WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 28, 1944

MEMORANDUM TO: Mr. Wilbert L. Niesse,
Acting Assistant Project Director

SUBJECT: Narrative Report for April,
Office Services Section

A. PRINCIPAL ACTIVITIES

The regular activities of the Section have been carried on with no unusual problems encountered.

B. NEW OR UNUSUAL FUNCTIONS

The new method for distribution of informative material from Washington, i.e. Manual Releases, Handbooks and Administrative Notices has been put into effect. While a little slower than the method heretofore used, it will insure the careful reviewing of all Releases by the Division Chief particularly concerned before general distribution is made throughout the offices.

C. TRANSACTIONS HANDLED

None

D. PROBLEMS OR SUGGESTIONS

1. Mr. Watson informs me that a late instruction from Washington prevents further construction, thereby cancelling, at least temporarily, our partitioning request. It is hoped that soon the ban will be lifted and the work done, because it is obviously necessary.

2. This week I have made a shift in the Office, moving one girl from filing to recording and vice versa. I believe the change will be an improvement since the filing job will give one of my better girls a chance to learn another phase of office work.

3. Due to the Buddhist Convention, several of my girls have been appointed on committees and have been necessarily absent.

4. The problem mentioned in last months report regarding loafing in the office has been solved to a great degree. Mr. Lafabregue's office force has taken the hint to the extent that they no longer present a problem. Mr. Bankson's girls and Mr. Barnhart's girl still visit us quite frequently but not to the extent that they are annoying. I'm sure the partition, when erected, will discourage the practice entirely.

E. PROJECTED ACTIVITIES

None

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS

1. Notices of the Weekly Staff Meetings are being distributed through this office. The proposed "Suggestion Box" will be placed in this office next week.

2. The Personnel Office has evolved a system whereby we are informed of new Appointive Personnel on the Project for personal mail purposes. Each time an assignment slip is made up an extra copy is sent to this office and a personal mail envelope is made up.

Eralia V. Gonzales

Eralia V. Gonzales
Office Services Section

EVG.ys

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MAY 29 1944

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

SUBJECT: Monthly Narrative Report

FROM: Office Services Section

A. PRINCIPAL ACTIVITIES:

As usual

B. NEW OR UNUSUAL FUNCTIONS:

None

C. TRANSACTIONS HANDLED:

None

D. PROBLEMS OR SUGGESTIONS:

1. The usual personnel problem exists here as elsewhere. There were three terminations this month and one transfer also one impending termination none of which have been filled. However personnel from the student ranks have been contacted and lined up for entrance on duty at the close of the school term.

2. The partition long requested is up now and has improved the looks and conduct of the office immensely. It is as yet unpainted.

E. PROJECTED ACTIVITIES:

In-Service-Training--only as enumerated in (1) of Paragraph D.

6.12

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

Loaned one of my staff members to assist the Finance Section with Budget work.

G. GENERAL REMARKS

None

Eralia V. Gonzales
Office Services Section

EVG.ys

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

JUL 3 1944

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

SUBJECT: Monthly Narrative Report
June, 1944

FROM: Office Services Section

A. PRINCIPAL ACTIVITIES:

The usual activities were performed although at a great disadvantage since personnel continues to leave at the rate of four people per week.

B. NEW OR UNUSUAL FUNCTIONS:

1. Office Letter #27 was revised in accordance with Manual Release #85. The Secretary's Handbooks referred to therein have been requested from Washington by teletype and distribution will be made upon receipt.

2. The mimeograph unit has accepted the task of printing a booklet on Selective Service which is nearing completion.

3. The repair shop was called upon to render services to the Military. A typewriter needed repairing and was subsequently fixed. The Lieutenant at the post has requested the head of the repair shop to repair the post's radio. I have given him permission to do so, providing he does not let it interfere with his regular duty to the project.

C. TRANSACTIONS HANDLED:

Requisition was prepared for two bicycles for this section to be used for the messengers since the carrier service is at a premium and frequent runs

O. R.

into the center are necessary for our messengers. We have had approval for the two bicycles but the order is now increased to ten by Procurement and may take longer. Two of these are needed immediately by this Section.

D. PROBLEMS OR SUGGESTIONS:

1. Additional Personnel - With the tentative resignation of Mrs. Miller, Chief Operator, I will need a CAF-2 operator to take Mrs. Skeem's place. It is recommended that Mrs. Skeem be given the CAF-3 position that Mrs. Miller will vacate. In this unit I am also in dire need of a male operator, resident or appointive, to work the 3:30 p.m. to 11:30 p.m. shift and relieve Mr. Bishop on Sunday nights from 11:30 p.m. to 7:30 a.m. This has been a continual problem. While the girl resident operators will work the 3:30 to 11:30 shift, parental objection to the late hour makes it difficult to schedule them. There is always the problem of a relief one night a week for Mr. Bishop. We are faced every Saturday with the question "Who will relieve Bishop Sunday?"

2. Two more girls are needed in the Mail and File Unit. So far, the school has furnished good, reliable students. However, Mr. Seal informs me that they are now down to the "dregs" and replacements loom hopeless again.

E. PROJECTED ACTIVITIES:

None.

F. RELATIONSHIP WITH OTHER DIVISIONS AND SECTIONS:

The Office Manager is one of the bond salesmen working on the Fifth War Loan drive and takes pleasure in reporting that there has been an exceptionally good response.

G. GENERAL REMARKS:

The typewriter repair shop has tried three times to have a car assigned to them for delivery of machines and trips to outlying offices for check-ups or emergency repairs. It was suggested upon last contact

that perhaps Mr. Niesse's car might be made available to them, provided they did not keep it out longer than a 15 or 20 minute period and used it only when necessary. I will appreciate your comment on this.

(SIGNED)

Eralia V. Gonzales
Office Services Section

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 25, 1944

MEMORANDUM TO: Mr. Gilbert L. Wiesse,
Acting Assistant Project
Director

SUBJECT: Monthly Narrative Report

FROM: Office Services Section

A. PRINCIPAL ACTIVITIES:

Office Letter #27 was revised and released June 30. Am glad to report that generally the rules outlined therein are being followed. This letter was also the subject of a talk at the Staff Meeting on July 1.

B. NEW OR UNUSUAL FUNCTION:

1. According to a recommendation by Mr. Davis of the Examination Unit, our postage stamps are now kept in flat sheets, making it easier for us to make a daily check of our stamp supply.

2. The "new order" of personal mail distribution on Saturday afternoon has been accepted graciously for the most part. It has certainly facilitated our work to the extent that Saturdays official mail is out on time and most of the incoming mail is recorded or prepared for distribution on Monday. Since this office is obliged to carry on regular work on Saturday afternoons with only 2 people instead of the usual 8, it will be appreciated if this ruling is stressed at a future meeting so that personal mail will not be requested until 4:30.

C. TRANSACTIONS HANDLED:

The bicycles are here and 4 have been requested for this section.

D. PROBLEMS AND SUGGESTIONS:

1. Telegrams arriving on Saturday afternoons and Sundays are becoming a problem. It is not for us to judge the urgency of a telegram, therefore the decision as to whether or not the message deserves immidiate delivery by the already overburdened Internal

Security office is hardly for us to make. Mr. Roof suggested that on Saturday afternoons and on Sundays we might "appoint" one of the idle youth of the appointed staff to deliver telegrams to residents who will undoubtedly be grateful enough for the service to pay a dime for it. Internal Security places the word "Urgent" on so few messages that finally only death messages or those from the War Department fall under it. Please discuss this further with the Project Director.

2. The personnel in this section has remained intact except for 2 terminations which did not affect us too much. One new appointive telephone operator CAF 2 position was approved by Washington and Mr. Abbott is now on a 30 day emergency appointment. He is conscientious tho slow to learn, but I have hopes for his gradual improvement.

E. PROJECTED ACTIVITIES:

None.

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

None

G. GENERAL REMARKS:

None

Erelia V. Gonzales
Office Services Section

EVG:mm

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

September 29, 1944

MEMO TO: Mr. Gilbert L. Niesse
Administrative Management Division

FROM: Office Services Section

SUBJECT: Monthly Narrative Report for September

1. Personnel Status

A. Permanent employees 6

B. Temporary employees 0

C. Evacuee employees 4 full time
4 part time

D. Progress of Staff Relocation:

a. Indefinite leave during month 0

b. Seasonal leave 0

E. Evacuee vacancies on staff 1

F. Narrative statement of Personnel Problem:

Would like one more full time worker for the mimeograph office. Since the Chief mimeograph operator is always alone in the morning. It is usually impossible to spare one of the girls in the mail and file unit to help her in the mornings. And work is becoming heavier with less and less girls available to cut stencils.

2. Main Activities During Month:

The files have been cleared of all '42 and '43 material. The 1944 material is now more accessible while the '42 and '43 material which is less frequently used is filed separately.

Repair shop transferred to Engineering Section

3. Supplies and equipment needed:

Two of the the three bicycles returned.

4. Problems Considered:

The lack of carrier service is rearing it's head again. Mr. Bankson's office boy has been extremely helpful as has the Motor Transport Unit. So far no complaints have arisen although deliveries of telegrams are made only once in the morning and once in the afternoon.

5. Plans for Next Month:

None

6. Recommendations and Suggestions

None

EVG

E. V. GONZALES
Office Manager
Office Services

EVG:et 9/29/44

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 1, 1944

MEMORANDUM TO: Mr. G. L. Niesse
Chief, Administrative Management Division

FROM: Office Services Section

SUBJECT: Monthly Narrative Report.

1. Personnel Status

A. Permanent Employees (C.S.) - 6
B. Temporary Employees (C.S.) - 0
C. Evacuees Employees - 12
D. Progress of Staff Relocation
a. Indefinite Leave during month - 0
b. Seasonal Leave - 0
E. Evacuee Vacancies on Staff - 0

F. Narrative Statement of Personnel Problem
The past month has been one of the pleasantest from a personnel standpoint. Returning seasonal workers have flocked in for jobs - two were employed, one of whom is being used in the Mail & Files and Mimeograph units as the need for her services arises. One termination in Mail & Files made during this month was definitely to our advantage. The unit is functioning satisfactorily with no replacement for her since the two full time workers and one part time worker are very efficient and speedy.

2. Main Activities during month.

A. A careful check of our own Handbook and Manual Releases has been made already and we are waiting for other divisions and sections to submit a list of their missing releases so that we may order them all at once from Washington.
According to Manual Release 126 (Index) several Handbooks and Manuals listed as issued have never been supplied to this center. Naturally, until we had something to check against (M.R. 126) we were under the impression that they had never been issued, especially since Handbooks and Manuals are not always received in consecutive order.

B. This

B. This month a concentrated "clean up" was made of old file material. One box full of outdated and obsolete pamphlets, etc., was sent for storage at the Warehouse. Another of 1943 official incoming teletypes and telegrams were removed from the files and boxed, but kept in this office for ready reference "just in case".

3. Supplies and Materials Needed.

A new dial stamp and a numbering machine have been requisitioned to replace the ones now in use which are ready for survey, having been broken in use.

4. Problems considered.

The new method of requisitioning mimeographed forms directly from the Mimeograph Unit rather than from the Warehouse will undoubtedly save much time. It is urged, however, that whenever possible, Sections ordering the forms call for them at the Mimeograph Office since delivery of same is impossible.

5. Plans for next mohth.

None - other than usual activities.

6. Recommendations.

Due to the change in hours may we suggest that the personal mail-box be closed at 5:30 (regular closing hour.) Heretofore, one clerk was on duty for 15 minutes past quitting time to accomodate those who cannot pick up their personal mail during regular hours. We have noticed very few who come past the previous closing time (5:15) since most of the rush comes in at noon and around 5 o'clock. The extra fifteen minutes given for this service constitutes a time handicap to those clerks who must stay to serve the last comers, usually not more than one or two.

Original Signed by:

E. V. Gonzales
Office Services

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 29, 1944

MEMORANDUM TO: Gilbert L. Niesse
Administrative Management Division

FROM: Office Services Section

SUBJECT: Monthly Narrative Report for November, 1944

1. Personnel Status

A. Permanent employees (Civil Service) 6

B. Temporary employees (Civil Service) 0

C. Evacuee employees 7 full time
4 part time

D. Progress of Staff Relocation:

a. Indefinite leave during month 0

b. Seasonal leave 0

E. Evacuee vacancies on staff 2 (1 to be filled Dec. 1)

F. Narrative statement of Personnel Problem:

One more resident employee will be added to the staff December 1. This girl is thoroughly experienced in the files having been employed here before relocation from which she has returned to be married. With this addition it is believed the staff will be adequate even though there is a strong possibility that one of the employees may relocate this year.

2. Main Activities During Month:

A meeting was held on November 16 calling together all holders of Manuals and Handbooks. The purpose of the meeting was to point out the correct manner of filing these procedures and to check on all Manuals and Handbooks covered by Manual #126 (Index). The result of the meeting was that many pages to both Manual Releases and Handbooks were found missing from several binders and lists were prepared and submitted to this office for ordering missing material from Washington. Generally the filing is corrected and up to date and I truly believe the meeting cleared up the vagueness of some resident personnel as to filing procedures, etc.

3. Supplies and Materials Needed:

Space for the new mimeograph office has been alloted us and we are now awaiting alterations to the room. The new location of the mimeograph room will make it much more convenient for all concerned.

4. Problems Considered:

None

5. Plans for Next Month

An attempt will be made to cull from all office files material which should be destroyed, stored and returned to Central Files. This is in keeping with the recently received publication on "The National Archives" and the anticipated work which may be requested of this project and of this office.

6. Recommendations to the Project Director:

None

EVG

Eralia V. Gonzales
Office Services Section

EVG:et

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

December 29, 1944

MEMORANDUM TO: Gilbert L. Niesse, Adm. Mgmt. Div.

FROM: Office Services Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent Employees (C.S.) 6
B. Temporary Employees (C.S.) 0
C. Evacuee Employees 13
(4 part time)
(9 full time)
D. Progress of Staff Relocation
a. Indefinite Leaves during Month 0
b. Seasonal Leaves 0
E. Evacuee vacancies on staff 1
F. Narrative statement of Personnel Problems
No personnel problems.

2. Main Activities during month:

Prepared 1st quarterly report for Washington according to Section 20.8.3h-6(b). Other activities as usual.

3. Supplies and Materials needed:

With the revocation of all further construction work, the ~~Mim~~ Mimeo Office will apparently remain in its present location for the duration of the project.

4. Problems considered:

Administrative Notice #199 on Field Records has been received together with the forms to be prepared by all offices regarding their files. This work will probably begin in January and promises to be a mammoth job.

MEMORANDUM TO: Gilbert L. Niesse, Adm. Mgmt. Div.

FROM: Office Services Section

SUBJECT: Monthly Narrative Report

5. Plans for next month:
   See paragraph 4.

6. Recommendations:
   None.

Eralia V. Gonzales
Office Manager
Office Services Section

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 1, 1945

MEMORANDUM TO: G. L. Niesse, Adm. Mgnt. Div.

FROM: Office Services

SUBJECT: Narrative Report for January

1. Personnel Status:
   A. Permanent Employees (C.S.) 6
   B. Temporary Employees (C.S.) None
   C. Evacuee Employees 9 full time
      3 part time
   D. Progress of Staff Relocation - none relocated.
   E. Evacuee vacancies on staff - one.
   F. Statement of Personnel Problem.
   One appointive telephone operator will probably resign due to her marriage. Possible replacements are being considered. One part time student added a subject to her high school course and was unable to carry on with her part time job here, consequently, there is one vacancy in Mail & File which must be filled as soon as possible.

2. A. Main Activities During Month.
   The Office Manager was a member of the File Survey Committee. All Divisions were contacted and help given in determining into which category file material would fall.

   B. The Mail & File Office was rearranged to afford better light and more compact desk arrangement.

3. Supplies and Materials needed.
   None, other than usual supplies.

4. Problems Considered.
   We are attempting to eleminate entirely the entrance into the Phone Room of persons other than employees of this office. It is hoped that supervisors will cooperate with us to the extent that they will inform their workers of this ruling and insist upon their remaining away from there.

MEMO TO: G.L. Niesse, Adm. Mgnt. Div.

FROM: Office Services

SUBJECT: Narrative Report for January

5. Plans for next month.
Further work will be performed on our files inan attempt to cull out unnecessary and obsolete material. In the recent file survey, many offices discoered that they were retaining originals of letters long obsolete. This material must be gone thru by this office to determine its disposal.

6. Recommendations and Suggestions.
None.

E. V. Gonzales
Office Manager
Office Services Section

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

Topaz, Utah

MEMORANDUM TO: Gilbert L. Niesse
Administrative Management Division

FROM: Office Services Section

SUBJECT: Narrative Report for February 1945

1. Personnel Status:

A. Permanent Employees, Civil Service 6

B. Temporary Employees, Civil Service 0

C. Evacuee Employees 12

D. Progress of Staff Relocation

a. Indefinite Leave during month 1

b. Seasonal Leave 0

E. Evacuee vacancies on staff 0

F. Narrative Statement of Personnel Problems.

During February, the appointive personnel turnover has exceeded that of any other month. Two new appointments were made and two new replacements are pending.

2. Main Activities: As usual.

3. Supplies and Materials Needed: None other than usual office supplies.

4. Problems Considered:

Once more, may I suggest that the mimeo office be moved into the annex as soon as possible. Probably with the center closure approaching, more and more mimeographing work will be requested, and the nearer the office is to the supervisor, the faster and better the output of work. Especially since the one relocatee from this section during February was the former chief of the mimeo unit, whose faithful service will be sorely missed.

5. Plans for next month: Only routine work.

6. Recommendations and Suggestions: None.

EVG

Eralia V. Gonzales
Office Manager
Office Services Section

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 31, 1945

MEMORANDUM TO: G. L. Niesse, Adm. Mgmt. Div.

FROM: Office Services Section.

SUBJECT: Monthly Narrative Report for March.

1. Personnel Status

A. Permanent Employees (C.S.) 5
B. Temporary Employees (C.S.) None
C. Evacuee Employees 12
8 Full time
4 Part time
D. Progress of Staff Relocation.
None of staff relocated during March.
E. Evacuee vacancies on Staff 2
F. Narrative Statement of Personnel Problems:
There is another resignation pending in the telephone office and the position of CAF-4 File Clerk remains unfilled.

2. Main Activities during month.

A. As usual.
B. Quarterly stamp record prepared as of March 31.
C. Efficiency ratings prepared.

3. Supplies and Material needed.

None other than usual supplies for current operation.

4. Problems considered.

None.

MEMORANDUM TO: G. L. Niesse, Adm. Mgmt. Div.

FROM: Office Servides Section.

SUBJECT: Monthly Narrative Report for March.

5. Plans for next month.

Nothing planned other than regular activities.

6. Suggestions.

None.

E. V. Gonzales

EVG

Office Manager
Office Services.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

June 30, 1945

MEMORANDUM TO: G. L. Niesse, Adm. Mgmt. Div. GLN

FROM: Office Services Section

SUBJECT: Monthly Narrative Report for June, 1945

1. Personnel status:

A. Permanent employees (civil service) 6

B. Temporary employees (civil service) 0

C. Evacuee employees 11

D. Progress of Staff Relocation:

a. Indefinite leave during month 1

b. Seasonal leave 0

E. Evacuee vacancies on staff 2

F. Narrative statement of Personnel Problem:

Three of the evacuee personnel terminated in May and one in June from the Mails and Files office. They were replaced by three new employees, one of whom has since been released to assume a secretarial position.

The evacuee employee who has been on the mailing desk for over a year will go on half days starting July 1st and will terminate permanently July 15th. It is felt necessary to train an appointed personnel to fill this position in the future.

Mrs. Gonzales, Office Manager of Mails and Files, resigned her position June 9th. Mrs. Ruth Baumgartner, File Clerk, was made Acting Office Manager to fill her place and an appointed staff employee was detailed from the Administrative Management Division to fill the vacancy of File Clerk and to act as substitute telephone operator three days a week.

Mrs. Vilate Maxfield began her duties as Supervising Telephone Operator on June 7th, to replace Mrs. Venice Knight, who will be out until July 9th on sick leave. Mrs. Arvella Holman, telephone operator, is resigning July 15th.

With the constant turnover in personnel it will be necessary to secure two telephone operators - one to replace Mrs. Holman when she leaves and another one to work full time during the day. Mrs. Knight will be assigned to the Mails and Files Office as File Clerk upon her return to work.

The four evacuee employees in the mimeograph office are not planning on terminating very soon. The messenger service is very satisfactory. A substitute messenger has been assigned to the Mails and Files for a few weeks in order to take over the duties of those messengers who are entitled to vacations.

2. Main Activities during the month:

Every effort has been made to keep up the efficiency of the Mails & Files office in spite of the constant shifting of personnel, both evacuee and appointed. The mail filing case was gone over and every name rechecked and posted above each compartment in order to aid efficiency in handling both inter-office and official mail. This was made necessary by the shifting of some of the school personnel to other sections.

3. Supplies and materials needed:

Franked envelopes are particularly needed. These have been on order for sometime.

4. Problems considered:

The problem of more efficient handling of incoming telegrams (personal) to the evacuees was considered. A new routine was worked out with the Motor Pool and Internal Security which has resulted in the delivery of telegrams at specified times. The Western Union in Delta has agreed to telephone messages at soon as received instead of waiting to send them out by carrier or bus. This new routine has been effect now since June 8th and appears to be working satisfactorily.

The problem of appointed staff personal mail was considered and it was decided to route this mail through the offices where each is employed. This has been a decided help in Mails & Files office but was not accepted very readily by the personnel. There have been many objections to the fact that due to closing Saturday afternoons no personal mail was delivered over the week-end. Plans are now being made to deliver personal mail from the Mails & Files office on Saturday afternoon, starting July 7th. Suggestions as to the best time after 3:30 p. m. to give out this mail will be helpful.

Mrs. Ruth C. Baumgartner

Acting Office Manager
Office Services

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

July 27, 1945

GZM

MEMORANDUM TO: G. L. Niesse, Assistant Project Director
Administrative Management Division

FROM: Office Services

SUBJECT: Monthly Narrative Report for July, 1945

1. Personnel Status:

A.	Permanent employees (Civil Service)	5
B.	Temporary employees (Civil Service)	1
C.	Evacuee employees	9
D.	Progress of evacuee staff relocation: One evacuee terminated to relocate.	
E.	Evacuee vacancies on staff	3

F. Narrative statement of Personnel Problems:

Among the evacuee personnel, one terminated from the mimeograph room and another will terminate from there on July 31st. The evacuee employee on the mail desk terminated July 14th and another evacuee employee in the Mails & Files office proved unsatisfactory and was released but this vacancy has not been filled as yet.
One messenger has been out on sick leave for over a month; another messenger terminated and the messenger from the hospital started his two weeks vacation July 24th. It was necessary to accept two boys, aged 14, as messengers.

Among the appointed personnel, one telephone operator resigned July 12th and another one was transferred to the Relocation Office. Two new operators were installed, one temporary and one indefinite. One clerk-typist was added to the Mails and Files office. The position of File Clerk, CAF-4, has not as yet been filled.

2. Main Activities During Month:

Checking over files for original correspondence regarding individual evacuees and sending these to the Central Statistics File.

Checking over files for Washington and San Francisco correspondence, taking out all such correspondence for future disposal.
Final inventory of all equipment sent in.
Quarterly stamp record sent in to Washington.
Record of all penalty matter on hand sent to Washington.

3. Supplies and Material Needed

Franked envelopes needed

4. Problems considered:

The usual one - how to combat personnel turnover.

5. Plans for next month:

Finish checking over files for original evacuee correspondence and Washington correspondence.

Issue a new revised routing slip.

6. SUGGESTIONS:

That a memorandum be issued asking that the routing slip be used at all times, and name plainly marked.

Mrs. R. C. Baumgartner

Mrs. R. C. Baumgartner
Office Manager
Mails and Files Section

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 26, 1944

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

SUBJECT: Narrative Report For August

FROM: Office Services Section

A. PRINCIPAL ACTIVITIES:

Business as usual

B. NEW OR UNUSUAL FUNCTIONS:

None

C. TRANSACTIONS HANDLED:

None

D. PROBLEMS OR SUGGESTIONS:

1. Mr. Kelly of Property Control reports a large stock of blank Teletype and Telegram Forms #14. It is suggested that these be put into use throughout the project inasmuch as it will result in a great paper saving.

2. With the reopening of school the personnel problem is with us again. Five school girls will have to be replaced and until they are, this section will function as well as possible under the circumstances.

3. One of my best messengers is relocating and another has been found. Each time a replacement is made he is a little older than the last one, at the moment a wheel chair would be more appropriate than a bicycle.

4. The Administrative Canteen is anxious to move into the entire building, part of which is now occupied by the Mimeograph Unit. I would like to put in my bid

for the Administration Annex or at least a part of it, to be occupied as soon as possible by the Mimeograph Unit.

5. The Small Equipment Repair Shop has been turned back to the Engineering Section. It was not included in the new budget for this Section.

E. PROJECTED ACTIVITIES:

None

F. RELATIONSHIP WITH OTHER DIVISIONS OR SECTIONS:

1. Supplement 1 to Office Letter #27 was printed and distributed on August 10.

G. GENERAL REMARKS:

None

E. V. GONZALES
Office Manager,
Office Services Section.

EVG:am

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Sept. 10, 1945

MEMORANDUM TO: G. L. Niesse, Adm. Mgmt. Div.

FROM: Office Services Section

SUBJECT: Monthly Narrative Report for August, 1945

1. Personnel status:

A. Permanent employees (civil service) 8

B. Temporary employees (civil service) 0

C. Evacuee employees 2

D. Evacuee vacancies on staff 2

E. Narrative statement of Personnel Problem:

Having been transferred to Office Services on August 23, as acting manager, I found that it was difficult to give the best service, for our one messenger boy was relocating. We called all of the different divisions and explained to them that it would be necessary that they send someone to our office for their mail until another messenger, or more than one, could be secured. All offices cooperated with us very nicely, and when an important teletype or telegram would come for a certain office, we would call that office and read the message by phone, until the message could be sent to them.

Fortunately, on Sept. 10, we were able to employ one messenger boy, Roy Tanabe. We are hoping that we can secure another this week so that we may assure all sections of prompt service. We have delivered Mr. Hoffman's mail to him approximately once every hour, even with no messenger service.

With the termination and relocation of the four evacuee girls in the Mimeographing section, it became necessary for our office to assume most of the responsibility of the mimeographing section. Miss Gloria Warnick, clerk in the Personnel section, taught two of our girls how to operate the mimeographing machine. Although this added responsibility made it difficult for us to always give prompt service we are do-our best to produce the work on schedule, and to do it satisfactorily.

2. Main Activities during the month:

Every effort has been made to maintain efficient service in the Mails & Files office despite the fact that we have been faced with the problem of a shortage of workers. Mrs. Hazel Black of the Washington Mails & Files office has been in our office for the past two weeks. She has been instructing us on the clearin of our files and the work we will be expected to do in getting all of the files ready to send to the Washington office at the close of our center.

3. Supplies and materials needed:

Franked envelopes are particularly needed.

4. Problems:

We do not have any serious problems in our section. It is to be hoped that as I learn more about the procedure and work of the Mails & Files office that we will gradually give more efficient service.

Pauline A. Crane

Acting Office Manager
Office Ser vices

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

SEPT. 30, 1945

MEMORANDUM TO: G. L. NIESSE, Adm. Mgmt. Div.

FROM: Office Services Section

SUBJECT: MONTHLY NARRATIVE REPORT for September, 1945

1. Personnel status:

A. Permanent employees (civil service)	7
B. Temporary employees (civil service)	1
C. Evacuee employees	0
C. Evacuee vacancies on staff	2

Narrative statement of Personnel Problem:

We are faced with an extreme shortage of help in the office of Mails and Files. Miss Mavis Dewsnup, Clerk Typist, and Sumiko Tajima, Clerk, terminated on September 30, 1945. We are especially in need of a good typist and file clerk to fill Miss Dewsnup's position.

Shigeru Sasaki, Clerk, was added to our office on September 22. He will have charge of the Mimeograph work. In addition to this, he will act as file clerk and do some messenger service.

Our Messenger boy, Roy Tanaka, who has been very efficient, terminated September 29th to relocate. Our hospital messenger, Tomokuye Sakoda, also terminated on September 21st. At present we are without any messenger service from our office.

Effective Saturday, September 29, 1945 the resident section of the Topaz Post Office will close. Beginning Monday, October 1, the Residents' mail received at Topaz at 6:00 PM Monday through Friday will be left at the office of Mails & Files to be picked up each morning at 9:00 Am the following morning by the WRA truck driver, who will deliver it direct to the Block Managers' Headquarters for subsequent distribution. Mail received at Topaz at 6:00 PM on Friday will be delivered to the Block Managers' Headquarters at 9:00 AM Monday.

For mail received at Topaz at 2:30 PM and at 6:00 PM on Saturday for the residents, all classes of mail for WRa and the residents will be delivered direct to the office Services Section. The Residents' mail will be kept in this office until 9:00 Am the following Monday morning when it will be delivered direct to the Block Managers' Headquarters.

The U. S. Post Office will make a list of the insured and registered mail addressed to residents. This list will be turned over to the truck driver who will deliver it to the Block Managers' Headquarters along with the other classes of mail for the residents.

2. Main Activities during the month:

We have been chiefly concerned with trying to improve the service in our section. Unfortunately, the shortage of workers with which we are now faced, makes it extremely difficult to give prompt and efficient service. We urgently need two additional employees in our office, for our work will continue to be heavy as the center closes and all files are to be mailed to Washington.

Effective Friday, Sep ember 29, all the resident sections of the Tower Town Offices will close. Beginning on Monday, October 1, the Residents will receive at Tower at 6:00 on Monday Friday will be left at the office or mail a pick-up on the picked up every morning at 8:00 during following morning by the W.A. Tower driver. We will continue it direct to the Block Management headquarters for subsequent distribution. Mail received at Tower at 6:00 P.M. Friday will be delivered to the Block Management headquarters at 8:00 A.M. Monday.

For mail received at Tower at 6:00 P.M. on Saturday, Sunday or holidays, all efforts will be made for the residents will be delivered direct to the office service system. The Tower Agent will be kept in this office until 9:00 in the following morning when it will be delivered direct to the Block Management Mail system.

The Mail Orders will have a list of the dues and penalties mail addressed to residents. This list will be turned over to the Tower driver who will deliver it to the Block Management headquarters along with the other Classes of mail for the residents.

3. In Emergencies during the day:

We have been actually confronted with trying to keep this service in our mention. Unfortunately, the shortage of vehicles with which are now already taken in and equally difficult to obtain prompt and efficient service. We urgently need to [illegible] vehicles to our service, for our work will continue to be very [illegible] and all [illegible] are to be called to [illegible]

3. Supplies and Materials needed:

Onion Skin Paper

Manila Folders

4. Problems:

Our most serious problem is that of giving efficient service with such a shortage of help in our section. It is to be hoped that a Clerk Typist will be employed soon to help in this matter, for for we are anxious to improve our service in the section of Office Services.

Acting Office Manager

Mails & Files