

P 4.19

Nos. 1-13, 15, 20

67/14  
C



## FISCAL INSTRUCTIONS

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WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

*Samae Yamamoto*  
FEB 1 1943

FISCAL INSTRUCTIONS NO. 1

SUBJECT: Evacuee Timekeeping Procedure

I. Notice of Assignment

A. A notice of Assignment, Form WRA-21, (Exhibit No. 1) will be prepared in quintuplicate by the Placement Section and will be given to each worker assigned. The worker will report to the division to which he has been assigned and give all copies of the Notice of Assignment to the Division Head or a delegated official of the division.

1. The original and all copies will be signed by the worker when he reports to his assigned division.

B. The division official will show the entrance on duty date and sign the original, and stamp or initial all copies to indicate signature of the Notice of Assignment and make distribution of the copies as follows:

1. Original - Timekeeping Unit of the Fiscal Section  
(Located in the Disbursement Office)
2. 1st copy - Placement Section of the Employment Division
3. 2nd copy - Division's copy
4. 3rd copy - Evacuee Worker's copy
5. 4th copy - Welfare Section

C. The division copy of the Notice of Assignment will be marked by the division to show the timekeepers name or account number; each timekeeper may be given a number covering the group of workers he is responsible for checking. This Notice of Assignment will then be held in a open file pending the receipt of the timesheet which will be supplied from the Fiscal Section.

D. As soon as the timesheet is received from the Fiscal Section, the



division's copy of the Notice of Assignment will be filed by the division by:

1. Pay classification

a. Worker's name (alphabetically)

- E. Upon termination of an assignment, the division's copy of the Notice of Assignment will be attached to the division's copy of the termination slip and placed in a "dead file".

II. Timesheets

- A. As soon as the timesheet (Exhibit Nos. 2 to 10) has been received from the Fiscal Section, it will be placed in the proper Timekeepers book.
- B. At the close of the day, each timekeeper will return his timebook to the divisional office, and any new timesheets will be placed in the proper timebooks. The timekeepers should report in sufficiently early each day so that the new timesheets can be put in their books for the next days run.
- C. If the number of workers is sufficiently large in any division, an evacuee night clerk could be employed to place the new timesheets in the proper books and for other duties in connection with timekeeping.
- D. When a worker is terminated, his timesheet will be withdrawn and the reason for termination written on the back of the timesheet. If the evacuee has been discharged for any reason, a full explanation of the reason for discharging the employee must be set out on the back of the timesheet. The timesheet of a terminated employee will be forwarded to the Fiscal section with the Termination Notice Form WRA-114, where it will be held until the worker is reemployed or until the close of the month. When the worker is reemployed, the Placement Section will forward the Notice of Assignment to the new section head.



### III. Termination Notice

A. Form WRA-114, Termination Notice (Exhibit No. 11) will be prepared in quintuplicate, and distributed as follows:

1. Original - Fiscal Section in the Disbursement Office)
2. Duplicate - Placement Section
3. Triplicate - Worker
4. Quadruplicate - Issuing Division
5. Quintuplicate - Welfare Section

### IV. Preparation of the new Timesheets

A. A day or two prior to the end of each month, the payroll section will prepare the new timesheets for the ensuing month by filling in the heading and showing the rates in the totals for the month block. The timesheets will be prepared from, and kept with, the fiscal copy of the Notice of Assignment until the close of the last day of the month, at which time the new timesheet will be separated from the Notices of Assignment and sent to the proper divisions. It is important for the purposes of maintaining adequate internal checks that no division or no office have possession of blank timesheets. The supply of timesheets will be retained in the payroll section and will be issued only from that office as indicated above.

B. Upon receipt of the new timesheets, the divisions will check them against their copies of Notices of Assignment and place the timesheets in the proper timekeeper's book.

### V. Time Checking

A. The following code will be used on the timesheet to indicate the daily status of a worker during the month:

- X - Present
- E - Excused absence
- U - Unauthorized absence
- S - Sick Leave



- B. If an evacuee works four hours on a Saturday, he will be given a full days attendance indicated by "X" for that particular day. If an evacuee works Saturday and Monday, he will be given a full days attendance for the intervening Sunday; likewise intervening holidays when the day immediately preceeding and immediately following the holiday is worked.
- C. "No work, no pay" will be the policy in connection with all time-keeping on the Minidoka Project. Where an evacuee employee fails to report for duty for reasons other than illness without having been excused for cause by his superior, the timesheet must record a "U" for the absence. The evacuee should be carefully warned concerning unauthorized absences and repeated violations of this rule will be sufficient cause for discharge, the reason for the discharge in this case being recorded on the back of the timesheet.
- D. Workers, except those paid on part-time basis, absent on account of illness will be given excused absence for not to exceed two days. Absences in excess of two days will be granted as excused absence provided the worker presents a certificate from the doctor and indicating they were unable to work, otherwise, the worker cannot be paid for such absence. Sick leave shall be limited to fifteen days for any one illness. If the worker is unable to return to his duties after the lapse of fifteen days, he will be terminated and will be eligible to apply for unemployment compensation.
- E. Timecheckers will check each worker at least each morning and afternoon. In the case of small crews working away from other assigned centers of work, one of the crew members may be assigned as a part-time timekeeper or the time may be checked by the foreman of the crew. In such cases, the divisional office should send one of



its office personnel occasionally to the work site to determine that time is being properly accounted for.

VI. Submission of monthly Record of Employment

- A. In accordance with memorandum dated January 26, all timesheets will be scheduled alphabetically for the certification of the division head. This should be done as soon as possible at the close of the month to avoid delay in paying the workers.

VII. Division to Division transfers

- A. A transfer from one division to another will be effected through the Placement Office by means of a Division to Division Transfer Slip, Form WRA-116 (Exhibit No. 12). The division to Division Transfer will be prepared in quintuplicate. After completion it will be distributed as follows by the placement section after their approval.

1. Original - Fiscal Section (Disbursement Office)
2. Duplicate - Division to which transferred together with the timesheet.
3. Triplicate - Division from which transferred
4. Quadruplicate - Placement Office.
5. Quintuplicate - Worker

- B. The Division to Division Transfer will be prepared by the division from which the transfer is made, and it will be sent to the Placement Section for distribution as indicated above.

VIII. Workers' Time

- A. Workers time will not be broken down in units smaller than one-half day or 1/60th of a month.
- B. For payroll purposes, a month will be considered to be 30 days. If a worker begins his employment on the 31st of a month, he will not be paid compensation for that day unless he is hired for that day



as a part time worker.

IX. Part-time Workers

A. If a worker is employed on a part-time basis, his notice of assignment will be marked "part-time worker" by the placement section.

B. Part-time workers will be paid at the rate of:

Group I Workers - 50¢ a day

Group II Workers - 70¢ a day

Group III Workers - 80¢ a day

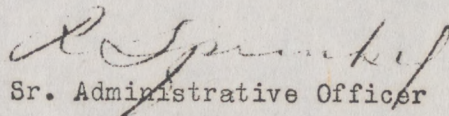
These workers are defined in Administrative Instruction No. 27.

C. Part-time workers will be paid only for the days worked and not be paid for intervening Sundays or holidays. Four hours work on Saturdays will constitute a full work day for a part-time worker as well as for a full time employee, with the exception of partial day workers (high school students and housewives) who will be paid only for actual hours worked.

D. A worker employed on a part-time basis for more than the equivalent of twenty 8 hour days in any month shall be considered to be on a full time basis and will be paid from the first day worked until the last day worked including intervening Sundays and holidays at the monthly rate.

X. Exhibits

A. The following, are exhibits showing sample transactions:

  
Sr. Administrative Officer



FORM WRA-21  
REV. 10-42

WAR RELOCATION AUTHORITY

RELOCATION CENTER

## NOTICE OF ASSIGNMENT

NAME \_\_\_\_\_ IDENTIFICATION No. \_\_\_\_\_

ADDRESS \_\_\_\_\_ M( ) F( ) \_\_\_\_\_  
SEX \_\_\_\_\_ (DATE OF BIRTH) \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ (DIVISION) \_\_\_\_\_ (SECTION)

CLASSIFICATION \_\_\_\_\_ RATE OF PAY \_\_\_\_\_ (ENTRANCE ON DUTY)

(SIGNATURE OF SECTION HEAD AT TIME WORKER REPORTS FOR DUTY) (PLACEMENT OFFICER)

ORIGINAL - BUDGET AND FINANCE SECTION

(WORKER'S SIGNATURE)

\*DUPLICATE - PLACEMENT SECTION

TRIPPLICATE - DIVISION TO WHICH ASSIGNED

QUADRUPLICATE - WORKER

QUINTUPLICATE - WELFARE SECTION

## WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE

MONTH JANUARY 1943 E. O. D.                      A. M. P. M. IDEN. No. 00000

[illegible]

DIVISION 100 TIME CHECKER'S RUN 30/30 16.00 \$ 16.00

[illegible]

## DEDUCTIONS

X-PRESENT

E-EXCUSED ABSENCE

U- UNEXCUSED ABSENCE

C-COMPENSATORY TIME

P-PENALTY

NET AMOUNT DUE	\$ 16.00
----------------	----------

CERTIFIED CORRECT

TIMEKEEPERS:

(8) \_\_\_\_\_

(2)

(3)

(4)

☒ FULL DAY☒ HALF DAY



CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
PART TIME A.M.  
 MONTH JANUARY 1943 E.O.D. P.M. IDEN. NO. 00000

[illegible]

6-2277

CLASS B JOB TITLE MESSENGER NAME JOHN DOE  
PART TIME STUDENT A.M.  
MONTH JANUARY 194 3 E.O.D. P.M. IDEN. No. 00000

[illegible]

6-2277



WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 1943 E.O.D. 1-23-43 A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
 RELOCATION CENTER  
 TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	xx	TOTAL TIME	FOREMAN'S SIGNATURE
100																	7/30	

DIVISION 100 TIME CHECKER'S RUN 7/30 RATE 6.00 AMOUNT \$ 3.73  
 TOTALS FOR THE MONTH  
 DEDUCTIONS  
 X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY  
 CERTIFIED CORRECT  
 NET AMOUNT DUE \$3.73

☒ FULL DAY ☐ HALF DAY  
 EXHIBIT NO. 5  
 (NEW ASSIGNMENT DURING THE MONTH.)  
 TIMEKEEPERS:  
 (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

FORM WRA-115

6-2277

WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 1943 E.O.D. \_\_\_\_\_ A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
 RELOCATION CENTER  
 TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	xx	TOTAL TIME	FOREMAN'S SIGNATURE
100						E	E	E	E	E	E	E	E				30/30	

DIVISION 100 TIME CHECKER'S RUN 30/30 RATE 16.00 AMOUNT \$ 16.00  
 TOTALS FOR THE MONTH  
 DEDUCTIONS  
 X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY  
 CERTIFIED CORRECT  
 NET AMOUNT DUE \$ 16.00

☒ FULL DAY ☐ HALF DAY  
 EXHIBIT NO. 6  
 (FULL-TIME WORKER-EXCUSED ABSENCE BETWEEN THE 6TH AND 13TH. LEAVE OF ABSENCE ACCOMPANIED.)  
 TIMEKEEPERS:  
 (1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

FORM WRA-115

6-2277



# APPLICATION FOR LEAVE OF ABSENCE

\_\_\_\_\_  
(DIVISION OR OFFICE) (DATE) (SIGNATURE OF APPLICANT)

I APPLY FOR LEAVE OF ABSENCE FOR \_\_\_\_\_ DAYS; BEGINNING \_\_\_\_\_ O'CLOCK,  
\_\_\_\_\_, 19\_\_\_\_; AND ENDING \_\_\_\_\_ O'CLOCK, \_\_\_\_\_, 19\_\_\_\_,

INCLUSIVE; TO BE CHARGED TO: LEAVE WITHOUT PAY ( ); SICK LEAVE ( ).

\_\_\_\_\_  
(RECOMMENDED - SUPERVISOR) (TIMECHECKER)

FOR CENTRAL TIMEKEEPING OFFICE USE ONLY																																
TAKEN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
DAYS																																

NOTE: APPLICATION FOR SICK LEAVE MUST BE FILED WITHIN 2 DAYS AFTER RETURN TO DUTY.

(OVER)

## CERTIFICATION OF ATTENDING PRACTITIONER

I HEREBY CERTIFY THAT I AM A DULY REGISTERED PRACTITIONER AND THAT I PERSONALLY ATTENDED  
\_\_\_\_\_, \_\_\_\_\_ IN MY PROFESSIONAL CAPACITY  
FROM \_\_\_\_\_, 19\_\_\_\_, TO \_\_\_\_\_, 19\_\_\_\_,  
INCLUSIVE; AND THAT DURING SUCH PERIOD THE EMPLOYEE WAS PHYSICALLY DISABLED FOR THE PERFORMANCE OF  
REGULAR DUTIES.

(SIGNATURE) \_\_\_\_\_  
(DATE) \_\_\_\_\_ 19\_\_\_\_

NOTE: THE ABOVE CERTIFICATE IS TO BE FURNISHED IN CASE SICK LEAVE OF MORE THAN 3 DAYS ON ACCOUNT OF  
ILLNESS AT ANY ONE TIME.

(OVER)



# WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 194 3 E. O. D. A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
RELOCATION CENTER  
TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	XX	TOTAL TIME	FOREMAN'S SIGNATURE
100	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	55/60	

DIVISION 100 TIME CHECKER'S RUN 55/60 RATE 16.00 AMOUNT \$14.67  
 TOTALS FOR THE MONTH DEDUCTIONS

X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY

CERTIFIED CORRECT  
 TIMEKEEPERS:

☒ FULL DAY ☐ HALF DAY

EXHIBIT NO. 7  
 (FULL-TIME WORKER-UNAUTHORIZED  
 ABSENCE ON THE 7TH--FIRST WARNING.)

(1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

NET AMOUNT DUE \$14.67

FORM WRA-115

6-2277

# WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 194 3 E. O. D. A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
RELOCATION CENTER  
TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	XX	TOTAL TIME	FOREMAN'S SIGNATURE
100	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	7/30	
710	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	8/30	

DIVISION 100 TIME CHECKER'S RUN 15/30 RATE 16.00 AMOUNT \$ 8.00  
710 TOTALS FOR THE MONTH DEDUCTIONS

X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY

CERTIFIED CORRECT  
 TIMEKEEPERS:

☒ FULL DAY ☐ HALF DAY

EXHIBIT NO. 8  
 (REASSIGNED DURING THE MONTH.)

(1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

NET AMOUNT DUE \$8.00

FORM WRA-115

6-2277



## WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 194 3 E.O.D. A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
RELOCATION CENTER  
TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	XX	TOTAL TIME	FOREMAN'S SIGNATURE
100																	11/30	
	TRANSFERRED JANUARY																	
640																	19/30	
	COMMUNITY SERVICE-EDUCATION																	
DIVISION <u>100</u>																		
TIME CHECKER'S RUN <u>30/30</u>																		
TOTALS FOR THE MONTH																		
DEDUCTIONS																		
NET AMOUNT DUE <u>\$ 16.00</u>																		

X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY

☒ FULL DAY ☐ HALF DAY

CERTIFIED CORRECT

TIMEKEEPERS:

(1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

EXHIBIT NO. 9

FORM WRA-115

(TRANSFERRED FROM PROJECT OPERATIONS TO COMMUNITY SERVICE DURING MONTH)

6-2277

## WAR RELOCATION AUTHORITY

CLASS B JOB TITLE INFORMATION NAME JOHN DOE  
 MONTH JANUARY 194 3 E.O.D. A.M. P.M. IDEN. No. 00000

WAR RELOCATION AUTHORITY  
RELOCATION CENTER  
TIME CARD

ACCOUNT No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	XX	TOTAL TIME	FOREMAN'S SIGNATURE
100																	18/30	
	TERMINATED JANUARY 18, 1943																	
DIVISION <u>100</u>																		
TIME CHECKER'S RUN <u>18/30</u>																		
TOTALS FOR THE MONTH																		
DEDUCTIONS																		
NET AMOUNT DUE <u>\$ 9.60</u>																		

X - PRESENT  
 E - EXCUSED ABSENCE  
 U - UNEXCUSED ABSENCE  
 C - COMPENSATORY TIME  
 P - PENALTY

☒ FULL DAY ☐ HALF DAY

CERTIFIED CORRECT

TIMEKEEPERS:

(1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

EXHIBIT NO. 10

(TERMINATED DURING THE MONTH)

FORM WRA-115

6-2277



FORM WRA-114

## WAR RELOCATION AUTHORITY

RELOCATION CENTER

## TERMINATION NOTICE

DATE \_\_\_\_\_

NAME \_\_\_\_\_ IDENTIFICATION No. \_\_\_\_\_

PAYROLL TITLE \_\_\_\_\_ RATE OF PAY \_\_\_\_\_

TERMINATION EFFECTIVE \_\_\_\_\_ A.M. ( ); P.M. ( )

REASON FOR TERMINATION: \_\_\_\_\_

(SECTION HEAD)

SECTION

(DIVISION HEAD)

DIVISION

ORIGINAL - BUDGET AND FINANCE SECTION

DUPLICATE - PLACEMENT SECTION

TRIPLICATE - WORKER

QUADRUPLICATE - ISSUING DIVISION

QUINTUPLICATE - WELFARE SECTION

WRA-116

EXHIBIT No. 12

## WAR RELOCATION AUTHORITY

RELOCATION CENTER

## DIVISION TO DIVISION TRANSFER SLIP

NAME \_\_\_\_\_ IDENTIFICATION No. \_\_\_\_\_

TITLE \_\_\_\_\_ RATE OF PAY \$ \_\_\_\_\_ PER MONTH

TRANSFERRED FROM:

TRANSFERRED TO:

DIVISION \_\_\_\_\_ DIVISION \_\_\_\_\_

DIVISION HEAD \_\_\_\_\_ DIVISION HEAD \_\_\_\_\_

(SIGNATURE)

(SIGNATURE)

VALIDATION \_\_\_\_\_ DATE \_\_\_\_\_

(PLACEMENT OFFICER'S SIGNATURE)

ORIGINAL - BUDGET AND FINANCE SECTION (TIMEKEEPING UNIT)

DUPLICATE - DIVISION TO WHICH TRANSFERRED.

TRIPLICATE - DIVISION FROM WHICH TRANSFERRED.

QUADRUPLICATE - PLACEMENT OFFICE.

QUINTUPLICATE - WORKER



*file*  
TELETYPE

7096  
F. #70.200  
Rec'd 3/1/43

WASHINGTON, D. C.  
FEBRUARY 27, 1943

HARRY L. STAFFORD  
MINIDOKA PROJECT  
HUNT, IDAHO

ADMINISTRATIVE INSTRUCTION NO. 10, /REVISED/ DATED OCTOBER 30, 1942,  
85898 IV, PARAGRAPH F IS REVISED TO READ AS FOLLOWS--  
QUOTE WORKERS, EXCEPT THOSE PAID ON A PART TIME BASIS, ABSENT ON ACCOUNT  
OF ILLNESS, WILL BE GIVEN EXCUSED ABSENCE. ABSENCES INEXCESS OF THREE  
DAYS WILL REQUIRE A CERTIFICATE FROM A DOCTOR INDICATING THAT THE WORKER  
WAS UNABLE TO REPORT FOR DUTY DUE TO ILLNESS. THIS MEMORANDUM MUST BE  
SIGNED BY THE WORKERS AND APPROVED THAT THE HEAD OF THE DIVISION BEFORE EX-  
CUSED ABSENCE IS GRANTED. SICK LEAVE SHALL BE LIMITED TO 15 DAYS FOR ANY  
ONE ILLNESS. IF THE WORKER IS UNABLE TO RETURN TO HIS DUTIES AFTER A LAPSE  
OF 15 DAYS HE WILL BECOME ELIGIBLE TO APPLY FOR UNEMPLOYMENT COMPENSATION.  
PREPARED REVISION OF ADMINISTRATIVE INSTRUCTION NO. 10 WILL BE MAILED  
TO THE PROJECT AT AN EARLY DATE.

D. S. MYER

SPRINKEL

CC: PLACEMENT  
OUTSIDE EMPLOYMENT  
LEAVES AND FURLONGHS ✓



*Williamson*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

March 10, 1943

FISCAL INSTRUCTION NO. 1, Revised

SUBJECT: Timekeeping Procedure

Fiscal Instruction No. 1, dated February 1, 1943, Paragraph V-D, is revised to read as follows:

Authority has been received from the Washington Office to amend Fiscal Instruction No. 1, Paragraph V-D to read as follows:

Workers, except those paid on a part-time basis, absent on account of illness, will be given excused absence with pay. Absences in excess of three days will require a certificate from a doctor indicating that the worker was unable to report for duty due to illness. A sick leave application must be signed by the workers and approved by the head of the Division before any excused absence on account of sickness is granted. Sick leave shall be limited to fifteen days for any one illness. If the worker is unable to return to his duties after a lapse of fifteen days, he will become eligible to apply for unemployment compensation for a period not to exceed thirty days.

*R. Sprinkel*

R. Sprinkel  
Sr. Administrative Officer



Williamson

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

March 31, 1943

FISCAL INSTRUCTION NO. 2

SUBJECT: Transfer of Evacuee Workers

The present practice of transferring evacuee workers from one division to another near the end of the month is delaying the preparation of payrolls and subsequent salary payments to evacuees.

Effective immediately, all divisions are instructed to make no division transfers after the 25th of each calendar month. This procedure will leave a five day period at the end of each month during which no transfers will be effected.

*R. Sprinkel*

R. Sprinkel  
Sr. Administrative Officer



*Williamson*

February 4, 1943

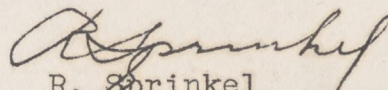
FISCAL INSTRUCTION NO. 3

SUBJECT: Requisitioning Materials and Equipment of an  
Unusual Nature

The Project Director has directed that requisitions must have his approval before the purchase can be made of any item not identified as precededented supplies or equipment in common use.

Separate requisition should be submitted for items requiring the Director's approval. This will speed up action on those items not requiring his signature.

In the future, written requisitions approved by Section or Division Heads will be required before any purchase will be made. Verbal orders or requests to purchase are prohibited. Commitments made by persons other than Mr. Mann or Mr. Merrill will not be recognized as valid obligations against the War Relocation Authority, and confirmation of such actions will not be taken without referral to the Project Director for his information.



R. Sprinkel  
Sr. Administrative Officer



Williamson

MINIDOKA PROJECT  
Hunt, Idaho

April 10, 1943

Fiscal Instruction No. 4

SUBJECT: Objective Classifications

.01 PERSONAL SERVICES

All Payrolls

.02 TRAVEL

All Travel by Appointed Personnel and  
Evacuee

.03 TRANSPORTATION OF THINGS

All Freight and Express Bills of Lading

.04 COMMUNICATION SERVICE

Telephone  
Telegraph  
Teletype  
Stamps (Postage)

.05 RENTS AND UTILITY SERVICES

Rents for Buildings and Equipments  
Light  
Water

.06 PRINTING AND BINDING

All payments for Printing and Binding

.07 OTHER CONTRACTUAL SERVICES

Laundry Services  
Dental & Doctor's Services  
X-Ray  
Cremation  
Funeral

08.1 MATERIALS AND SUPPLIES

All Materials and Supplies  
Subsistence  
Coal  
Lumber  
Gas & Oil  
Athletic Equipment



.09 EQUIPMENT

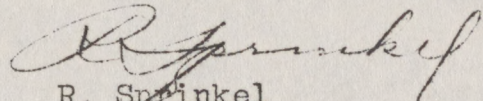
Office Equipment--desks, chairs, tables.  
Office Machines  
Motor Equipment  
Stoves  
Encyclopedias (Technical Books)

10 LAND & STRUCTURE

Lands & Buildings

11 GRANTS

Unemployment Compensation  
Clothing Grants  
Public Assistance Grants



R. Sprinkel  
Sr. Administrative Officer



*Beeson*  
*JAB*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

*File*

February 19, 1943

Fiscal Instruction No. 5.

Subject: Flow of Documents to Facilitate Payment to Vendors

A. Availability of Funds

Purchase orders, Form OEM-42, will be issued by the Procurement Section and will be sent to the Fiscal Section completely assembled where the objective classification coding will be noted on copy No. II by the Examining Unit of the Fiscal Section.

If funds are available, an appropriate stamp "Funds Available" will be indicated on copy No. V by the allotment ledger bookkeeper.

Copy II will be withdrawn by the allotment ledger bookkeeper and the remaining copies will be returned to the project procurement office.

After Copy No. II purchase order has been coded, it will be forwarded to the "Register Desk" where the document will be entered in column 5 of the allotment ledger control record, Form OEM-618, after which it will be entered in the appropriate allotment ledger account.

The bookkeeper will make entries in the allotment ledger and stamp copy II of the Purchase Order "Entered" and pass this copy on to the cost accounting unit for entry in the cost accounts. Copy II of the purchase order will then be placed in the Fiscal Office's Unliquidated Obligation File by purchase order number.

The Unliquidated Obligation File will be kept in separate folders according to allotment ledger accounts. In some instances, a purchase order will cover more than one account, in which case the file will be cross referenced by putting a cross-reference sheet in the missing file showing the vendor, Purchase Order No., and amount, account number, and obligation file to which cross reference is made.

B-Distribution of Purchase Orders by Procurement Section

After copies I, III, IV, V, VI, VII and VIII of the purchase order have been returned to the Procurement Section, they will be distributed as follows.

- I Vendor's copy to vendor.
- III Follow-up and vendor's File copy to Procurement to be filed by vendor's name.
- IV Purchase Order Register Copy to Procurement Section to be filed by purchase order number.
- V Procurement Division copy to War Relocation Authority Office, Washington, D. C.



Fiscal Instruction No. 5

VI Certificate of Receipt Copy to Warehouse.

VII Property and Supply Copy to Property Control Section.

VIII Agency's Copy to the interested division

All requisitions, purchase orders and contracts regardless of types and purposes will be issued by the Procurement Division.

C. Requisitions for the procurement of property through the Army

Army requisitions, Form Q.M.C. 400, will be prepared by the Procurement Section and forwarded to the Fiscal Section for obligation prior to release.

The Fiscal Section will return the copies of the army requisition, except one, to the Procurement Section stamping the top copy "Funds Available."

The copy retained by the Fiscal Section will be processed by that section in the same manner as copy II of purchase order, Form OEM-42, except a Miscellaneous Obligation Form OEM-378 will be attached to the face of each Q.M.C. 400 requisition.

When the Army issues a purchase order, the fiscal copy of the purchase order will be placed in the encumbrance file by Army Purchase Order number (e.g. SL101, SEM 125, DN 121, etc.) or Shipping Ticket number.

When a disbursement voucher, Form 1034, or adjustment voucher, Form 1080 is processed to cover shipments originating on an Army requisition, the Army Purchase Order will be attached to the Project copy of the voucher and the amount of the voucher will be shown in the "Liquidated" column of the Miscellaneous Obligation Record, Form OEM-378, which is attached to the Army Requisition concerned.

A copy of all Change Orders issued by the Army will be attached to the Army purchase order concerned.

In addition to the Fiscal Office copy, the Procurement Section will provide the following units with a copy of the Army purchase requisition:

Property Control Section

Warehouse

Interested division

D. Routing of Invoices from Vendors

Mails and Files will route all invoices and correspondence attached thereto to the Warehouse Office where they will be processed and routed as follows:

1. The warehouse will match the invoice with and staple the original to the receiving report signed by Mr. Anderson and copy VI of the



## Fiscal Instruction No. 5

Purchase Order to the first copy of the invoice. (In case of Army Purchase Orders, there will be no copy VI of OEM Form 42).

2. In case of differences or errors, the original (certified copy) of the invoice will not be altered. In case it is deemed necessary to make any notations on the invoice, such notations will be made on the first copy of the invoice and not on the certified original.
3. The invoice, attachments and accompanying documents will be placed in a Voucher Jacket and routed for process.
4. In the Jacket will be placed:
  - (a) Original invoice
  - (b) First copy of invoice and attachments (original copy of Receiving Report and Copy No. VI of Purchase Order)
  - (c) Second copy of invoice
  - (d) Property Control's copy of Receiving Report
  - (e) Procurement's copy of Receiving Report
5. The Voucher Jacket will be routed and processing accomplished as follows:
  - (a) Property Control where original Receiving Report and copy No. VI of the Purchase Order will be signed by Mr. Frink who will withdraw the second copy of the invoice and one copy of the Receiving Report. After Property Control has obtained its required information from the second copy of the invoice, it will forward that copy to procurement for filing, but Property Control will not hold the Jacket or any other papers.
  - (b) Procurement will examine the invoice for agreement with terms of the purchase, withdraw its copy of the receiving report, initial the first copy of the invoice and pass the Jacket and its enclosures on to the Voucher Unit of the Budget and Finance Section.
  - (c) The Voucher Unit will process the documents in the Jacket by preparing a 1034 disbursement voucher. Any differences decreasing the amount due vendor will be shown in the difference block of the voucher and not by any alterations on the certified invoice.
  - (d) In case the warehouse receives an invoice such as for continuing services for which it has no record, it will route the invoice in a Jacket in the same manner as for supplies but lacking the attachments.
  - (e) Where certified invoices are received covering partial shipments, the invoice will be supported by a receiving report marked "Partial Shipment" and copy No. VI of the Purchase Order will be held by the Warehouse for final shipment. In certain cases, the vendor may indicate that the partial shipment is all that can be supplied. In such cases, copy No. VI will be processed with the invoice in the same manner as though the shipment were complete. The letter or document by which the vendor informed the project of its inability to complete the shipment will be included in the Jacket.
  - (f) In case of invoices offering cash discount, a "Special" tag will be clipped to the Jacket.



## Fiscal Procedure No.5

E. Contracts

In the case of numbered contracts (contracts over \$2,000, continuing contracts and contracts involving more than one payment) the following disposition by the Procurement Section will be made of copies of the contract:

1. The original to the General Accounting Office through the U. S. R. A. Washington Office.
2. One copy to the contractor (Vendor)
3. One copy marked "Audit" to the Budget and Finance Section.
4. One copy marked "Voucher File" to the Budget and Finance Section.
5. One copy for Procurement Section File

Contracts will be numbered OEM WRA-V-1-43, OEM WRA-V-2-43, etc.

Unnumbered contracts (one-payment contracts under \$2,000) will be handled in the same manner as numbered contracts, except that the original copy for the General Accounting Office will be sent the Voucher Unit--to be held in the voucher file for attachment to the original 1034 Voucher.

The Budget and Finance Section will attach the voucher file copy of the contract to copy No. II of the purchase order and when the item is vouchered, it will be attached to the project copy of the voucher together with No. II copy of the purchase order and the attachments.

F. Vouchering

As certified invoices, receiving reports, No. VI copy of the purchase order, correspondence, or any other papers pertinent to a particular purchase order, or necessary to its proper vouchering are received, such documents will be attached to Copy No. II of the purchase order and its attachments and processed as follows:

1. Attach the original certified invoice to the original (white) copy of the voucher together with the original of a one-payment contract, if any.
2. Attach to the duplicate copy of the voucher, one copy of all other papers and documents, including copies No. II and VI of the purchase order, pertaining to the purchase order being vouchered. This copy of the voucher will become the project's official file copy.
3. The original and duplicate copies of the voucher will remain together until the original copy of the voucher has been certified for payment.
4. In the case of settlement of invoices covering items procured on Army Quartermaster purchase orders, an extra copy of the voucher will be made and sent to the depot or market center issuing the purchase order. Such vouchers must show under "No. and date of order" the War Department purchase order No. preceded by the Depot or Market Center's initials, such as SF 123, OAK 235, SEA 262, DN 221, etc.



Fiscal Procedure No. 5

As vouchers are prepared, they will be numbered WRA-V-1-43, WRA-V-2-43, WRA-V-3-43, etc. in sequence, indicating:

- WRA -- War Relocation Authority
- V -- Minidoka Project
- 1 -- Voucher No. (Start a new series on July 1)
- 43 -- Fiscal Year.

G. Auditing

The completed vouchers will then be routed to the Audit Section who will check each voucher for correctness, placing a small pencil mark on the project copy of the voucher opposite each item checked, will initial both the original and project copy of the voucher and pass the vouchers back to the Voucher Unit for preparation of the Voucher Block Control and the Schedule of Disbursements.

H. At least once each day, all vouchers will be listed in pencil or ink on a voucher block control (one copy only). The vouchers will be listed on the voucher block controls by voucher number which number will be preceded by a symbol indicating the appropriation limitation and a hyphen, thus:

- 1-1051 indicating voucher No. 1051, appropriation  
1130500.111
- 2-1052 indicating voucher No. 1052, appropriation  
1130500.112

1. The voucher block controls will be numbered consecutively.
2. In the voucher amount column of the voucher block control will be placed the amount of the voucher.
3. In the liquidation columns will be shown the number of the purchase order being liquidated and the amount of obligation being liquidated.
4. In the obligation adjustment column will be shown amounts to be added or subtracted from the amount of the purchase order or orders, if adjustment is needed, to bring the obligation in exact agreement with the vouchered amount.
5. Totals will be brought down on the voucher block control in the spaces provided therefor and the appropriation limitations will be summarized as indicated on the voucher block control.
6. An adding machine tape will be run directly from the vouchers of the amounts thereof and of the obligations liquidated as shown on the vouchers and the results thereof compared with the voucher block control

After the voucher block control has been prepared by the Voucher Unit, the Voucher Unit will prepare the Schedule of Disbursements and pass the original copy and the project's copy of the vouchers with the schedule of disbursement and the voucher block control, the latter being on top, to the Allowment Ledger Clerk of the Budget Section. The date will not be filled in on the Schedule of Disbursements by the voucher section (See Section I-5-A-b)



## Fiscal Procedure No. 5

I. Budget

Upon receipt of Copy No. II, fiscal office copy of the purchase order from the Procurement Division, the Budget Section will enter the purchase order in the appropriate allotment ledger account or accounts, showing:

1. Date of entry
2. References
  - (a) Type  
In this column, enter P. O. for purchase order.
  - (b) No.  
In this column, enter the consecutive number of the purchase order concerned.
  - (c) Obligation reference  
At the time the purchase order is entered in the allotment ledger, nothing is shown in this column. When a voucher is entered in the allotment ledger liquidating a previously encumbered purchase order, the number of the purchase order so liquidated is entered in this column.
3. Obligations  
The amount of the purchase order will be entered in this column.
4. Unliquidated obligations  
At the end of each series of postings for the day, the new total of the unliquidated obligations will be extended in this column.
5. Unobligated allotments  
At the end of each series of postings for the day, the new unobligated allotments balance will be extended in this column.

Upon receipt of the voucher block control with its accompanying schedule of disbursement and vouchers, the bookkeeper in the Budget Section will enter each voucher in the appropriate allotment ledger accounts in the following manner:

- A. Date of entry
  - (a) All vouchers on the same voucher block control should be entered in the allotment ledger as of the same date.
  - (b) The schedule of disbursements will be date stamped as of the date of entry.
  - (c) Entries on the allotment ledger control sheet, Form OEM 618, will be as of the same date as the entries in the allotment ledger for the corresponding voucher block control items.

B. References

- (a) Type  
In this column will be shown the form number of the voucher being entered, as for example--1034, indicating Public Voucher for Purchases and Services Other Than Personal.
- (b) No.  
In this column, enter the consecutive voucher number.



Fiscal Procedure No. 5

(c) Obligation reference

In this column will be shown the purchase order number or miscellaneous obligation number of the item being liquidated by the particular voucher. If there was no previous obligation encumbered, the word NONE will be written in this column.

C. Expenditures

The amount of the voucher will be entered in this column.

D. Obligations

(a) Where the amount of the voucher and the amount of the item liquidated are of the same amount, no entry will be made in this column.

(b) Where the amount of the voucher and the amount of the item liquidated are not of the same amount, an amount will be entered in the obligations column of the allotment ledger on the same line as the amount entered in the expenditures column to adjust the obligation so that it will be in exact agreement with the expenditure.

This adjustment amount, if correct, will be the same amount as shown in the obligation adjustment column of the voucher block control. In the case of adjustments, the Budget Section bookkeeper will show on the voucher block control the page No. of the allotment ledger account to which the adjustment posting was made, thus:

08.1-1, indicating, Supplies and materials  
Allotment account, Page No. 1

(c) The following of the above procedure will facilitate the proving of the unliquidated encumbrances at the end of each month.

J. Adjustment vouchers

Adjustment vouchers between Federal Bureaus, Form 1080, will be processed in the same manner as disbursement Vo. No. 1034 and other types of vouchers.

K. Cancelled Purchase Orders

When the Procurement Section cancels a purchase order, it will issue a new purchase order cancelling the first and each unit concerned will attach the cancelling order to the order cancelled and file them in a "Cancelled Order File."

Where only a portion of the Purchase Order is cancelled, the Procurement Section will issue a "Change Order" cancelling the items concerned and each unit will attach the change order to its copy of the Purchase Order affected.

R. SPRINKEL  
Sr. Adm. Officer

MG



*Beeson*  
*JP*

WLR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

March 11, 1943

FISCAL INSTRUCTIONS NO. 5, Supplement 1

SUBJECT: Routing of Invoices

Paragraph D, Routing of Invoices from Vendors, is hereby amended as follows:

Mails and Files will route all invoices and correspondence attached thereto to the Procurement Section where they will be processed and routed as follows:

1. Invoices are to be received in triplicate. One copy of the invoice will be detached for Procurement files and the original and duplicate will be forwarded without delay to the Warehouse Office.
2. Change Orders The Procurement Section will prepare Change Orders, sample attached, in quintuplicate, for all items which are cancelled or changed as to the specifications or price. The entire Purchase Order may be cancelled by a change order. The Change Order will make reference to the vendor and the Purchase Order number, and will be transmitted to the Warehouse Office with the original and duplicate copy of the invoice. A copy of the Change Order will be attached to the No. VI Copy of the Purchase Order and remain attached to this copy of the Purchase Order throughout the payment process, being finally filed with the office copy of Form 1034. Change Orders will be distributed as follows:
  1. Warehouse
  2. Property
  3. Fiscal
  4. Procurement
3. Upon receipt of the invoice at the Warehouse Office, with the Change Order, if any, they will be matched with the No. VI copy of the Purchase Order and the original of the Receiving Report signed by the storekeeper. (In case of Army Purchase Orders, there will be no copy VI of OEM Form 42. The copy of the Army Purchase Order will be substituted in this case for the No. VI copy.)
4. In case of differences or errors, the original (certified copy) of the invoice will not be altered. In case it is deemed necessary to make any notations on the invoice, such notations will be made on the first copy of the invoice and not on the certified original.



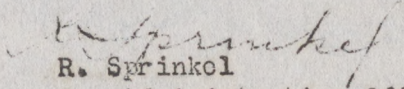
5. The invoice, attachments, and accompanying documents will be placed in a Voucher Jacket as follows:

- (a) Invoice in duplicate
- (b) Copy VI of Purchase Order
- (c) Copy VII of Purchase Order
- (d) Receiving Report in triplicate
- (e) Change Order, if any

6. The Voucher Jacket will be routed and processing accomplished as follows:

- (a) To Property Control, where the original Receiving Report and Copy VI of the Purchase Order will be signed by the Property Officer. The Property Control's copy of the Receiving Report and Copy No. 7 of the Purchase Order will be withdrawn. The Property Control Section will use Copy VII of the Purchase Order, which has been corrected by the change order, for property accountability purposes. The Jacket will be forwarded immediately to the Voucher Unit for payment.
- (b) The Voucher Unit will process the documents in the Jacket by preparing a 1034 disbursement voucher. Any differences decreasing the amount due vendor will be shown in the difference block of the voucher and not by any alterations on the certified invoice.
- (c) In case the warehouse receives an invoice such as for continuing services for which it has no record, it will route the invoice in a Jacket in the same manner as for supplies but lacking the attachments.
- (d) Where invoices are received covering partial shipments, the invoice will be supported by a receiving report marked "Partial Shipment" and copy No. VI of the Purchase Order will be held in the "Unfilled Order File" awaiting final shipment.

7. Invoices not certified: When an invoice is received which is not properly certified, it will be processed for payment in exactly the same manner as if it were certified. The Voucher Section will voucher the invoice and forward the original voucher to the payee for certification.

  
R. Sprinkel  
Sr. Administrative Officer



Pro-15 ROUTE TO:		<u>C H A N G E   O R D E R</u>		Purchase Order Number:	
<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 20px; height: 20px; border: 1px solid black; margin-bottom: 2px;"></div> </div> Warehouse: Property Control. Fiscal. Procurement.				Date:	
				Requisition No:	
				Goods must be delivered:	
Method of shipping:		Deliver on or before:			
Time discount:		Appropriation symbol and title:			
Vendor:					
ITEM NO.	ARTICLE OR SERVICE	QUAN- TITY	UNIT PRICE	UNIT	AMOUNT
		<u>NEW TOTAL:</u>			
Change order date:		Signed:			



*Benson*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 9, 1943

FISCAL INSTRUCTIONS NO. 6

SUBJECT: Use of Credit Cards for Purchase of Gas and Oil from Service Stations

Practically all federal employees now understand that credit cards for personal use have been suspended for the duration. However, we are informed by the Office of Petroleum Conservation that Government agencies may continue to use Government Credit Cards for the purchase of gas and oil on contract from service stations.

Whenever official trips are made by Government-owned vehicle, the traveler should not fail to make arrangements to secure a Government credit card as it is very difficult to secure reimbursement for purchases of gasoline and oil paid for by cash. The difficulty arises when the traveler requests reimbursement for the cash paid which is in excess of the Government contract price, and the cash payment usually include state taxes not chargeable to the Federal Government.

It is also very important that gasoline and oil be purchased from the firm named on the credit card and from no other.

Government credit cards may be obtained from Mr. Roy Olson, Motor Pool Supervisor, for each trip. The cards should be turned in to Mr. Olson at the end of the trip.

*R. Sprinkel*  
R. Sprinkel  
Sr. Administrative Officer

*JLB*



*Beeson*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 9, 1943

FISCAL INSTRUCTION NO. 7

SUBJECT: Property Clearance for Evacuees Leaving the Project

The attached Form No. 50, which is self-explanatory, will be initiated by the Leaves Section as a part of the procedure incident to issuing employment and indefinite leaves. It is to be noted that in addition to the Housing Section, the division in which the evacuee was last employed will be required to sign this form in the proper space for the evacuee desiring to leave the Project.

It is expected that the division head himself, or the appointed employee authorized to act in his absence in an acting capacity, will sign the clearance in each instance.

*R. Sprinkel*  
R. Sprinkel  
Sr. Administrative Officer

*[Handwritten signature]*



FORM M-50

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT

PROPERTY CLEARANCE SLIP

DATE \_\_\_\_\_

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(I.D. No.)

\_\_\_\_\_  
(ADDRESS)

THE ABOVE-NAMED EMPLOYEE HAS BEEN CLEARED OF ALL PROPERTY CHARGES, WITH THE  
FOLLOWING EXCEPTIONS: (IF NO EXCEPTIONS, WRITE "NONE".)

HOUSING DIVISION

\_\_\_\_\_  
(SIGNATURE HOUSING DIVISION HEAD)

\_\_\_\_\_  
(DATE)

DIVISION LAST EMPLOYED

\_\_\_\_\_  
(SIGNATURE HEAD DIV. LAST EMPLOYED)

\_\_\_\_\_  
(DATE)

INSTRUCTIONS:

EVACUEES LEAVING THE PROJECT MUST OBTAIN THE ABOVE CLEARANCE SLIP BEFORE A LEAVE  
PASS CAN BE ISSUED. THESE FORMS WILL BE ISSUED BY THE LEAVE SECTION TO INDIVI-  
DUAL EVACUEES APPLYING FOR EMPLOYMENT OR INDEFINITE LEAVE. IT WILL BE THE RESPON-  
SIBILITY OF THE EVACUEE TO OBTAIN THE SIGNATURE OF THE HOUSING DIVISION AND THE  
SIGNATURE OF THE HEAD OF THE DIVISION IN WHICH HE WAS LAST EMPLOYED. THE SIGNED  
FORM WILL THEN BE RETURNED BY THE EVACUEE TO THE LEAVE SECTION.



*Beeson*  
*JPB*  
*7 lb*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

February 6, 1943

FISCAL INSTRUCTION NO. 8

MEMORANDUM TO: All Division Heads

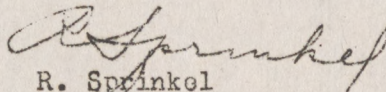
SUBJECT: Heavy Equipment Dispatching

- A. Effective immediately, all heavy equipment such as tractors, graders, plows, shovels, etc. (excepting motor trucks and passenger cars) will be transferred to the custody of the Superintendent of Equipment Maintenance. All heavy equipment now charged to other Divisions will be transferred through the Property Section to the Equipment Maintenance Section. All pertinent greasing tools, jacks, etc., necessary for the operation and maintenance of heavy equipment will be included in this transfer.
- B. The Administrative Division will set up accounting procedure by which the equipment will be charged to jobs benefited by means of a daily or hourly rental. Under this procedure, the cost of maintenance, operation, and repair of such equipment will be charged to an operating account and this account will be credited with the rentals charged to jobs benefited.
- C. The number of hours worked on each job each day will be recorded on the monthly timesheet in the same manner as accounting for the time of an employee. Such timesheets will be maintained by the Superintendent of Equipment Maintenance from daily trip tickets submitted by foreman.
- D. The rental rate will be charged to the Divisions on the basis of elapsed time the equipment is held by that Division. It is, therefore, incumbent upon the Division to return such equipment to the pool at the earliest possible date not only to make the equipment available for the greatest possible use on the Minidoka Project but also to avoid excess charges against the Division holding the equipment.
- E. Since all heavy equipment will be under the direct supervision of the Superintendent of Equipment Maintenance, he is authorized and directed to supervise the daily operation of the equipment on the job, to decide when such equipment is being mistreated, and to recall such equipment to the pool whenever such action, in his opinion, is warranted. In this connection, the Superintendent of Equipment Maintenance will pass upon the qualifications of all operators of heavy equipment before they are assigned to such duty and will have the power to effect the discharge of equipment operators who are considered negligent or careless in the handling and operation of motor equipment.



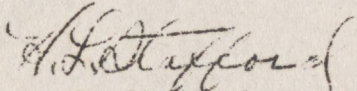
F. It will be the responsibility of the Superintendent of Equipment Maintenance to see that the equipment is adequately serviced either in his garage or, when necessary for field operations at a considerable distance from the garage, to provide traveling, greasing, and maintenance crews.

G. The cooperation of all Divisions with the above procedure is requested.



R. Sprinkel  
Sr. Administrative Officer

Approved: 2-6-43



H. L. Stafford  
Project Director



*Beeson*  
*JAB*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 24, 1943

FISCAL INSTRUCTION NO. 9

SUBJECT: Receipt of Property on Project

Following the procedure outlined in Administrative Instruction No. 70, dated December 3, 1942, property, for the purpose of accountability, will be divided into four classes. They are:

- A. Non-expendable property (other than hand tools, personal equipment, and fixed equipment.)
- B. Hand tools and personal equipment.
- C. Fixed Equipment.
- D. Expendable property.

All receiving clerks on the Project should become thoroughly familiar with the above four different types of property.

The accountability of Class A property will remain in the Property Control Section and such property will be issued to the various divisions only on a Memorandum Receipt Basis.

Classes B, C, and D property will be issued to the division warehouses and the Property Control Section will be relieved of accountability therefor upon issue.

RECEIVING CLERKS

All property, other than Mess Supplies, entering the Project must clear through the Receiving Clerk Unit of the Warehouse Section and the Receiving Clerks will function under the direct supervision of Mr. George Anderson, Head Storekeeper.

ROUTING INCOMING SHIPMENTS

When shipments are received which are earmarked for a particular division warehouse, it shall be the duty of the Warehouse Section to route the shipments to the proper warehouse and check in the property at that point with the division storhouse clerk. This will be done to avoid dual handling of the material.

CHECKING INCOMING SHIPMENTS

Upon receipt of any shipment at the storhouse, the Receiving Clerks will identify the shipment as to vendor and articles (and, if possible, the Purchase Order No.) and then one employee, to be designated, will go to the



Warehouse Office and obtain the applicable purchase order from the Unfilled Order File. The designated employee will personally withdraw the No. VI copy of Purchase Order from the file which will be in an individual file folder. The entire folder will be taken to the Receiving Room for the use of Receiving Clerks. It is very important that none of the papers in the folder at that time be misplaced. It is for this reason that a folder is being provided.

A pencil copy of a Receiving Report will be prepared by the Receiving Clerks for the Signature of George Anderson, Head Storekeeper. The freight or express Waybills will also be checked and signed at that time. Both the Receiving Report and the Waybill will then be placed in the folder with all other papers and returned immediately to the Warehouse Office. (See below for more detailed instructions pertaining to checking Waybills.)

The date of Receiving Reports and the date of Receipt of Waybills should be the date the goods are received at the warehouses.

It is very important that Warehouse Receiving Clerks obtain receipt in full for goods delivered to other Warehouses or other Division Storerooms. These receipts will be prepared in advance by the Property Section. The receipt should be attached to the Receiving Report.

#### SOURCE OF MATERIAL

A. Direct Purchases by the War Relocation Authority.

Two copies of Purchase Order Form OEM-42 (Copies VI and VII) will be furnished to the Warehouse Office for filing in the Unfilled Order File.

B. Property Received through direct purchase by the Army Quartermasters.

Army Purchase Order (QMC Form No. 308) is issued by the Quartermaster Supply Depots for deliveries to Hunt, Idaho. Only one copy of Army Purchase Orders will be furnished to the Warehouse Office. Therefore, all Receiving Clerks must understand the distinction between orders placed by W.R.A. at Hunt and Orders placed by the Army.

C. Property Received from Army Supply Depots from Army Stock.

Purchase Orders will not be issued for supplies and materials shipped to Hunt from Army depot stock. The Army Shipping Ticket (Shiptic) will be available at all times at the Warehouse Office and will be obtained and used by Receiving Clerks in the same manner as Purchase Orders referred to under "A" and "B" above.

#### PARTIAL SHIPMENTS

Upon receipt of partial deliveries, the receiving unit will prepare a receiving report in the usual manner. The receiving report will indicate:

- (1) The related Purchase Order Number.
- (2) Whether the shipment is partial.
- (3) Date of previous deliveries, if any (these will have been recorded on the Purchase Order on previous deliveries).
- (4) Date completion of delivery is expected as indicated by Change Order or correspondence that may be attached to the Purchase Order.



The entire file, Purchase Order with any attachments, with the partial Receiving Report will then immediately be returned to the storhouse office for proper processing to pay the vendor. The copy of the Purchase Order used for checking in the material will show opposite the various items the date each was delivered and on which receiving report they were delivered.

FREIGHT BILLS, WAYBILLS, ETC.

1. Where goods delivered by any transportation line does not correspond with the Freight Bill, it should be clearly indicated on the Freight Bill and shortages noted. (This also applies to damaged goods.)
2. No goods should be accepted by the Warehouse from any transportation line without an accompanying shipping or freight bill without first consulting the Head Storekeeper, Mr. Anderson. This applies particularly to auto truck lines. Date of receipt on all goods should be written on all freight bills before signing for the goods.
3. All damaged goods should be noted on the freight bill both original and duplicate, and also on the tally-in memo, and to best of receiving clerks' ability, damage should be clearly described and ascertained.
4. The appropriate waybills which have been checked either at the Depot with all shortages and breakage or spoilage noted, or at the Receiving Room in the case of motor shipments, will be carefully checked and attached to the applicable Purchase Order and the Receiving Report and all three documents will be securely clipped together and transmitted immediately to the storhouse office to put through the payment process. It is important that the condition of all items received be carefully observed to avoid accepting in the name of the United States Government any materials or supplies which are unfit for use, broken, short, or in any other manner improperly charged to the Government. All Receiving Clerks should appreciate the fact that they represent the Government of the United States and not the railroad or any vendor and should check with the idea of protecting the Government's interest at all times.

R. Sprinkel  
Sr. Administrative Officer



*Beecon*

*JFB*

WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

February 24, 1943

FISCAL INSTRUCTION NO. 10

SUBJECT: Pooling the Requisition for Procurement of Certain Supplies

The following four types of materials will be pooled by the Division responsible before requisition to purchase is placed with the Procurement Section:

1. Office Supplies and Stationery will be requisitioned for procurement thru the Administrative Division.
2. Janitor supplies will be requisitioned for procurement thru the Public Works Division.
3. Electric light bulbs will be requisitioned for procurement thru the Public Works Division.
4. All food stuffs will be requisitioned for procurement thru the Mess Division.

Any divisions or sections needing the above materials will requisition them from the division indicated, not from the Procurement Section. The division responsible for their procurement will then make up the consolidated procurement needs for the whole Project and it will be the responsibility of the divisions named to maintain an adequate supply on hand at all times to take care of the needs of the whole Project.

R. Sprinkel  
Sr. Administrative Officer



*Benson*  
*MB*

MINIDOKA PROJECT  
Hunt, Idaho

April 14, 1943

Fiscal Instruction No. 11

SUBJECT: Issuing Supplies and Equipment from the Central Warehouse

Supplementing Mr. Stafford's memorandum dated April 13, setting up Central Warehouse procedure, the following procedure will be followed in accounting for and issuing equipment and supplies:

I. Equipment

All equipment physically stored in buildings now considered a part of the Central Warehouse is automatically transferred to the custody of the Property Officer and such equipment will be issued as required on signed receipts, WRA Form 16. As soon as practicable, credit will be given to Division Heads for non-expendable equipment now physically stored in the Central Warehouse. That equipment which will remain charged to Division Heads will be the equipment in their possessions in shops, tool sheds, tool chests, offices, etc.

II. Expendable Supplies and Materials

All expendable supplies and materials now physically stored in buildings considered a part of the Central Warehouse operation will also be automatically transferred to the custody of the Property Officer. The present perpetual inventory card procedure now being operated by the Property Officer carries the total inventory value of all materials, including earmarked materials as such.

When any expendable supplies are desired by any division, they will be issued on Form WRA-96 and this form must show the cost account number chargeable with each and every issue. The cost accounting system being installed will not operate unless the cost account number is supplied to the individual storekeepers at the time of issue. Information concerning cost account numbers will be supplied by the Cost Accounting Unit.

III. Signature

WRA Form-96 is designed as a running record of issues for the day with a space for the signature of the person who receives the material opposite each item received. Under this procedure, the supplies may be issued to an evacuee and Form WRA-96 signed later by the appropriate Division Head. A list of all persons authorized to draw supplies against the divisions' cost accounts will be furnished to the Property Officer. Under this procedure, it will be incumbent upon the Property Section to segregate, by Divisions, the supplies and materials issued to facilitate the signature of the appropriate Division Head.

*R. Sprinkel*  
R. Sprinkel  
Sr. Administrative Officer



RECEIVED  
APR 15 1943  
EMPLOYMENT DIVISION  
MINNEAPOLIS PROJECT

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MINIDOKA PROJECT  
Hunt, Idaho

June 16, 1943

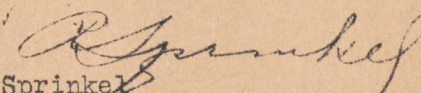
Fiscal Instruction No. 12

SUBJECT: Collection of Food Ration Stamps from Visiting Japanese

All Japanese visitors who obtain a visitor's permit for a period of seven days or more must before the permit is issued surrender his or her ration book and have taken therefrom the following:

1. From Ration Book No. 1, all sugar and coffee stamps that will expire during their stay at the camp.
2. From Ration Book No. 2, eleven points of currently valid blue stamps for each week.
3. From Ration Book No. 2, fourteen points of currently valid red stamps for each week.

The ration stamps will be collected at the same time money for meals is collected, and will be transmitted to Mr. Sandoz with a memorandum giving the name of person concerned.

  
R. Sprinkel  
Sr. Administrative Officer



SMITH

MINIDOKA PROJECT  
Hunt, Idaho

June 19, 1943

Fiscal Instruction No. 13

SUBJECT: Excused Absences

For the purpose of clarifying excused absences, the following should be observed:

There are three types of excused absence, namely:

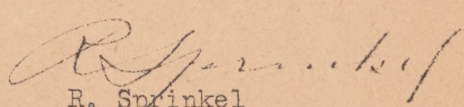
1. Excused absence for outside workers due to weather conditions.
2. Excused absence for sickness when supported by a doctor's certificate.
3. Excused absence for other miscellaneous reasons.

Time for excused absence for outside workers due to weather conditions will be shown on the time cards in the same manner as though the evacuee had worked, and will be charged to the account on which the evacuee would have worked if the weather had not prevented him from doing so.

Time for excused absence due to illness will be shown on the time cards by the symbol "S" and will be credited to the evacuee as though he had worked.

Other excused absence will be shown by the symbol "E". No payment can be allowed for such absence.

The above is an interpretation of Administrative Instruction No. 10 (Revised), February 18, 1943 and Administrative Instruction No. 10 (Revised) should be closely followed in applying the conditions of this Fiscal Instruction No. 13.

  
R. Sprinkel  
Sr. Administrative Officer



*Miss Amernan*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

July 10, 1943

FISCAL INSTRUCTION NO. 15

SUBJECT: Number of Copies Required for Outgoing Letters, Teletype Messages, and Western Union Telegrams.

The Mails and Files Section are constantly besieged with questions about the number of copies required for outgoing letters, teletype messages and Western Union telegrams.

The following information has been assembled for your information. Will you, therefore, please post this on the wall in your office so that all persons may refer to it when writing letters or messages.

The following list indicates the number of copies needed in all instances. You will note that an additional copy is needed for both letters and messages when a particular evacuee is mentioned. This extra copy is for the Evacuee File in the Induction, Records, and Statistics Office, and Mr. Schafer has requested that that copy be given to that office even though the matter discussed seems routine. You will note also that 3 additional copies are needed for all teletype messages going to the Colorado River Relocation Center, as per Administrative Instruction No. 15, Part I, Supp. I (Revised).

Please send the original and all copies required on letters and teletype messages to the Mails and Files Section and the copies will be distributed and mailed from that office. On outgoing Western Union messages, please take the original and all copies to the Western Union Office. They are picked up from the Western Union office by the Mails & Files at the end of the day and Denver, San Francisco, and confirmation copies are mailed out by Mails & Files at that time.

Administrative Instruction No. 15, Part I, Supplement I, (Revised) lists the cities and projects which may be reached by teletype. It is our understanding that these are WRA Offices only and does not mean to individuals residing in those cities. All other cities, both for WRA offices and individuals, must be reached by Western Union. Refer to attached Administrative Instruction No. 15 in deciding whether a message should go by teletype or Western Union.

I. OUTGOING LETTERS:

- A. ORDINARY MAIL (Not to other projects, WRA field offices, or to Washington)
  - 1. Original and 3 copies
    - a. Original mailed out.
    - b. 2 copies for files in Mails & Files Section
    - c. 1 copy for Mr. Stafford's daily file



- 22
- B. ORDINARY MAIL REGARDING EVACUEES (not other projects or Washington)
    - 1. Original and 4 copies
      - a. Original mailed out
      - b. 2 copies for files in Mails & Files Section
      - c. 1 copy for Mr. Stafford's daily file
      - d. 1 copy for Evacuee File in Induction & Statistics Office
  - C. MAIL TO OTHER WRA OFFICES, RELOCATION PROJECTS AND TO WASHINGTON, D. C.
    - 1. Original and 5 copies
      - a. Original mailed out
      - b. 1 copy mailed with the original
      - c. 1 copy mailed to Field Assistant Director at Denver
      - d. 2 copies for files in Mails & Files Section
      - e. 1 copy for Mr. Stafford's daily file
  - D. MAIL TO WRA OFFICES, OTHER RELOCATION PROJECTS, AND WASHINGTON, D. C. REGARDING EVACUEES
    - 1. Original and 6 copies
      - a. Original mailed out
      - b. 1 copy mailed with the original
      - c. 1 copy mailed to Field Assistant Director at Denver
      - d. 2 copies for files in Mails & Files Section
      - e. 1 copy for Mr. Stafford's daily file
      - f. 1 copy for Evacuee File in Induction & Statistics Office

II. TELETYPE MESSAGES:

- A. ORDINARY MESSAGES (Not to other projects or Washington)
  - 1. Original and 3 copies
    - a. 2 copies for files in Mails & Files Section
    - b. 1 copy for Mr. Stafford's daily file
    - c. 1 copy to be mailed as a confirmation
- B. ORDINARY MESSAGES REGARDING EVACUEES (Not to other projects or to Washington, D. C.)
  - 1. Original and 4 copies
    - a. 2 copies for files in Mails & Files Section
    - b. 1 copy for Mr. Stafford's daily file
    - c. 1 copy to be mailed as a confirmation
    - d. 1 copy for Evacuee File in Induction & Statistics Office
- C. MESSAGES TO WASHINGTON, D.C. OR OTHER PROJECTS
  - 1. Original and 4 copies
    - a. 2 copies for files in Mails & Files Section
    - b. 1 copy for Mr. Stafford's daily file
    - c. 1 copy to be mailed as a confirmation
    - d. 1 copy to Field Assistant Director at Denver
- D. MESSAGES TO WASHINGTON, D.C. OR OTHER PROJECTS REGARDING EVACUEES
  - 1. Original and 5 copies
    - a. 2 copies for files in Mails & Files Section
    - b. 1 copy for Mr. Stafford's daily file
    - c. 1 copy to be mailed as a confirmation
    - d. 1 copy to Field Assistant Director at Denver
    - e. 1 copy for Evacuee File in Induction & Statistics Office



III. WESTERN UNION MESSAGES:

A. ORDINARY MESSAGES (Not to other projects or Washington)

1. Original and 3 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation

B. ORDINARY MESSAGES REGARDING EVACUEES (Not to other projects or to Washington, D. C.)

1. Original and 4 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation
  - d. 1 copy for Evacuee File in Induction & Statistics Office

C. MESSAGES TO WASHINGTON, D. C. OR OTHER PROJECTS EXCEPT THE COLORADO RIVER RELOCATION CENTER

1. Original and 4 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation
  - d. 1 copy to Field Assistant Director at Denver

D. MESSAGES TO WASHINGTON, D. C. OR OTHER PROJECTS, EXCEPT COLORADO RIVER RELOCATION CENTER, REGARDING EVACUEES.

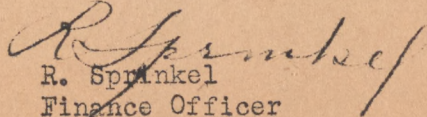
1. Original and 5 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation
  - d. 1 copy to Field Assistant Director at Denver
  - e. 1 copy for Evacuee File in Induction & Statistics Office

E. MESSAGES TO THE COLORADO RIVER RELOCATION CENTER

1. Original and 7 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation
  - d. 1 copy to Field Assistant Director at Denver
  - e. 1 copy to Field Assistant Director at San Francisco
  - f. 1 copy to Commissioner of Indian Affairs at Chicago
  - g. 1 copy to Commissioner of Indian Affairs at Washington

F. MESSAGES TO THE COLORADO RIVER RELOCATION CENTER REGARDING AN EVACUEE

1. Original and 8 copies
  - a. 2 copies for files in Mails & Files Section
  - b. 1 copy for Mr. Stafford's daily file
  - c. 1 copy to be mailed as a confirmation
  - d. 1 copy to Field Assistant Director at Denver
  - e. 1 copy to Field Assistant Director at San Francisco
  - f. 1 copy to Commissioner of Indian Affairs at Chicago
  - g. 1 copy to Commissioner of Indian Affairs at Washington
  - h. 1 copy to Evacuee File in Induction & Statistics Office

  
R. Sprinkel  
Finance Officer



Washington

June 12, 1943

## ADMINISTRATIVE INSTRUCTION No. 15

Part I

Supplement 1, (Revised)

Subject: Teletype

Section G of Administrative Instruction No. 15, Part I, approved June 30, 1942, is hereby changed to read as follows. This supersedes the original Supplement I of October 20, 1942.

G. Teletype

1. Teletype should be used for messages when speed greater than that provided by air mail is required. The circuits to which WRA has access connect the following cities:

San Francisco	Cleveland	Washington, D. C.
Los Angeles	Chicago	Boston
Portland	Detroit	New York
Seattle	Kansas City	Boston
Denver	Little Rock	Baltimore
Salt Lake City	St. Louis	Philadelphia
	Minneapolis	Richmond
	Cincinnati	Atlanta
		Dallas

In addition, the teletype circuits connect with the following Centers:

Colorado River	Heart Mountain
Gila River	Central Utah
Manzanar	Granada
Tule Lake	Jerome
Minidoka	Rohwer

2. Messages to WRA offices at any of these points should be by teletype rather than telegraph, since teletype is cheaper and usually quicker.
3. Instructions for the preparation of teletype messages will be issued in Part III of this Instruction, the Style Manual. It should be remembered in preparing offices that the date of transmission of the message is not necessarily the same as the date of preparation, especially if clearance is needed before signature. Also, the message when delivered may carry two dates. One, the earlier, is the date of transmission, and the other, the date of delivery. If the reply makes reference to the incoming message, this reference should be to the date of transmission.
4. Teletype messages for the Colorado River Relocation Center should be prepared with three extra white copies, one for the Field Assistant Director at San Francisco, one for the Commissioner of Indian Affairs at Chicago, and one for the Commissioner of Indian Affairs at Washington. These copies will be sent out by the mail room. Messages for the other Centers should be prepared with one white copy for the appropriate Field Assistant Director.

D. S. Myer /S/  
Director



*Mr. Lauren M. Keher.*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 26, 1943

FISCAL INSTRUCTION NO. 20

SUBJECT: Sick leave and illness compensation

Sick Leave

All absences from duty on account of illness will be recorded on the time records with the code "S".

Workers, except those paid on a part-time basis, absent on account of illness, will be given excused absence with pay for a maximum of three days without a Doctor's statement. Absences in excess of three days will require a certificate from a doctor indicating that the worker was unable to report for duty due to illness. This memorandum signed by the Doctor must also be signed by the worker and approved by the Head of the Division before excused absence in excess of three days is granted. Sick leave with pay shall be limited to 15 days for any one illness.

Illness Compensation: (Formerly Unemployment Compensation)

Regularly employed, full-time workers who are unable to report for duty due to illness extending beyond 15 days are eligible to apply for Illness Compensation which shall be 60 per cent of the compensation rate at which the applicant was last employed, i.e., \$7.20, \$9.60 or \$11.40 per month.

Application for illness compensation shall be made to the Employment Division on Form WRA-92, in quadruplicate, supported by a medical certificate. The Placement Officer shall certify as to the applicant's eligibility and compensation shall take effect immediately upon expiration of the 15 days' sick leave.

Illness compensation shall be paid on a monthly basis for a maximum period of 90 days, provided the recipient re-establishes his eligibility each 30-day period by submitting a medical certificate stating that he is still unable to work.

*R. Sprinkel*  
R. Sprinkel  
Finance Officer



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 26, 1943

FISCAL INSTRUCTION NO. 21

SUBJECT: Excused Absence      Evacuee Workers

All timekeepers should carry the following Code in their timebooks, to indicate the daily status of workers on time cards during the month:

S - Sick Leave  
E - Excused Absence  
L - Leave without pay  
U - Unauthorized Absence  
C - Compensatory Time  
H - Holiday Observed (Must be authorized by National Director)

There are three type of excused absence, namely:

1. Excused absence for outside workers due to weather conditions.
2. Excused absence for sickness when supported by a doctor's certificate. (See Fiscal Instruction No. 20)
3. Excused absence for other reasons.

1. Time for excused absence for outside workers due to weather conditions will be shown on the time cards in the same manner as though the evacuee had worked; and will be charged to the account on which the evacuee would have worked if the weather had not prevented him from doing so.

2. Time for excused absence due to illness will be shown on the time cards by the code "S" and will be credited to the evacuee as though he had worked.

3. Other excused absence will be shown by the Code "E" and no pay can be allowed for such absence. This includes such absences as attending funerals, personal business, etc.

*R. Sprinkel*  
R. Sprinkel  
Finance Officer



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 28, 1943

FISCAL INSTRUCTION NO. 22

SUBJECT: Overtime work and Compensatory Leave -- Evacuee Labor

Recording Hours of work:

The actual hours worked each day shall be recorded on Time Record card Form WRA-115, under the proper date, whether or not the time is 1 or 14 hours.

Authorizing Overtime work and Compensatory Leave:

Approval to take compensatory leave must also be secured in advance from the employee's Section Head.

Recording Overtime:

Overtime shall be computed on the basis of a 44-hour week. When workers are authorized to work in excess of 44 hours per week (or the maximum prescribed working hours per month), they will be entitled to compensatory leave, and such overtime will be recorded at the end of each month on the reverse side of Form 115 and on Form 112 as follows:

1. On Time Record Card, Form WRA-115: (Reverse Side)
  - (a) Post the date on which overtime was worked.
  - (b) Post the hours worked in excess of 8 of 44 hours per week
  - (c) Record the reason for Overtime.
  - (d) Obtain the signature of the worker's Section Head.
2. On 3 x 5 cards, Form WRA-112, using the above Time Card for the posting media:
  - (1) Date Earned Column--Post the date the overtime was worked.
  - (2) Hours Column--Post the hours worked in excess of 44 hours per week.
  - (3) Activity No. Col.--Post the Cost Account No. benefitted.

After Compensatory Time is granted

- (4) Date Compensated Column--self-explanatory
- (5) Hours Compensated Column--Self-explanatory
- (6) Uncompensated time Column--Balance remaining to credit of worker.

Accumulation of Overtime:

Compensatory time must be used by the worker within 90 days following the month in which it was earned. Exceptions may be made by the Division Head where the nature of the work justifies a further extension of time.



When Granted:

The worker who has compensatory overtime to his credit, as shown in the "Uncompensated Time" column of Form WRA-112, may, with the approval of his Section Head, elect the dates of such compensatory leave.

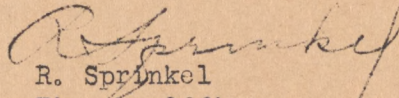
Non-transferrable:

Compensatory leave must be taken prior to the employee's transfer from his Division. Prior to leaving, his job may be extended to cover the period of compensatory leave due. If such leave is not used prior to the effective date of the transfer, the time is lost.

Compensation upon leaving the Center:

Evacuees who volunteer for service with the Armed Forces will receive a lump sum payment to cover any accrued uncompensated time, since their induction into the Army will not permit them to take their time prior to leaving the project.

Evacuees who relocate to private employment from the center, are not entitled to receive any payment for uncompensated overtime remaining to their credit at the time of leaving, but are given assistance in relocating in the nature of Grants, when circumstances warrant, as provided for in Administrative Instructions No. 45. Grants are handled by the Counselor's Office.

  
R. Sprinkel  
Finance Officer