may be necessary. There are several operations which could not be accomplished in the Washington office and concentration of effort is being placed thereon. Other items that could be completed in Washington, should be transferred with a very minimum amount of work required for their completion. It is, therefore, suggested that a complete review of our personnel on the center be made with an attempt to secure additional help or definitely determine what steps should be taken in regard to meeting our scheduled closure dates for Finance.

  
John E. Connolly  
Finance Officer

RCG:dlm

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A.M.  
P.M. and are required  
to complete the following:

1. Take project authorization number 3 immediately to Photograph and Fingerprint Department and have photograph and fingerprint taken.
2. Take project authorization number 1 to Timekeeping Department to check your time.
3. Report to the Travel Allowance Department in the Relocation Office (next to Post Office) for your authorization to receive the subsistence allowance. Report before 10:00 A.M. on day of departure for evening departure and before 10:00 A.M. on the day before, for morning departures.
4. Report to departure depot for travel routing.
5. If on Seasonal Leave make appointment for physical examination at the hospital immediately.
6. Evening Departures will leave the project at 8:00 P.M. from the depot. Be there earlier to receive your permits and ration cards.
7. Morning Departure will leave at 4:00 A.M. Be there earlier to receive your permits and ration cards.
8. Read Baggage Information carefully. Baggage will be picked up from 10:00 A.M. on the day of departure for evening departures. For Morning departures the baggage will be picked up on the day before from 10:00 A.M.
9. All freight in excess of 500 pounds, see Mr. Schmitt Evacuee Property Officer.
10. All Baggage must be tied securely with rope.

*John G. Hunter*  
John G. Hunter  
Project Leave Officer

(3914)

## S A N T A   F E

FARES TO STATIONS LISTED  
COACH CLASS

STATION	VIA CADIZ	DAYS	
PHILADELPHIA, PA	67.45	5	PRR, B&O
WASHINGTON, D. C.	66.32	5	PRR, B&O
MINNEAPOLIS, MINN	49.62	3	KC & CRI&P
COLUMBUS, OHIO	56.00	4	CHGO, NYC, ERIE PR
CLEVELAND, OHIO	57.19	4	NYC, PRR
TOLEDO, OHIO	55.59	4	CHGO, B&O, NYC, PR
CHICAGO, ILL	50.10	3	AT&SF
MILWAUKEE, WIS	51.44	3	CHGO, CMSTP C&NW
DETROIT, MICH	56.89	4	CHGO, GTS, NYC, PM
KANSAS CITY, MO	38.78	2	ATSF ALB OR TEXICO
NEW YORK CITY	70.65	5	CHGO, B&O, NYC, PRR
HATTIESBURG, MISS (Camp Shelby)	50.39	4	MPHS, ILL C
St. LOUIS, MO	45.53	3	KC, MOP, CBQ, WAB
INDIANAPOLIS, IND	51.54	3	CHGO, NYC, CI&L, PRR
DES MOINES, IOWA	44.30	3	KC, CYQ, CGW, RI
OMAHA, NEBR	41.28	3	KC, CB&Q OR MOP
SALT LAKE CITY, UTH	19.39	2	DAGGETT, UPRR
DENVER, COLO	29.34	2	ATSF, ALBQUE

August 2, 1943

FARES FROM PARKER, ARIZONA  
COACH CLASS

40-55-10-11

Destination	Via Cadiz	Via Wickenburg
Amarillo, Texas	\$25.70	
Boise, Idaho	29.19	\$26.54
Boston, Massachusetts	74.35	\$71.83 \$67.59
Chicago, Illinois	50.00	47.08 \$45.45
45.45 OAK PARK " Cincinnati, Ohio	54.00	51.18 49.09
Cleveland, Ohio	57.19	54.27 51.99
Columbia, Missouri	43.01	39.88 <del>50.91</del> 39.10
Columbus, Ohio	56.00	53.19 50.91
Denver, Colorado	29.34	27.19 26.76
49.09 Des Moines, Iowa	44.30	41.37 40.27
51.72 Detroit, Michigan	56.89	53.92 51.72
Erie, Pennsylvania	59.55	56.64
Indianapolis, Indiana	51.54	48.83
Kansas City, Missouri	38.78	35.96 35.25
Las Vegas, Nevada	8.48	
Milwaukee, Wisconsin	51.44	48.51 46.76
Minneapolis, Minnesota	49.62	47.48 45.11
New York City, New York	70.65	67.24 64.23
Omaha, Nebraska	41.28	39.14 37.53
Philadelphia, Pennsylvania	67.45	65.58 61.32
Phoenix, Arizona		4.00
St. Louis, Missouri	45.63	42.71 41.39
14.78 Salt Lake City, Utah	19.39	17.63
Santa Fe, New Mexico	20.34	18.19
Toledo, Ohio	55.59	52.67 50.54
Washington, D. C.	66.32	62.77 60.29

August 2, 1943

FARES FROM PARKER, ARIZONA

TO

RELOCATION CENTERS

CAMPS \* \* \* FORTS

COACH CLASS

DESTINATION	VIA CADIZ	VIA WICKENBURG
Central Utah Relocation Center (Topaz)	11.50*	
Delta, Utah	11.44**	
Granada Relocation Center	25.73	
Granada, Colorado		
Heart Mountain Relocation Center	40.38	
Vocation, Wyoming		
Jerome Relocation Center		
Jerome, Arkansas		
Manzanar Relocation Center	14.01	
Manzanar, California		
Minidoka Relocation Center	25.94	
Eden, Idaho		
Rohwer Relocation Center	44.07***	
McGehee, Arkansas		
Tule Lake Relocation Center	24.96	
Staley, California		
Santa Fe Detention Camp	20.34	18.19
Santa Fe, New Mexico		
Camp Crowder	42.04	37.39
Neosho, Missouri		
Camp Shelby	50.39	46.39
Hattiesburg, Mississippi		

\* Las Vegas - Delta, Utah, first class

\*\* Las Vegas - Delta, Utah, drawing room

\*\*\* Cadiz - McGehee, Arkansas

August 2, 1943

GREYHOUND BUS LINES  
FARES FROM PHOENIX, ARIZONA

DESTINATION	FARE
Albuquerque	\$10.89
Casa Grande	1.10
Chicago	34.05
Denver	20.08
El Paso	9.08
Lordsburg (via Globe)	5.67
Salt Lake City	13.31
Santa Fe	12.38
Tucson	2.70

SANTA FE TRAIL  
FARES FROM WICKENBURG, ARIZONA

Flagstaff	3.35
Phoenix	1.21
Salt Lake City	13.31