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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

November 26, 1942

Transportation and Supply Division  
Memorandum No. 1

SUBJECT: Truck Assignments

TO: All Division Chiefs and Section Heads

Effective November 30th, all permanent assignments of trucks including pickups will be cancelled and thereafter all of the equipment will be operated through the Motor Pool.

The truck services will be obtained on a requisition in the same manner as any other service or commodity and requisitions for this service should be presented to the Motor Pool office in Warehouse Bldg. 101 as far in advance of the needed service as possible and in all instances at least 24 hours in advance.

For necessary services which require practically the same amount of transportation each day, requisitions may be made on a weekly basis. Drivers who are familiar with these regular services will be assigned when convenient.

Emergencies will occur for transportation needs which cannot be anticipated and requisitions for such emergency service will be recognized.

Requisitions for services other than regular project work, such as picnics, etc., will be approved by either the Chief of Transportation and Supply or the Assistant Director.

These requisitions must be approved by division chiefs or section heads.

*Roy Potter*  
Roy Potter  
Chief, Trans. & Supply Div.

Approved: *J. F. Hughes*

J. F. Hughes  
Asst. Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

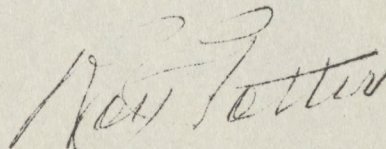
May 22, 1943

TRANSPORTATION & SUPPLY OFFICE MEMORANDUM NO. 3

TO: All Division and Section Chiefs

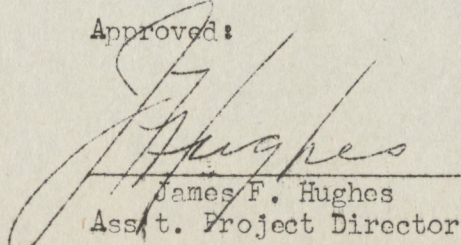
Pursuant to the discussion at the Staff Meeting on Tuesday, May 18th, concerning the control of Passenger Cars, the following procedure will be effective Monday, May 24, 1943.

- (1) All passenger cars will be turned in to the Garage Yard not later than 7:00 p.m. each evening.  
Any Division Chief who requires the permanent use of a car on the Project during the evening or for all night service, will apply to Mr. James F. Hughes, Assistant Project Director, for a permit to this effect.
- (2) No passenger car is to leave the Project Area without first registering with the Garage Office, and receiving proper authority.
- (3) All persons planning trips outside the Project Area using a WRA passenger car, will register with the Garage as far in advance of such trip as possible. This, in a great many instances, will enable us to combine two or more planned trips.



Roy Potter  
Transportation & Supply  
Officer

Approved:



James F. Hughes  
Ass't. Project Director

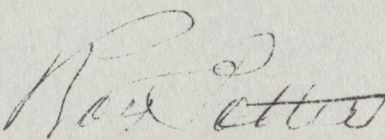
WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

June 11, 1943

TRANSPORTATION & SUPPLY  
OFFICE MEMORANDUM NO. 4

TO: All Division Chiefs and Section Heads

- (1) Since several persons who are operating WRA passenger cars are not conforming to instructions set forth in Transportation & Supply Office Memorandum No. 3, dated May 23, 1943, it is necessary to invite your attention to this memorandum.
- (2) Passenger cars in the future will be under the control of the Motor Pool. All contacts concerning this equipment should be made with Mr. E. E. Homer, Motor Pool Supervisor.
- (3) Trip tickets should be made on all passenger cars each day. Please contact the Motor Pool concerning this.

  
Roy Potter, Chief  
Trans. & Supply Dvn.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

May 10, 1943

*Transportation & Supply Division*  
*Memorandum No. 2*

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Re-organization and Operation of  
Motor Pool

The following organization and operation of the Motor Pool will become effective on March 12, 1943:

1. Under the supervision of Mr. Carl Rogers, the Motor Pool Supervisor, Mr. E. E. Homer, will be responsible for all Motor Pool activity and for the assignment and operation of all commercial highway equipment. Mr. Rogers will continue to be directly responsible for the assignment and operation of passenger cars.
2. Mr. Elwood M. Mortensen, Principal Dispatcher, will be responsible for all freight movement at the railhead, and under his supervision will be all laborers at the railhead, including Caucasians, and all equipment and truck drivers operating from that point. Warehouse checkers will continue under the Warehouse Section.
3. Mr. William Mortensen will act as Yard Foreman for the Motor Pool and will be responsible to make certain that all units dispatched from the Yard are in proper condition for operation.
4. Mr. Ivan Sorenson, Trucking Foreman, will be responsible for maintaining a close check on the usage of all equipment wherever it is in operation and will report on proper forms all violations of traffic regulations and misuse of equipment. Mr. Sorenson is authorized to take charge of any piece of equipment at any time when he considers circumstance warrants such action.
5. For the present the Motor Pool Office will be maintained in the Garage Building with the dispatcher in charge, with the assistance of such clerks as are necessary.
6. For the present, equipment now assigned to different divisions will remain on such assignment, and the divisions

and sections will continue to use the dispatchers now in their office. The method of dispatching, however, will be changed, in that the section and division dispatchers will complete the trip tickets and forward these to the Motor Pool Office each afternoon for the next day's operation. The drivers of all equipment will report each morning to the Motor Pool, and the Motor Pool dispatcher will deliver the trip ticket, which has been prepared by the Division or Section Office, together with the key for equipment. When each trip or day's work has been completed the driver will return equipment to the Garage Yard and deliver his completed trip ticket to the Motor Pool dispatcher. All equipment will remain in the Motor Pool Yard when not in use on official business.

7. Starting our operations in this manner, no service will be interrupted. The Motor Pool Supervisor will make changes of equipment and assignment as opportunities present themselves with the idea in mind of assigning equipment according to the service required.
8. Each division has routine work for certain units of equipment, and it is deemed best that drivers of such units remain on the payroll of the division, as they are then subject to orders only from their division or section chiefs, but the equipment will be under the supervision of the Motor Pool Supervisor.
9. No requisitions will be required in requesting equipment for routine Project work. The trip ticket will answer this purpose and where a unit is required for any division for Project work, in addition to those units assigned to each division, the trip ticket will be prepared omitting the driver's name and forwarded to the Motor Pool Office.
10. For educational trips or any use other than routine Project work, requisitions will be prepared and presented to the Transportation & Supply Officer for his approval before being forwarded to the Motor Pool Office.

Original Signed By  
ROY POTTER

Roy Potter, Chief  
Transportation & Supply

cc: Mr. J. F. Hughes  
Mr. Lorne Bell

RPotter/s - 5/10/43

May 20, 1943

MEMORANDUM TO: Truck Drivers  
FROM: Dispatcher  
SUBJECT: Meeting

There will be a meeting of all truck drivers  
Monday May 24 - 7:30 P.M. at the Motor Pool.  
These meetings will be continued every two weeks  
at the same time and place until further notice.

Attendance was very poor up to now; please  
make it a point to attend these meetings.

Dispatcher

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Tobaz, Utah

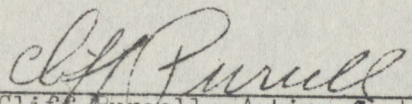
October 5, 1943

MEMORANDUM TO: All Section and Unit Heads  
FROM: Motor Transport & Maintenance Section  
SUBJECT: Procedure in Obtaining WRA Driver's License

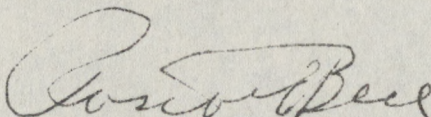
Effective immediately it will be necessary for all persons applying for WRA driver's license to first submit to an eye examination at the Hospital Optical Clinic. If satisfactory, the applicant will receive a note of approval from the examiner. With this approval and a request for driver's license from his division or section head, the applicant will report to the Motor Transport and Maintenance Section for his driving test.

A form signed by the Motor Transport and Maintenance Superintendent will be given to the applicant if he passes the driving test which will be based on his reaction and knowledge of handling a vehicle. Upon taking this form to the Personnel Office, the official WRA license will be issued.

We hope that the above will clarify the many points which are related to the procedure in obtaining a WRA license.

  
Cliff Furgell, Acting Supt.  
Equipment Maintenance

Approved:

  
Roscoe E. Bell  
Ass't. Project Director

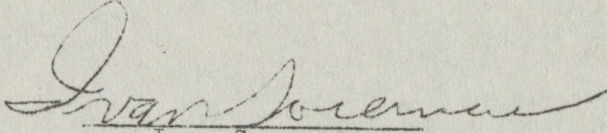
WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

October 5, 1943

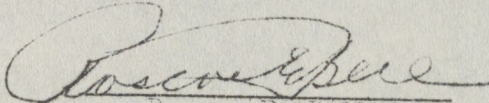
MEMORANDUM TO: All Section and Unit Heads  
FROM: Motor Transport & Maintenance Section  
SUBJECT: Panels on Trucks

At the present time, there is a large number of trucks which do not have side racks and tail gates. Some have been left in the fields and at the various places within the Center. It would be appreciated if the section heads will see that the truck drivers replace these panels on their trucks.

In order to properly protect passengers carried in trucks, it is required that side racks and tail gates must be on all passenger trucks when they go through the gates. After October 10th, no passenger carrying trucks will be allowed to pass through the gate with these panels missing.

  
Ivan Sorensen  
Motor Pool Supervisor

APPROVED:

  
Roscoe E. Bell  
Ass't. Project Director

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

January 5, 1944

MEMORANDUM TO: All Division and Section Heads

The use of Revised Trip Sheet WRA-159 will become effective January 9, 1944. A supply of these trip sheets will be issued to authorized division and section heads for the purpose of anticipating daily needs. They will be prepared the day preceding the time vehicles are to be used and must reach the Motor Pool Supervisor by 3:00 p.m. so that a schedule for the following day may be prepared.

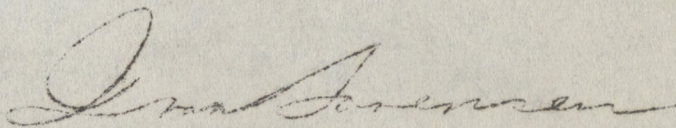
The Trip Sheet must fully show the driver's name and WRA Driver's License Number, kind of equipment desired, estimated mileage and hours to be used, justification and purpose of government business for which it is to be used, and signed by the division or section head. The initiating officer's signature will be prima facie evidence that he takes responsibility for the use requested.

Each truck and car will have a Daily Driver's Inspection Card which must be filled out daily by the driver. The driver will be required to spot-check his vehicle and fill out this card before the vehicle can be released from the Motor Park lot. Before a Trip Sheet is issued, the Inspection Card will also be checked by the Dispatcher to see that the vehicle is in a safe condition. This inspection should not take more than approximately ten minutes.

The driver must keep an accurate record of the mileage and hours used for which space is provided on the bottom of the Trip Sheet. At the completion of the trip requested, the Trip Sheet must be returned to the Motor Pool.

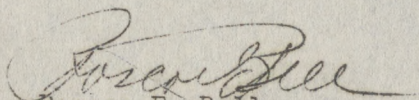
All drivers must have a WRA Driver's License.

With the cooperation of every section in following the above instructions, we feel that our equipment will be in a better condition than it has been in the past.



Ivan Sorensen  
Motor Pool Supervisor

APPROVED BY:



Roscoe E. Reil  
Assistant Project Director

Operations Division  
Agricultural Section

Topaz, Utah  
January 13, 1944

MEMORANDUM TO: Dr. George Ochikubo  
Chairman, Topaz City Council

I am very glad that the Topaz City Council has seen fit to establish an agricultural committee; and I want to insure you our closest cooperation with this group and also your entire council. We have felt, at times, that, perhaps, the center has not realized the full attempts of our agricultural program and the problems that we are up against.

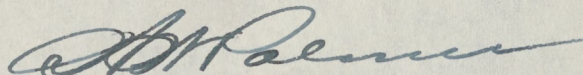
I am hoping that the committee which you have established can meet occasionally with our agricultural personnel so we may discuss programs planned, our problems, etc. We, in turn, hope that such problems will be carried by your committee to the city council and to the entire resident population.

Since farms have been provided in connection with all relocation centers, information from Washington continues to point more clearly towards the desire that we produce more food for ourselves rather than to purchase it, in outside open markets. The fact is the food that residents get is somewhat determined now by production ability of our farm; or as I remember it, of the 45¢ allowed to feed each person in the center daily, only 31¢ was designated to be used for off farm or outside purchases.

As to how well we are fed with the 14¢ which centers have needed to produce, has depended upon how well agricultural programs were carried. Other centers have produced for us to help take care of this 14¢ differential. We, so far, have only produced for ourselves; but we are planning to increase our beef production enterprise to meet the needs of one additional center.

I shall appreciate it if you will designate a date sometime, in the near future, when the agricultural section can meet with your agricultural committee. It maybe that after our first meeting, we can schedule regular meetings for the future. Perhaps, it will be advisable also for us to designate a certain personnel from the agricultural section to meet regularly with your committee.

I see a big need for this council committee and our attitude is very cooperative in the step that you have taken, and we will lend our efforts towards full functioning of this plan.



W . Wendell Palmer  
Chief, Agricultural Section

August 25, 1944

Mr. L. T. Hoffman  
Project Director  
Central Utah Relocation Center  
Topaz, Utah

Dear Mr. Hoffman:

I am returning inspection reports WRA-305 which have been sent in during the month of August, and have checked the items that are not properly handled.

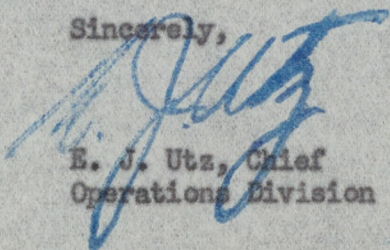
In most cases, the inspectors have indicated that all tires are in exact air pressure condition when, as a matter of fact, some of them will be found to vary as much as fifteen or twenty pounds. The reading on the tire gauge for each tire, should be shown on the inspection sheet. When this has been done, the air hose is to be used to fill to the required pressure. The reason for this information is that it can be determined by the variation which tires might have a puncture of the slow variety, and take steps to correct it.

A great many of your inspection reports are coming in without showing either the initial compression under item 76 or the final compression. In several instances, you have left off the year model from the report. In cases where the vehicle is in the repair shop for extensive repairs, we should like the inspection report completed after the work has been accomplished.

Your inspection sheets show a great deal of work to be done. As fast as the job orders are written and the work is completed, we would like you to send us a copy of the completed job order which will be attached to the inspection sheet concerned. This will only be necessary for the first thirty days, or until the system is fully established, when the sending in of the job sheets can be discontinued and the work that has been accomplished noted on the inspection sheet. Also, on the job orders we would like you to show the breakdown of parts used, as well as the hours of labor involved in repairing each unit. I shall be glad to have these inspection sheets returned as soon as the information has been completed.

Requisitions for spare parts must be processed through the Fort Douglas Command Shop before being sent to Fort Crook.

Sincerely,

  
E. J. Utz, Chief  
Operations Division

Enclosures  
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UNITED STATES  
DEPARTMENT of the INTERIOR  
WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 27, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Draining of Radiators

Beginning Monday, October 30th, we will have a man at the Motor Pool to check the cooling system of W.R.A. vehicles for leaks and the installation of anti-freeze. In the meantime, it will be necessary for you to drain the water from the radiator and block every evening as we can expect freezing weather at any time. You are responsible for each motor vehicle signed out to you. This includes, tractors, trucks, and passenger cars.

*Clifford Purcell*  
CLIFFORD PURCELL, SUPERVISOR  
Equipment Maintenance

M- 825

Central Utah Project  
Topaz, Utah

11/25/44

Mr. L.T. Hoffman  
Project Director  
Central Utah Relocation Project  
Topaz, Utah

SUBJECT: Report Covering Inspection of Your  
Light and Heavy Equipment and Maintenance.

Dear Mr. Hoffman:

1) Since my last visit, your Motor Transport and Maintenance division has made wonderful progress.

2) The new addition to the Garage gives you more floor space to permit more effective servicing of your equipment.

3) The building housing the lubricating hoist, equipment gives you up-to-the-minute facilities to service your equipment regularly.

4) The two Caucasian mechanics in that department that makes out the 305 inspection regularly and repair minor defect at once should be able to cut your maintenance expense at least 50%.

5) Checking unit gasoline and oil mileage report of the last quarter find a considerable improvement in both.

6) Air cleaner, for belts, crank case cylinder oil, transmission, tire pressure have been kept in better condition than formerly.

7) Checking trip tickets find that a marked improvement also has been made in that department beside eliminating unnecessary mileage. That department checking prestone in vehicles will eliminate frozen cylinder blocks, thereby, reducing the vehicles lying in the dead line waiting for repair parts.

8) The new building housing the body, fender and tool department gives you better facilities to maintain your equipment in better condition at a reduced cost.

NOV 27 1944



L.T. Hoffman  
Project Director

Topaz, Utah

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9) Recommend that the following be called to the attention of the Maintenance Supervisor to appoint a Caucasian heavy duty working foreman for the tractor servicing. This department needs more supervisors to instruct and help the evacuees how to locate trouble, disassemble and reassemble equipment. They also are short the necessary tools to operate efficiently.

Recommend making an "A" frame for the tractor shop. Which will reduce time and parts being ruined in disassembling and reassembling.

10) Find a bottleneck in the Garage which can be overcome by having the equipment maintenance assistant supervisor put more time and effort following-up equipment in for repairs to see that they receive the necessary parts to complete the job.

11) Also recommend a Caucasian working foreman for passenger and pickups sections beside installing, and take care of an engine, carburetors, fuel pumps, generator, starter, distributor unit overhaul department.

Another Caucasian working foreman to take care of stakes, dumps, also, install and instruct evacuees to overhaul front and rear axle, transmission units.

12) If you have engine, transmission, front and rear axle, accessories units on hand, you can install a unit in a few hours instead of tying up equipment for weeks and months waiting your parts.

Your attention of monthly inspection which should be regularly and conscientiously followed. It should be a definite part of the equipment operation and maintenance program:

- a. Discover minor faults before they become serious.
- b. Reduce the loss of equipment operation time.
- c. Decrease the repair costs.
- d. Improve operation conditions.
- e. Detect negligence and faulty practices.
- f. Order parts not commonly in stock before they are actually needed.



13) Unless indicated corrections are made, the inspections become largely perfunctory and are of little value. Preventive maintenance will greatly reduce the need for equipment repairs.

14) If the parts of units of equipment are maintained in proper adjustment, and all wearing surfaces carefully lubricated with the correct lubricant, the rate of equipment deterioration will be reduced to a minimum and long life may be expected, providing, of course, the operators do not abuse the equipment through negligence or faulty driving practices. Repair parts are critical in many cases and costs are high. It usually indicates the lack of proper maintenance. Careful checking and follow-up is necessary to see that the situation does not continue.

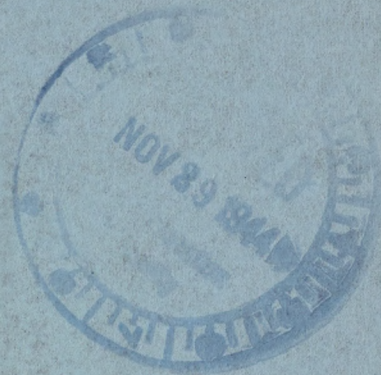
15) In order to eliminate idle equipment, it is essential that preventive maintenance be practiced at all times.

16) Spot check inspection of light cars, trucks, tractors, and heavy equipment showed motors, fuel pumps, carburetors, oil bath air cleaners very dirty; valve covers and gas line leaking; fan blades bent; loose fan belts.

17) The efficiency of the Garage can be brought up to a still higher standard, if the three new Caucasian foremen will instruct and help explain to the evacuee mechanics and helper in more detail how to disassemble, fit, and reassemble motors, front axles, rear ends, brakes, transmissions, and distributors, which will reduce labor costs, and help to get equipment back in service sooner.

18) Oil filters should have the date and mileage marked on the outside of the filter container when new filters or renewal cartridges are installed. This will eliminate loss of time, checking back records, and will also give the head mechanic better control to spot check engine performance and oil condition by comparing the present speedometer reading marked on the filter with the actual mileage reading.

19) Filters should be drained and cleaned every 40 hours on tractors and on vehicles when the oil starts to show cloudiness or dark color. Filters should be drained more frequently during the winter because of excessive condensation in the crank case, causing the oil pump to freeze and bearings to burn out.



20) Roads on center and around area are in need of repairs. Holes in pavement and culverts should be repaired as soon as possible to eliminate recap tire tread, side-wall breaks and cuts. Safety regulation calls for lights at all excavations. Suggest loaning state magnet to eliminate excessive tire repairs caused by nails and other defective steel articles lying around on the Project. Pool and Garage area should be gravelled and drained to eliminate the mudholes.

21) The following summary are some of the most serious failures or defects that should have a little more attention. Spot inspection:

tire pressure, batteries low, corroded cables, filters, final drives, wheel bearings, rear axle nuts or cap screws, head, taillights, horns, old style air cleaner, replace with oil bath type.

22) Inspection discloses that 43 vehicles have speedometers that are not in operating condition. State laws demand that all equipment must be equipped with serviceable speedometers, otherwise, it is impossible to observe State, County and City speed law regulations. In case of an accident, the Government would be held as an accessory if anyone were hurt.

Speedometer milage on all equipment is the only means of giving vehicles correct maintenance service, and the only true record to compile depreciation value.

It also shows the gasoline, oil, average mile consumption, which help detect defective motor condition.

23) Recommend enclosing the Pool, Garage, body shop, tractor, warehouse, with a wire fence completely circling all of the above buildings; also, all cars, trucks, tractors, equipment to be repaired or to be surveyed or stored in the Pool with one gate to accommodate tractor and patrol grader.

The Pool should be adequately lighted so the Security men can control the entire area. The present lighting is inadequate, and allows parts of equipment being dismantled which in many instances ties up equipment for weeks and months waiting for those parts to be replaced.



L. T. Hoffman  
Project Director

Topaz, Utah

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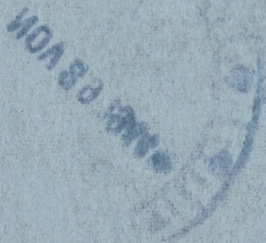
24) Recommend solvent be used on vehicles that have low oil mileage, and then, check with compression leak meter, priming pistons with oil, and if a variation of 10 pounds shows in the test, recommend installing new rings. That would bring compression up to standard manufacturers' specifications.

25) Recommend installing a set of tools for each mechanic on a board at the bench, each tool having a separate place which can be locked up.

26) Recommend the following equipment be procured to reduce maintenance cost:

- a. Weaver truck and bus dual wheel dolly jack WR 12 or equal. This jack will reduce overhauling cost, save wheel bearing and retainers from being destroyed which are very hard to be replaced.
- b. Transmission jack and unit lift No. 797 Walker or equal will save hundred of hours disassembling transmission, besides saving pilot bearings and clutch shafts, reduce stud shaft replacements.
- c. Main bearing and rod leak detector will reduce motor overhauling by being able to detect a burned-out main bearing, rod, camshaft bearings, etc. Should be used before taking motor down, also after assembly before replacing motor in truck or tractor. This will save some very expensive overhauling from being taken down a second and third time by not having the bearing tested before installing in the truck.
- d. Spark plug cleaner and testor - for greese rack inspectors.

27) Wherever you have faulty firestone spark plug, write on what make, year, model, type and the correct firestone type plug specified for that make car, so we can take it up Treasury Procurement and the Firestone Co. Only send one box of burned or defective plugs.





L T Hoffman  
Project Director

Topaz, Utah

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U.S. Dechloromania should be installed on government vehicles. Supplies of these can be secured from the Treasury Procurement Supply House at Kansas City by requisitioning in the quantity needed.

U.S. Department of Interior Automotive Equipment Operation Data book (Form DL-120) can also be requisitioned from that department.

28) With regular routine servicing of tire pressure, batteries, filters, air cleaners, you can increase tire, battery, and motor life from three to five hundred percent.

29) Advise Equipment Maintenance Supervisor and Assistant to review the 1943 September Inspection Report which will give them any number of suggestions and recommendations that will help them to reduce maintenance expense and increase the efficiency of the shop.

30) Attached are survey routes for each section which will help the dispatcher in checking excessive mileage of some departments.

31) Attached are light and heavy equipment spot check inspection reports which will help the Equipment Maintenance Supervisor to correct the certain departments that are weak and are neglecting to service the vehicle properly.

Accept my appreciation for your cordial reception and hearty cooperation from Messrs. Bell and Purcell, and the different department heads during my stay for this inspection.

Sincerely yours,

FRED B. WUTSCHEL  
Transportation Officer  
Washington, 25, D.C.

Attachment - 2  
FBWutschel:11:25:44



Washington

December 21, 1944

Mr. L. T. Hoffman  
Project Director  
War Relocation Authority  
Central Utah Project  
Topaz, Utah

Dear Mr. Hoffman:

This is a report of the findings of my inspection of your Motor Transport and Maintenance Section.

Facilities for doing the necessary work are in the final stages of completion, and very little remains to be accomplished in that regard. I do find, however, a bad fire hazard in the repair garage where several heating stoves are operated night and day without adequate protection or fire watch at night. I recommend immediate action to keep an alert watchman to watch each building during the night and as soon as possible protect with asbestos the timbers and roof adjacent to the stoves and stove pipe.

As to personnel, Mr. Purcell, I believe, has a concise idea of what needs to be done and how to do it. He now has sufficient help to do the job although it is not all very active or energetic in getting necessary work done. I have done what I can to outline a procedure, but have not observed each mechanic's work to determine how efficient he is. However, the state of the vehicular equipment is still very unsatisfactory and much work is on the repair line that should be operating now. More equipment not now on the repair line should be there for necessary correction.

One reason why the above is true, in my opinion, is that the Motor Pool Supervisor has not been doing his job. Two or three different visits I have outlined his work with him and was positive he understood his part of the work. However, he is not doing and has not done the necessary things to assist Mr. Purcell, but on the other has cited excuse after excuse why he cannot accomplish that which has been outlined as his share of the work.

In the main, the majority of cars and trucks should be in the pool and not on an assignment. This is exactly the reverse of existent conditions here. He indicates this has been no doings of his, but due to others persistence in keeping the equipment.

Another reason I do not feel he can measure up to the job is that he is not regularly inspecting (on a weekly inspection basis) all equipment of a vehicular nature and requiring suitable adjustments and repairs. This is a routine process and will do much to secure the help Mr. Purcell needs in correcting small failures such as faulty tires, improperly cared for batteries, radiators, and lubrication. Immense-able items of tires with improper pressures have been noted as well as cab conditions in cars and trucks which make them unsafe to operate.

I witnessed a delivery of gas the other morning in which I do not believe the Motor Pool Supervisor measured his tank before or following delivery--a requirement he has been told about definitely.

His parking lot is still in a very impractical state. Stone and rocks line the drives that should be raked out to avoid damage to tires.

His trip sheets are, in many cases, not registered, and he acknowledges no control is exerted as to when a vehicle should return and its actual return so that greater use can be made of all vehicles in the pool.

It is ironical that I recommended him last summer for promotion, but I had hope and counted on the individual exerting himself to attain the objectives we outlined. This he has failed, in my opinion, to do. I do not believe delay should be given in replacing the Motor Pool Supervisor with someone more aggressive and efficient as the inertia evidenced certainly is causing loss to Government equipment and use of the vehicles.

Some time has been spent with Mr. Purcell outlining steps to be taken to survey needs for heavy equipment use this next season. Because of the imminence of closing the Center within the new year, I believe it important to make ready and declare surplus such vehicles as are not going to be required as rapidly as possible to avoid the rush at the closing time and the delaying of employees in getting necessary papers executed.

Certain other units within the Section are doing a very nice job including the inspection and greasing unit. A closer watch and aggressiveness must be exerted to bring all units to standards of efficiency and active production so that the work may be cleaned up and equipment be made operable until the closing date.

Very truly yours,

L. E. Piero, Lt. Col.

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

*Phase 2  
RHS*

26 December 1944

MEMORANDUM TO: Members of the Appointive Staff  
SUBJECT: Bus Schedule

M O R N I N G:

<u>LEAVE TOPAZ:</u>	8:30 A.M.	<u>ARRIVE DELTA:</u>	9:00 A.M.
<u>LEAVE DELTA:</u>	11:30 A.M.	<u>ARRIVE TOPAZ:</u>	12:00 M.

A F T E R N O O N:

<u>LEAVE TOPAZ:</u>	1:15 P.M.	<u>ARRIVE DELTA:</u>	1:45 P.M.
<u>LEAVE DELTA:</u>	4:30 P.M.	<u>ARRIVE TOPAZ:</u>	5:00 P.M.

The bus will operate on a trial basis Wednesday and Saturday evenings on the following schedule:

WEDNESDAY:	Leave Topaz:	6:30 P.M.
	Leave Delta:	10:30 P.M.

SATURDAY:	Leave Topaz:	5:30 P.M.
	Leave Delta:	10:30 P.M.

The Office of Defense Transportation will only allow the bus to operate if it runs filled to not less than 40% of capacity, or 14 persons.

The rates are as follow:

ADULTS:	35¢ - one way.
	60¢ - round trip.
CHILDREN: (5 to 11 yrs)	20¢ - one way.
	30¢ - round trip.

Tickets may be purchased from the bus driver.

ME:AD-80

January 18, 1945

Mr. L. T. Hoffman  
Project Director  
Central Utah Relocation Center  
Topaz, Utah

Dear Mr. Hoffman:

Reference is made to your letter enclosing October and November inspection reports.

We realize that you are short of clerical help. However, the most important purpose of the inspection forms is that of initiating job orders. Inspection forms should be classified as major, minor, or service jobs, only. All major and minor repair jobs are separated so that the vehicles that are most needed will be repaired first. All major repair jobs are then grouped according to priority need for the vehicles' use; all minor repair jobs in another group, and all service jobs in a third group. This group does not have to be scheduled into the shop at all, but is turned over to the Motor Pool Supervisor who is in charge of greasing and other service units of the Section.

The next step is to write up, on job orders, the requirements of the priority major repair jobs, and to ascertain if parts are in stock, or if the failing parts can be reconditioned in the mechanic's school. If not, requisition the materials required and place the job orders in a pending file.

Inspection sheets classified as minor repair jobs are, for example, replacing a brake lining, broken spring, faulty gaskets, a valve grinding job, or where common simple adjustments are made. Parts for such repairs are usually on hand at all times. Again, grouping the vehicles according to priority need is used in scheduling them into the shop.

The shop superintendent should make up a daily schedule, or work sheet, of these job orders as he builds up each day's work for his mechanics, and each mechanic should know by an assignment, in writing, on which job orders he is to work and approximately how many he is expected to complete in a day. As Colonel Fiero indicated on his last visit to your Center, the shop is not now organized on that basis.

This may account for a large percentage of the equipment being in such a bad state of repair.

We believe that, under supervision, Mr. Snyder can organize a definite repair schedule. However, it will be necessary for Mr. Purcell to insist upon a higher standard of performance if the equipment is to last the term of the project's activities.

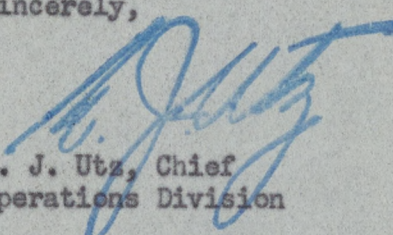
It will not be necessary to send job sheets to this office. However, when your inspection sheets are prepared, we would like the shop superintendent to indicate how he has classified each sheet-- if completed, for what date the repairs are scheduled, or whether delayed because parts are not available.

We believe that if Mr. Purcell will check this follow-through method, at least twice a week, the condition of your equipment will be greatly improved.

It is evident that Mr. Purcell has carried too much of Mr. Snyder's work, and that he has been too lenient with him. It is now time for performance.

Some very good work has been done by the inspection unit of Motor Section.

Sincerely,



E. J. Utz, Chief  
Operations Division

Enclosures

✓ LEFiero:mwb

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

May 15, 1945

Mr. L. T. Hoffman  
Project Director  
Central Utah Project  
Topaz, Utah

SUBJECT: Motor Transport and Maintenance Division

Dear Mr. Hoffman

Inspection of Light, Heavy Equipment and Maintenance are all for constructive purpose. If Equipment Supervisor will follow through on the defects noted it will do much to conserve his effort and result in greater accrual good to the project.

We are pleased with the inspection report showing a definite improvement and series of sound application in some department.

Satisfactory progress has been made in the following:

Organizing of motor parking pool, lining up vehicles, and dispatching.

Graveling of the pool and garage areas.

New location with cement floor for washing cars and trucks.

Wonderful reduction of cars and trucks on twenty-four (24) hours assignment.

Progress made in vehicle appearance.

Improvements made in body and fender rebuilding.

Improvements in some shop practice and reorganization.

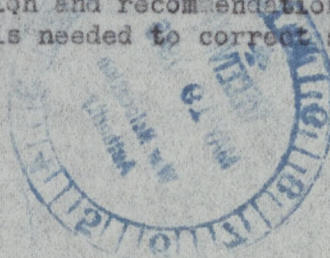
Improvements in tire pressure and valve caps installation.

Improvements made in battery servicing - rebuilding.

Progress made in reorganizing the tractor shop.

Present rate report of 74.41 compared with last November rate of 69.06 shows a gain of 5.35 points or 7.7%.

The following is a brief analysis of W.R.A. Credit Point Rate Report which is attached and divided into thirteen different categories. Also attached is an extra detailed spot check inspection showing defects, what departments that are weak, and instruction and recommendation to the Equipment Maintenance Supervisor, what help is needed to correct same to





TO: DIRECTOR, WAR RELOCATION AUTHORITY  
FROM: [illegible]  
SUBJECT: [illegible]

[illegible text]

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[illegible text]

[illegible text]

May 15, 1945

increase the efficiency of this department.

RATING

1. CONDITION OF LIGHT & HEAVY EQUIPMENT - Satisfactory
2. CONDITION OF TIRES & TIRE INSPECTION - Satisfactory
3. DISPENDING & RECORDS OF GASOLINE - Very Satisfactory
4. DISPATCHING OF VEHICLES DISPATCHERS & DRIVERS - Very Satisfactory
5. USE OF TRIP SHEETS - Excellent
6. RECORDS OF VEHICLE MAINTENANCE - Excellent
7. LUBRICATION OF STOCK - CHARTS - Very Satisfactory
8. WASHING FACILITIES & CONDITIONS - Satisfactory
9. PARKING AND STORAGE - Very Satisfactory
10. LOADS & DISTRIBUTION - Satisfactory
11. GENERAL OBSERVATION - Satisfactory
12. TRAFFIC VIOLATIONS - Satisfactory
13. TRANSPORTATION PARKING CAR ASSIGNMENT - Very Satisfactory

In recent weeks the OPA has asked the cooperations of all federal travel, coupled with this mileage reduction to help lower the cost of official business travel. The travel coordination plan is an integral part of the effort of federal departments to reduce vehicle mileage as outlined in the Presidential directive.

Gasoline is one of the most critical items that faces the government at the present time. Tires are another item on the critical list, the shortage of which has cost the lives of many of our boys. To win the war, we need the fullest cooperation of every division head to help reduce gasoline consumption by combining trips on and off project and to use rail or bus facilities in place of cars or trucks. In many instances, a letter, telephone call, or teletype would save many gallons of gasoline, tires and equipments.

In checking over February and March Monthly Mileage Report, we find some passenger cars having only an average of 5.5 miles per gallon of gasoline. We had Mr. Maas install a test tank and without any adjustments to the vehicle Mr. Maas, Purcell and myself made a test run averaging 17.3 miles per gallon or an increase of over 300%. Another passenger car having an average of 6.2 miles the test run averaged 19.2 miles per gallon or an increase of about 300 % without any adjustment. Recommend testing all equipment showing a poor monthly mileage and then notify operations what the test run showed and ask their cooperation in helping the transportation department in reducing all unnecessary mileage which has been increased on your center the last quarter over the previous one. We have some centers showing 23000 to 42000 miles decrease in mileage during the same period.

March monthly usage reports show forty (40) cars and trucks only operating an average from 1 to 15 miles per day or from 1/4 to 1 hour. Suggest that these cars and trucks pool their trips or return same to the pool so other departments can make use of these vehicles.

Recommend declaring all cars, trucks, tractors, and equipment parts, accessories that the Project have no further use for. This will help to release many critical equipment and parts that the general public is in dire need of, to help to win this war. It will also reduce maintenance, gasoline, unnecessary use of equipment, beside being able for the Caucasian mechanics to service the balance of vehicles in proper condition after evacuees relocates.

Recommend the Caucasian tire mechanic to take charge of approximate 720 rolling tires on cars, trucks, tractors, beside 167 extra tires as outlined in the suggested tire manual mailed to your Project. This will help to curtail the critical tire situation on the Project. You have some smooth tires, quite a large number that are not matched or have cuts that need immediate attention.

We have centers that have vehicles tied up indefinite for lack of 600-50 16 tires. The Army in many instances do not return them when brought in for recapping.

The spot check discloses lack of caucasian supervision in the garage, light equipment and other departments which could be overcome to a great extent if the Equipment and Maintenance Supervisor would spot check each automotive department two or three times daily. It would put him in close contact with the different departments and thereby be able to call poor supervision to the attention of his assistant if that vacancy was filled.

Find private cars being repaired in the School Repair Shops.

The projects have more work to do than what they can take care of properly without taking on outside work.

Government regulation do not permit private cars in the Pool nor to be repaired under any condition.

Recommend departmentizing the school as other centers have by installing a motor, transmission, front and rear axle, carburetor, generator, starter, fuel pump, distributor, unit overhauling, rebuilding division so they can rotate the students.

This will give them a good sound practical experience to become efficient automotive mechanic and better fit them for relocation.

The center has any amount of these exchange units that should be overhauled, for which they are in dire need, this would eliminate vehicles from being tied up unnecessary for days, weeks, and months.

They also can give them a passenger car or truck to make a complete major overhaul which the center has plenty to supply them with.

May 15, 1945

The new Assistant Supervisor should be of a more aggressive type in organizing and instructing his Foremen to have enough work on the repair line so the mechanics and helpers are kept busy at all time. The present state of affairs can be verified by the decrease of 49 repair jobs in April compared with January.

Recommend that a special drive be made to eliminate speeding which will help to increase your mileage per gallon of gasoline.

The President recently has asked every government agency to cooperate with the International Association of Chiefs of Police who are making a nation wide drive testing brakes which is needed to avert a threatening increase in traffic.

The above International Association of Chiefs of Police supported by nearly 100 national organizations, including the Office of Defense Transportation and U.S. Army Service Forces.

Test as many vehicle brake pedal as possible by placing a 1 inch block under the foot brakes and if it strikes the block to declare the vehicle unsafe to drive.

Brakes which do not grip until the pedal is within one inch or less of the floor board require up to 60 ft. to stop at 20 miles per hour. The legal stopping distance in most states is 30 ft. at 20 miles per hour.

Inspection reveals 39 empty lubricating oil and grease barrels on hand for which the government is charged \$1.50 to \$10.00 each. The barrels are listed on the U.S. critical shortage. Recommend returning same to vender as soon as possible after they are empty.

Recommend all off-project request for rides be made through the dispatch office so 3 or 4 people could pool the rides in place of making 2 or 3 separate trips to outside localities.

Spot check discloses approximately 20 old batteries that are also on U.S. Critical list. Recommend returning same to Army. They can in many instances salvage over 65 per cent which will help reduce your maintenance expense. We have centers that have equipment tied up for lack of batteries. Your center should be commended for the very few new batteries required to service your equipment.

Mr. Bell and Mr. Purcell <sup>MR. JORANSEN</sup> should be congratulated for the <sup>61%</sup> 38 per cent reduction made on cars and trucks on 24 hours assignment. Last inspection showed 47 vehicles; at present only 18 cars and trucks.

I have enjoyed the stay at your center and wish to express my sincere appreciation to yourself and staff for the fine cooperation shown in covering your equipment and maintenance division.

Sincerely yours,

Fred B. Wutschel