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FIELD PROCUREMENT OFFICE
1031 SOUTH BROADWAY
LOS ANGELES 15, CALIFORNIA

May 18, 1946

Mr. Dillon S. Myer
Director
War Relocation Authority
Barr Building
Washington 25, D. C.

Attention: Mr. Boyd N. Larsen
Finance and Supply Officer

Subject: Closing Report

Dear Mr. Myer:

You will please find attached hereto the original and two copies of Closing Report for this office, together with recapitulation of total purchases made during three years operation and the estimated cost of operation for this office.

Care has been taken to include all the principle activities and services of this office. However, it is impossible to measure diplomacy, effort and alertness, necessary to secure such items and services as were necessary for the operations of the various projects under the Authority, by dollars and cents. Neither is it possible to catalogue all the many little services extended to various officials and projects, too minor to be made of record.

This office owes a great measure of its success to the hearty co-operation of and co-ordination of all other units and officials of War Relocation Authority.

Upon the closing of this office, the entire staff joins in saying it has been a pleasure and a privilege to have had a part in accomplishing the great task entered into by our Government, who set up our Agency and maned it with the fine caliber of personnel from the Director of War Relocation Authority on down the roster, to fulfill the program of Relocation. We have all enjoyed our duties, assignments; and associations with all employees of the Authority, who have worked in harmony and perfect co-ordination with our staff.

Yours very truly,

C. R. Hendley
Procurement Officer

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Procurement Officer
C. H. Hendley



Yours very truly,

and have worked very hard and perfect co-ordination with our staff, and with the various organizations with all employees of the Authority. We have all enjoyed our duties. The War Relocation Authority on down the roster, to help up our staff and it with the fine caliber of personnel from accomplishing the great task entered into by our Government, who set seeing it has been a pleasure and a privilege to have had a part in

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Dear Mr. West:

Subject: Closing Report

Finance and Supply Officer

Attention:

Mr. Boyd W. Larsen

Washington, D. C.

War Relocation Authority

Director

Mr. William E. West

LOS ANGELES 15, CALIFORNIA

1031 SOUTH LINCOLNWAY

FIELD PROCUREMENT OFFICE

MAY 18, 1946

MR. CLINTON WASHINGTON

MAY 1946

WRA Library Washington 2

CLOSING REPORT

WAR RELOCATION AUTHORITY, DEPARTMENT OF THE INTERIOR

FIELD PROCUREMENT OFFICE

LOS ANGELES, CALIFORNIA

Field Procurement Office was opened in July, 1943, primarily to assist in the procurement of scarce and critical items for four Relocation Centers, viz: Manzanar, Colorado River, Gila River and Tule Lake. However, within a few months this office was doing a large percentage of the buying of all items for these centers, with the exception of foods, which were secured through the Quartermaster Division of the United States Army. In addition, it was assisting Heart Mountain Project with procurement of critical and scarce items.

PROCUREMENT

This office purchased all types of items to equip and maintain personnel housing, hospitals, laundries, offices, kitchens, schools, laboratories, project industries, experimental projects, print shops, machine shops, agriculture sections, paint shops, power and electric plants, water, sewage and disposal plants, warehouses, fire protection systems, and everything which these relocation centers--virtually little cities--required for operation.

The procurement divisions at various centers forwarded requests for items to be purchased on formal requisitions. Notwithstanding the scarcity of materials, equipment and supplies of all types, and the restriction on purchases under War Production Board, which were strictly adhered to at all times, approximately ninety percent of all items on such requisitions was located and supplied.

Formal and informal invitation to bid were issued, contracts to support purchases over \$500.00 were negotiated, applications for WPB approval on restricted items were submitted to that Agency, and proper priorities and preference ratings were extended when necessary against allotments granted the Authority by War Production Board.

In June, 1944, when the Office for Emergency Management closed its offices and warehouses on the West Coast, this office was delegated to purchase all major items for the west coast Area and District Offices of WRA, from Seattle, Washington to San Diego, California. Their needs consisted of warehouse equipment and supplies, office equipment and supplies, automobiles and automotive parts, lumber and crating materials, automobile and office machinery repairs, subscriptions to daily newspapers, etc.

papers, etc.

automobile and office machines, typewriters, calculators, automobiles and automobile trailers, automobiles and automobile trailers, etc. The equipment and materials consisted of various pieces of equipment and materials, including automobiles, typewriters, calculators, etc. The equipment and materials were purchased and received from the War Relocation Authority. The equipment and materials were purchased and received from the War Relocation Authority. The equipment and materials were purchased and received from the War Relocation Authority.



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RECOMMENDATIONS

that the War Relocation Authority should continue to purchase and receive from the War Relocation Authority. The equipment and materials were purchased and received from the War Relocation Authority. The equipment and materials were purchased and received from the War Relocation Authority.

FOR THE WAR RELATIONSHIP OFFICE

WAR RELATIONSHIP OFFICE

WAR RELATIONSHIP OFFICE, DEPARTMENT OF THE INTERIOR

OFFICE OF THE SECRETARY

MAY 1946

When the office first opened, much hostility toward this branch of the Government and its activities was in evidence. Racial prejudice was very rampant in this area. Diplomacy and much effort was required to build up good will and to secure cooperation of manufacturers and vendors in this section of the country. Items and materials of all types were scarce and merchants were reluctant to sell to the Government when they did not have materials to supply cash demands. Many difficulties were encountered in the procurement of machinery, automotive parts, hospital and laboratory equipment and repair parts therefor, lumber, all types of paper, and boxes suitable for packing requirements. Some used equipment was secured through Treasury Department Surplus Division, vendors, and other surplus property outlets. During the latter part of 1945 and 1946, the United States Army Depots supplied the greater portion of used boxes for packing and crating. Both the Army and Navy supplied some few critical and unobtainable items on lend-lease basis.

LEASES AND CONTRACTS

In May, 1945, all leases for office and warehouse space and contracts for services and equipment were turned over to this office for execution, alterations, and cancelations. Leases covered office and warehouse space for the Authority from Seattle, Washington to San Diego, California. Contracts covered rentals of office machinery, warehouse machinery, storage for Government-owned vehicles, warehouse storage, packing and crating, transportation of evacuees and baggage, film projection, pest control, garbage and trash disposal, elevator maintenance, gas, electric, power and light, water, telephone and teletypewriter services. All were duly executed, altered to meet requirements arising from time to time, and formally canceled at close of War Relocation Authority. No contracts for services were transferred to another Government Agency. However, leases on three large office spaces in the Northern California Area, and one large warehouse space in the Southern California Area were transferred to Public Buildings Administration for the use of other Government agencies.

Between the month of October, 1945 and January, 1946, the United States Engineers transferred to War Relocation the leases covering twelve housing sites with barracks, released by the United States Army. These housing projects were used to house the returning evacuees from various Relocation Centers. All negotiations for these leases were handled through the Assistant Director's Office at San Francisco, with this office assisting with supplemental and alteration work arising from time to time as requirements demanded. The lease on one such site was transferred the latter part of March, 1946 to Federal Public Housing Administration; the other eleven leases were transferred to War Assets Administration on May 15, 1946, the close of War Relocation Activities on the West Coast.

No difficulties or liabilities were encountered on contracts, and out of some forty-four leases to be canceled and/or transferred, only

two lessors claimed restoration or damage to premises. One such claim was amicably settled and the Government was absolved from all liability. The second was a case of self-evident desire on the lessor's part to completely modernize and rehabilitate his premises at Government expense. The owner of the premises under lease for warehouse at San Francisco claimed some \$29,000 for restoration and damage to premises. A Claims Investigation Board consisting of a Field Administrative Officer, Property and Supply Officer on Washington, D. C. staff, and Procurement and Contracting Officer from this office, was formed to establish a fair price to be paid for restoration and damage. With the advice and assistance of WRA attorney at San Francisco, estimates were secured to restore premises to original condition. When proper deductions were made for normal wear and tear, the amount arrived at as a legitimate price was \$3,294.00, which was refused by owner, and will probably result in suit being filed to recover claim.

This is one of the few cases where, in the opinion of this office, procedure could have been improved upon. Cancellation of lease should have been delayed until all settlement was made. In the first place, even though Public Buildings Administration did not bid on these premises, an effort should have been made to transfer property under lease to another Government agency. Since office and warehouse space was very scarce, and owner had an offer equal to twice as much as Government was paying for premises, it is a certainty he would have relinquished all claim to regain premises or at least accepted a reasonable amount for restoration.

SERVICES

During the operation of this office, it had the opportunity to render many services other than procurement. It assisted Tule Lake Center in disposing of more than five hundred head of hogs at top market price; assisted Manzanar in selling nine tons, at one time, and approximately forty tons at another time, of waxed peppers at peak of price; also assisted the same project in disposing of salvage kitchen fats; assisted Colorado River Project during the early part of 1945 when fuel oil was very critical, in securing and expediting shipment on this product for center's heating requirements; assisted Chief of Mess Operations from Washington D.C. Office in the disposal and sale of surplus Oriental and staple foods at the close of the various relocation centers. Any number of bids were placed for equipment and supplies for the various centers for orders which were afterwards issued by respective procurement division at the center; WPB approvals on critical items were secured by this office for purchases placed direct by centers; shipments on materials were traced, located and expedited; lost documents were traced, located; the various procurement divisions at projects were assisted in numerous ways too minor to mention; sale of wrecked Gov't-owned automobile was negotiated for the Los Angeles Area office. Also, this office secured all train and hotel reservations for visiting officials from various projects and area office, as well as for a greater number of Washington, D. C. officials.

PERSONNEL

This office opened with staff of one procurement officer and one stenographer-clerk. However, before the end of July, 1943, an assistant procurement officer was appointed. In March, 1944, because of volume of procurement, it was necessary to include a clerk-typist on staff to assist with filing and typing. The staff remained at this level until November, 1944, when the stenographer-clerk was promoted to Procurement-clerk, to assist in some purchasing, expedite shipments, trace lost documents and shipments, as well as carry on secretarial work. In September, 1944, in order to hold personnel in clerk-typist position, and because it became necessary to have someone in the position who could take dictation, clerk-typist position was reclassified to stenographer-clerk CAF-3. In August, 1945, when procurement officer, attached to this office for purpose of executing contracts and leases for West Coast Area, became dissatisfied with his detail and resigned, it became necessary to reclassify position of procurement clerk to procurement officer, for the reason it was essential to have someone in the office who could execute contracts and leases, issue purchase orders, expedite shipments, and otherwise maintain the high efficiency of this office when Senior Procurement Officer was absent or in the field.

The turnover in personnel was indeed very small; the greatest difficulty was in securing and retaining the services of typist--four were recruited from March, 1944 to September, 1944, and all left service to accept better position with the Government or in private industry. When position had been reclassified to CAF-3, the loss of only one employee was suffered. Also, difficulties were encountered in securing and retaining services of a qualified procurement officer to assist with purchasing and contract work at CAF-7 rating--three were employed at this rating and resigned before the end of August, 1945. This office has operated since September, 1945--and is closing--with the following staff: One procurement officer, Senior, CAF-11, one procurement officer CAF-7, and stenographer clerk CAF-3.

RELATIONSHIP WITH OTHER GOVERNMENT AGENCIES

The maximum cooperation and assistance, without an exception, was extended to this office by all other Government agencies in this and the surrounding areas.

Office for Emergency Management, while in operation on the West Coast Area, executed all leases for office and warehouse space and contracts for all types of services for War Relocation Authority, furnished all forms, duplicating services, and office supplies. At the close of that Agency, OEM transferred all such leases and contracts to the Authority.

After the close of OEM, Public Buildings Administration assisted in securing office and warehouse space and contracts for telephone service in the Southern California Area, and approved all leases for the Authority.

Treasury Department, Procurement Division and Surplus Property Division were helpful in supplying office supplies, small warehouse supplies, and used equipment from its surplus stocks.

War Production Board served in advisory capacity on priorities to be extended, granted approvals on critical equipment required for operation of the many projects' industrial plants and operation.

Office of Price Administration was constantly consulted relative to price controls.

Office of Defense Transportation advised on various transportation problems.

Emergency Rubber Project supplied pure grain alcohol to meet requirements of the various centers.

When the relocation centers were closing, U. S. Army Engineers turned over leases to a number of housing sites no longer required by the Army, and these sites were used to house returnees from the various centers.

U. S. Army Medical Depots supplied boxes and crating materials during dire shortage of lumber, and also supplied small critical items on lend-lease, as did the Navy Supply Depot.

Petroleum Administration furnished releases on oil and its by-products, also assisted in getting clearance on transportation of same.

County Agriculture War Board was contacted to secure quotas on farm machinery and implements for the agriculture sections of the various relocation projects.

EXPENSES

The expenses of operation of this office were held to a minimum, and only in rare cases where emergencies arose were additional funds requested over yearly estimated budget for that respective Fiscal Year. Attached you will find tabulation of approximate expenses of three years' operation.

SUMMARY

While this office was established primarily to assist only in critical problems of procurement, it soon became a well-organized unit serving a broad need. Many problems were confronted in procurement, many adjustments were required before the various procurement officers at projects availed themselves of the full advantages afforded by this office, and many contacts were necessary before vendors in the various West Coast areas were willing to cooperate and to sell critical items, and racial prejudices began to yield. This office went forward with the minimum amount of errors and even with small staff could have accom-

plished a great deal more purchasing than was requested, and probably could have saved the Government hundreds of dollars had more purchasing been thrown upon its shoulders. The Office was established by Washington, D. C. Office, and remained under the jurisdiction and supervision of the Washington office for its duration. This was advisable since it served such a wide territory. With the occasional assistance and advice from Finance and Supply Officers at Washington, the office operated and functioned on its own.

This office is closing with a definite feeling of having accomplished much good will throughout the West Coast Area, of having assisted the Government in procuring the highest type of necessary items and services at lowest possible price, of having assisted to the utmost all officials attempting to serve the Government in the vast problem of Relocation. The motto of the entire staff has been to serve and assist willingly and cheerfully with unbiased and unprejudiced opinion for all fellow WRA employees.

CLOSING

This office closed its activities, leaving all purchase orders satisfied, Government Bills of Lading, cleared or accounted for, contracts cancelled, leases on all space cancelled and/or transferred, cancelled document duly acknowledged.

Copies of all contracts and leases for various Pacific Coast Areas, purchase orders issued by this office during the Fiscal Year, 1946, Requisitions for purchases and services received during the year, complete personnel files and records, Allotment and Obligation Registers and records, Postage Stamps and records were forwarded to Finance and Supply Office at Washington D. C.

Furniture for two rooms occupied by this office was transferred to Veterans Administration through Los Angeles Area Office, along with furniture for its office. Envelopes and labels bearing penalty indicia were turned over to Los Angeles Area Office to be accounted for and inventories with its stocks.

Missceleanous OEM personnel forms, leave and contract forms were transferred to Public Buildings Administration; office supplies and minor equipment was transferred to Veterans Administration; catalogues, booklets and TPS Contract files on Schedules were transferred to Procurement Office, Department of the Interior, Bureau of Reclamation, being picked up by Procurement Officer from Boulder City, Nevada. All records, closed correspondence and other documents not required by Washington D. C. Office were destroyed.

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CLOSING REPORT, WRA Field Procurement

Following is only the approximate cost of three years' operation of Field Procurement Office, Los Angeles:

Approximate Operating Expense for Fiscal Year 1944

Personal, Salaries	\$ 9,950.00	
Travel	66.00	
Communications	200.00	
Rents and Utilities	654.00	
Printing and Binding & forms	65.00	
Duplicating	60.00	
Materials and Office Supplies	225.00	
General equipment	345.00	TOTAL: \$ 11,565.00

Approximate Operating Expenses for Fiscal Year 1945

Personal, Salaries	\$ 11,400.00	
Travel	98.00	
Communications	360.00	
Rents & Utilities	845.00	
Contractual Services	200.00	
Materials & Supplies	110.00	
General Equipment	140.00	
Printing & forms	78.00	TOTAL: \$ 13,231.00

Approximate Operating Expenses for Fiscal Year 1946

Personal, Salaries	\$ 8,942.00	(to May 25- no Annual Leave included)
Travel	300.00	
Transportation of things	18.00	
Communications	491.00	
Rents & Utilities	723.00	(through May)
Contractual Services	49.00	
Materials & Supplies	30.00	TOTAL: \$ 10,553.00

APPROX. TOTAL OF THREE YEARS' OPERATING EXPENSES: \$ 35,349.00

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
FIELD PROCUREMENT OFFICE
Room 1002 - 1031 S. Broadway
Los Angeles 15, California

RECAPITULATION OF TOTAL PURCHASES BY THIS OFFICE

(from opening date in July, 1943 through close
of business May 15, 1946)

Fiscal Year 1944	\$ 173,606.66
Fiscal Year 1945	134,323.96
Fiscal Year 1946	<u>46,987.59</u>
TOTAL AMOUNT OF PURCHASES . .	\$ 354,918.21

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