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WAR RELOCATION AUTHORITY

Sacaton, Arizona
August 21, 1942

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MEMORANDUM TO: Gila River Project Employees
FROM: Mr. L. J. Korn, Assistant Project Director
SUBJECT: Bus and Train Reservations

It is appropriate to call your attention to the instructions covered in Circular Letter No. 55 on the above subject. We quote the following from this letter and have added thereto recent fiscal instructions which all travelers should be familiar with:

"Joseph B. Eastman, Director of the Office of Defense Transportation, has asked all Government agencies to issue instructions to their personnel to make bus and train reservations well in advance of train departures and where possible at city ticket offices, to make reservations only for journeys reasonably certain to be made and to cancel reservations as soon as possible if they are not to be used.

Director Eastman stated that carriers have legitimately complained of undue and last minute cancellation on an inexcusable scale and that it was obvious reservations were being made to provide for conjectural rather than prospective travel. These instructions have been issued in the interest of efficient rail and bus transportation in the face of mounting demands upon carrier facilities. It was stated that the practices assailed contribute to the congestion at passenger terminals.

The failure of Government employees to cancel transportation reservations promptly when they find they cannot use them has caused the Office of Defense Transportation to take "direct action" to reduce such a practice as much as possible. The Pullman Company has been asked to report the names of Government employees who are guilty of the practice to the end that the O.D.T. may take the matter up with the heads of departments. It is understood approximately 450 names have thus far been reported."

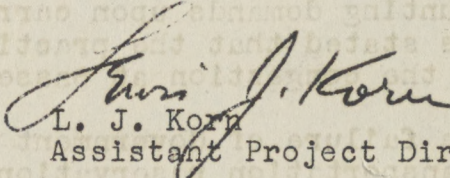
Great River Project Employees--2--August 21, 1942

The Office of Defense Transportation has sent the following communication to all government agencies:

"On June 15, the Pullman Company issued revised instructions to all ticket agents which require that accommodations no longer be reserved under the number of a Government request, but be held in the name of the passenger, subject to currently effective holding limits applying to any reservation. Space will not be held until train time.

Instructions have been issued to Pullman agents to exchange Government request for a Pullman ticket, except that tickets will not be issued in exchange for requests covering groups of a size requiring a special car or train."

In order to comply with the above directions the following procedure should be observed on this project. Any personnel contemplating travel by common carrier will make application for transportation to Mr. Watterson in the Administrative Division, as far in advance as possible. The Administrative Division will issue the necessary transportation requests, secure the reservation, cover the employee with proper travel authority, and furnish an itinerary for the journey to the traveler. In the event the proposed traveler is required to postpone or cancel his journey, he will promptly notify the Administrative Division and steps will then be taken to cancel reservations for the parties concerned.


L. J. Korn
Assistant Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

February 18, 1943

MEMORANDUM TO: All Appointed Personnel and
Block Managers

SUBJECT: Fowls and Domestic Pets

Effective March 15, no fowls will be permitted within the residence area of either Community.

Effective March 15, domestic pet (dogs, Cats) will be licensed and must bear numbered identification tags which will be recorded on the register of licenses issued by the Sanitary Corps at the Butte Hospital.

/s/ L. H. Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

March 6, 1943

MEMORANDUM TO: All Appointed Personnell and Block Managers

SUBJECT: Licensing of Dogs

The following administrative instruction is being issued at this time in order to keep the number of dog bites, and the attendant danger of rabies down to a minimum in this community. I am delegating reponsibility for the enforcement of the Arizona State Law, quoted hereunder, to the Division of Internal Security. The following citation is taken from the Arizona State Pennal Code, Section 17-1607, entitled Licensing of Dogs:

"17-1607. Tax on dogs.--(a) Except on dogs dept in recognized dog kennels for breeding, sale or sporting purposes, every owner, keeper, or claimant of a dog shall pay therefore an annual license tax of one dollar (\$1.00) if a male dog and two dollars (\$2.00) if a female dog. The constable or peace officer of each precinct shall collect the said tax. He shall record in a book kept for the purpose the name of the owner of each dog on which the tax is collected, a brief description of the animal, and the amount collected, and shall furnish the owner with ametallic tag indicating the year for which the tax is paid, which shall be attached to said dog by a collar.

(B) The license herein provided for shall expire on the first day of January of each year, and all dogs found running at large, without a collar and tag, after May 1 of any year, shall be killed by the constable, or at his discretion, may be confined and kept, not exceeding thirty days (50), subject to redemption by the owner or by any other person, upon the payment of said license tax.

(C) The constable or peace officer shall promptly, and not later than the second Monday of each month, pay all moneys collected for dog license taxes to the county treasurer of the county in which the tax is collected and said treasurer shall deposit the same to the credit of the county school fund. Provided, however, the board of supervisors of the respective counties shall allow the constables or peace officers the necessary expenses of the enforcement of this act.

(d) Any constable or peace officer who fails, neglects or refuses to discharge the duties imposed upon him under the provisions of this act shall be guilty of a misdemeanor.

(e) This act shall not apply to incorporated cities or towns exercising, or ordinance, the powers vested by law in such cities or towns to tax dogs and to restrain them from running at large, and provided further that such cities and towns are taxing such dogs, as required by law.

The Chief of Internal Security, who is also a Deputy Sheriff of Pinal County, Arizona, is hereby instructed to license, collect fees, and enforce the State law quoted above in its entirety. My memorandum to all Appointed Personnel and Block Managers, relating to licensing of domestic pets, dated February 18, 1943, placing responsibility for licensing on the Sanitation Corps at the Butte Hospital is hereby rescinded.

/s/ L. H. Bennett
Project Director

Mr. Terry

WAR RELOCATION AUTHORITY
Gila River Project
Rivers, Arizona

April 22, 1943

MEMORANDUM TO: All Timekeepers and Section Heads

SUBJECT: Evacuee Timekeeping Procedure (Revised)

This Memorandum establishes Timekeeping Procedures effective April 1, 1943 and supersede "Evacuee Timekeeping Procedure (Revised December 5, 1943)".

I. NOTICE OF ASSIGNMENT FORM WRA 21

Form WRA-21 will be prepared in quintuplicate by the Placement Section. The original and all copies of the form shall be given to the worker who will report to the Division to which he has been assigned and give the form to the Division Head or his delegated official.

The Division will show the entrance on duty date on original and all copies of the form and shall sign the original and stamp or initial all copies of the form and make the following distribution: (The Division Chiefs must distribute Form WRA-21 to all parties concerned on the date of entrance on duty of the employee.)

1. Original - Timekeeping Unit of the Finance Section
2. 1st copy - Placement Section of the Employment Division
3. 2nd copy - Division Timekeeper of the Division's files
4. 3rd copy - Enlistee Worker
5. 4th copy - Welfare Section

The Placement Section will follow-up the Form WRA-21 if it

does not receive the first copy completed by the Division within a reasonable length of time.

Upon Receipt of the original of the Form WRA-21, the Central Timekeeping Sub-Unit located in the Cost Unit will prepare Form WRA-115 Revised and route the Form WRA-21 to the Payroll Sub-Unit for further handling. Form WRA-115 Revised will be routed to the relevant Field Timekeepers of the Division by the Central Timekeeping Sub-Unit.

Upon Receipt of the Form WRA-115 Revised by the Field Timekeeper, he shall check the same to see that all entries are complete and will insert the entrance on duty date on the form and record the time worked to the date of receipt of Form WRA-115 Revised from Form WRA 6 which shall be maintained by the Timekeeper as a Time Book and all entries on Form 115 Revised shall correspond to Form WRA 6.

At the end of each month, the Field Timekeeper shall prepare WRA Form 115 for the next succeeding month by filling in all required data for all employees working on his Activity for which he has a copy of an active assignment slip on file.

II. RECLASSIFICATION FORM WRA 117

The cash compensation of an evacuee employee for a monthly pay period shall be established at a rate in which he has been classified at the beginning of the pay period. A change in classification shall become effective only at the beginning of the pay period following date of reclassification. Whenever an employee is terminated by official notice from employment and there is a break in employment, and he is reassigned by official notice by employment, his salary

shown on reassignment will govern.

Whenever it is desired to reclassify an employee, an arrangement shall be made with the Placement Officer by the Section Head through the medium of a written notice giving the reasons for the requested reclassification. The placement Officer, if he concurs, will issue WRA-117, "Reclassification Assignment", and shall sign the same on all copies and make distribution as follows:

- Original - Finance Section
- Duplicate - Placement Section
- Triplicate - Division to which assigned
- Quadruplicate - Worker
- Quintruplicate - Welfare

III. DIVISION TO DIVISION TRANSFERS FORM WRA 116

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.

The Division to Division Transfer will be prepared in quintuplicate. After completion it will be approved and distributed as follows by the Placement Section.

- Original - Finance Section, Together with the Time Record
- 1st copy - Division to which transferred
- 2nd copy - Division from which transferred
- 3rd copy - Placement Office
- 4th copy - Worker

The Division to Division Transfer will be prepared by the division from which the transfer is made and forwarded to the Division to which transferred, and then will be sent to the Placement Section for approval and distribution as indicated above.

IV. TERMINATION NOTICE FORM WRA 114

At the time an employee is terminated from employment, this form shall be prepared in original and four copies and the original and duplicate manually signed by the Division Head, the triplicate, quadruplicate, and quintuplicate copies being initialed by the Division Head. The form shall be distributed as follows:

- Original - Finance Section
- Duplicate - Placement Section
- Triplicate - Worker
- Quadruplicate - Issuing Division
- Quintuplicate - Welfare Division

The form shall be distributed on the same date that the employee is terminated. This will be notice to the Field Timekeeper to complete Form WRA-115 Revised and forward it to the Central Timekeeping Sub-Unit.

V. TIME RECORD FORM WRA 115 REVISED

Upon receipt of Form WRA 115 Revised the Timekeeper shall enter the time from the first day of work and show E.O.D. (Entrance on Duty) date on the line in the lower left hand corner which corresponds to the line on which time is being posted.

If a notice of termination is issued, the abbreviation, "Term. Date " shall be placed immediately following the last day of work. This same procedure shall be followed by each timekeeper to which the employee is charged during the month.

At the end of the month or upon termination, if prior to the end of the month, the total time shall be entered together with the Account Amount and the card shall be signed both by the Supervisor

and the Timekeeper. These figures shall be entered on Form WRA 195 as required elsewhere.

VI. RECORDING OF TIME

A. GENERAL

All time worked each day will be recorded on the Time Record in hours with the restriction, however, that no more than eight hours can be recorded for five days each week and four hours on the sixth day. Any additional hours worked will be recorded in the space provided on the reverse side of the Time Record and will be credited to compensatory time.

Eight hours should be recorded for each worker for each holiday observed, providing he worked the day preceding and succeeding the holiday or was on excused absence on account of illness on those days.

The following code will be used on the Time record to indicate the respective daily status of an enlistee during the month:

- 8 - One day worked (or actual hours worked if less than 8)
- E - Excused Absence (Illness)
- U - Unauthorized Absence
- C - Compensatory Time
- P - Penalty for Unauthorized Absence
- H - Holiday Observed
- X - Absence - not paid (also used for Sunday)

Workers, except those paid on a part-time basis, absent on account of illness will be given excused absence, provided they present a certificate from the doctor indicating they are

unable to work. Sick leave shall be limited to 15 days for anyone illness. If the worker is unable to return to his duties after the lapse of 15 days, he will be eligible for unemployment compensation. After the expiration of 15 days excused absence given for illness and supported by doctor's certificate, worker should be terminated and notified to contact the placement officer so that application can be made for unemployment compensation.

Time checkers, 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 checker, or the time may be checked by the foreman of the crew. In such cases the division office should send one of its office personnel occasionally to the work site to determine that time is being properly accounted for.

At the end of the month each division Cost Accountant will calculate its own Time Records, extend the amount due in the space provided, and turn them into the Finance Section, where the extensions and rates will be audited. The Time Records should be kept in the following order at all times:

Division
Classification
Alphabetical

B. COMPENSATORY TIME

When a worker is required by his division to work longer than the prescribed number of hours, compensatory

time shall be allowed the worker. This time shall be recorded in the space provided on the reverse side of the Time Record, Form WRA 115 Revised. Specific reasons should be shown to justify any overtime.

It will be the responsibility of each division to account for compensatory time. When the division grants compensatory time, it will mark the Time Record "C/8" and the number of hours to be credited for the day on which the compensatory time is granted and will record the amount on the reverse of the Form 115 Revised Time Record. Compensatory time will not be granted in units of less than one day.

When compensatory time is earned by overtime hours worked, the hours will be accumulated until eight hours are earned before compensatory time is granted.

A worker may elect the date or dates of his compensatory leave with the prior approval of the Section Head, provided that any compensatory leave must be taken prior to termination of the job. A job may be extended to cover the period of compensatory time, but such time may not be transferred between divisions. Every effort should be made to hold Compensatory Time to a minimum by scheduling Compensatory Leave as near currently as possible.

The divisions will keep a 3" x 5" card, Form WRA-112 for compensatory time earned and such record will be posted from the reverse side of the Time Record, Form WRA-115, Revised, and will be subject to audit by the Finance Section at any time.

Form WRA-112		Division	
Compensatory Time			
Iden. No.		Name	
Date	:Activity:	Date Com-:	Hours Com-:Uncompan-
Earned:	Hrs.:	No. :	pensated : pensated :sated Time
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

BECAUSE COMPENSATORY time will, in many instances be compensated after the conclusion of various work programs or liquidation of expenditure accounts, each division shall make a report of uncompensated overtime broken down by Activity Account Numbers, to the Finance Section at the close of each month, showing the hours by grades.

C. PENALTY TIME

Penalty time may be applied to workers, who fail to report for duty without having been excused or without reason of illness. Penalty time may not be applied without the personal approval of the Project Director or the head of the Employment Division. Penalty time may also be applied to a worker who works a portion of a day and leaves the job without having been excused.

Penalty time will consist of a day of absence or the partial day absent and the loss of credit for three additional days worked, and will be shown on the Time Record by showing the letter P in the lower corner of the square; for example:

Acct. No.	16	17	18	19	20	21	22	etc.
220	8	8	8/P	8/P	8/P	U	8	

or if a partial day had been worked, as follows:

220	8	8	8/P	8/P	8/P	3/U	8	
-----	---	---	-----	-----	-----	-----	---	--

Where an enlistee fails to report for duty for five days for reasons other than illness without having been excused for cause by his supervisor, the enlistee shall be terminated from duty.

The Unauthorized Absence Penalty of three days shall apply to the first day of unauthorized absence. Subsequent days of unauthorized absence will not be shown by the letter "U" but will be merely blanked out until five days have elapsed, thus:

<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
8	8	U	--	--	--	--

D. TERMINATION

Upon the termination of an evacuee employee, through the medium of Form WRA-114, the Field Timekeeper shall withdraw the employee's Form WRA 115 Revised, Time Card, and the time shall be totaled. The Form WRA 115 Revised will be forwarded to the Central Timekeeping Sub-Unit where it will be held until the worker is re-employed, or until the close of the month.

Upon receipt in the Central Timekeeping Sub-Unit of original Form WRA-114, the Central Timekeeping Sub-Unit shall forward the Form WRA-114 to the Payroll Sub-Unit if the Form WRA 115 Revised has been received, if not received it shall be traced immediately. If there is any difference in date

between Form WRA-114 and the last day shown as worked on Form WRA-115 Revised, the Timekeeper shall staple a note to Form WRA-115 Revised, explaining the discrepancy, and the Central Timekeeping Sub-Unit will then institute an investigation of the case.

If the worker is reassigned before the end of the month, the Central Timekeeping Sub-Unit will forward to the Field Timekeeper Form WRA-115 and forward the original of the reassignment to the Payroll Sub-Unit.

At the close of the month all Forms WRA 115 Revised held by the Field Timekeepers after they have been properly checked for signature and completion, shall be forwarded to the Central Timekeeping Sub-Unit who will, after checking and verification with signature cards, refer the same to the Payroll Sub-Unit; and all Forms WRA-115 Revised held by the Central Timekeeping Sub-Unit on which a termination notice was received (if Termination has not been received, immediate trace shall be made for same) which had been received prior to the end of the month, shall be checked for completion and referred to the Payroll Sub-Unit not later than the first day of the following month. Forms WRA-115 Revised held by the Central Timekeeping Sub-Unit shall be filed numerically by identification number.

Prior to sending any Form 115 Revised to the Central Timekeeping Sub-Unit, the timekeeper shall enter the hours and amount earned in the proper columns on Form 195 (See MONTHLY SUMMARY OF TIME RECORDS).

When an evacuee employee is terminated for any reason other than transfer, the reason shall be shown and the date and hour of termination shall be shown as "Term. 10/26, 3 P.M."

E. TRANSFERS

When an employee is transferred to another activity or Division, the date and hour of transfer shall be shown following the last entry of Form WRA-115 Revised the activity from which transferred as 'Transferred to Account No. _____ 10/25, 5 P.M.' and on Form WRA-115 Revised for the activity to which transferred as: 'Transferred from Account No. _____ 10/26, 8 A.M.'

VI. MONTHLY SCHEDULE OF HOURS AND RATES

Payments to enlistees for the calendar year 1943 will be computed in accordance with the schedule shown below. If the specified number of hours have been worked or credited for the respective months, the full grade rate, \$12.00, \$16.00, and \$19.00, will be paid, if not, the hourly rate and the number of hours worked will be used to arrive at the amount due.

<u>Month</u>	<u>Hours to Be Worked</u>	<u>Rate per Hour</u>		
		<u>\$12.00</u>	<u>\$16.00</u>	<u>\$19.00</u>
January	188	\$.0638	\$.0851	\$.1010
February	176	.0682	.0909	.108
March	200	.060	.080	.095
April	192	.0625	.0833	.099
May	188	.0638	.0851	.1010
June	192	.0625	.0833	.099
July	196	.0612	.0816	.097
August	192	.0625	.0833	.099
September	192	.0625	.0833	.099
October	188	.0638	.0851	.1010
November	192	.0625	.0833	.099
December	200	.060	.080	.095

Salary Rate Tables, effective April 1, 1943 have been prepared and distributed. Table No. 1 shall be used to compute the earnings for the months of January, May and October, 1943; No. 2 for March and December, 1943; No. 3 for April, June, August, September and November, 1943 and No. 4 for July 1943.

VIII. MONTHLY SUMMARY OF TIME RECORDS

At the beginning of each month the timekeeper shall prepare from 195 by listing the Identification number of each employee, using a separate sheet for each Account Number. When a worker is terminated the number of hours and amount earned shall be entered opposite the proper number and in applicable \$16.00 or \$19.00 columns before the Form WRA 115 Revised Time Record is forwarded to the Central Timekeeping Sub-Unit. At the end of the month the hours and amount for all remaining Time Record cards shall be listed opposite the proper numbers, and the sheets for each account shall be totaled. The totals shall agree with the WRA 6 and will be the labor cost for the Activity. These sheets shall be forwarded with the respective Time Records immediately following the end of the month.

IX. PART-TIME AND PARTIAL-DAY WORKERS

- A. If a worker is employed on a part time or partial-day basis, his Notice of Assignment will be marked "Part-Time Worker" or "Partial-Day Worker" by the Placement Section.
- B. Part-time workers will be paid at the hourly rates prescribed in Paragraph VI.

R. K. Moyer
Cost Accountant

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

August 6, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Alteration of Apartments and
Dormitory Rooms

In order to maintain apartments and dormitory rooms in good condition, it is absolutely necessary that we require any occupant who wishes to build shelves, cut partitions, or in any other way alter the original walls and floors of buildings, to apply for permission through the Housing Committee.

It is also necessary that anyone who contemplates building a fence or any other construction outside the apartments, receive approval from the Housing Committee. It is necessary to prevent the disfiguring of the apartment area with structures which detract from the apartments as a whole.

There can be no exception to this rule.

/s/ L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

November 1, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Operation of Personnel Mess

The administrative mess hall has been operating for sometime under very grave difficulties due to the national rationing program. In view of this, it has become necessary to establish certain rules in regard to serving of meals which must be adhered to.

Under the present system the only ration points that the chief steward has to operate the mess hall on are those turned in by the people who eat there regularly.

People who eat 8 or less meals a week are not required to turn in their ration books.

It can be readily seen that this alone infringes to a certain degree upon the people who turn in their coupon books and eat all of their meals at the mess hall. As a matter of fact, the people who eat less than 8 meals at the mess hall practically consume all of the slack in the ration points allowed to operate on.

It has been noticed in the past that it is customary for people who live in the apartment houses to drop in occasionally for meals. Under normal conditions this would be an excellent idea as it provides social contacts, etc. It is also noticed that the number of guests from the outside are increasing which under normal conditions would be very satisfactory. However, under war conditions and under the ration program, it is becoming practically impossible to operate the mess hall under such a system as this.

In view of the above, the following regulations will go into effect immediately:

1. It will be mandatory for all people eating over 8 meals per week to turn in their ration book to the chief steward.

2. For those people who eat less than 8 meals per week at the mess hall, it will be mandatory that you notify the chief steward 24 hours in advance of the meal you intend to partake.

We would like to appeal to the people who live in the apartments to refrain from eating in the mess hall unless it is an absolute emergency. By making this appeal we would like to emphasize the fact that when you do eat in the mess hall, you are without doubt depriving people who have to depend on this place for their meals a part of food they are entitled to.

You will recall that this instruction has been issued previously. Inasmuch as it has not been complied with, we feel forced at this time to place a Caucasian employee at the door who will have instructions to refuse to allow anyone to enter who comes under classification number one and two and who has not complied with the rules set out above.

I would like to state further, that it is absolutely necessary that the above instruction be adhered to and that it is on a trial basis only. If it develops that the people are not willing to cooperate on this basis, more drastic action will have to be taken. In all probability the mess hall-operations will have to be put on a rate basis whereby you pay a flat rate per month and all others refused service.

L. H. Bennett
Project Director

Brown, Gordon

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

December 31, 1943

MEMORANDUM TO: ALL WRA EMPLOYEES AND RESIDENTS OF THE
GILA RIVER RELOCATION CENTER

SUBJECT: Control of Visitors' Vehicles

In order to better control traffic, to prevent unauthorized entries upon the Center area and abuses of visiting privileges, all visitors must henceforth park their vehicles in designated areas while they remain at the Center. No persons will be admitted to the Center without a pass at the gate of entry. If necessary, a messenger will convey the pass to that point, but all persons expecting visitors should notify the officer designated to issue passes, Mr. H. C. Freeland, in advance, so that passes may be awaiting the visitor at the gate. It will be a condition for the issuance of a pass to any visitor that his vehicle is subject to search while within the Center area.

I designate the Chief of Internal Security, in cooperation with Mr. Freeland, to place in effect and enforce the terms of this memorandum.

This memorandum does not apply to project vehicles nor to vehicles owned by members of the staff or their families. In the latter case, a special tag will be issued to designate such vehicles.

L. H. Bennett
L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

In reply, refer to:
PMD

January 4, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Gossip

Webster says that gossiping may be defined as the carrying of idle and scandalous tales of a personal nature about others. That a gossip may be defined as a scandal monger.

Gossip is a destructive force in any organization. Usually gossip injures, first by hurting the person who is talked about; second, by destroying the good fellowship that should exist between all members of any organization; third, by ruining organization morale; fourth, by hurting the work of all members of the organization, and finally, fifth, by destroying the gossipier.

Usually the person talked about is hurt less than the organization. Any efficient organization administrator must weed out these carriers of libelous gossip if the organization is to remain sound, and the job of the organization is to be properly done.

The personal affairs of each employee belongs to himself until such time as the employee's personal affairs begin to effect the value of his work in the organization. They become the business of the person in charge. They never are the business of his fellow workers.

/s/ L. H. Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

In reply, refer to:
PMD

January 7, 1944

MEMORANDUM TO: Assistant Directors, Section Heads, Community
Councils, and Block Managers

SUBJECT: Passes

Passes to Phoenix and other communities will be limited to persons requiring medical or dental care, business trips approved by Assistant Directors, and visits to relatives in the State Hospital.

Requests for passes must be in writing and submitted to the Director's office in advance of the date requested.

Please discourage others from requesting passes for such purposes such as shopping, visits with friends, et cetera.

We cannot possibly accommodate everyone on the Project and we do not feel that passes should be issued to few while others are discriminated against.

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January 17, 1944

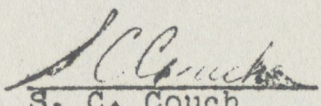
MEMORANDUM TO: All Timekeepers

SUBJECT: Compensatory Time Records

All Timekeepers shall immediately record the amount of uncompensated time as shown in the right hand column on Form WRA-112 on the reverse of Form WRA-115 in the third column headed "Earned". This amount should be figured by deducting from the amount due on September 13, 1943 any compensatory leave taken since that date. (See Project Instruction No. 3) The balance at the end of the month shall be carried forward to the next month's card, so that the record of all compensatory time is carried at all times on the Form WRA-115 cards until it is liquidated.

As soon as this time has been recorded on Form WRA-115 the timekeeper shall write the monthly rate of pay on the face of the Form WRA-112 and forward all active Form WRA-112 Compensatory Time cards to the Cost Unit where these records will be kept in the future.

Any changes increasing the amount of Compensatory Time shall be reported immediately to the Cost Unit supported by the letter of authority signed by the Project Director. Any change reducing the amount of Compensatory Time shall also be reported immediately to the Cost Unit. In either of the above instances the change shall be entered on the reverse of Form WRA-115.


S. C. Couch
Cost Accountant

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

File ✓

*Mr. Gandy
Please check this
over + comment.*

Personnel:

March 29, 1944

MEMORANDUM TO: Appointed and Evacuee Unit Heads and
Timekeepers

SUBJECT: Assignment, Transfer, Termination,
Reclassification and Requisition of
Evacuee Employees

- I. The purpose of this memorandum is to establish procedure required by prevailing regulations. Administrative Manual 50.5.11.A provides as follows:

"No evacuee shall be assigned, transferred, or separated from any job with the War Relocation Authority within the Center unless such action is specifically approved in advance by the Personnel Management Section."

II. ASSIGNMENTS

Workers shall not enter on duty unless placement is approved by the Personnel Management Section and until a work assignment (WRA Form 21) has been issued. Forms will not be dated retroactively to cover unauthorized assignments.

III. TRANSFERS

When the transfer of evacuee personnel is contemplated this information will be submitted to the Personnel Management Section for review not later than Thursday of any week. Transfers will become effective Monday of each week and will be so dated. A transfer will not be considered if the worker is approached by appointed staff members or evacuees without approval from the Division Chief or Section Head of the affected unit.

IV. TERMINATIONS

- (a) Terminations at the expiration of 15 days sick leave will be executed in the Central Timekeeping Unit.
- (b) Terminations initiated by the worker will be prepared in the field with the effective date entered on the form and the worker directed to the Personnel Management Section at the time he receives his copy. Persons terminated on request will not be reassigned until this interview has been taken.

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 30, 1944

TO: Resident Appointed Staff
SUBJECT: Protection of Government Property

It is with considerable pride that we can point to the comparative beauty of our apartments and grounds. This has been accomplished by a lot of hard work, planning, and cooperation. The continued maintenance and development is a joint responsibility of the entire community.

Recently children have invaded the new buildings and have caused delay and destruction. It is imperative that every one of us act upon the responsibility we have as parents and as employees of the government in directing the activities of our children and protecting Government property.

Will you please help keep all children out of new construction by warning them as you pass by? We do not want to be forced to arrest anyone for the destruction of Government property. The penalty is severe. We would like to feel that every staff member and his family is as interested in the prevention of harm as those who are doing the building and the parents. Certainly every adult among us can stop children -- both evacuee and appointed personnel -- from doing the following things:

1. Walking on wet concrete.
2. Entering the new, but unfinished apartments spilling cans of paint, etc.
3. Sticking the water hose into the oil tanks and turning on the water.
4. Putting sand into oil tanks.
5. Climbing around on rafters etc. and tearing down braces.
6. Taking lumber to build huts, etc.
7. Destroying lawns, flower beds, trees, etc.
8. Destroying, or interfering with irrigation canals.

Please consider the above items as a regular part of your responsibilities as guardians of Government Property.

/s/ Hugo W Wolter

Hugo W. Wolter
Acting Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

March 30, 1944.

TO: All Appointed Personnel

SUBJECT: Traffic Violations

It has come to my attention that some of the appointed staff find it difficult to accept certain Project regulations. Among them are regulations in regard to traffic and area passes. We fully realize that these additional regulations may cause some inconvenience. In the interest of the general Project, however, and in carrying out the task of the orderly operation of the center, it is essential that all of us work together in maintaining as few regulations as possible.

Traffic regulations are necessary to protect the lives of people--both evacuees and appointed personnel. The area pass regulation was instituted in order to control certain elements which were causing difficulties involving private enterprise, unauthorized use of cars, and unauthorized visiting from neighboring communities.

These regulations fit into the statement on the efficiency ratings concerning "cooperation" and "understanding of the overall plan." Your cooperation will be fully appreciated and will certainly increase the respect of the residents for the staff and general law and order. The best leadership is that which can say, "do as I do."

(signed) Hugo W. Wolter
Acting Project Director.

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

April 6, 1944

MEMORANDUM TO: All Project Personnel

SUBJECT: Giving and Acceptance of Gifts

A recent Washington Administrative Regulation pertaining to giving and acceptance of gifts is outlined for the information and guidance of all individuals on the Gila River Project.

The release prohibits employees from soliciting contributions or making donations for a present to an official superior. By the same token such superior is not permitted to receive gifts.

The exact wording is as follows: "Employees are not permitted to solicit contributions or make any donations for a present to an official supervisor; nor is such superior permitted to accept any present from any employee or employees receiving a smaller salary than himself."

Although this regulation runs contrary to the general customs practiced by people of Japanese ancestry, we request the understanding of the evacuees personnel and the appointed personnel of the fact that we regulate our relationships according to the official instructions.

/s/ Hugo W Wolter

Hugo W. Wolter
Acting Project Director

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

MEMORANDUM TO: All Evacuee and Appointive Personnel

SUBJECT: Evacuee Leave Regulations

- I. In accordance with War Relocation Authority Manual, procedure pertaining to Evacuee leave is established, effective May 1, 1944. For the information and guidance of all project personnel this memorandum defines and outlines Vacation Leave, Sick Leave, Compensatory Time, Extended Illness Compensation, Leave Without Pay and Unauthorized Leave. Reference is made to the Personnel Manual or Handbook for pertinent details.
- II. VACATION LEAVE
 1. All regularly assigned full and part time workers are entitled to Vacation Leave at the rate of one work day for each calendar month. Normally such leave shall be credited at the beginning of the month.
 2. Workers assigned between the first and fifteenth of the month shall be credited with one day of Vacation Leave for the current month; those assigned between the sixteenth and last day will be credited with one-half day.
 3. Workers separated between the first and fifteenth shall be credited with one-half day of Vacation Leave; those separated between the sixteenth and last day shall be credited with one day's leave.
 4. Workers must be in continuous service for one month before becoming eligible to take Vacation Leave.
 5. Workers may be granted Vacation Leave at their request subject to the approval of the Section Head. Granting of Leave should be staggered throughout the year in order not to impair the work of the operating unit.
 6. Vacation Leave for workers transferred from one job to another within the Project, without break in service, shall not be impaired by the transfer.

7. Earned Vacation Leave should be liquidated whenever possible before leaving the Center on transfer, Indefinite Leave, Seasonal Leave or Leave to enter Armed Forces of the United States. Workers shall be paid for any remaining accrued Vacation Leave by extending date of separation to cover such leave.
8. Workers resigning from a job and remaining in the Center are entitled to all earned Vacation Leave and the date of separation shall be extended to cover the Vacation Leave.
9. When a worker is discharged from a job for any of the following reasons -- unauthorized absence from work, habitual tardiness and leaving the job before quitting time, slackness and inefficiency on the job, wilful or careless misuse of equipment or other misconduct - earned Vacation Leave will be allowed only if approved by the Project Director.

III. HOURS OF WORK AND COMPENSATORY LEAVE

1. The official work week for evacuee workers is 44 hours, based on five 8-hour days and one 4-hour day per week. Except in cases of emergencies or unusual circumstances, regular hours of duty will be followed, and supervisors and employees will plan their work on that basis.
2. When workers are required to be on duty outside of the regularly prescribed hours, arrangements shall be made for staggering work hours among the personnel.
2. When it is absolutely necessary that workers be on duty in excess of the regularly prescribed hours, this work will be compensated for through the medium of Compensatory Leave.
3. The Project Director shall have the authority to require a longer work week, or work at other hours, or both, when the nature of the work in his judgment so requires,
4. In case the necessity arises, a Memorandum requesting such overtime must be submitted by the Division Head to the Project Director for approval in advance. Copies of such approved memoranda shall be forwarded to the Finance and Personnel Offices.
5. Compensatory Time granted in excess of the prescribed hours shall be recorded by timekeeper on reverse of daily time report. This entry must be supported by copy of memorandum referred to in Paragraph 4 above.
6. Unused balances of Compensatory Leave may not be transferred between divisions.

7. Workers unable to liquidate Compensatory Leave (earned after January 1, 1944) prior to leaving the Center of Indefinite Leave, Seasonal Leave or Leave to enter the Armed Forces shall be paid for it by extending the date of separation to cover the time due.

IV. SICK LEAVE

1. Full or part-time regular workers may be granted 15 days Sick Leave a work year, with pay, for reason of illness.
2. Upon application, Sick Leave shall be granted for illness including pregnancy and confinement, or illness of an immediate member of the family which requires the presence of the worker in the home.
3. Application for Sick Leave must be made not later than the day of return to duty and in the case of absence extending beyond 3 days, shall be supported by a physician's statement (Form S-1295). If the absence was due to the illness of a member of the worker's family, the physician's statement shall show that the worker's presence was required in the home.
4. A worker is entitled to Sick Leave immediately upon assignment, but a worker, absent because of illness more than three consecutive or non-consecutive work days during the first month of employment, is required to furnish a physician's statement certifying as to the illness for each additional day of absence during the month.
5. A worker who has taken all the Sick Leave to which he is entitled, may elect to charge subsequent absences due to illness to Vacation Leave, or Leave Without Pay.
6. Workers transferring to another division or to another Center, shall at the time of transfer, be credited with all unused Sick Leave.
7. Sick Leave may be granted only because of illness of the worker or a member of his immediate family, and no one shall be paid for Sick Leave not used upon termination of the job for any reason.

V. LEAVE WITHOUT PAY

1. Workers who need time off for important personal matters, and who have no accrued Vacation Leave, may be granted up to and including six working days, without pay, on prior approval of the Section Head (Form WRA-335).

2. Leave Without Pay from 6 to 12 working days must be approved by the Assistant Personnel Officer. In case worker's presence outside of the Center is required, such Leave Without Pay may be approved at the discretion of the Project Director.

VI. APPLICATION FOR LEAVE

1. All Supervisors and Unit Heads are charged with the responsibility of informing workers of their Work and Leave rights and responsibilities.
2. The worker will make application for Vacation Leave or Leave Without Pay by submitting Form WRA-335 in duplicate to his Supervisor. This will be done as far in advance as possible AND in no case later than noon of the day such leave is to be taken. Application for Sick Leave shall be made in the same manner not later than the day the worker returns to duty.
3. The Supervisor will immediately present the applications to the Section Head for his action. If approved by the Section Head, applications shall be given to the timekeeper who shall make the proper entry on the time record. Applications will then be forwarded to the Personnel Transaction Unit where it will be audited. The copy of the application will be routed to Central Timekeeping. The original will be filed in the Personnel Management Section.
4. If the worker is not entitled to leave as requested, the Personnel Transactions Unit will return the original to the Section Head with appropriate notations thereon, advising him as to what leave is available. The copy will be forwarded to Central Timekeeping with similar information. The Section Head will transmit this advice to the worker and timekeeper.
5. Applications for Leave will be made as early as possible and every phase of the procedure will be expedited.

VII. ABSENCE WITHOUT LEAVE

1. When a worker fails to report for duty (without reason of illness and without having been excused), such absence shall be charged to Vacation Leave. Where there is no accumulated Vacation Leave, the absence shall be counted as unauthorized Leave Without Pay.
2. When a worker is absent on unauthorized Leave Without Pay, it shall be the responsibility of the timechecker to secure applications for leave (Form WRA-335) from the worker upon his return to duty. The timechecker shall insert the word "unauthorized" before "Leave Without Pay" and check the entry.
3. An unauthorized leave during the first month of service constitutes a break in service and Vacation Leave credited for the calendar month shall be forfeited. A new period of service begins when the worker returns to duty.

4. Following an unauthorized Leave Without Pay, a worker shall be required to work one full month before being entitled to take Vacation Leave.
5. Repeated absences without leave or an unauthorized leave of 5 working days shall be reason for discharge.

VIII. DISCHARGE OR SEPARATION FROM JOB

1. Separation of a worker from his job will be effected by Form WRA-114 (Termination Notice) prepared in collaboration with the Personnel Management Section.
2. As far in advance as possible, the Section Head shall accomplish all copies of WRA-114 and forward them to the Personnel Management Section for approval.
3. Section Heads will fill in the last day of work in space after "Termination Effective". The Personnel Transactions Unit will note amount of Vacation Leave and will insert a new termination date to cover any accrued leave. Forms will then be distributed as indicated, excepting that the worker's copy will be returned to the Section for distribution.
4. Grounds for discharge shall be determined by the Project Director, but will include the following:
 - (a) Unexcused absence from work. Absences not due to illness must be excused in advance.
 - (b) Habitual tardiness and leaving the job before quitting time.
 - (c) Slackness and inefficiency on the job.
 - (d) Wilful or careless misuse of equipment.
 - (e) Misconduct.

IX. EXTENDED ILLNESS COMPENSATION

1. A regularly employed full-time worker who has taken all the Sick Leave to which he is entitled, may elect to charge subsequent absences due to illness to Vacation Leave, or Leave Without Pay.
2. Provided he presents a certificate from a Doctor (Form S-1295) indicating that he is still ill after using accumulated leave, he may make application for Illness Compensation. If approved, this compensation will enable him to receive 60% of his regular salary.
3. The TIMEKEEPER will give the worker 2 copies of Form S-1295, along with the Termination Notice, and advise him that if he wishes to make application for Extended Illness Compensation, he should take the completed forms to the PERSONNEL MANAGEMENT SECTION for preparation of FORM WRA-92. The original of forms WRA-92 and S-1295 (and 30 day renewals thereafter) shall be forwarded to the Finance Section for preparation of the Voucher.
4. In case illness continues, compensation will be paid for a maximum of 90 days provided the patient immediately submits a

Certificate every 30 days to the PERSONNEL MANAGEMENT SECTION.

5. The original Application for Illness Compensation shall serve as the basis for payment until the Personnel Management Section directs the termination of payments because the employee has:
(1) reported that he is physically able to work, or (2) failed to re-establish his eligibility each 30-day period, or (3) has received compensation for 90 days. Attention is directed to the fact that the patient must submit a Medical Certificate every 30 days stating that he is unable to work.

L. H. Bennett

L. H. Bennett
Project Director

GILA RIVER PROJECT
Rivers, Arizona
May 8, 1944

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Personal Compensatory Leave

1. In accordance with authority granted by Paragraph 113A, B and C, 20.1, Personnel Handbook, and so that each appointive employee on this project may have free time during business hours for the transaction of personal business, hours of work are revised as indicated below.

2. Effective May 15, 1944, the following schedule of work hours for all appointive personnel, to build overtime credit for Personal Compensatory Leave, will prevail:

7:45 A.M. to 12:00 NOON
12:45 P.M. to 5:15 P.M.

3. In this manner such employees will be credited with forty-five minutes overtime for five days and 15 minutes for the leave day, or four hours overtime weekly.

4. To compensate for this overtime credit, each employee will be granted time from duty of one afternoon weekly.

5. Normally this credit will be liquidated on Tuesday, Thursday and Saturday afternoons. Division or Section Heads will stagger these compensatory leaves for personal business, so that a major portion of the employees will be on duty at all times during official work hours. In all cases personal leave will be liquidated within the week.

6. Division or Section Heads will keep a careful record on Form 1480 of the overtime hours worked and credit taken.

7. Personnel of the Education Section or others who wish to build personal overtime credit by allotted night work may continue to do so. A record of such overtime and compensatory leave will be maintained on Form 1480. Overtime credit shall be liquidated by leave within the week.

8. The afternoon bus schedule to Phoenix and nearby towns is hereby changed to 5:20 P.M., on effective date.

9. This overtime credit for personal business shall not be confused with compensatory leave for emergency overtime.

/s/ L. H. Bennett

L. H. Bennett
Project Director

C O P Y

GILA RIVER PROJECT
RIVERS, ARIZONA

May 9, 1944.

TO: All Residents.

SUBJECT: Government Property.

I must again call your attention to the fact that the theft of Government Property is a most serious offense.

Recently lumber and sheetrock have been taken from the stocks at the net factory buildings and also from points where construction is in progress. Also, brass parts from valves have been taken from the warehouse, along with other valuable materials--almost impossible to replace. Every piece of this property is needed for construction and maintenance of the community and its loss will be felt by everyone later on.

It therefore becomes necessary for me to notify you that any offenders against whom proof of theft of Government Property is definitely secured, will be turned over to the United States Attorney in Phoenix for Federal Prosecution.

(signed) L.H.Bennett
Project Director.

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

Personal ✓

May 20, 1944

MEMORANDUM TO: All Appointive Employees

SUBJECT: Hours of Work and Compensatory Leave

1. Portions of WRA Personnel Handbook (Section .111A, 20.1) pertaining to the regular work week and emergency Compensatory Leave is reproduced for the information and guidance of all appointive personnel on this Project. This does not pertain to Personal Compensatory Leave which permits certain overtime work to create credit for leave to be taken within the week for personal purposes.
2. "The official work week of the WRA is prescribed as 48 hours, based on six 8-hour days. Except in cases of emergency or peak loads, regular hours of duty will be followed and Supervisors and Employees will plan their work on that basis. The exact time of beginning the regular 8-hour day may be fixed by the Project Director."

"It is the policy of the War Relocation Authority not to authorize additional overtime work on a prearranged schedule basis. That is, if it is necessary that appointive personnel be on duty outside of the regular prescribed working hours of the Project, then such arrangements should be made through a staggering of working hours among the personnel."

3. "Additional overtime work shall be limited in all cases to Emergencies or unusual circumstances, and it shall be the policy to compensate for this work through the medium of Compensatory Leave."
4. "Authority is hereby delegated to Project Directors to approve overtime in excess of the 48-hour week. This authority will not be redelegated.

The overtime in excess of 8 hours in any work day must be ordered and approved in advance by the Project Director in the form of a memorandum addressed to the Division Head. Copies of such memoranda shall be forwarded to the Finance Office and the Personnel Office."

5. Employees shall be given compensatory time off through the preparation of a regular leave slip (Form OEM-8) with the nature of the leave typed in as "Compensatory Leave". Such leave slips must be approved in advance by the person who ordinarily approves leave."

"This Compensatory Leave may be accumulated but shall be granted within 90 days after the close of the week in which such overtime was performed.

6. "A record of all Compensatory time earned, taken and uncompensated shall be maintained by the Personnel Office on Form WRA-262."
7. Because of the unusual situation prevailing in the Education Section, making the staggering of hours difficult or impracticable, the following supplementary procedure will apply to that Section:
 - (a) At the beginning of each month, a basic schedule for Emergency night teaching will be submitted for that Section for the approval of the Project Director. Approved copies will be forwarded to the Finance Office and Personnel Office.
 - (b) To support this schedule, Form SI490 will be promptly forwarded to the Personnel Management Office showing emergency hours as worked.
8. As outlined above, in all cases, application for Compensatory Leave must be made and approved in advance by a regular leave form. Leave will be liquidated within 90 days.
9. This Memorandum supersedes previous regulations on Emergency Compensatory Leave.

for B J Runyan
L. H. BENNETT
Project Director

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u> _	<u>Hours</u> <u>overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

OVERTIME FOR APPOINTIVE EMPLOYEES

TO: Personnel Officer

Appointive Employees worked emergency overtime
as indicated below.

<u>Name</u>	<u>Title</u>	<u>Date</u>	<u>Hours overtime</u>	<u>Nature of Work</u>

The above has been properly authorized as necessary.

Date: _____

Approved: _____

Title _____

Section or Division _____

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 8, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Physical Inventory - Staff Housing Furniture

Effective July 1, 1944 a new property procedure is to be placed into effect. This new procedure requires that a physical inventory of all property on the Project be taken before June 30th.

The inventory of Staff Housing furniture in dormitories and apartments will begin June 15th. This inventory will be taken by the Property Control and Warehousing Officer between the hours of 8:00 a.m. to 12 noon and 1:00 p.m. to 5 p.m. Mondays to Fridays inclusive, and from 8:00 a.m. to 12 noon on Saturdays.

If your staff housing furniture is not available for inventory during the hours shown above, please return this memorandum to W. G. Graham, Finance Officer, showing date and hour that we can inventory your furniture. If notice is not returned by June 15th, it will be assumed your staff housing furniture can be inventoried within the hours shown above.

No staff housing furniture can be transferred without proper clearance in advance with Hugh A. Falbey, Property Control and Warehousing Officer. In the event of discovery that any furniture has been transferred without the Property Control and Warehousing Officer's approval, or is otherwise unaccounted for, the salary of the employee to whom such property is charged may be subject to deduction for the inventory value of the property.

/s/ B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

Mrs. M Brown

WAR RELOCATION AUTHORITY
Gila River Project
Rivers, Arizona
June 26, 1944

MEMORANDUM TO: ALL APPOINTED PERSONNEL

SUBJECT: WAR RATION BOOKS & MEAL POINTS

In order to comply with OPA Regulations, Washington Instructions and local conditions, the following mess hall rules will become effective July 1, 1944:

1. Persons eating eight or more meals per week in the mess hall must surrender ration books numbers I, II, III and IV to the Project Steward.
2. The Project Steward will remove from the books eleven points of currently valid blue stamps and fourteen points of currently valid red stamps per week.
3. Regular patrons must fill out the meal request for each meal to be taken for the month and state whether it is to be in Butte or Canal. The forms are available at the Personnel Mess in both Canal and Butte.
4. All persons other than regular patrons must give the mess hall twenty-four hours notice in advance of meals to be taken. For Sunday you must register not later than Friday, 5:00 P.M. You may register with the Cashier at the Personnel Mess either in Butte or Canal. This applies to apartment dwellers and guests of Personnel.

In order to render desirable service, it will be necessary that the above rules are complied with. Anyone refusing to do so may be denied the privilege of eating in the Mess Hall.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management Division

M G BROWN

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

July 3, 1944

MEMORANDUM TO: Appointive Employees

SUBJECT: Return of Government Property

All staff employees, upon leaving the WRA, must return or account for all government property in their possession on or before the last day of active duty.

1. Return your identification card to the personnel officer.
2. Return your mess card to the agent cashier. The agent cashier will notify you of any indebtedness when you return your mess card.
3. Return your property such as keys, manual instructions, etc., which your section head has entrusted with you, to your section head.
4. Return your driver's license to the Project Director.
5. Have your staff housing furniture checked by the Property Control and Warehousing Officer.

Unless this is done, your final salary pay check will be held by the Finance Officer until all property has been accounted for.

B. F. Runyan

B. F. Runyan
Assistant Project Director
Administrative Management

Marguerite S. Brown

WAR RELOCATION AUTHORITY
Gila River Project
Rivers, Arizona
July 6, 1944

TO: ALL APPOINTED PERSONNEL

SUBJECT: DOMESTIC SERVICES

For your information the Co-op proposed a revised set of rates on domestic service as of June 23, 1944. A committee composed of appointed staff personnel was appointed by Mr. Bennett to discuss these rates. The committee met and after due consideration came to the decision that the rates were fair and unanimously accepted same. The Co-op was so advised and I quote a letter from their representative which is the purpose of this letter:

"In accordance with the Co-op's revised set of rates on Domestic Service of June 23, 1944, which was accepted by your committee, we are now ready to commence the service. Will you kindly request the staff members to have their present evacuee employees report to 69-15 to sign up with the Co-op and receive their assignment slips. This is very important."

The appointed personnel committee is of the opinion that if the staff will now cooperate it is possible for the Co-op to render a satisfactory service. Therefore, we urge that you give it a fair trial.

Schedule of the approved rates:

To the Appointed Personnel:

1. \$10.00 per week for full time service. (44 hours)
2. \$ 5.00 per week for half time service. (22 hours)
3. \$40.00 per month for full time service. (8 hours per day except Saturdays which require 4 hours)
4. \$.25 hourly rate over the minimum of 3 hours up to and including the full 8 hour day.
5. Minimum service charge is to be not less than 3 hours per worker per day or a charge of \$1.00
6. Half time for a full month--the charge shall be based on the weekly rate of \$5.00
7. For work less than one full time week or one full half time week, each day of work will include the 3 hours minimum service rate.

Ben F. Runyan
Ben F. Runyan, Chairman
Appointed Personnel Domestic
Service Committee

Mrs. M. Brown

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 13, 1944

MEMORANDUM TO: All Appointed Personnel Employing
Evacuee Domestic Services

FROM: Project Director

SUBJECT: Registration for Domestic Services

For some days Cooperative Enterprises has had the organization for the registration and employment of evacuee domestic services. To the present time very few have registered. The Coop' officers have stated that, if no more registered, they may be unable to carry out the plan.

Before it is too late, all employees of evacuee domestic helpers are asked to urge their employees to register. If this is not done immediately, project appointed personnel may be in the position of having no domestic help whatever.

LHBennett

L. H. Bennett
Project Director

George P. Young

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

July 17, 1944

TO: All Personnel

SUBJECT: Trip Tickets

Effective midnight, July 17th, no government vehicle will be permitted to leave the project without a trip ticket properly filled out and approved manually by Paul Morton, H. C. Hoehn, or A. S. Hutchinson. All drivers of government vehicles will show the trip tickets to the Military Police on duty at the gates before being allowed to proceed.

In the future, trip tickets for movement of all government vehicles must be filled out completely, showing the account number, type of equipment, division and section, justification for use, anticipated mileage, and hours required. It will also be necessary to have the signature of the division or section head on each trip ticket.

Trip tickets must be in possession of the drivers during the time they are using equipment and turned into the Transportation Office immediately upon completion of each assignment.

The Transportation Section has assigned a clerk for the purpose of making up trip tickets. They will be made up on duplicate, the original given to the driver and the duplicate held in transportation files until the original is returned, properly completed. In addition, a control ledger on all trip tickets is being initiated to insure the return of all originals.

The above procedure is necessary for proper control of equipment and the cost accounting system. It is required by WRA Manual 40.5.14. These tickets are not transferable.

Paul S. Morton

Paul S. Morton
Assistant Project Director
Operations Division

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

August 18, 1944

MEMORANDUM

TO: All Appointed Personnel

SUBJECT: Motor Pool Regulations

Reference is made to regulations controlling the Transportation Department issued under date of July 18. Recently, there has been a series of conferences held in the Project Director's office which have resulted in important changes. These changes were finally agreed upon on Tuesday, August 8, at such a conference. The following gentlemen were present: Mr. E. J. Utz, Chief, WRA Operations Division; Lieutenant Colonel Lew E. Fiero, Transportation Officer; Mr. L. H. Bennett, Project Director; Mr. Ben F. Runyan, Assistant Project Director; Paul Morton, Assistant Project Director; and Mr. Tom B. Vinson, Motor Transport and Maintenance Supervisor.

Listed below are the approved changes effective midnight,
August 26:

A. PHYSICAL

1. Equipment

Transfer all Mobile Motor Equipment, including gas tanks, except assigned cars listed below, to the new Motor Pool. Work out with the Chief Engineer and the Fire Department, location of gas tank.

2. Paint Shop

Construct paint shop, at least 100 feet west of south building. If possible, obtain second-hand galvanized "sheet" so that building will be as near fire-proof as possible. The building is to be used exclusively for painting.

3. Wash Rack

Construct a wash rack, adjacent to sewer and water service. Use concrete slab with canopy top. No sides necessary.

4. Parts Department

Abolish entirely, the Parts Department now attached to the garage. Work out detail with Mr. Runyan. Designate one individual as requisition clerk with one messenger who will take requisition to Automotive Parts Division in Central Warehouse and return with parts, if in stock.

5. Hoist

Obtain additional hydraulic hoist to use in conjunction with steaming and inspection unit.

B. EQUIPMENT MAINTENANCE

1. Tires

In line with War Department policy, immediately equip each piece of equipment with a spare tire from those now in stock, either in warehouse or Motor Pool. If we have more than a limited stock, there is a possibility that it will be withdrawn by the War Department. This step is urgent.

2. Governors

Endeavor to obtain and install stainless steel governors on all equipment.

C. ASSIGNED VEHICLES - 24-HOUR BASIS

Except for vehicles listed below, all motor equipment must be drawn into the Pool and dispatched on a trip ticket basis. The trip tickets must be properly executed and signed in ink by the applicant. In every case it should be a department head and returned daily with the equipment. No equipment should move from the Pool unless the regulations relating to issuance of trip ticket has been formerly complied with. The approved assignments are as follows:

<u>Department or Individuals</u>	<u>Number Units</u>
<u>a. Passenger Cars</u>	
(1) Project Director - three Assistant Directors	4
(2) Administrative Assistant (Canal)	1
(3) Police (2 carry-alls)	4
(4) Fire	2
(5) Hospital	2
(6) Chief Engineer	1
(7) Mess Superintendent	1
(8) Mess Steward	1
(9) Reserve--Staff Assignment	3
(10) C A S	<u>1</u>
Sub Total Passenger Cars	20
<u>b. Pick-ups - Utility Service</u>	
(1) Trouble Shooters	4
(2) Farm	3
(3) C A S	1
(4) Hospital (panels)	<u>2</u>
Sub Total	10
Grand Total	30

The department heads are charged with the responsibility of operation of the above, and must return, daily, trip ticket. They must see that vehicles are turned over to the Service Division at pre-established intervals.

The three cars assigned to the staff in reserve will be dispatched only at the direction of the Project Director and the three Assistant Directors who will hold keys.

Regulations pertaining to assignments will be vigorously enforced, and will always be made in writing and approved by the Assistant Director of Operations or the Project Director, in advance.

D. RECORD CONTROL - REPORTS

The Equipment Maintenance Supervisor will install, at the earliest convenient date, all control records and systems required by regulations and any additional records thought essential to recognized control practice. Colonel Fiero has explained in detail the desirable system. In this connection, requirements of OPA will also be recognized and enforced.

E. PERSONNEL

The Equipment Maintenance Supervisor or his Assistant will institute a system of training for all personnel.

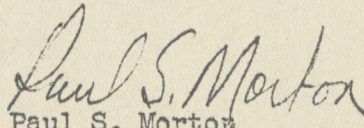
F. BUS SERVICE

Change outside bus service system so that it will not operate beyond the nearest railheads.

G. GENERAL

In addition to the above, every effort will be made, not only to meet the rules and regulations of WRA-ODT-OPA, but to install tried practices and systems, similar to an Army Motor Pool and private transport corporations. Until such time as the vehicle and personnel changes are complete, we must anticipate delayed service.

Any previous regulations issued from the Project in conflict herewith are now null and void.


Paul S. Morton
Assistant Project Director
Operations Division

Mrs Brown

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

AUGUST 26, 1944

MEMORANDUM: To All Appointive Personnel

SUBJECT: Use of envelopes, labels, etc. bearing
the penalty indicia.

Because the W.R.A. will be charged for the costs of handling mail sent under the penalty indicia, and these charges will be based upon the number of such penalty indicia purchased, the rules outlined in Administrative Notice No. 139 must be strictly complied with:

1. No envelope or label bearing the penalty indicia shall be used for any personal business by any employee. In other words, government franked envelopes are not to be used for personal business, and each section head should recover all franked envelopes and franked labels from employees whose official duties do not require their use for official business.
2. Airmail shall be sent only in envelopes on which the penalty indicia have not been printed. A supply of plain envelopes for this purpose should be obtained from the property officer on WRA - 7.
3. All office mail not sent through the post office should be sent on routing slips or in plain envelopes not carrying the penalty indicia.
4. All rubber stamps pertaining to the penalty indicia must be turned over to the office of the Assistant Director of Administrative Management immediately.
5. Packages weighing more than four pounds cannot be mailed under the penalty indicia, therefore plain labels only can be used for this purpose.

W. G. Graham
W. G. Graham
Acting Assistant Project Director
Administrative Management

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZ.

September 11, 1944.

TO: APPOINTED PERSONNEL

I AM RECEIVING A GREAT NUMBER OF COMPLAINTS from staff residents because loose dogs and cats are allowed to run throughout the staff area at night and make noises continuously.

I like dogs and cats, but I believe an owner of a dog or cat should give it some care and not let it become a nuisance to others.

May I urge you to keep your dogs and cats in the house during sleeping hours. If they cannot be controlled this way it will be necessary for Internal Security to pick them up as public nuisances. I trust this will not happen.

(s) L.H.Bennett
Project Director.

Marquerite J. Brown
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 8th, 1944

TO: All Appointed Personnel and Their Families

SUBJECT: Rivers Fire and Safety Regulations

FIRE REGULATIONS: (Section 40.4)

The fire regulations of W.R.A. are found in Section 40.4 of the Fire Protection Manual and Handbook.

Very definite responsibilities and duties are placed upon the personnel by these regulations. (Sections 40.4.13 and 40.4.23-A)

Penalties for violation are provided. See Section 20.1.252 of the Personnel Management Handbook and Section 40.4.19-E of the Fire Protection Handbook.

You should read and become familiar with your fire regulations and do your utmost to contribute to the fire safety of Rivers.

Always feel free to call upon the Fire Protection Officers for any advice or suggestions you may desire. It is their duty to give such assistance, and they always welcome the opportunity to serve you.

If you are in doubt regarding your responsibilities or regarding the possible existence of any dangerous condition in your home on the Center or at your station of duty, it is suggested that you make this request, even though you see nothing that appears dangerous.

FIRE REPORTING TELEPHONES:

Seventeen (17) fire reporting telephones are located in Canal and twenty seven (27) in Butte. These are to be used for fire, hospital and police emergencies only. Familiarize yourself with the location of the telephone nearest your residence and station of duty. When reporting a fire speak slowly and distinctly; be sure to give the correct location. These phones are located on telephone poles scattered throughout both camps. Do not attempt to use these phones for any other purpose than as outlined above as all phones are connected direct to the Fire Stations.

WHEN YOU EXTINGUISH A FIRE:

If you have a fire and extinguish it yourself, always call the Fire Department. Many fires have been disastrous because one tiny spark remained. Your cooperation in all matters per-

taining to fire prevention and fire protection is earnestly solicited.

SMOKING:

Smoking is prohibited in all places except where suitable ash trays are provided. (Section 40.4.11-B) Very shallow ash trays or those made of combustible materials are not considered suitable. Therefore, provide yourself with a satisfactory ash tray if you wish to smoke in your apartment or in authorized locations at your station of duty.

Do not smoke in a prohibited location or throw cigarettes, hot matches, ashes, etc., into waste paper baskets or into other combustibles.

FIRE PROTECTION:

Fire Prevention and fire protection are very important subjects in any city or camp situated in a semi-arid and remote location, with scant water supply and the minimum amount of fire apparatus and well-trained Fire Protection Officers, especially where winds of high velocity can be expected with little or no advance warning.

Rivers has all of the above handicaps in a very pronounced degree, with the added hazards of all buildings in this city being constructed of very flammable materials and classified by Fire Protection Authorities as a conflagration breeder, because even the smallest fire can quickly spread into a destructive inferno far beyond the capacity of all fire apparatus within a radius of many miles, even though the water supply was unlimited.

The smallest spark, left in a location exposed to the unpredictable wind, can become the agent of destruction that could wipe out the entire camp in an unbelievably short time. A single live coal can be carried great distances by the wind, and start a fire, causing wide-spread suffering and destruction in the Center. Fire record shows many cases where conflagrations have been started by small apparently unimportant things.

Every pile of kindling, wood, coal or rubbish or combustible material, especially those left within 20 feet of such buildings, therefore becomes a serious fire hazard. Such piles, even though quite remote from structures, can be dangerous in a wind.
(Section 40.4.11-A to 1)

Rivers Center, like all other W.R.A. centers, was constructed on very short notice and under the condition imposed by war. Fire hazards are to be found in nearly every building and in every office and apartment--fire hazards that are a source of grave concern to the experienced Fire Protection Officer, but usually passed over lightly, or deemed safe by the average layman.

ELECTRICAL HAZARDS:

Electrical circuits were designed for loads far lower than is found to exist in nearly every building on the Center. The unauthorized use of hot plates, irons, electric heaters and many extension cords from a single electrical outlet contribute to the overloads and becomes a matter of serious concern. You must have approval to use such devices. (Section 40.4.9-D and E)

Stoves of all types are natural fire hazards, unless properly installed. Our regulations specify that all new installations of stoves or change of location, including any alteration that effects the clearances to combustible materials, shall be approved by a Fire Protection Officer. It is known that many stoves, as now installed, are not safe because of dangerous changes that have been made without proper approval. If there is any evidence of scorch or char near your stove, please notify the Fire Department at once. (Section 40.4.8)

PARKING:

Fire Regulations on all Centers and on all government properties prohibit parking of automobiles or automotive equipment closer than 20 feet from a building or fire hydrant. Your cooperation in this respect is requested. Please park your car in a parking lot or in an approved location. (Section 40.4.12)

SPEED REGULATIONS:

The speed of fire apparatus responding to an alarm of fire is 25 miles per hour on the Center. In the past, cars of appointed personnel and others have interfered with fire apparatus responding to fires and by parking near the fire, which materially interfered with Fire Department operation. Don't follow closer than 200 feet to any fire apparatus nor park closer than 500 feet to a fire.

If you lead the fire apparatus to the fire, you are breaking the Center speed laws. The maximum speed is 20 miles per hour except for emergency equipment responding to a call.

Fire losses in the United States in the past year have been over \$1,000,000 per day and the W.R.A. fire losses increased 311% during the 1943-1944 fiscal year over the total losses up to June 30, 1943. Let's cooperate and make the coming year the lowest fire losses in W.R.A. history.

L.H. Bennett

L.H. Bennett
Project Director

FIRE DEFENSE

Quiz



HAVE YOU ENLISTED

in the war against fire? It's vital to America's victory effort that you do, and that you know how fires can be prevented, as well as stopped once they start. Join this great home-front army today! Learn how to keep fire under control!

**NATIONAL FIRE PROTECTION
ASSOCIATION**

60 BATTERY MARCH ST., BOSTON, MASS.

FIRE DEFENSE QUIZ . . .

This is a test of memory and common sense. First, study the facts about fire which are given below and then, without referring to them, fill in the answers to the questions on the inside pages. Most of the questions are taken from these facts. The rest are common sense.

When you have finished the quiz, turn to

the back page and check your answers against the correct ones given there. Allow yourself **three** points for each of questions 1 through 20 which you answer correctly, **four** points for each **fire hazard in the home** which you can name. The total of these points will be your score. 100 is perfect.

READ THIS CAREFULLY



Nearly 400,000 homes have fires each year. These fires cause about 7,500 deaths and the majority of the victims are women and children.



Careless smokers and the careless handling of matches are responsible for more home fires than any other single common cause. Never smoke in bed, in the attic, or in the garage.



The cardinal rule of fire prevention is **good housekeeping**. Accumulations of rubbish in attics and basements are common cause for fires. Rubbish should be kept in metal trash cans, and burned regularly in a brick or metal incinerator.



Your chimney should be checked for defects at least once a year, preferably in the early fall. The same applies to your furnace, flues, stove or stovepipe.



Faulty wiring should be replaced by a competent electrician. Be careful with your electric iron. Always turn it off when not in use.



Gasoline has no place in the home. Do not use it for cleaning purposes. Be just as careful with kerosene.



Be sure you know where your nearest fire alarm box is located. To turn in an alarm, pull the hook. Then, wait to direct the fire department to the fire.



When re-roofing, use fire retardant materials. If your roof is made of wood, provide spark arresters on chimneys and wet down the wooden shingles in hot dry weather.



Forest fires are an ever-present national menace. During one week in April, 1941, about 5400 brush and forest fires burned over 280,000 acres and did \$3,000,000 worth of damage.



Every home should have at least one dependable fire extinguisher. Always seek the advice of your fire chief before purchasing one. There are different kinds for different types of fires.

Now! CAN YOU ANSWER THESE QUESTIONS?

1. What is the cardinal rule of fire prevention? _____
2. How many deaths occur from home fires each year? _____
3. By whom should defective wiring be replaced? _____
4. Do you know where the fire alarm box nearest your home is located? _____
5. How many home fires are there each year? _____
6. Whose advice would you get before purchasing a fire extinguisher? _____
7. How much damage have forest fires been known to do in one week? _____
8. How often should your chimney be checked for defects? _____
9. How should rubbish be disposed of? _____
10. What flammable liquid has no place in the home? _____
11. What is the largest single common cause for fires each year? _____
12. What type of material should you use when re-roofing? _____

Check THE CORRECT ANSWER ✓

13. If your clothing caught fire, what would you do?
 - _____ Run for help.
 - _____ Roll up in a rug and smother the flames.
 - _____ Call the fire department.
14. Most fires result from what?
 - _____ Human carelessness.
 - _____ Rats and matches.
 - _____ Arson.
15. After pulling an alarm at your nearest box, what would you do?
 - _____ Run back and start fighting the fire.
 - _____ Wait to direct the firemen to the fire.
 - _____ Start looking for a hydrant.
16. If you should smell gas leaking in your home, what would you do?
 - _____ Notify the plumber.
 - _____ Notify the gas company.
 - _____ Light a match and look for the leak.
17. With what would you replace a blown fuse?
 - _____ A penny.
 - _____ A piece of wire.
 - _____ Another fuse of the proper size.
18. When is a good time to start checking up on the fire hazards around your home?
 - _____ Right now.
 - _____ As soon as you have a spare moment.
 - _____ In a few weeks.
19. Before leaving a camp fire, what would you do?
 - _____ Throw on the rest of the wood.
 - _____ Let it burn.
 - _____ Put it out by throwing dirt on it.
20. What kind of a fire do you think a fireman likes best?
 - _____ A conflagration.
 - _____ A fire that never starts.
 - _____ A fire in a home.

FIRE HAZARDS IN THE HOME

What caused the ten fires in this home?
Four points for each one you get right.



- | | | | |
|---|-------|----|-------|
| 1 | _____ | 6 | _____ |
| 2 | _____ | 7 | _____ |
| 3 | _____ | 8 | _____ |
| 4 | _____ | 9 | _____ |
| 5 | _____ | 10 | _____ |

Answers to **FIRE DEFENSE QUIZ**

1. Good Housekeeping.
2. 7,500.
3. A competent electrician.
4. Yes.
5. 400,000.
6. Your fire chief's.
7. 280,000 acres burned over.
\$3,000,000 damage.
8. Once a year.
9. Burn in a brick or metal incinerator.
10. Gasoline.
11. Careless smoking.
12. Fire retardant roofing materials.
13. Roll up in a rug and smother the flames.
14. Human carelessness.
15. Wait to direct the firemen to the fire.
16. Notify the gas company.
17. Another fuse of the proper size.
18. Right now during Fire Prevention Week
19. Put it out by throwing dirt on it.
20. A fire that never starts.

FIRE HAZARDS IN THE HOME

1. Defective chimney.
2. Rubbish in attic.
3. Smoking in bed.
4. Careless smoking.
5. Careless use of electric iron.
6. Faulty fuse.
7. Gasoline in home.
8. Accumulation of ashes.
9. Defective flue.
10. Rubbish in basement.

Published by the National Fire Protection Association,
a non-profit technical and educational organization devoted
to the reduction of loss of life and property by fire.
60 Batterymarch St., Boston, Mass.

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

October 23, 1944

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Control of Dogs and Cats

Instead of showing an improvement, the lack of control of project dogs and cats has reached such proportions that action must be taken. The cooperation of all owners is earnestly solicited in connection with measures designed in an attempt to relieve the situation.

In some instances dogs bark, howl and run wild all hours of the day and night. Cats are becoming a nuisance and a health menace. The increase of pet population is increasing to serious proportions.

Effective at once dogs and cats must be inoculated. They will be submitted to Internal Security station in 64 Recreation Hall for inoculation.

Dogs will not be permitted to run loose unattended from 10:00 PM to 6:30 AM. During such hours they must be kept within the building or be accompanied.

If pets are kept in the barracks they must be controlled in such a manner that they do not become a health menace to the inhabitants therein.

When litters are born they must be promptly dispersed. A large family of dogs or cats cannot be retained indefinitely.

There is no finer or more endearing pet than a fine dog or cat but it deserves and requires proper treatment. Either of them can become a nuisance and a hazard to members of a closely knit community.

The sincere cooperation of all dog and cat owners is earnestly solicited to the end that proper control is exercised and that instances of drastic unpleasant action do not become necessary.

/s/ L. H. Bennett

L. H. Bennett
Project Director

Arthur Griswold

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

December 30, 1944

NOTICE TO: All Personnel

SUBJECT: Caucasian Bus

Effective January 1, 1945 the Caucasian
staff bus, operating between Rivers and Mesa,
Arizona, is and shall be discontinued.

Tom B. Vinson

Tom B. Vinson
Equipment Maintenance
Supervisor

Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

January 15, 1945

MEMORANDUM: Appointed Personnel
SUBJECT: Daily Pass

Our new leave and pass procedure places a very drastic control over any Evacuee who may desire a pass to leave this Center.

We must ask each and everyone of you to discontinue the practice of calling this office and asking for emergency passes without twenty-four hour notice to this office. If you have an Evacuee for whom you desire a pass, please be certain to contact Miss Hatcheson as far ahead of time as possible. This will serve to relieve both you and her of undue embarrassment.

L. H. Bennett
L. H. Bennett
Project Director

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

February 5, 1945

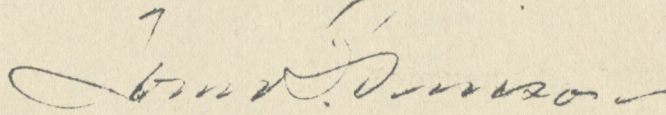
TO: All Personnel

SUBJECT: 1945 License Plates

Forms necessary for acquiring Arizona license plates have been received in the Transportation Office. All persons desiring Arizona license plates may make application and it will be submitted to the County Assessor for price extensions before payment is required. Please bring your Arizona Certificate of Title.

We, also, have forms for acquiring Arizona Title, if your car now bears a foreign license. On the morning of February 7 an Arizona Highway Patrolman will be present to make all necessary inspections of vehicles desiring to acquire Arizona Certificate of Title.

This service will be available to you only during the course of the current week.


Tom B. Vinson
Equipment Maintenance Supervisor

H. Gordon Brown

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

February 21, 1945

MEMORANDUM TO: All Male Appointive Personnel
SUBJECT: Emergency Duties

This is to advise that each of you is subject to be called for any emergency which may arise on the Project; for instance, emergencies such as fires, accidents or disturbances. You will be expected to respond and assume any duty assigned.

This action is taken in order to protect you in the event of injury while performing any emergency duty not provided for in your job description. It is believed that this action will afford you protection, insofar as you are not entitled to the benefits of the U. S. Employees Compensation Act while performing duties not regularly assigned to you.

B. F. Runyan
B. F. Runyan
Acting Project Director

Prescribed

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

February 28, 1945

MEMORANDUM TO: Project Staff

SUBJECT: Dillon Myer's visit

All appointed personnel are directed
to attend a general staff meeting in the Butte
High School Auditorium Saturday, March 3 at
10:30 a.m.

W. R. A. Director Myer will discuss the
post-exclusion program.

This is a "must" meeting !

L.H. Bennett
L.H. Bennett
Project Director

TO: Appointed Staff and their Families

SUBJECT: Monthly meeting of the Recreation Association.

You are expected to attend the next regular meeting of the Staff Recreation Association. You and your family are considered a part of this organization. You are expected to take part in helping plan its policies and its program.

MEETING MONDAY MARCH 12, 1945 - 7:30 P.M.

BUTTE RECREATION HALL

AGENDA

1. Elect replacements for Board members whose terms have expired.
2. Agree on a summer activities program.
3. Decide on the motion picture program. It is losing money.
4. Review the youth activities program and policy.
5. Review the house committee's policies.
6. Hear the problems of the meat distribution program. Some decisions must be made about this.
7. Hear the finance chairman's report and recommendations. Happily we are solvent.
8. _____? How about you? What have you to recommend for the good of our community life?

Please be present.

Thomas I. Reynolds
Thomas I. Reynolds, Chairman
Staff Recreation Association
Board

Grice

UNITED STATES
DEPARTMENT OF THE INTERIOR
WILDER RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

March 21, 1945

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Current Appointive Payroll Deductions

Beginning with pay roll for the pay period ending March 31, 1945, the pay day of which is April 11th, deduction will be made on the pay roll for all subsistence, quarters, and hospital bills due from each W.R.A. employee. In other words, for this particular pay period a deduction will be made for a full month's quarters, a full month's subsistence deductions, and for any bills incurred during the month of March on hospital deductions.

After the pay period ending March 31st, all deductions for subsistence, quarters, and hospital will be on a current pay period basis.

W. G. Graham
W. G. Graham
Finance Officer

- Berkley -

Rivers, Arizona
April 13, 1945

TO: ALL RESIDENTS & STAFF MEMBERS

In respect and in memorium to the passing of our beloved President, Franklin Delano Roosevelt, a 15 minute period of respect has been decreed from 9:00 to 9:15 tomorrow, Saturday, morning.

At the sound of the whistles in each community all work will stop, all vehicles will cease moving, and everyone-- wherever they may be at the time--will stand for 60 seconds in silence in reverent commemoration and retain this silence until broken by the sound of taps broadcast over the PA system.

Thereafter for the remainder of the 15-minute period everyone will remain at the site of his employment, but use the time for contemplation on the passing of the President and meditation concerning the future of our Country.

L.H. Bennett L.H. BENNETT
Project Director

All churches on the project will remain open Saturday for prayer and meditation.

住民及び役員諸君に告ぐ

五ロ等の親愛なる故大統領
フランクリン・D・ローズベルト氏
に対し十四日(土)午前九時よ
リ十五分間各自の職場に於
て敬弔の意を表し且つ汽笛
を合圖に一同仕事、車輛等を
其の場に止めて一分間の黙
禱を捧げタップ喇叭にて終る
直に任務に復すべし。
然る後も故大統領を懐ひ我
國家の將來に関し祈願せら
るべし。

所長 L.H. ベネット

8
*Arthur
L. Green*

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER RELOCATION CENTER
RIVERS, ARIZONA

April 18, 1945

MEMORANDUM TO: All Appointive Personnel
SUBJECT: Card Tables

Three card tables apparently have been borrowed from the Butte Recreation Hall by a person or persons unknown. Verbal requests have been made several times that they be returned.

Unless these tables are returned to the Recreation Hall by noon, Thursday, April 19, 1945, it will be necessary for the Property and Warehousing Unit to make an inventory of all rooms, dormitories, and apartments in an effort to locate same.

L. H. Bennett

L. H. Bennett
Project Director

Approved
W. H. Bennett
L

WAR RELOCATION AUTHORITY
GILARIVER PROJECT
RIVERS, ARIZONA

April 27, 1945

MEMORANDUM TO: All Appointed Personnel
SUBJECT: Chief Health Section

O. Lee Prather, Hospital Administrator,
will act in the capacity of hospital superin-
tendent and acting head of the Health Section.

L. H. Bennett
L. H. Bennett
Project Director

A. L. Griswold

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Om

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

April 30, 1945

TO: The Appointed Staff

SUBJECT: Conservation of Water & Electricity

We are faced with carelessness in both the use of electricity and water. It has come to my attention that most of us are neglectful about turning off lights at doorways of apartments and also the lights in all utility rooms of the dormitories.

Part of our war job is to save electric energy. I would much appreciate each dormitory appointing one person to educate others in the conservation of electricity.

Last year we had three different days in which there was no water in the main supply tank. This was due principally to careless use of water through coolers. It is imperative that everyone use the minimum amount of water in a cooler (which, incidentally, makes it operate better) and to turn the water off whenever the cooler switch is thrown to the "off" position.

Your cooperation will prevent the necessity for any control of water by Internal Security.

L. H. Bennett

L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

Arthur Griswold

May 4, 1945

TO: APPOINTED STAFF

RE: GATE PROCEDURE

We have very definite instructions from Washington to limit the use of one gate for evacuee passes. Please do not ask the gate keeper or the Military Police Officer to pass any evacuees through the Canal Gate. They have no alternative but to refuse.

You can prevent unpleasant incidents by complying with the instructions.

LHBennett

L. H. Bennett
Project Director

Isiswald

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

May 12, 1945

TO: APPOINTED PERSONNEL
RE: INVITATION TO SACATON

Mr. Robinson at Sacaton has invited any one of the staff who wishes to attend to visit the Arts & Crafts Exhibit and Indian Games on Friday afternoon, May 18. Pottery, baskets, etc., will be for sale.

James L. Shelly
James L. Shelly
Acting Project Director

JB
A. L. Grinnold

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

May 14, 1945

TO: THE APPOINTED PERSONNEL

RE: MISSING PAINTING

Some of the paintings which were exhibited in the Butte staff mess hall recently were the property of non-residents.

One of the paintings -- a water color -- with dark green cacti in the foreground on a dark hill; some purple and red hills in the background; the desert bright yellow, orange and green between the foreground and the background; the sky blue and green -- disappeared from the mess hall. The artist is Kuni Mayeno. The owner, Captain Robertson, is now requesting that the painting be forwarded to him.

Anyone knowing the whereabouts of this painting would save the exhibitors and the project considerable embarrassment by either returning the picture to Ann Young, Education Division, or by notifying Mrs. Young as to who has the picture.

James L. Shelly
James L. Shelly
Acting Project Director

Arthur L. Griswold

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 20, 1945

MEMORANDUM TO: Appointed Personnel

SUBJECT: Arizona State Driver's License

For the convenience of the Project Staff, the Arizona Highway Patrol will send a patrolman to Rivers to receive applications for Driver's Licenses.

The Patrolman will be at the Butte Police Station in Block 64 at 9:30 a.m. on Friday June 22, 1945.

A limited number of books containing the rules and regulations is available at the Butte Police Station.

J. W. Nichol
J. W. Nichol
Chief, Internal Security

Arthur Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

June 21, 1945

TO: Holder of WRA Drivers' Licenses

It has just been brought to my attention that our present method of issuing drivers' licenses to appointed personnel is subject to criticism by State Motor Vehicle Officials and could result in great embarrassment to staff members. This is so important that I consider it necessary to have all WRA drivers' licenses which we have issued, and are now in force, reviewed by Internal Security.

At some date in the near future Internal Security will ask you to call at their offices either in Butte or Canal to show your WRA license and any previous drivers' licenses you may have had from a state or city.

In the future Internal Security will also interview persons requesting drivers' licenses before they come to this office for approval.

Please cooperate with us as it is of vital importance to you as a driver.

L. H. Bennett
L. H. Bennett
Project Director

A. L. Griswold

NOTICE

to

PERSONNEL PARENTS WHO HAVE SCHOOL AGE CHILDREN WHO WILL
BE HERE IN SEPTEMBER

for

A MEETING TO BE HELD IN THE RECREATION HALL IN BUTTE AT
7:30 P. M. MONDAY, JULY 2, 1945

This meeting is for the purpose of discussing the problem of schools for children of the Appointed Staff for next fall. Your attendance is necessary and important so that we may effect a definite plan as early as possible in order that parents may know definitely what to expect next September.

W. F. Miller

W. F. Miller
Acting Supt. of Education

Griswold

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 9, 1945

TO: APPOINTED PERSONNEL

RE: ACTING ASSISTANT PROJECT DIRECTOR

As of this date Mr. Douglas Todd will
occupy the position of Acting Assistant Project
Director in charge of Administrative Management.

Please direct all correspondence in that
division for his signature.

L. H. Bennett
L. H. Bennett
Project Director

Grisswales

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

July 10, 1945

TO: APPOINTED PERSONNEL

RE: FEDERAL AUTOMOBILE STAMP

A representative of the Internal Revenue was on our Project July 9, 1945. While here, he discussed the regulation in regards to the Federal Automobile Stamp. It was called to our attention that this stamp should have been purchased by July 1, 1945, but the department had extended it until July 10, 1945. All persons not having stamps after this date will be charged ~~ten~~ dollars for the stamp instead of five dollars.

A representative from the Internal Revenue Department will arrive on this project in the near future to check private automobiles for this stamp.

This stamp may be purchased at the local Post Office

L. H. Bennett
L. H. Bennett
Project Director

WAR RELOCATION AUTHORITY
GILA RIVER PROJECT
RIVERS, ARIZONA

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Use of Mess Permits

If you wish members of your family to be allowed to sign at the Administrative Mess Halls for meals to be deducted from your pay checks, kindly sign authorization below and return to Agent Cashier's Office.

B. F. Runyan
Asst. Project Director
Administrative Management

I hereby authorize _____ to
sign for meals against my mess permit at Administrative
Mess Halls.

Mess Permit No.

Name (as carried on pay roll)

Date: _____

Mr. Welles

WAR RELOCATION AUTHORITY
INTEROFFICE MEMORANDUM
GILA RIVER PROJECT
RIVERS, ARIZONA

MEMORANDUM TO: All Evacuee and Appointive Personnel

SUBJECT: Evacuee Compensatory leave, Sick leave, Illness
Compensation, and Leave without Pay.

- I. For the information and guidance of Unit Heads, Timekeepers and Evacuees, regulations pertaining to Compensatory Leave, Sick Leave and Illness Compensation are hereby compiled and procedure outlined.
- II. TIMEKEEPERS will enter time ONLY for persons ACTUALLY WORKING except in case of:
 - (a) Compensatory Leave-when properly authorized. (See Paragraph III)
 - (b) Sick leave-when properly approved. (See Paragraph IV)
- III. COMPENSATORY LEAVE: The ADMINISTRATIVE MANUAL provides that Compensatory Leave can be granted only as follows:

"The Project Director shall have the authority to require a longer work week, or work at other hours, or both, when the nature of the work in his judgment so requires."

"When at the direction of the ir Section Head, workers are employed in excess of the standard work week, they shall be entitled to Compensatory Leave." (The worker may, with the approval of his Section Head, elect the dates of such compensatory leave, but any such leave must be taken prior to the employees' termination from the job. A job may be extended to cover the period of compensatory time but such time may not be transferred between divisions.)

- IV. SICK LEAVE: No one will be granted Sick Leave unless he is ACTUALLY ILL. Approval of Sick Leave will be accomplished in the following manner:

- (a) In all cases of absence, Time-keepers will determine the definite cause of absence by calling at the hospital or at the home of the worker.

- (b) If the worker is ill, the timekeeper will give him two copies of FORM S-1294 and instruct him as follows:

1. If the illness is 3 days or less (that is, he returns to work by the 4th day) Evacuee will certify that he is sick, and will apply for Sick Leave by returning the form with the top part completed.

2. If the illness and inability to work extends beyond the third day; the worker must secure a MEDICAL CERTIFICATE; that is, he will be required to get the lower part of the forms completed, following physical examination by a Doctor, then Submit it to the Timekeeper in duplicate before sick leave can be credited.

3. Time-keeper will assist him in any way necessary.

- (c) If Evacuee is seriously ill and needs medical care, the Time-keeper may notify the HOSPITAL, provided he is requested to do so.
- (d) In case he is not actually ill, and is taking "time off" for other reasons, he will be carried ABSENT WITHOUT PAY and instructed that in the future he must secure prior permission from Section Head for such absences, as provided in Paragraph VII. In the case of a first such absences, the employee will be warned that "penalty time of three days may be applied to workers who fail to report for duty without having been excused or by a reason of illness." In the event of any subsequent absence without prior permission, the employee is liable to the imposition of the penalty provided.

V. In case the absent worker is terminated due to the expiration of Sick Leave (15 days), the Timkeeper will at once: Enter the date terminated in the space provided and forward Termination Notices in the usual manner.

VI. ILLNESS COMPENSATION:

- (a) Provided he presents a Certificate from the Doctor (Form S-1295) indicating that he is still sick, after a lapse of 15 days, a full-time worker can make application for Illness Compensation. If approved, this compensation will enable him to receive 60% of his regular salary.
- (b) The TIMEKEEPER will give the worker 2 copies of Form S-1295, along with the Termination Notice, and advise him that if he wishes to make application for Extended Illness Compensation, he should take the completed forms to the PERSONNEL MANAGEMENT SECTION for preparation of FORM WRA 92.
- (c) In case illness continues, compensation will be paid for a maximum of 90 days provided the patient immediately submits a Certificate to every 30 days to the PERSONNEL MANAGEMENT SECTION.
- (d) The original Application for illness Compensation shall serve as the basis for payment until the Personnel Management Section directs the termination of payments because the employee has: (1) reported that he is physically able to work, or (2) failed to re-establish his eligibility each 30-day period, or (3) has received compensation for 90 days. Attention is directed to the fact that the patient must submit a Certificate every 30 days.

VII. LEAVE WITHOUT PAY: In case an Evacuee desires to stay at home for personal reason, he may do so without pay, provided he secures previous permission from his Unit Head. After completing Form S-1295 and securing its approval prior to day off, it should be turned over to the Timekeeper.

L. H. Bennett

WAR RELOCATION AUTHORITY
Gila River Relocation CenterCertificate for Sick Leave
3 DAYS OR LESS

Date _____

This is to certify that I was ill and unable to work from
_____ 194__ to _____ 194__ inclusive and request
payment for such time as sick leave. Nature of illness _____.

Signed _____ Idan. No. _____
Worker

TIMEKEEPER

Approved _____
Division Head

Last day of work _____

Returned to work _____

Terminated _____

Signed _____

OVER 3 DAYS

This is to certify that _____ Idan. No. _____
was ill and unable to work due to such illness from _____
194__ to _____ 194__.

Signed _____ M. D.

Instruction

For illness of 3 days or less the top certificate will be filled
out by worker, approved by Division Head, and returned to the timekeeper.

For illness over 3 days before credit can be given, the worker
must have the lower certificate completed by the hospital and returned
to the timekeeper.

FORM S-#1295

WAR RELOCATION AUTHORITY
Gila River Relocation Center

Medical Certificate

Date _____

This is to certify that _____ Iden. No. _____

has been under medical care and unable to work from _____

to _____ inclusive, due to illness, () or injury () (Check one)

Nature of Illness _____.

_____ M. D.

This certificate to be submitted for a period not to exceed 30 days. If the disability continues for a longer period, an additional certificate must be secured. 90 days is the maximum for which extends illness compensation can be paid.

Original - Placement Officer

Copy - File

WAR RELOCATION AUTHORITY
GILA RIVER RELOCATION CENTER

Leave Without Pay

I hereby request LEAVE WITHOUT PAY and permission to be off the job
for the following period of time_____.

Signed_____Iden. No._____
(Worker)

Approved_____
(Division Head)

TIMEKEEPER

Last day of work_____

Returned to work_____

Signed_____