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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 31, 1942

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

SUBJECT: Weekly Narrative Report

1. Number of Personnel employed:

(a) Permanent (Indefinite CS Appointment)	-	6
(b) Temporary (per diem)	-	2
(c) Evacuees: Mess Management Section	-	1182
Motor Pool Section	-	179
Motor Repair Shop	-	36
Total		1415

(d) Adequacy of personnel: We have sufficient personnel for needs.

2. Progress of current work: Work is progressing satisfactorily, and the coal contract with Consolidated Fuel for 6000 tons of coal will be completed by the 10th, which will eliminate the necessary use of a number of our small trucks on this haul and allow us to reduce our personnel.

A new arrangement with the block managers for handling of coal within the block, we believe, will effect some economy in the use of coal, and since individuals are employed to directly interest themselves, the coal piles should be better kept and be less unsightly.

3. We have now received a sufficient supply of Prestone to service practically all equipment. This should eliminate the loss of equipment by careless drivers who in several incidents have failed to drain water from radiators resulting in freezing of blocks and radiators.
7. Requisition has been placed with the Public Works Div. for the construction of a "wash ramp" to be constructed

in the vicinity of the garage in order that we may take better care of our trucks and cars. If we can furnish facilities for cleaning the cars and trucks, it should be an incentive for personnel in giving more attention to the mechanical upkeep.

Roy Potter
Chief, Trans. & Supply Div.

RPotter/hml - 12/31/42

Rec'd too late

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 20, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 16
- b. Temporary - None
- c. Evacuees - 1264
 - Mess Management - 1222
 - Motor Pool - None
 - Motor Repair Shop - 42
- d. Adequacy of Personnel
 - This Division is adequately supplied with personnel in each Section.

PROGRESS OF CURRENT WORK:

Mess Management - Detail report for this Section filed by Chief Steward

Motor Pool - This Section is disbanded for the present. We expect to reorganize this Section along different lines about April 1.

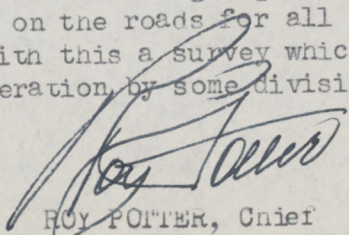
Motor Repair Shop - Additional space which we have obtained by construction of the COO Buildings will facilitate operation in this Section.

ADEQUACY OF SUPPLIES AND MATERIALS:

We are experiencing some difficulty in obtaining parts, particularly on older models of equipment. However, Fort Douglas has cooperated in every way and is supplying us with sufficient number of tires and a great many parts.

FORECAST OF PROJECTED ACTIVITIES:

For better control of equipment we are assigning a Caucasian who will check in the field and on the roads for all equipment usage, and we hope to include with this a survey which will enable us to reduce units in operation by some divisions.


ROY POTTER, Chief
Trans. & Supply Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 25, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 18
- b. Temporary - None
- c. Evacuees - 1271
 - Mess Management - 1227
 - Motor Repair - 41
 - Trans. & Supply - 3

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section: A report from the shop indicated that the number of units laid up for repair has increased. This is due to the fact that we are experiencing some difficulty in obtaining repair parts. Due to this condition and the increased freight arriving at Delta together with the necessity of transporting WPA buildings from Salt Lake City to the Project, we have been forced to take from storage at Delta practically all the units that have been stored there.

Construction of the CCC buildings are about completed, and they are now occupying the part allotted for tire repair. The rest of the buildings will no doubt be occupied by the latter part of next week. This will enable them to handle the work with considerable less difficulty and with the storage space available, the shop area can be kept in an orderly manner.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

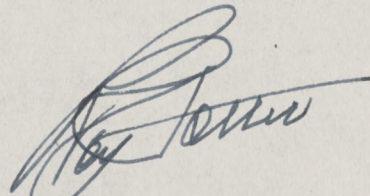
It is apparent that it will be necessary to again

establish a Motor Pool, but this would be operated on considerably different lines than previously. I believe that we should have a yard separate from the Repair Shop where all units in operation could be stored. This would enable us to maintain a closer check on all units.

At the present time I have detailed Mr. Ivan Sorenson, truck driver, to check on all equipment in the field and on the highways with the double purpose of checking the usage and handling of equipment. It is probable that with proper management a number of units could be taken out of service.

7. A FORECAST OF PROJECTED ACTIVITIES:

We are putting into service one of the buses recently purchased to transport WRA personnel from the Project to Hinckley and Delta and return. When the second bus is received we will put in operation a schedule for a regular service between Delta and the Project.



ROY POTTER, Chief
Trans. & Supply Division

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
April 2, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 18
- b. Temporary - None
- c. Evacuees - 1231
 - Mess Management - 1170
 - Repair Shop - 59
 - Office - 2

d. Adequacy of Personnel:

We have two vacancies in the Motor Repair Section and two in the Mess Management Section for appointive personnel. Requests are on file with Civil Service for these positions to be filled.

Two of our better Japanese mechanics have left the Center for employment in Salt Lake City, and we understand that there have been other positions offered to some other Japanese mechanics employed in the Repair Section. We will have difficulty in replacing these mechanics and we anticipate that as more of these mechanics leave the Center, it will be necessary for us to request additional positions for Caucasian mechanics.

2. PROGRESS OF CURRENT WORK:

Motor Repair Section: During the past week 65 units were turned into the Shop for repair. Of these, 37 have been returned to service, and 14 of the 28 will be returned to service next week.

Mess Management: Detailed report has been submitted by the Project Steward.

7. A FORECAST OF PROJECTED ACTIVITIES:

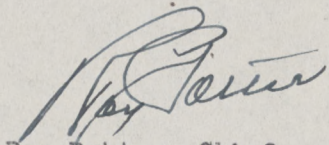
Plans are being made for establishing a Motor Pool sometime during April. It is anticipated that this will be a much smaller organization than previously and will consist of selected employees.

A check will be made by the Project Steward in the interest of

April 2, 1943

changing the service in the dining halls to family style. The main difficulty appears to be the shortage of proper equipment.

We are authorized by the Washington Office to negotiate a new contract at this time for 2500 tons of additional coal. Bids have been received, but at the present time no ^{orders} ~~orders~~ have been made. The stock of coal on hand at present is estimated at 6,000 tons.



Roy Potter, Chief
Transportation & Supply

RP:s

AMS ✓

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 15, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 16
- b. Temporary - None
- c. Evacuees - 1916
 - Mess Management - 1230
 - Motor Repair - 62
 - Motor Pool - 46
 - Trans. & Supply - 19

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward. ✓

Motor Repair Section:

- a. Report from this Section indicates a slow-up; 56 units were turned into the Shop for repair during the week of which 34 were released and 22 remained in the Shop. Twenty-six units were serviced.
- b. Gasoline rationing to passenger cars has resulted in approximately 50% reduction in usage for the first half of this month, which is very encouraging.
- c. Three tractors were delivered to the Project from the Central Repair Shop in Salt Lake, and one additional bus was also delivered, from Provo.

4. CURRENT PROBLEMS:

The difficulties which we have experienced in handling freight at the railroad suggest that other means should be adopted in handling this freight.

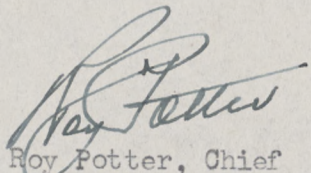
April 15, 1943

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

To relieve present difficulties I have employed a sufficient number of Caucasians to handle freight at the railroad, and we might review results after a month's experiment with this crew to determine if this should be made a permanent arrangement. I believe that the savings ~~on~~ demurrage would nearly cover the increased cost. In addition to this, cars which are badly needed to serve other war interests should be released promptly.

7. A FORECAST OF PROJECTED ACTIVITIES:

Conditions existing at present will delay completion of the re-organization of the Motor Pool.



Roy Potter, Chief
Trans. & Supply Division

RP/s

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 22, 1943

MEMORANDUM TO: Project Reports Division
SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 16
- b. Temporary - 11
- c. Evacuees - 1319
 - Mess Management - 1240
 - Motor Repair - 60
 - Trans. & Supply - 19

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

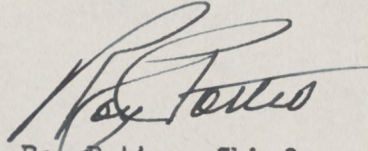
- a. This Section at a standstill for the past week, but it is reported that all mechanics and other workers were on duty on the 21st of April.
- b. Delay in having freight shipments during the recent tie-up was avoided by employing Caucasian workers at the railhead, together with two or three Caucasian truck drivers. The situation is now well in hand at that point, as there are only five carloads on the track as of this date and they are partly unloaded.
- c. We anticipate that part of this crew will be available to work at the Project next week to assist in installing the track scales recently purchased. These scales are urgently needed in order to handle the coal which will be arriving within the next ten days by contract recently awarded.

- d. Carloads at railhead Thursday, April 15: 12
- Carloads at railhead Wednesday, April 21: 7
- Released during the seven-day period: 12

This freight includes lumber, glazed tile, subsistence, and some miscellaneous materials.

7. A FORECAST OF PROJECTED ACTIVITIES:

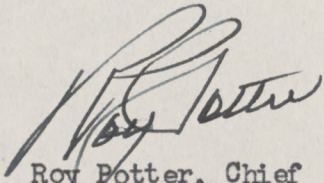
- a. The fence to enclose an area which will be used by the Motor Pool will be constructed as soon as fence posts are available. It seems that there is none on hand at the Project and there may be some delay in locating suitable posts for this job.
- b. A 12x16 building will be assembled at the gate in the vicinity of the Warehouse Section to be used by the Transportation & Supply Division in handling express and baggage. This will eliminate the necessity for the MP's to enter the area to check this express and baggage.
- c. A recent check on equipment by Mr. Sorenson revealed that some trucks were passing through the gates without proper authorization. In an effort to curb this practice, a checker will be placed at the truck entrance gate to check all assignment slips on trucks passing through the gate.


Roy Potter, Chief
Trans. & Supply Division

SUPPLEMENT to Narrative Report, April 22, 1943:

In view of our recent experience in obtaining barrels to be used in the resident dining halls for ice water, it is suggested that before any property is advertised as surplus the list of such property should be prepared and circulated to the division chiefs. It is prompted by the fact that the Property Division recently declared surplus a number of 50-gallon barrels, and these were sold to some firm in Salt Lake City.

The Mess Management Section is now attempting to buy wooden barrels or other containers for the resident dining halls.


Roy Potter, Chief
Trans. & Supply Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 29, 1943

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MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 11
- b. Temporary - 11
- c. Evacuees - 1203
 - Mess Management - 1103
 - Motor Repair - 62
 - Motor Pool - 20
 - Trans. & Supply - 18

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

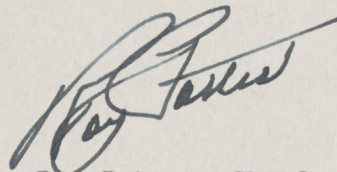
- a. Excellent work is being accomplished in this Section, considering the difficulty experienced in obtaining parts for some units.
- b. A report from the Motor Repair indicates that 56 units were turned into the Shop for repair during the past week, of which 34 were released and 22 remained in the Shop to be repaired; 33 units were serviced during the week.
- c. Our later records indicate that the rationing procedure adopted April 1 for gasoline to the passenger-carrying units resulted in about 40% savings of gasoline and mileage in comparison with the previous two months.

Motor Pool Section:

- a. Little activity in this Section with the exception of transporting freight from Delta.
- b. The status of freight movement from the railhead is as follows:
 - Carloads at railhead Wednesday, April 21--7
 - Carload arrivals at Delta for the week--8
 - On track at Delta March 28--NoneIn addition to this, the work crew at Delta was released for work at the Project on Wednesday, April 28, and part of this crew will be used on the Project during the balance of this week.

7. A FORECAST OF PROJECTED ACTIVITIES:

- a. Fence posts have been procured and the area for the Motor Pool should be inclosed within the next few days.
- b. We have requested from Mr. Homer, the Motor Pool Supervisor, a brief outline indicating his recommendations in connection with the organization and operations of the Motor Pool under the new management. This will be a basis for discussion with Mr. Rogers, Mr. Homer, Mr. Hughes, and myself sometime the first part of next week, if such a meeting can be arranged.



Roy Potter, Chief
Transportation & Supply

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

May 6, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 11
- b. Temporary - 11
- c. Evacuees - 1285
 - Mess Management - 1187
 - Motor Repair - 62
 - Motor Pool - 20
 - Trans. & Supply - 16

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

- a. We will soon find ourselves short of mechanics in the Repair Section, as four of these men have already accepted positions on the outside, which probably means that others will follow soon.
- b. We have made a close check on tires during the past week and find that the drivers are paying much closer attention to this detail than in the past. As a matter of fact, nearly all tires were inflated to proper pressure.
- c. We have worked with Mr. Reed and Mr. Miller during the past week in bringing all records for Motor Repair and Motor Pool Sections in line with proper procedure.

Motor Pool Section:

Mr. Homer, the Motor Pool Supervisor, together with Mr. Rogers and myself have planned a tentative organization in

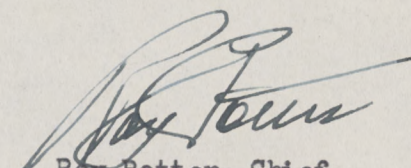
working plans for the Motor Pool, which we hope to put in operation sometime during the next week. We would like to schedule a meeting Saturday a.m., May 8, with Mr. Hughes, Mr. Rogers, Mr. Homer, and myself.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

For the Staff Meeting next Monday morning a general discussion with Division Chiefs and Section Heads of the proposed operation of the Motor Pool under supervision of Mr. Homer.

7. A FORECAST OF PROJECTED ACTIVITIES:

We have gone over the ground in the vicinity of the Garage with the Public Works Engineer, and plans are now being drawn up, indicating our new locations for Service Station, Motor Pool Yard, and Dispatcher's Office, and also location of the Equipment Washrack and Motor Cleaning Unit. This will be submitted to Mr. Hughes for his approval.



Roy Potter, Chief
Transportation & Supply

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

May 13, 1943

RAH
JAH

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 11
- b. Temporary - 11
- c. Evacuees - 1308
 - Mess Management - 1211
 - Motor Repair - 55
 - Motor Pool - 26
 - Trans. & Supply - 16

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

- a. Recently the Repair Section has received a considerable supply of parts for all types of equipment, which will enable the Shop to repair a number of units which have been held in the Yard for several weeks awaiting repair parts.
- b. The improvements recently completed both in the Garage Office and in the Parts Room have added materially to the efficient operation of this Section.
- c. Six additional mechanic's tools have been received, which should increase the efficiency, and has already raised the morale of the workers, as they have continually complained about the shortage of proper mechanic's tools.

Motor Pool Section:

Under our new organization the Motor Pool Section is starting

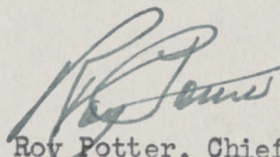
its operations, and we feel quite certain of the future success of this Section.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

It seems that the Public Works Division is under the impression that we have abandoned the plan for enlargement of the Repair Shop, which was the proposed extension of the shop building about 10 ft. on the South side. This improvement is badly needed, and particularly since we anticipate the NYA mechanics training to be carried on in this Shop. We believe this addition should be made, which has already been approved by Mr. Hughes. If the Public Works could interest themselves in this improvement, I believe that Caucasian laborers could be furnished to assist in this construction.

7. A FORECAST OF PROJECTED ACTIVITIES:

We believe now that we are to receive the long-awaited 2,000-gallon underground storage tank for the Service Station. This will be installed at a new point on the line immediately North from the Garage Building.



Roy Potter, Chief
Transportation & Supply

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

May 20, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 12
- b. Temporary - 10
- c. Evacuees - 1290
 - Kitchens - 504 Women
 - 639 Men
 - Commissary - 45
 - Chef Steward's Office - 6
 - Repair Section - 55
 - Motor Pool - 27
 - Trans. & Supply - 14
- d. Adequacy of personnel
 - At this time about 50 additional employees needed in the dining halls. In the Motor Pool about six additional drivers needed if we are to handle the gravel haul. ✓

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

- a. Fifty-six units turned in for repair during the past week have been put back into service. Most of these were, of course, minor repair jobs. Twenty-one units received full service job.
- b. A large street-sprinkling outfit was put into service the past week, and we anticipate that two more will be put into service within the next ten days.
- c. The 2,000-gallon underground storage tank has been received for the Service Station, and this unit is being moved to the new site South of the Garage building.

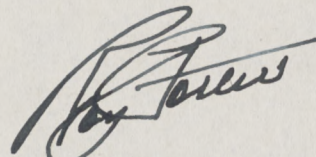
May 20, 1943

Motor Pool Section:

This Section is not functioning very smoothly at this time; however, all of the personnel in the Motor Pool and Garage Sections are being brought together today at a meeting, and we believe some of the difficulties will be ironed out. ✓

7. A FORECAST OF PROJECTED ACTIVITIES:

We are planning to put from six to eight dump trucks on gravel haul permanently, and believe that we can accommodate about two blocks in addition to other necessary gravel supply, which would enable us to recommend the elimination of block gravel project Saturday afternoons and Sundays. Although we have endeavored to maintain close supervision of the use of these dump trucks over week-ends, we find each Monday morning that from two to four units are out of service. This increases the burden on the Repair Shop, and in addition to this the services of these units for two or three days are lost. We believe there would be a net gain if we can get this gravel project into operation. ✓



Roy Potter, Chief
Transportation & Supply

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

August 3, 1943

MEMORANDUM TO: Reports Division

SUBJECT: Monthly Narrative Reports

1. PERSONNEL EMPLOYED:

a. Permanent Mess Management Unit	4	
b. Procurement Unit	2	
Supply Office	1	
Total		7
b. Residents, Mess Mgm't Unit:		
Dining Halls	1144	
Commissary	55	
Total		1199
Procurement Unit		13
(1 part time, 2 minors,		
and 10 "regulars")		
Postal Service Unit		15
Carrier Service		11

2. CURRENT WORK:

a. Mess Management Unit:

For the past 3 months selection on menus for the camp have been rather unsatisfactory due to the lack of beef which was not available. Captain Simonson of the Quartermaster Market Center is sending us a total of 44,000 pounds during the first 2-week period of August, and assures us that beef will be obtainable for some time, at least. Such day to day difficulties as labor shortage in several of the mess hall, ventilation problems; diet problems for older men and infants seem to be always with us and are handled at the attempted best possible manner. Mess equipment is sufficient for current needs. The change-over of the method of records of the Commissary is being expedited by Mr. Stahl and Mr. Gonzales and should be in line with Washington instructions very soon.

For the future and during the transferring of residents to Tule Lake, I should recommend that kitchens 4L, 8 and block 2 be available for the burden of handling the "doubling up" of people during the 4 nights of going and coming. The permanent administrative mess will need some refurbishing when the "Topaz Times" moves and this will take some little while.

Mr. Harry Towa is working in the steward's office now and the sandwich shop is being run by Mr. Oroguchi.

Monthly Narrative Reports - 2
August 3, 1943

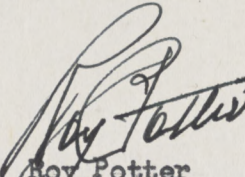
b. Procurement Unit:

This unit has cleaned up a considerable number of Purchase Orders which were being held up for different reasons. Several more of these, held over from past several months, are still in the mill but we hope to have ~~the~~ cleaned up within the next couple of weeks.

A plan is being formulated which will change some of the details in handling requisition and purchase orders through the Procurement Unit which we are certain will insure a prompt payment to all vendors.

4. PROBLEM AGENDA:

- a. A memorandum is being prepared for division and section chiefs concerning emergency purchases from the Delta vendors. A brief discussion on this would be helpful.


Roy Potter
Supply Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

November 6, 1943

TO: Project Reports Division

SUBJECT: Monthly Report, Oct. 1943

Supply Section
1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent - 6
- b. Temporary - none
- c. Residents - 1046
 - Supply Office - 1
 - Mess Management - 1009
 - Procurement - 11
 - Postal Service - 14
 - Carrier Service - 11

Breakdown of Mess Management Resident Employees:

Cattle Kitchen	-	3
Commissary	-	47
Steward's Office	-	16
Sandwich Kitchen	-	7
Dining Halls	-	938

- e. Adequacy of present personnel:
Of the permanent Civil Service employees, the position of Assistant Steward is vacant and should be filled as soon as a competent applicant can be contacted.

2. CURRENT WORK:

- a. An order has been placed to the Tule Lake Center for 350 tons of vegetables. The Agricultural Section are preparing pits to store these for future use.
- b. 80,000 lbs. of soy beans have been purchased for delivery to the Project about December 1st. We are anxious to see the work started on the building and equipment for the "tofu" factory.
- c. The Procurement Unit has scheduled a meeting next week of key personnel in each unit on the Project who are handling requisitioning and procurement for the different units. It is planned that these meetings will be held in the future at least twice each month. The object being to promote better cooperation between the procurement and other sections.

6. PROJECTED ACTIVITIES:

The office improvements at the Commissary are practically completed and the chief steward together with the members of the steward's office previously headquartered in Block 1 will occupy the new office space sometime this coming week. We believe this consolidation will produce more efficient service by the Commissary and the Steward's Office.

Roy Potter
Roy Potter
Supply Officer

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 2, 1943

MEMORANDUM TO: Bill Fujita

FROM: Raymond P. Sanford
Assistant Project Director

SUBJECT: Monthly Report--Supplies and Materials
Needed.

Business Enterprises
No comments

Community Activities
a. Floor covering for the new gymnasium

Community Analysis
a. Office space where research activities can be
carried on and interviews completed with fewer
interruptions. The present office location is
too much like a thoroughfare.

Community Education
Pre-School
a. Sand for sand tables and pits.
b. Storm shelter for doors for each school.

Elementary School
a. Approximately 100 desks have been assembled
by the Industrial Arts Department of the High
School. These desks have been turned over to the
elementary schools in exchange for larger ones.
b. Lockers for the kindergarten and first grades have
been made.
c. Teachers storage cabinets are still needed.

High School
a. Phonograph and records for folk and social
dancing for the P.E. department.
b. Lumber for hurdles for track.
c. Textbooks for hygiene.
d. Benches and tables for classrooms are urgently
needed.
e. Burlap to cover gym floor.
f. Speed textbooks for typing.
g. Three pianos to be tuned.
h. Library shelves needed.
i. Compasses, rulers and protractors needed.

Adult Education

- a. One mimeograph machine. This machine is needed for both the Adult Education and Vocational Training Programs, since a great deal of mimeographing will have to be done due to lack of books.

Community Government

- a. Telephone installed IMMEDIATELY!
- b. Chairs for Court room.

Community Welfare

- a. Calendars for 1944
- b. Staples and rubber bands

Hospital

- a. Water bath for the laboratory
- b. Some dental equipment for the dental lab has been ordered.

Internal Security

Sufficient at this time.

Raymond P. Sanford
Assistant Project Director

RPS:si

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 8, 1943

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

SUBJECT: Monthly Narrative Report - Supply Section

1. PERSONNEL EMPLOYED:

a. Permanent	-	6
b. Temporary	-	none
c. Residents	-	1051
Supply	-	1
Mess Management	-	1011
Procurement	-	11
Postal Service	-	17
Carrier Service	-	11

d. Adequacy of present personnel:

The position of Assistant Steward, CAF-9 remains vacant. In the resident personnel for the Mess Management Unit, we now have project approval for 1037 total. This total will include 12 employees who are now working in the agricultural kitchen. They will be transferred December 15th to the Mess Management Unit. 6 additional warehousemen have been added to the Commissary crew.

2. CURRENT WORK:

- a. We received from Tule Lake and now have in storage the following vegetables: 1 carload of cabbage; 3 carloads of carrots; and 3 carloads of potatoes.
- b. The Commissary crew are now handling all subsistence supplies which arrive at Delta by rail. This arrangement is proved very satisfactory and releases the project warehouse crew for other services.
- c. A carload of soy beans have been delivered to the project and as soon as a building is constructed and equipment installed, tofu will be manufactured.

Monthly Narrative Report - 2
Supply Section
December 8, 1943

- d. The Procurement Unit has held 2 meetings during the past week to implement the requisitioning program as set forth in Administrative Instruction. We hope to have the method of monthly requisitioning in effect by all sections by January 1, 1944.

6. PROJECTED ACTIVITIES:

The CCC building which was moved to the farm has been erected and all installation made necessary to operate kitchen and dining hall for the convenience of farm workers. It is planned that this kitchen will open December 15th and will be under supervision of the Mess Management Unit.

Roy Potter
Supply Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 5, 1944

MEMORANDUM TO: Gilbert L. Niesse
Assistant Project Director

SUBJECT: Monthly Report - Supply Section

The following report covers the activities of the Supply Officer, Mess Management Unit, Procurement Unit, and the Postal Services Unit.

MESS MANAGEMENT UNIT

(a). Principal Activities:--

Foodstuffs for April came in sufficient quantity and of good quality from Gila, from the Topaz farm, and from the Quartermaster. Plenty of fresh vegetables were available this month to a greater extent than a year ago.

Special emphasis has been placed this month on the proper cooking of fresh and frozen vegetables so as to get the maximum value out of their excellent quality.

(b) Problems or suggestions:--

The number one problem of Mess Management is to liquidate the compensatory overtime in the face of present labor shortages. As of April 26, only 987 people were actually working in the mess halls and the Commissary, 21 were taking compensatory time and 4 were on sick leave, making a total of 1012 on the pay roll. The Washington allocation for the present quarter was for 999 positions.

With relocation and the draft, increasing numbers are seeking to compensate their overtime before leaving the center.

(c) Projected activities:--

Steps have already been taken by the Health Section to establish, under Hospital supervision, a diet kitchen in Block 2. The Mess Management Unit has rendered whatever assistance was requested of it by the Health Section.

At the request of the Agriculture Section, plans are now under way for the reorganization of the present sandwich kitchen in Block 1 so that it can provide hot meals early in the morning and late at night to about 75 workers who are working on the early and late shifts at the farm.

PROCUREMENT UNIT

(a) During the past month, the following transactions were handled:

1. The purchase of 80 heads of beef cattle, 13 heads of feeder hogs, and 1700 baby chicks.
2. Shop equipment was purchased for the Education Section.
3. 26 requisitions were submitted to the Quartermaster, 5 to the Denver Medical Depot, and 176 local purchase orders were issued. 167 requisitions were received from the units and sections; 17 of these were still pending at the end of the month.

(b) Projected activities:--

Two key resident employees of the Procurement Unit relocated this month and the Assistant Procurement Officer transferred to Minidoka. This leaves the Procurement Unit short handed at present. Efforts are being made to fill these vacancies. In the mean time, some of the responsibilities are being reshifted to enable us to handle the present load more adequately.

POSTAL SERVICES UNIT

This unit has been operating very satisfactorily under the supervision of Mr. Iyeki. The only problem of any consequence that has arisen this month has been the dragging of mail bags across the floor of the Post Office. Mr. Black, the Postmaster from Delta, has complained about this and states that it is a violation of postal regulations that must be stopped. This dragging of mail bags causes excessive wear.

Since these mail bags are very dirty, workers object to carrying them against their clothes and have requested

May 5, 1944

aprong. if they are expected to carry them. We are still working on this problem.

SUPPLY OFFICER

The Acting Supply Officer is working with the Procurement Officer in the reassignment of responsibilities to help take up some increased burden created by the loss of help in the Procurement Unit. This is also part of a projected working plans to increase the efficiency of the unit. The Supply Officer is assuming major responsibility for the following items:

1. Work with division and section heads for the further development of their procurement program to help them:--
 - a. Anticipate their need farther in advance; and whenever possible, consolidate their purchases on a quarterly basis.
 - b. Properly prepare their requisitions for the greater convenience of the Procurement Unit.
 - c. Keep in closer touch with their budget problems and help expedite proper clearance of funds for purchases.
2. Complete the stock catalog and instruct sections on its proper use.
3. Work for a project wide standardization of items to be purchased and the establishment of proper stock level of supply items in the warehouses.
4. Check all requisitions before they are submitted to the Procurement Unit to see that they are properly prepared and to see that the sections are aware of the ways in which they can help the Procurement Unit serve more effectively.

Walter Honderich
Actg. Supply Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Adm.--Supply

May 31, 1944

MEMORANDUM TO: Mr. Gilbert L. Hiesse
Acting Assist. Project Director

SUBJECT: Monthly Report - Supply Section

The following report covers the activities of the Supply Officer, Mess Management Unit, Procurement Unit, and the Postal Services Unit.

MESS MANAGEMENT UNIT

(a) Principal Activities:

On May 25, milk consumption on the project was increased from 450 to 650 gallons daily. We believe this increase will adequately satisfy the residents.

The diet kitchen in block 2 under the supervision of the hospital is almost ready for operation.

Foodstuffs from Gila during the month of May were greatly diminished. Foodstuffs from Army Procurement were very satisfactory.

(b) Problems or Suggestions:

As of this date, there are a total of about 1008 employed in Mess Management. Washington allocation including industry workers transferred is 1013. There are 487 male and 493 female actually working; sick leave 6, compensatory leave 22. We are making a definite effort to increase the percentage of women employed in the mess halls so that men can be available for other project work.

The liquidation of compensatory overtime is still unsolved.

We are still working with the Agricultural Section on a plan for providing early and late meals for agricultural workers. At present, sandwiches only are provided as breakfasts for the early morning shift. Late dinner for the evening shift will be provided in the agricultural kitchen on the farm.

(c) Projected Activities:

Mr. Barlow will be transferred to the Mess Management Unit very soon to serve as Junior Property and Supply Officer.

O. H.

PROCUREMENT UNIT

(a) Principal Activities:

Except for the requisitions for Jerome property, there were no unusual activities this month.

(b) New or Unusual Functions:

A requisition for 15,000 tons of coal, 12,300 tons of lump coal, and 2,700 tons of slack coal has been submitted to Washington with a copy to the Seattle Quartermaster. From information furnished by the Seattle Quartermaster Depot, it appears very likely that coal will be purchased from a rail mine for delivery by rail to Delta. This will necessitate the negotiating of a contract for unloading at Delta and hauling to the project. We expect further word on the coal contract next month. An effort is being made to have the coal delivered at an approximate rate of the normal monthly consumption so that it can be delivered direct to the blocks.

(c) Transactions Handled:

Purchase orders issued - 150; requisitions received from units and sections - 185; requisitions to the Quartermaster - 17; informal invitations distributed - approximately 600; negotiated contracts - 8.

(d) Problems and Suggestions:

During the past six weeks, five resident and one appointed person have left the unit. It is anticipated that an Assistant Procurement Officer will be added to the staff very soon.

POSTAL SERVICES UNIT

This unit has been operating very satisfactorily. Steps have been taken to eliminate dragging of mail bags. Three discarded laundry carts are being re-built to carry mail bags.

SUPPLY OFFICER

Work on the supply catalog is now approximately one-third completed and it is planned that the balance of the items will be cataloged before the end of the fiscal year.

Work with the sections in the preparation of their requisitions has already materially reduced the burden on the Procurement Unit. Fewer and better prepared requisitions have resulted.

A survey has been undertaken in cooperation with the Property Control Unit of all items now in storage on the project and in Delta that are surplus to the needs of this center. In this connection we hope to take out of the Delta Warehouse all items needed by the project and move to Delta for final disposition all surplus items now in the project warehouse.

SAFETY COMMITTEE

The Safety Committee composed of the Internal Security Officer, Fire Protection Officer, Motor Pool Supervisor, and one resident safety inspector have been meeting each week under the chairmanship of the Acting Supply Officer to review the safety program and study accidents and safety reports.

Walter Henderich
Acting Supply Officer

WHE:MK

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Adm - Supply

June 29, 1944

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

SUBJECT: Monthly Report - Supply Section

The following report covers the activities of the Supply Officer, Mess Management Unit, and the Procurement Unit.

MESS MANAGEMENT UNIT

(a) Principal Activities:

Mr. Brandon Watson, Project Steward, has been off the project on annual leave since June 8. Mr. Roy Stahl has been the acting Project Steward.

On June 27, a teletype was sent to Washington requesting that we be permitted to continue the present order for 650 gallons of milk daily. This is a milk surplus area, and the added milk supply has been a big boost to the morale of the camp.

The Topaz farm supplied us with spinach, mustard greens, fresh peas and green onions but not in sufficient quantities to supply the needs of the project. The season has been irregular and it has been very difficult to plan the menu so that the deliveries from the farm can be used to best advantage.

(b) Problems and Suggestions:

The commissary and kitchens are continuing to operate with a rapid turn over of personnel. High school students have been recruited to fill many of the vacancies. The Supply Officer and Stewards have been making a job analysis of the workers in the commissary and kitchens in an effort to improve the work standards and bring the employment quota down to a figure that seems more reasonable in view of the present labor shortage in the camp.

A definite effort is also being made to establish closer cooperation between the stewards and individual block kitchens. We have felt that this is one of the weakest points in our program and recently, problems have arisen which require this closer relationship.

Since due to shortage of personnel, it has been almost impossible to continue any sort of training school for chefs, working with them on an individual basis at their regular place of work has become more necessary.

The Food Committee of the Council in cooperation with the committee from the chefs has proved valuable to the food service program. In this way, points of view of the residents are more adequately represented and the Project Steward has an opportunity to help the residents understand more clearly the over-all project problems.

(c) Projected Activities:

The diet kitchen in block 2 has been put in good working order. It was completely renovated and repainted by volunteers from the Block Managers and other specially interested residents. We are hoping that as soon as the dietician arrives, help can be recruited to operate this kitchen.

The proposed pickling houses for each block which were to be made from portable WPA buildings already on the project, and which were approved by Mr. Harding when he was here have not yet materialized. The approval was refused by the Washington office in favor of a central building for this purpose. The individual pickling houses would enable the kitchen crews in the blocks to do their own pickling and thereby eliminate the necessity of recruiting a separate crew. They would also eliminate the necessity of transporting the full barrels to the dining halls. We believe also that the produce from the farms would be more rapidly cared for, since 34 kitchens could all be working at the same time with volunteer helps from blocks if necessary.

Early and late meals for agricultural workers are now provided at the farm kitchen.

The Agricultural Section has agreed to supply us with a tentative schedule of vegetable deliveries they hope to make during July and August. This will be supplemented by a schedule each week for the following week.

PROCUREMENT UNIT

(a) Principal Activities:

Aside from the regular procurement items, procurement of cattle, feed and additional seed for the Agricultural Section constituted the principal procurement items for the month.

(b) New or Unusual Functions:

At our request, the Project Attorney has written to the State Public Service Commission to ask if they will issue a temporary franchise to a successful bidder other than the Salt Lake-Delta Freight Lines, if bids are called for to haul coal from the Delta railroad. We have already had indications that other firms are willing to under bid the established price of \$2.80 per ton by Salt Lake-Delta Freight Lines.

(c) Transactions Handled:

QMC Requisitions to the Quartermaster - 4; Requisitions to the Denver Medical Depot - 2; Requisitions - 171; Purchase Orders issued - 245; Requisitions pending - 51; Contracts negotiated - 2; Informal Invitations issued approximately - 700.

(d) Problems or Suggestion:

The Procurement Unit has been short of help. We believe that with the arrival of the new Assistant Procurement Officer, this situation will be greatly relieved.

(e) Relationship with Other Divisions or Sections:

There is still room for considerable improvement in the planned requisitioning by sections and divisions. Although instructions were issued to submit requisitions to be processed prior to July 1, the Procurement Unit has received more requisitions in the past 12 days than were received during the entire month of May.

SUPPLY OFFICER

The list of items for the supply catalog was completed by June 24. There is still considerable duplication of items that can be eliminated by closer collaboration with the various sections.

With the establishment of the new Property Control procedure, July 1, much closer cooperation with this unit will be possible, and we are sure that this will make it easier to maintain a proper stock level of supplies on the project and to reduce the strain on the Procurement Unit due to the constant stream of re-orders for items that should be carried in stock on a quarterly basis.

ORIGINAL SIGNED BY
WALTER HONDERICH

Walter Honderich
Acting Supply Officer

WH:MK

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Adm. - Supply

July 28, 1944

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

SUBJECT: Monthly Report - Supply Section

The following report covers the activities of the Supply Officer, Mess Management Unit, and the Procurement Unit.

MESS MANAGEMENT UNIT

(a) Principal Activities:

Production from the farm has not been meeting the needs of the center so far this quarter. Approximately \$2,500 worth has been delivered in July. \$36,770 were deducted from Mess Operations this quarter for anticipated produce deliveries from the farm. It is quite clear now that this amount will not be forthcoming.

An emergency order for \$3,496 worth of produce has already been placed with the Quartermaster Market Center for the first two weeks of August.

Due to a greater decrease in project strength than was anticipated, it will be necessary to cancel approximately \$20,000 worth of requisitions to stay within this quarter's budget.

(b) Problems and Suggestions:

The problem of compensatory overtime earned prior to January 1, 1944, has not yet been solved. It has not been possible to recruit a sufficient number of workers to replace those who would take time off.

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

(c) Projected Activities:

Some progress has been made toward establishing a closer working basis with the individual dining halls. The two Assistant Stewards are now spending most of their time in the blocks.

A special committee of appointed staff persons who eat in the Administrative Dining Hall has been chosen to work with the stewards in the improvement of service there.

PROCUREMENT UNIT

(a) Principal Activities:

Aside from the usual run of items, procurement of dictating equipment and additional cast iron pipe fittings has been made this month.

(b) New or Unusual Functions:

All contracts for supplies and service of a recurring nature were completed for the new Fiscal Year.

With the approval of the Washington Office, a contract was negotiated for the services of an outside contractor to bale approximately 200 tons of hay.

(c) Transactions Handled:

QMS Requisitions to the Quartermaster - 11; Requisitions to the Denver Medical Depot - 8; Purchase Orders issued - 126; Requisitions - 136; Requisitions pending - 103; Contracts negotiated - 34; Informal Invitations issued - approximately 150.

(d) Problems and Suggestions:

T.P.S. Contracts covering automotive replacement parts for the 1945 Fiscal Year have not been received in this office.

The position of Assistant Procurement Officer was filled during the month by the transfer of M.P. Bales from Central Administrative Services. There is still a shortage of resident help.

SUPPLY OFFICER

The new supply procedure outlined in the Administrative Instructions is being put into effect as quickly as possible. The Supply Catalog is being printed on a slightly modified form of WRA 347 to facilitate the advance estimating of needs and the work of the Supply Section.

A new responsibility of the Supply Section is to coordinate the work of the Safety Program. A resident Safety Commissioner, Chief of Fire Department, Chief of Internal Security, Supervisor of Motor Pool and one man from the Finance Department will meet with the Supply Officer to review accident reports, discuss recommendations of the Project Safety Program and see that there is an adequate follow-up on all hazardous conditions reported.

ORIGINAL SIGNED BY
WALTER HONDERICH

Walter Honderich
Acting Supply Officer

WJH:K

WAR RELOCATION AUTHORITY
Central Utah Project
Tepas, Utah

Adm. - Supply

August 31, 1944

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

SUBJECT: Monthly Report of Activities - Supply Section

The following report covers the activities of the Supply Officer, Mess Management Unit, and the Procurement Unit.

MESS MANAGEMENT UNIT

(a) Principal Activities:

Mess Operations, during the month of August, had five meetings of the Food Committee at which the regular representatives attended. Furthermore, we had the honor of the attendance of Mr. Mas Narihara, Chairman of the Council, Mrs. Mitchell, the Chief Dietitian at the hospital, and Mr. Roraback, Fire Chief.

At present there are 993 employed in Mess Operations and this will be cut down when dining halls 8 and 41 are closed.

(b) Problems and Suggestions:

The Manpower Commission is now working on the problem of liquidating the compensatory overtime that accumulated prior to January 1, 1944. Most of this was accumulated during the first six months of the project.

In line with the recommendations of the Labor Committee, an attempt is being made to reduce the quota of workers in the dining halls. These quotas will probably vary with each block according to population. It is anticipated that definite progress can be reported next month.

(c) Projected Activities :

The diet kitchen has been ready for more than a month. Approximately half of the crew needed has already been recruited.

Project livestock will probably be slaughtered in Hinckley within two or three weeks. This will result in a considerable saving since Hinckley is only 11 miles away and the Fillmore slaughter house is more than 60 miles away from the project.

Harvesting of vegetables for pickling will start this month. It is planned that these will be processed in the individual kitchens again this year since we have no pickling plant.

PROCUREMENT UNIT

(a) Principal Activities:

Purchase of 300,000 lbs. of Feed Wheat and 90,000 lbs. of Barley completed for Agriculture Section and negotiation started for the purchase of approximately \$50,000 of Cast Iron pipe and fittings to complete water lines.

(b) New or Unusual Functions:

Approval has been received for the rental of a trenching machine for pipe lines.

(c) Transactions Handled:

Q&A Requisitions to the Quartermaster - 15; Requisitions to the Denver Medical Depot - 6; Purchase Orders issued - 227; Requisitions - 199; Requisitions Pending - 92; Informal Invitations issued - approximately - 400; Contracts negotiated - 12.

(d) Problems or Suggestions:

Due to the large turnover of office personnel a request is being made to obtain the services of a CAF-4 Procurement Clerk-Stenographer to assist the present staff in maintaining the Procurement work on a current basis.

(e) Projected Activities:

Quarterly requisitioning has not as yet materialized - 199 requisitions were received during the month - it is understood the procedure as outlined in Administrative Instruction will be put into effect in September.

SUPPLY SECTION

The Supply Catalog and the new supply procedure has been put into effect in all sections except Motor Transport and Agricultural Sections. Advanced Estimates for the September period are complete in all but the Engineering Section and will be completed there within a week.

Walter Honderich
Acting Supply Officer

WM:MK

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Supply

November 1, 1944

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

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (Civil Service) 14
- B. Temporary employees (Civil Service) 0
- C. Evacuee employees 38 Full Time, 24 Part Time
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 0
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 8

2. Main Activities during Month: The principal activity of the Supply Section for the month was to start the reorganization of the warehouses and the taking of a new physical inventory.

This has been done to check the Stores Record Cards, determine what items are surplus to the needs of the project, and rearrange the stocks to save space and facilitate issuance.

Because of the lack of experienced evacuee helpers, the Engineering, Office Supplies, Education and Agriculture Warehouses have been closed part time and withdrawals are scheduled so that all issues and receipts can be personally checked by the Appointed Assistant Storekeepers. It is hoped in this way to save labor as well as to provide a more adequate control.

Consolidated quarterly purchasing has now been accomplished for office supplies, educational supplies and hardware. All other sections and units have still found it necessary to submit many additional requisitions. Progress is being made however, and before January 15th all sections will probably be able to submit quarterly requisitions for everything.

In connection with Fire Prevention Week, all warehouses were checked for fire hazards and untidiness. Weeds around the Delta Warehouse were harvested and burned.

- 3.
4. Problems considered: Three major problems were considered this month -
 - (1) How to effect more accurate property control.
 - (2) How to meet the manpower problem by reducing the evacuee staff in the warehouses.
 - (3) To determine what items are surplus to the needs of the project.
5. Plans for Next Month:
 - (1) Complete the new physical inventory and rearrangement of the warehouses.
 - (2) Reduce the present evacuee staff in the warehouses from 56 to 29.
 - (3) Consolidate the food in the Mess Management Warehouses so that Warehouse 107 can be used for Evacuee Property, and so that the balance of Warehouse 112 can be used for Vocational Training.
6. The Safety Committee met once during the month. There were no ~~ou~~pending accident reports.

Two safety hazards were reported; first, a deep pond in the golf course area caused by the over-

flow from the blow-off valve in the pipeline is used by the children to float rafts, etc. The Committee recommended that a manproof fence be put around this area immediately since the water is about 10 feet deep and the banks are steep.

Second, there are still numerous reports that young people riding the trucks climb on top of the side boards where it would be easy for them to lose their balance and fall out. They seemingly do not realize what a sudden stop or jolt might do. This problem has been tackled from all angles but there is still much educational work to be done. All drivers have been warned to watch their passengers as closely as possible and to warn them in advance against this practice.

The Motor Pool reported that all cars have been rechecked and now have Accident Report forms in the glove compartment.

Walter Honderich
Acting Supply Officer

WH:MK

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

YLN

Supply

December 5, 1944

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

SUBJECT: Narrative Report for November

1. Personnel Status:

- A. Permanent employees (Civil Service) 14
- B. Temporary employees (Civil Service) 0
- C. Evacuee employees Full Time 62, P.T. 24
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 3
 - b. Seasonal leave 0
- E. Evacuee vacancies on staff 2
- F. Narrative Statement of Personnel Problem:
The Warehousing Unit has not been able to fill its quota of six full time laborers although it has had many applicants for clerical positions. It has, therefore, been necessary to retain a labor crew of part time high school students even though part time workers are very unsatisfactory for this purpose.

Two appointed Assistant Storekeepers have been absent on sick leave. One since November 10, the other since November 22. Since both cases are quite serious, there is very little possibility that either will return to work much before Christmas.

Procurement is still handicapped by the rapid turnover of evacuee employees and the

RELOCATION AUTHORITY
Central Utah Project
Tongan, Utah

Supply

December 8, 1944

MEMORANDUM TO: Mr. Gilbert L. Hesse
Assistant Project Director
Recreation Division

SUBJECT: Narrative Report for November

1. Personnel Status:

- A. Permanent employees (Civil Service) 14
- B. Temporary employees (Civil Service) 9
- C. Vacant employees Full Time 62, Part Time 24

D. Progress of Staff Relocation:

- 1. Indefinite leave during month 4
- 2. Seasonal leave 2
- 3. Vacancies vacated on staff 2

F. Narrative Statement of Personnel Problem:
The personnel unit has not been able to fill the quota of six full time positions although it has had many applicants for clerical positions. It has, therefore, been necessary to retain a larger number of part time staff which is not very satisfactory and the work is very unsatisfactory for this reason.



Two employees have been absent on sick leave. Under 10, the other since since both cases are still in very little probability return to work much before. Improvement is still needed in the removal of vacant employees.

necessity for constantly breaking-in clerks with no procurement background.

2. Main Activities During Month: The physical inventory started last month is still in progress. It has been delayed because of the absence of two Assistant Storekeepers.

Inventories in the Engineering, Office Supplies, and Education Warehouses have been completed.

Simultaneously with the taking of the physical inventory, a special effort has been made to determine what items are surplus to the needs of the project. Surplus reports are now being prepared for a number of significant items including lumber, clothing, motor transport and agricultural equipment.

A recommendation was submitted to the Washington Office this month for streamlining the handling of advanced estimates. Experience here has proved that we can save considerable time by eliminating the large consolidated work sheet suggested in the Supply Handbook. Also by using the Supply Catalog as an order book, time has been saved for the various sections and orders submitted in this manner are much easier to handle.

Procurement has made a special effort to bring its supply of Vendors' catalogs up to date and make these available to the sections for preparation of requisitions.

The Safety Committee met once to review the accident reports. It was found that one safety hazard previously reported had not yet been eliminated. This was the pond caused by the blow off valve in the pipeline. Engineering was contacted and steps have been taken to eliminate this hazard.

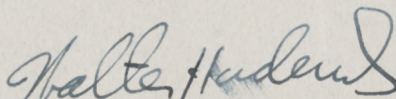
3. Supplies and Materials Needed: None
4. Problems Considered: Very careful study has been made of the hospital warehousing problem because of a recommendation made by the Health

Section that the hospital warehouses be turned over to the hospital administration. This suggestion seemed very good at first but so far we have found no satisfactory plan for handling the major and minor equipment in the hospital under this proposal.

The reactions of the various section heads to the new restricted warehouse schedule has been most favorable and there has been very little need to fill emergency orders. Considerable satisfaction has also been expressed because of the more orderly arrangement of the warehouse stocks and the better control that has been possible because the appointed staff is now able to personally supervise the warehouse issues.

5. Plans for Next Month:

1. To complete the physical inventory in the warehouse and start a physical inventory of all major and minor equipment on the project.
2. Complete the declaration of property surplus to the needs of this center.
3. Complete the revision of the Project Supply Catalog to bring the specifications more nearly in line with those prescribed by Treasury Procurement and correct errors that appeared in the first edition.


Walter Honderich
Acting Supply Officer