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Adm.-Personnel

DS

Woods

Chicago

October 14, 1942

MEMORANDUM for Mr. Burlew.

This will acknowledge receipt of your memorandum of September 16 with reference to your memorandum of May 9 concerning the set up of the Colorado River War Relocation Project, in which you state that some of the salaries seem excessively high.

We have not as yet been able to submit an organization chart showing the true picture of the Project, but we are today asking Mr. Head, the Project Director, to submit a chart as the Project now stands with anticipated future needs. Of course, we have a record of the positions that have been set up to date, but at the time of your original memorandum was received we were in the beginning of the organization and could not anticipate the number or kind of positions that would eventually be required, nor are we able yet to anticipate fully our future needs.

With reference to the salaries being paid, this Office has not reviewed the organization, and it was Mr. Skidmore's plan to go to the Project about the first of October and make a review of the set up. However, Mr. Skidmore has now left the Service and we are not in a position at this time to make a survey of the positions. We do understand that Mr. McNeill made a survey of the Project some time ago, and that he returned with an organization chart of the Project as he found it. We also understand that he felt the positions were properly allocated. If it is felt that a further survey is required, we recommend that Mr. Harvey or Mr. McNeill be sent out.

As previously indicated, we have a record of all positions which have been filled; and these positions were set up through regular channels and reviewed by the Department Classification Division. We do not have, however, a record as to the various activities to which the positions are assigned, nor do we have any record as to the number of Japanese working under each activity nor of the anticipated number of Japanese who will eventually find employment along various lines. We are asking Mr. Head to give us this information, also.

KT:plp;GAB;vl 10/9/42
cc-Mr. Butler.

Sgd/ W. Barton Greenwood
For the Commissioner

Mr. W. Wade Head.

W. B. Greenwood
Personnel

Personnel

WRA

Colorado River War Relocation Project
Tucker, Arizona
May 8, 1942

Commissioner of Indian Affairs
Washington, D.C.

Attention: W. Barton Greenwood

Dear Sir:

This is the first opportunity that I have had to inform you as to the status of the organization of the Colorado River War Relocation Project, since Mr. Skidmore's visit. There are so many phases of the work to be supervised and cared for that one of the major items had to be set aside for the time-being. This item, which I consider to be of prime importance at this time, is the task of preparing job sheets for each of the proposed key positions.

I realize the importance of preparing job sheets and making recommendations in such a manner as will facilitate the handling of this material upon its receipt in the Washington Office. When Mr. Skidmore was here he took with him some seventeen or eighteen of the job analyses and job classification sheets and it is our understanding that action has been taken to effect the transfers and appointments in each one of these positions. The following is a list of those positions upon which, we understand, we do not have to take further action:

<u>Grade</u>	<u>Title of Position</u>	<u>Proposed Incumbent</u>
P-7	Project Director	William W. Head
P-6	Chief Engineer	Robert L. Ruckey
P-6	Asso. Project Director	Ralph H. Calvin
P-6	Director of Health and Sanitation	Leo Schmar
CAP-13	Administrative Officer	Augustus W. Ruppie
CAP-12	Supply and Transportation Officer	John McGee
CAP-11	Procurement Officer	Howard W. Palmer
CAP-9	Chief Proprietary Accountant	James W. Shepard
CAP-8	Personnel Officer	Charles E. Smith
CAP-8	Property Custodian	J.F. Reinhardt

Job analyses for the following positions have been prepared but job sheets have not been completed. Our records indicate that Mr. Skidmore took copies of

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Personnel
[Signature]

of these job analyses with him and that there is a possibility that the Office has prepared the job sheets. However, if we are in error in this regard, please advise and job sheets will be prepared.

<u>Grade</u>	<u>Title of Position</u>	<u>Proposed Incumbent</u>
P-5	Assistant to Project Director	Solon T. Kimball
P-5	Assistant to Project Director	
P-6	Chief of Agriculture and Industries	Mr. Mathieson
P-5	Director of Education	
CAP-12	Supervisor of Farm Management	
CAP-12	Supervisor of Factory Management	
CAP-12	Chief of Community Enterprises	

Copies of each of these job analyses are being attached to the copy of this letter which is being mailed to Mr. Skidmore. The following job analyses and job sheets have not been written but are now in process:

<u>Grade</u>	<u>Title of Position</u>	<u>Proposed Incumbent</u>
P-5	Chief, Community Services	Hell Findley
P-5	Director of Social Welfare	Kathryn Mahn
CAP-12	Fiscal Officer	J.L. Weintraub Henry W. Smith or Leonard L. Nelson
CAP-11	Executive Assistant	Leonard L. Nelson
CAP-10	Chief, Public Relations	
CAP-8	Chief Warehouseman	E.S. Wickersham
CAP-8	Assistant Proprietary Accountant	
CAP-9	Associate Procurement Officer	Ronald W. Gribbens
CAP-7	Warehouseman	Cyril C. Campbell
CAP-7	Jr. Accountant	Willard Angel
CAP-7	Chief, Accounting Section	Martin M. Johnson
CAP-7	Chief, Disbursing Section	Charles H. Taylor
CAP-7	Assistant Property Custodian	Donald Chase
CAP-7	Assistant Steward	Luther P. Stultz
CAP-7	Assistant Steward	Lester Klatt
CAP-7	Dispatcher	
CAP-6	Senior Clerk, Mails, Files and Communications	Connie Gribbens
CAP-6	Senior Clerk, Payroll and Personnel	Eva Mae Smith
CAP-6	Cost Control and Head Timekeeper (Senior Clerk)	Moody K. Palmer
CAP-6	Senior Cler, Payroll and Personnel	Margaret Walsh

<u>Grade</u>	<u>Title of Position</u>	<u>Proposed Incumbent</u>
CAP-5	Senior Cler, Collections	Laurence S. Fosdy
CAP-4	Senior Clerk, Property	
CAP-3	Assistant Warehouseman	Charles Goodluck
CAP-3	Assistant Warehouseman	
CAP-5	Senior Photographer	Fred C. Clark, Jr.
CAP-4	Clerk, Collections	
CAP-4	*Clerk, Stenographer-secretary to Project Director	Henriette S. Johnson
CAP-4	*Clerk, Stenographer-secretary to Administrative Officer	Helen E. Coomber

*It will be noted that these two positions are substituted for two originally placed in Grade 5, in the proposed budget.

CAP-4	Clerk, Stenographer, for Executive Assistant	
CAP-4	Clerk, Stenographer, for Assistant Project Director	
CAP-3	Assistant Clerk, Stenographer, for Fiscal Officer	Edith P. Wallace
CAP-2	Junior Clerk, Disbursing Section	Dorothy Henderson
CAP-2	Junior Clerk, Purchasing Section	Wilson Johnson
CAP-2	Junior Clerk, Warehouse	Isathaniel Wilson
CAP-2	Junior Clerk, Property	Henry Roberts, Jr.
CAP-2	Tinskeeper	Pete Homer
CAP-2	Tinskeeper (4)	
SE-6	Chief Engineering Draftsman	
SE-7	Draftsman (6)	
SE-7	Chief of Party (3)	
SE-8	Senior Engineering Aide (3)	
SE-8	Instrumentman (10)	
SE-8	Assistant Engineering Aide (10)	
ES-5	Construction Engineer	
ES-5	Senior Engineer	Paul F. Henderson
ES-6	Engineer	E.L. Decker
ES-6	Engineer	G.B. Keese
ES-6	Engineer	L.F. Warnock
ES-6	Engineer	F.M. Haverland
ES-6	Engineer	Dave Temple
ES-6	Associate Engineer	
ES-6	Associate Engineer	
ES-6	Associate Engineer	William L. Miller
ES-6	Associate Engineer	A.R. Harbour
ES-6	Associate Engineer	Wm. C. Bryant
ES-6	Associate Engineer	Allan H. Gardner
ES-6	Associate Engineer	Herron Parker
ES-6	Associate Engineer	Robert E. Funnell
ES-6	Associate Engineer	James W. Chamberlin

<u>Grade</u>	<u>Title of Position</u>	<u>Proposed Incumbent</u>
F-8	Associate Engineer	
F-2	Assistant Engineer	John G. Sherman
F-2	Assistant Engineer	Wallace A. Cooper
F-2	Assistant Engineer	John G. Brooks
F-2	Assistant Engineer	L.E. Russell
F-3	Assistant Engineer	Donald S. Bitterworth
F-2	Assistant Engineer	John W. Keysor
F-2	Assistant Engineer	
F-2	Assistant Engineer	C.F. Wood
F-2	Assistant Engineer	C.F. Baxter
F-2	Assistant Engineer	W.S. Kubitz
F-2	Assistant Engineer	E.L. Berry
F-1	Junior Engineer	Thomas L. Kilcrease
F-1	Junior Engineer	
CAF-11	Superintendent of Construction	Haywood A. Short
CAF-11	Associate Engineer (in charge of Subjugation)	L.M. Armstrong
CAF-10	Superintendent of Machine Shops	
CAF-10	Assistant Superintendent of Construction	Thomas McDonald
CAF-8	Principal Foreman	
CAF-7	Shop Foreman	
CAF-7	General Foreman (11)	
CAF-7	Watermaster	W.L. Buck

Upon my arrival at Parker a meeting was held with Project Engineer Rupkey and Project Director Head for the purpose of discussing the proposed organization for the new War Relocation Project. It was agreed that the most economical and feasible way to organize the new office was to use the present Irrigation personnel and facilities, placing the various employees in positions for which they appeared to be qualified, and expanding the force by the detailing and transferring of employees from other jurisdictions to the extent necessary to carry on the work. Additional office space was acquired through the use of the lobby in the dormitory and the additional work created by the establishment of the new project is now being handled by the combined forces. A great deal of additional work remains to be done before the organization is functioning smoothly. However, this will be facilitated when it is possible to move the office force to the new buildings, which are now being completed at the first camp site.

Employees who were already serving in positions in the Irrigation division may be serving under the new project in the same capacity which would ordinarily mean that it would not be necessary to submit new job analyses. We believe that all employees should be transferred to the Colorado River War Relocation Project, their salaries to be paid from the War Relocation Authority funds, so that the employment procedure will be uniform. The regular funds received under Irrigation Construction appropriations then can be used almost exclusively for the purchase of materials and supplies. The operation and maintenance appropriation will, of course, be used for both personal services and materials.

If this procedure is followed, will it be necessary to submit new job sheets for those people who are serving in the same capacity, or can the Office arrange for the transfer of these employees to the new work without submitting new job sheets? We would like to be informed as to what steps are necessary in this instance.

A request has been made to the various Division Heads and Section Chiefs, to assist in the preparation of job analyses in order to speed the transmittal of recommendations to the office. As the job analyses are completed we plan to make appropriate recommendations by letter, requesting that steps be taken to effect the transfer of the respective employees. It will be of material assistance to this office if we are allowed to merely submit the job analyses without having to prepare a complete set of job classification sheets. It would be difficult for us to complete the job sheets here since we do not have access to the PRU files. If upon receipt of these job analyses in the Office, it is felt that we should prepare the job sheets here, please instruct us to that effect.

I gave Mr. Skidmore a copy of our proposed organization of the Fiscal Division, which is still the general pattern which we are following in establishing it. After the various key positions have been filled and the Japanese assigned to the various sections, a complete organization chart will be prepared and presented to the Office.

As stated herein, job analyses and appropriate recommendations will be forwarded at frequent intervals and as quickly as possible.

Sincerely yours,

Approved:

A.W. Maple, Acting Administrative Officer

W. Wade Bond
Project Director

ANE/hc
C/C C.E. Emery, Chief, Fiscal Division
C/C E.J. Skidmore, Personnel Officer

Colorado River War Relocation Project
Poston, Arizona

January 14, 1945

MEMORANDUM TO: Mr. Wade Head
Project Director

SUBJECT: Caucasian Employees in my Branch

1. James D. Crawford. Mr. Crawford is Unit Administrator of Poston II. He is responsible for the efficient and progressive management of the unit in all its phases and activities as a coordinator to facilitate the activities of the various project departments within the area with special emphasis on the welfare, morale, and general well being of the residents of the unit.
2. Moris Burge. Mr. Burge is Unit Administrator of Poston III. He is responsible for the efficient and progressive management of the unit in all its phases and activities as a coordinator to facilitate the activities of the various project departments within the area with special emphasis on the welfare, morale, and general well being of the residents of the unit.
3. Ernest L. Miller. Mr. Miller is Internal Security Officer of the Project. It is his duty to set up and activate a well-rounded internal police force in each of the three units staffed by evacuee personnel, and to perform such other duties as are assigned to him by the Project Director.
4. Walter L. Scott. Mr. Scott is Assistant Chief of Internal Security. He is in charge of supervising and maintaining the police training school for the Project, and also in charge of all physical property pertaining to the police departments of the three units.
5. Joseph M. Fien.^a Mr. Fien is the Fire Protection Officer of the Project. It is his duty to organize, construct, and maintain efficient fire prevention, and fire fighting groups in each of the three units.
 - b. To enforce fire prevention regulations and measures as instructed by W.R.A. directives, and such other regulations and measures which, in his estimation, are

Mr. Head

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necessary to protect Government property, and the physical property and lives of the residents of the three units.

6. Harley Woodhouse. Mr. Woodhouse is Assistant Fire Protection Officer. He assumes all duties and responsibilities of Mr. Fien, Fire Protection Officer, in his absence, and at all other times assumes responsibilities and performs such duties assigned to him by Mr. Fien.

John G. Evans
Assistant to the Project Director

Staff Organization

Cozzens

109-
C.R.
General

From Duncan Mills

December 1, 1943

Mr. W. Wade Head,
Project Director,
Colorado River Relocation Center,
Poston, Arizona

Dear Mr. Head,

The following report is submitted as a record of my activities in your center during the period November 15, 1943, to date.

My visit was made for the primary purpose of implementing the transfers of personnel now employed by the Office of Indian Affairs at your center to the War Relocation Authority, transfers to become effective January 1, 1944. The general provisions governing the transfers were stated in a letter dated October 7, 1943, from D. S. Myer, Director of the War Relocation Authority, to Harold L. Ickes, Secretary of the Interior. Pertinent parts of the letter are quoted below:

2. Personnel.

"(a) As stated in our previous correspondence, all personnel of the Colorado River Relocation Center who wish to remain with the Center are to be given an opportunity to transfer to the War Relocation Authority without prejudicing their reemployment rights in the Department of the Interior.

"(b) In order to afford this Authority sufficient time to secure replacements for those employees who do not wish to transfer to the War Relocation Authority, determination is to be made by all employees on or before November 30, 1943, as to whether they will transfer. All transfers to the War Relocation Authority will be made effective January 1, 1944, with the possible exception of one or more employees required to process appointments, and make salary and travel payments, for employees appointed under the interim procedure referred to in 6(a) below.*

"(c) Employees on terminal leave at the close of business on December 31, 1943, will not be transferred to the War Relocation Authority but sufficient funds will be provided to the Bureau of Indian Affairs by the War Relocation Authority to continue

*Section 6 (a) reads as follows: "All appointments made after announcement of the transfer will be under War Relocation Authority authority and procedures."

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payment of their salaries until termination of leave.

"(d) The transfers will be made to Civil Service classification grades as established by the War Relocation Authority. In those cases where, due to difference in classification standards, there is a variance in salary rates, appropriate adjustment will be made; that is, if the War Relocation Authority salary rate is higher, the employees involved will be promoted subject, of course, to Civil Service restrictions, and, if the War Relocation Authority salary rates are lower, the employee will be transferred to the lower grade but at as high a salary range as is possible in order that the least possible salary loss will be occasioned.

"(e) A representative of this Authority will arrange to be at the Colorado River Center during November to conduct individual interviews with all employees regarding their transfer to the War Relocation Authority."

Pursuant to the terms of the letter I arrived at the center on the evening of November 15. Arrangements had already been made, in accordance with the interim procedure mentioned, to effect the following transfers, effective November 6:

Charles H. Smith, to act as War Relocation Authority appointing officer.

H. W. Palmer, to act as War Relocation Authority certifying officer.

Interviews.

On the morning of November 16 interviewing procedures were discussed at a meeting in your office attended by yourself, Ralph M. Gelvin, Deputy Project Director, A. W. Empie, Chief Administrative Officer, Leonard L. Nelson, Acting Personnel Officer, and Mr. Smith. It was agreed that, insofar as the teaching staff was concerned, individual interviews would be unnecessarily time-consuming, and it was decided that meetings of teachers would be held in each of the three units, after which individual interviews would be accorded to any teachers who requested them.

Interviews were begun on the afternoon of November 16 and were substantially complete on November 27. Each interview was recorded on a mimeographed form, a sample of which is attached. The form was prepared in duplicate, the carbon copy being given to the employee. I was assisted in most of the interviews by Mr. Smith, and at times by Mr. Nelson and other members of the project staff. During most of the interviews of Operations Division personnel Mr. R. H. Rupkey, Chief of Operations at the center, and Mr. C. H. Powers, representing the WRA Washington Office Operations Division, were present. Meetings of teachers were attended

by Mr. Nelson, Mr. Smith and Dr. A. L. Harris, Director of Education.

On the whole, the results of the interviews were most gratifying. The most serious losses to be sustained in the pending transfer of administration will be those of Ralph M. Gelvin, Deputy Project Director, and A. W. Empie, Chief Administrative Officer, who have elected not to transfer to WRA. It appears also that the services of Mr. Moris S. Burge, now Unit 3 Administrator, may soon be lost because of induction into the armed forces. Except for these key staff members, virtually the only serious losses to be sustained in the transfer, judging from the interviews, will be several elementary school teachers. One high school principal, Arthur M. Main, will accept transfer but has expressed a desire to be relieved of his duties at the end of the current semester, January 31. With these exceptions, however, it appears that the various organizational units will transfer virtually intact.

Mr. Smith has followed up the interviews by submitting to the Phoenix Civil Service Commission Office requests for authority to effect transfers of those persons to whom transfers are acceptable. Already a considerable number of the proposed transfers have been authorized by the Phoenix office. It is conceivable that, in a few cases where promotions are involved, the Civil Service Commission will decline to grant an exception to the provisions of its Departmental Circular 257, Revision 3, until the person proposed for promotion shall have served the required period in his present grade. In such cases it will be necessary that the person be carried in an acting capacity at a lower grade until the time requirement shall have been satisfied.

Organization Chart.

Although the present Colorado River Relocation Center organization chart conforms in broad outline to the basic WRA chart for relocation centers, nevertheless there are a number of deviations which will be discussed below in order to acquaint you with the steps which have recently been taken to conform the two charts and with the steps which remain to be taken before complete uniformity will be achieved.

The following steps have already been taken to conform to the WRA basic chart, effective January 1, 1944:

With your concurrence the three positions of Unit Administrator (Assistant Project Director) will not be established on the WRA chart for the center. Certain of the duties of the Unit Administrators have been transferred to evacuees, and others will be assumed by the Deputy Project Director.

The Warehousing Unit will be transferred from the Supply Section of the Administrative Management Division and established as a part of the Cost Accounting and Property Control Unit in the Finance Section of the same Division.

-3A-

The Motor Transport and Maintenance Unit will be transferred from the Supply Section of the Administrative Management Division and established as a section of the Operations Division.

The following changes are also in process as a result of announcements issued by the Director:

The Employment Division has been abolished and the Relocation Division established, with Division Chief responsible to the Project Director.

The former Personnel Section of the Administrative Management Division has been abolished and the Personnel Management Section established.

In preparing the proposed organization chart for the center, to be effective January 1, I have also indicated the transfer of the Internal Security Section from its present status, with the Chief reporting to the Project Director, to the Community Management Division. I understand that this change is not acceptable to you, but I am not empowered to authorize a deviation from the basic chart in this respect, and suggest that the question be referred to the Director.

The chart of the Engineering Section of the Operations Division has been difficult to conform strictly to the WRA basic pattern, partly because of the size and scope of the development program, and partly for other reasons. Mr. Rupkey, Mr. Powers and I have spent considerable time on the subject and have agreed upon the following deviations for the immediate future:

(1) The present Building Construction and Maintenance Unit is concentrating its energies on the completion of the center school buildings. Utility maintenance work, both outside and inside, has been handled in the past by a separate unit, and because of friction between the two units it was decided that for the time being no attempt would be made to merge the two. The present Construction Engineer plans to transfer from the center when the school program is completed, about the end of the current fiscal year. At that time the two units should be combined.

(2) A similar problem was encountered in the existence of two equipment maintenance organizations, one handling automotive equipment (including the automotive pool) and another all heavy equipment, the latter shops having been set up as a part of the Irrigation, Drainage and Roads Unit. For the immediate future it was decided to establish two separate and parallel sections in Operations, to be designated as the Motor Transport and Maintenance Section and the Heavy Equipment Maintenance Section, respectively, with each section head reporting to the Assistant Project Director in charge of Operations. The immediate merging of the two units did not appear feasible, but it is recommended that the merger be made effective not later than the beginning of the next fiscal year, by which time some tapering off of the development program, with consequent decrease in volume of equipment maintenance work, may be anticipated.

Establishment of New Positions.

In transferring the present personnel to WRA it will be necessary to establish a number of positions, principally in the Operations Division, which do not appear on the basic WRA chart for relocation centers. Mr. Smith has prepared job descriptions for these positions, which are being submitted to the WRA Personnel Management Section in Washington for Civil Service approval of the allocations.

Project Personnel Management Section Staff.

At present the newly created Personnel Management Section is staffed as follows:

Personnel Officer	CAF-12	Vacant
Asst. Personnel Officer	CAF-11	Ralph M. Drennen, Jr.*
Personnel Technician	CAF-9	Charles H. Smith
Personnel Transactions Officer	CAF-7	Alton J. Smith
Personnel Clerk	CAF-4	Mary J. Hayes*

*Reclassifications to indicated grades now pending with Civil Service Commission.

Mr. Nelson and I plan to interview available candidates for the Personnel Officer position in Phoenix on December 2.

Mr. Nelson, Mr. Drennen and I have discussed a proposal of Mr. Drennen's to establish two Placement Officer positions to handle evacuee employment in Units 2 and 3, respectively. My present reaction to the proposal is that the immediate need of the center is not additional positions, but rather the followings:

(1) A personnel management program with clearly defined objectives, taking as a point of departure Mr. Harold A. James' recent report on the present status of evacuee employment at the center. Such a program must, of course, have your active support.

(2) The present staff of the section must be free to devote their entire time and attention to the legitimate activities of the section. On two occasions during the past week I have observed that Mr. Drennen has been taken away from his regular duties to work on replies to newspaper articles regarding the administration of the center. Obviously he can be used for such work only to the detriment of his regular duties. It is particularly urgent now, with much initial work on the new program to be undertaken, that his time be free to devote to it. In my opinion the preparation of the material on the articles in question is a proper function of the Reports Division.

Transactions, Files and Records.

Miss Marian Macdonald, Procedures Officer of the Washington WRA Personnel Management Section, arrived at Poston on the evening of November 30, to assist in the transfers of personnel and to advise regarding the establishment and maintenance of personnel files and records in accordance with WRA procedures. I am sure you will find her visit most helpful.

Personnel Chart.

There is attached the proposed personnel chart for your center to be effective January 1, 1944, which indicates, as of today, proposed incumbents of all positions. This chart has been reconciled with third-quarter budget estimates which have just been submitted by your Finance Section. It is possible, of course, that a few changes in incumbents as shown on the chart may occur before January 1.

Very sincerely yours,

Attachment
cc: Barrows
Cozzens
Macdonald
Mills

Duncan Mills
Personnel Officer

11/25/43

PERSONNEL CHART
 COLORADO RIVER RELOCATION CENTER
 Effective January 1, 1944

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OFFICE OF PROJECT DIRECTOR

W. Wade Head	Project Director	CAF-14	6500
	Secretary	CAF-5	2000
Moris S. Burge	Acting Deputy Project Director	CAF-12	4600
	Secretary	CAF-4	1800

LEGAL DIVISION

Theodore H. Haas*	Attorney	F-5	4600
	Secretary	CAF-4	1800

REPORTS DIVISION

Pauline B. Brown	Reports Officer	CAF-11	3800
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RELOCATION DIVISION

James D. Crawford	Relocation Program Officer	CAF-12	4600
Edward Nossoff	Ass't. " " "	CAF-11	3800
Charles Olds**	Sup'vg Relocation Adviser***	CAF-9	3200
J. B. Hunter	Relocation Adviser	CAF-7	2600
M. D. Stevick	" "	CAF-7	<u>2900</u>
W. Allen Cushman	Leave Officer	CAF-7	2600
Lucille C. Barrett	Evacuee Escort	CFC-5	1680
	" "	CFC-5	1680

* To be transferred from WRA San Francisco payroll.

** To be transferred from present official station.

***Position not shown on WRA basic chart.

(11/30/43)

FINANCE SECTION

J. W. Shepherd	Finance Officer	CAF-12	4600
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Budget and Accounts Unit

Charles H. Taylor*	Fiscal Accountant	CAF-11	3800
	Asst. Fiscal Accountant	CAF-9	3200
Leroy Allman	Jr. Fiscal Accountant	CAF-7	2600
Vernett D. Andresen	Fiscal Accounting Clerk	CAF-5	2000
Kenneth C. Stewart	" " "	CAF-5	2000
Willard W. Angel	Auditor	CAF-9	3200
J. R. New	xxxxxxx Asst. Auditor	CAF-7	2600
	Audit Clerk	CAF-5	2000
	Agent Cashier	CAF-6	2300

Cost Accounting and Property Control Unit

T. D. Culbertson	Cost Accountant	CAF-11	3800
	Asst. Cost Accountant	CAF-9	3200
R. G. Goetting	Jr. Cost Accountant	CAF-7	2600
J. H. Stalcup	" " "	CAF-7	2600
	Cost Accounting Clerk	CAF-5	2000
William A. Barrett	Property and Warehousing Officer	CAF-9	3200
E. S. Wickersham	Storekeeper	CAF-7	2900
Hugh H. Felsted	Asst. Storekeeper	CAF-5	2600
O. W. Robarge	" "	CAF-5	2300
R. J. Smith	" "	CAF-5	2000
H. J. Vatcher	" "	CAF-5	2000
M. J. Foster	" "	CAF-5	2000
Harry L. Castle	" "	CAF-5	2000
J. F. Reinhardt	Property Officer	CAF-7	2900
Charles Gilbert	Property Clerk	CAF-5	2000

*Reclassification to indicated grade pending, subject to Civil Service approval.

(11/29/43)

PERSONNEL MANAGEMENT SECTION

	Personnel Officer	CAF-12	4600
Ralph R. Drennen, Jr.*	Asst. Personnel Officer	CAF-11	3800
Charles H. Smith	Personnel Technician	CAF-9	3200
Alton J. Smith	Personnel Transactions Off'r	CAF-7	2600
Mary J. Hayes	Personnel Clerk	CAF-4	1800

EVACUEE PROPERTY SECTION

R. W. Schmitt	Evacuee Property Officer	CAF-11	3800
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STATISTICS SECTION

Statistician	P-3	3200
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*Reclassification to indicated grade pending, subject to Civil Service approval.

(11/30/43)

PERSONNEL CHART
COLORADO RIVER RELOCATION CENTER
COMMUNITY MANAGEMENT DIVISION

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OFFICE OF ASSISTANT PROJECT DIRECTOR

John W. Powell* Assistant Project Director CAF-13 5600

EDUCATION SECTION

Arthur L. Harris	Superintendent of Education	P-5	4600
E. C. Paine	Night School Director	P-3	3200
	Sup'r of Student Teachers	P-2	2600
Arthur M. Main**	Jr.-Sr. High School Principal	P-3	<u>3500</u>
Dallas McLaren	" " " " "	P-4	<u>3800</u>
Frances S. Cushman	" " " " "	P-4	3800
	Asst. Jr.-Sr. High School Principal	P-3	3200
	" " " " " "	P-3	3200
	Vocational Adviser	P-2	2600
(See list attached)	Head Teacher (9)	P-2	2600
" " "	Secondary School Teacher (54)	P-1	2000
Ethel Manning	Librarian	P-1	<u>2300</u>
Retha E. Breeze	Elementary School Principal	P-3	<u>3200</u>
(See list attached)	Senior Elementary School Teacher (5)	P-1	2000
(See list attached)	Elementary School Teacher (36)	SP-4	1620

HEALTH SECTION

Abraham Pressman	Principal Medical Officer	P-6	5600
Lawrence D. Cremin	Senior Medical Officer	P-5	4600
O. L. Prather***	Hospital Administrator	CAF-9	3200
Elma Rood	Medical Social Worker	P-2	2600
	Dietitian	SP-8	2600
	Sanitarian	SP-8	2600
	Laboratory Technician	SP-6	2000
E. V. Vickers	Chief Nurse	SP-8	<u>3200</u>
Augusta N. Kirchner	Assistant Chief Nurse	SP-7	<u>2600</u>
Ruth N. Crawford	" " "	SP-7	<u>2600</u>
	" " "	SP-7	<u>2300</u>
(See list attached)	Supervising Nurse (7)	SP-6	2000
" " "	Sr. Staff Nurse (10)	SP-5	1800
" " "	Jr. Staff Nurse (4)	SP-4	1620

*Reclassification to indicated grade pending, subject to Civil Service Commission approval.

**Has indicated intention of resigning January 31; transfer is therefore being effected at present salary.

***Reclassification to indicated grade pending, subject to administrative approval and Civil Service Commission approval.

(11/30/43)

Head Teacher P-2 2600 (9)

Steve Setka
Estelee Hinson

Georgia D. Robertson

Giles S. Liegerot

Secondary School Teacher (54) P-1 2000

Blanche L. Armstrong
Hilda A. Gustafson
John A. Anderson
Mildred M. Seymour
Raymond G. Franchi
Viola S. Kerber
J. Robert Dugan
Ruth A. Harris
Elsie N. Banning
Ruby F. Michael
Edythe N. Backus
Mary Wiseman
Harold L. Lehner
Mary G. Ferris
Friederika Bardon
L. Catherine Wrenchley
Catherine Embree

Edna M. Thompson
Mary B. Courage
Edith W. Felsted
Barbara K. Doherty
Nora M. Antoun
Lillian R. Taylor
Reba H. Moran
Hazel G. Hall
Harriet A. Decker
Barbara A. Washler
Myrtle J. Barley
Edith M. Waterman
Leota Nevil
Martha Havighurst
M. Joan Smith
Ruth M. Powers

Robert C. Wells
Aldonna Lapinekas
Vernon E. Olson
Thelma D. Coats
Mary D. Jesse
Eugenia B. Snelson
Cecelia V. McMulty
Phyllis Taylor
Eva I. Jernigan
Lora M. Patten
Naomi C. Wood
Frances Warvarovsky
Frances A. Lavarnway
Leva E. Penn
Martha P. Hays
Eleanor Geisler

Senior Elementary School Teacher (5) P-1 2000

Frances J. Huey
Hermine Teschoerner

Elsa L. Youngdahl

Anne Peavy

Elementary School Teacher (36) SP-4 1620

Marion C. Stukey
Betty J. Timmons
Arline M. Cooper
Mildred E. Standing
Willimena M. Graham
Cora H. Huey
Peggy Stephens
Barbara Doherty

Lorene Satterwhite
Grace M. Bottles
Myra Jean McKee
A. Lucille Franchi
Louise A. Ness
Bertha F. Starkey
Lucille Karmenzind

Lillian I. Blakley
S. Thompson Evans
Lola L. Larzelere
Florence Neuhart
Faith A. Hunt
Marian E. Lind
Edna B. Lamb

(11/30/43)

Supervising Nurse (7) SP-6 2000

Louise P. Bracken

Senior Staff Nurse (10) SP-5 1800

Beatrice J. McMillan

Janet B. Smith

Junior Staff Nurse (4) SP-4 1620

Lydia O. Vance

(11/27/43)

INTERNAL SECURITY SECTION

C. A. Harper*	Chief of Internal Security	CAF-11	3800
Victor H. Spanswick*	Asst. Chief of Int. Security	CAF-9	3200
John D. Eubanks	" " " " "	CAF-9	3200
	" " " " "	CAF-9	3200

WELFARE SECTION

Lou E. Butler*	Counselor	CAF-11	3800
Alice Cheney*	Assistant Counselor	CAF-9	3200
Alice C. Grube	Jr. Counselor	CAF-7	2600
	" " **	CAF-7	2600
	Child Welfare Worker**	CAF-5	2000

COMMUNITY ACTIVITIES SECTION

Walter Balderston	Community Activities Sup'r	CAF-9	3200
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COMMUNITY ANALYSIS SECTION

David H. French	Community Analyst (Acting)	P-3	3800 3200
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COMMUNITY GOVERNMENT SECTION

No appointive personnel

BUSINESS ENTERPRISES SECTION

Charles M. Beltt	Business Enterprises Supervisor	CAF-11	<u>4600</u>
Ralph D. Currie	Asst. Business Enterprises Sup'r	CAF-9	3200

*Reclassification to indicated grade pending, subject to Civil Service approval.

**Additional (or new) position requested for third quarter, subject to Washington office approval.

(11/29/43)

PERSONNEL CHART
 COLORADO RIVER RELOCATION CENTER
 OPERATIONS DIVISION
 Effective January 1, 1944

-0-

OFFICE OF ASSISTANT PROJECT DIRECTOR

R. H. Rupkey	Assistant Project Director	CAF-13	5600
R. N. Parnell	Engineer**	P-4	3800

ENGINEERING SECTION

E. L. Decker	Senior Engineer	P-5	4600
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Design and Drafting Unit

L. B. Russell	Design Engineer	P-3	3200
T. E. Kilcrease	Asst. Design Engineer**	P-2	2600

Irrigation, Drainage and Roads UnitIrrigation, Drainage and Flood Control

A. R. Barbour	Irrigation Engineer	P-4	3800
W. O. Bryant	Asst. Irrigation Engineer**	P-3	3200
T. M. McDonald	Asst. Construction Supt.**	CAF-9	3200
D. B. Wallace	" " " **	CAF-9	3200
L. B. Frazer	Chief Construction Foreman	CPC-10	2600
W. W. Harritt	" " "	Unall.	10 pd
R. E. Carroll	" " "	"	10 pd
Pete Homer	Foreman	CPC-6	1860
John Sherman	Chief Engineering Aid**	SP-8	2600
Donald S. Butterworth	" " " **	SP-8	2600
E. E. Nichols	Engineering Aid** (to 3/31/44)	SP-3	1440
Leonard Hough	" " ** (to 3/31/44)	SP-3	1440

Roads

Lyle F. Warnock	Highway Engineer**	P-4	3800
V. S. Kubitz	Asst. Highway Engineer**	P-3	3200
Dave R. Temple	Asst. Construction Supt.**	CAF-9	3200
John T. Terbell	Chief Construction Foreman	CPC-10	2600
G. T. Andersen	" " "	CPC-10	2600
A. C. McVey	" " "	CPC-10	2600

(Continued)

**Position not on WRA basic chart.

(11/29/43)

Roads (Continued)

P. J. Frantz	Dragline Operator	Unall.	12 pd
Charles Espy	Machine Operator	"	10 pd
James Patrick	" "	"	9 pd

Subjugation and Excavation

L. M. Armstrong	Supt. of Subj. and Excavation**	CAF-11	3800
Bill Stowe	Asst. Supt. of Subj. and Excav**	CAF-9	3200
Clem Evans	Chief Foreman	CPC-10	2600
Platte L. Curtis*	" "	CPC-10	2600
Lee Meham	" "	CPC-10	2800
Rees L. Beddow	Dragline Operator	Unall.	12 pd
Hugh T. Stubblefield	" "	"	12 pd
Edward J. Farrell	" "	"	12 pd
Richard F. Akers	" "	"	12 pd

Building Construction and Maintenance Unit

C. A. Popkin	Construction Engineer**	F-4	3800
R. A. Anderson	Asst. Construction Supt.	CAF-9	3200
	Chief Construction Foreman	CPC-10	2600
	" " "	CPC-10	2600

Utility Maintenance Unit

D. R. Bowman	Utilities Plant Supt.**	CAF-9	3200
K. F. Schultz	Chief Electrician	CPC-10	2900
	Chief Foreman (Water & Sewage)	CPC-10	2600
Paul E. Thimmes	Chief Foreman (Refrigeration)	CPC-10	2600
A. T. Bracken	Chief Foreman (Heating & Plbg.)	CPC-10	2900
A. M. Chisholm	Chief Foreman (Telephone)	CPC-10	2900
James Montague	Sr. Foreman (Telephone)	CPC-9	2300

AGRICULTURE SECTION

W. C. Sharp	Chief of Agriculture	F-5	4600
	Farm Superintendent	CAF-11	3800
	Asst. Farm Superintendent	CAF-9	3200
	" " "	CAF-9	3200
	Sr. Foreman	CPC-8	2200
	" "	CPC-8	2200
	" "	CPC-8	2200

* Definite indication of acceptance not yet received.

**Position not on WRA basis chart.

(11/29/43)

INDUSTRY SECTION

No appointive personnel.

MOTOR TRANSPORT AND MAINTENANCE SECTION

A. W. Beller	Equipment Maintenance Supervisor	CAF-9	3200
G. L. Stewart	Asst. " " "	CAF-7	2600
Henry Fitzwater	" " " "	CAF-7	2600
L. G. Miller	Motor Pool Supervisor	CAF-7	2600
Alexander St. Arneaud	Foreman Mechanic	CPC-8	2200

HEAVY EQUIPMENT MAINTENANCE SECTION

J. O. Otter	Supt. of Machine Shops**	CAF-9	3200
W. H. Wilkinson	Chief Shop Foreman	CPC-10	2600
Clyde W. Fuller	" " "	CPC-10	2600
	" " "	CPC-10	2600
Wallie R. Steels	Sr. Foreman	Unall.	8 pd

FIRE PROTECTION SECTION

J. M. Fien	Fire Protection Officer	CAF-11	3800
B. H. Evans	Asst. Fire Protection Officer	CAF-9	3200
R. B. Peterson	" " " "	CAF-9	3200
Harley Woodhouse	" " " "	CAF-9	3200

**Position not on WRA basic chart.





Colorado River Relocation Center
Poston, Arizona

April 6, 1944

MEMORANDUM TO: Mr. Phillip Cassilly, Personnel Officer

SUBJECT: Authorization of Signatures of Unit Administrators

We have decided to make an exception to the rule for the signing of employment notices and time sheets in the case of Unit Administrators. You are authorized to accept the signatures of Seiichi Nomura in Unit I, Kenji Uyeno in Unit II, and Gerald Wumino in Unit III on all assignment and termination notices, requisitions for personnel, and time sheets for the following positions:

Unit Administrator's staff
Block Manager Supervisor and staff
Block Managers and staff
Executive Board

MB
Moris Burge
Deputy Project Director

MB:hf
cc: Seiichi Nomura
Kenji Uyeno ✓
Gerald Wumino

APR 6 P.M.

Colorado River Relocation Center
Poston, Arizona

May 1, 1944

MEMO TO: Mr. Duncan Mills, Project Director

SUBJECT: Evacuee Employment, First Quarter--1945

Recent information compiled with reference to the availability of workers for project employment during the next six months indicates that there will be a steady decline in the working force available during that period. It is estimated that through relocation on indefinite and seasonal leave, the working force available for the beginning of the first quarter of 1945 will be reduced by a minimum of 400 persons from the present employment of 5400.

In consideration of this fact, it is recommended that the quota for the first quarter of 1945 be established at 5000 workers, a reduction of 500 from the present quota for the center of 5500.

The following estimate of evacuees to be relocated during the next six months has been received from the Relocation Division:

<u>Month</u>	<u>Indefinite Leave</u>		<u>Seasonal Leave</u>
	<u>Departures</u>	<u>Workers</u>	<u>Workers</u>
May	250	100	125
June	250	100	125
July	200	80	100
August	200	80	125
September	250	100	100
October	250	100	125
	<u>1400</u>	<u>560</u>	<u>700</u>

The estimate of persons relocating for the months of May and June is based on applications which are now under consideration and therefore should be considerably more accurate than the estimate for the following months.

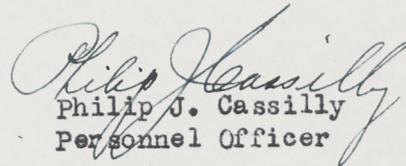
During the past few weeks an intensive search has been made for workers to fill the 100 vacancies now existing. The results of these efforts have been very discouraging. There are experienced and qualified workers employed in positions requiring much lower skills than those of which they are capable, and there are persons who indicate that they would be interested in part-time employment in limited fields; but an effort to interest a number of these persons in employment that is now available has met with very little success.

The reasons given for not accepting the employment offered have been varied, but the following reasons were given often enough to bear recording:

1. The work offered is more difficult than the work now being performed.
2. The work is located too far from my residence.
3. During the hot weather the walk to and from work is too long.
4. If I were to accept that job I could not return to my block for lunch with my family and it is necessary that I be able to do so.
5. I would accept employment if it were available in the camp where I reside.

It is realized that in a large number of instances, these statements are given as excuses for not accepting a particular job rather than as reasons, but it is believed, but not recommended at this time, that it would be possible to increase the available working force by the decentralizing of some operations making employment available nearby the residence of a larger number of persons.

Necessary adjustment of operating practices to conform to W.R.A. procedures and changes in the construction program will make it impossible to calculate the first quarter quotas on the basis of a straight percentage reduction, but must be based on a complete analysis of the program for the quarter by the project administrative staff.


Philip J. Cassilly
Personnel Officer

cc: Mr. Nelson
Mr. Shepard

Colorado River Relocation Center
Poston, Arizona

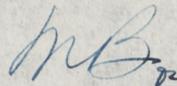
August 17, 1944

MEMO TO: Mr. Philip Cassilly, Personnel Officer

SUBJECT: Authorization of Signature of Unit I Administrator

You are authorized to accept the signature of Tsuneo Sumida, Unit I Administrator, on all assignment and termination notices, requisitions for personnel, and time sheets for the following positions:

Unit Administrator's staff
Block Manager Supervisor and staff
Block Managers and staff
Executive Board



Moris Burge
Deputy Project Director

cc: ✓ Tsuneo Sumida
Dick Nishimoto
Masakichi Nagai

Colorado River Relocation Center
Poston, Arizona

September 22, 1944

MEMO TO: Placement Officers
SUBJECT: Organization Changes

Attached is Administrative Notice, No. 152 which outlines changes in the organization of the Administrative Management Division.

Effective immediately, you should adjust all of your files and records in accordance with the changes as stated in this notice. All terminations, assignments, and transfers which are issued for the Administrative Management Division should be prepared in accordance with the instructions in this notice.

Particular care should be taken to see that all of the documents which originate in the various sections and come to you for validation are properly prepared in accordance with the new organization. In the event documents which are not corrected are forwarded to you for validation, you should return them to the section where they originated with the request that they be corrected.

Philip J. Cassilly
Personnel Officer

Attachment

PJC:lo

PROJECT

002.1

CO
P
Y

October 26, 1944

Mr. Duncan Mills
Project Director
Colorado River Relocation Center
Poston, Arizona

Attention: Personnel Management Section

Dear Mr. Mills:

This is the second in a series of letters to all Project Directors concerning the results of studies undertaken at the centers in an attempt to solve the labor shortage problem. Our first letter in this series, dated October 4, 1944, called to your attention an article appearing in the Poston Chronicle recommending quotas for mess hall personnel.

The Manpower Commission recommendation on mess hall worker quotas was approved by the Project Director according to an article appearing in the Poston Chronicle, September 26, 1944. Procedures were also developed for the release of men kitchen workers in kitchens where employment of men exceeded the established quotas. For your information the rate at which men workers will be released is listed below. These figures are quoted from an article appearing in the Poston Chronicle on September 30, 1944.

1. To release over nine men: release two men weekly for three weeks, and one each week thereafter.
2. To release seven to nine men: release two weekly for two weeks, and one each week thereafter.
3. To release six or less: release two the first week and one each week thereafter.

Further efforts being made at the centers to solve the manpower shortage problem are listed below.

Central Utah Relocation Center

Consideration is being given to a plan to close down the warehouses so that services will be rendered only one or two hours a day as a means of conserving considerable manpower. - Project Directors Weekly Report, September 16, 1944.

Mr. Duncan Mills-2

Colorado River Relocation Center

Seven canteens in the center are to be closed. The tentative date for the official closing of the first Canteen was October 14, 1944, and in each subsequent week one additional store is to be closed down until a total of seven are closed. All the canteens slated for closing are small ones. The main canteens are to remain open for business. - Poston Chronicle, September 30, 1944.

"All janitors with the exception of those over the age of 60 years and those employed at the base hospital and clinics at Units I and II, should be released, it was decided at the Manpower Commission meeting, Friday, September 29.

The recommendation if approved by Project Director Duncan Mills will be effective towards the end of this month. It is hoped this step will assist in relieving the acute labor shortage." - Poston Chronicle, October 3, 1944.

Gila River Relocation Center

The Manpower Commission at the Gila River center has approached the labor shortage problem by establishing priorities on center activities. Recommendations were discussed with the Project Director and October 4, a meeting was held of the entire Manpower Commission and final priorities established and divided into three groups, essential, necessary, and desirable. An executive committee of the Manpower Committee was appointed consisting of two appointive staff members and five evacuees. The evacuee members of the commission agreed to accept responsibility for the readjustment of workers, that is shifting workers from one division to another in relation to the their skills. This will involve moving young men out of mess halls and older women in, moving women from the farm and men to the farm, taking women stenographers out of mess halls and placing them in offices, etc. This movement was to begin on October 16. The Manpower Commission will also suggest reduction in force of divisions and sections where economy of manpower may be affected.

As a result of the Manpower Commission meeting held October 4, 1944, the following divisions and sections were placed in priority position as follows:

Essential

Health
Mess Division
Supply & Warehouse
Transportation

Education
Evacuee Property
Block Managers
Fire Department

Mr. Duncan Mills-3

Necessary

Engineering
Reports Office
Cooperative Enterprise
Finance
Personnel Management

Relocation
Postal Service
Police Department
Social Welfare
Agriculture

Statistics

Desirable

Legal
Office Services
Community Government

Community Activities
Community Analysis

Letter from Mr. Bennett,
October 10, 1944

It must be emphasized that the recommendations made by the individual centers have not necessarily been approved by the Washington office. We are presenting them as examples of efforts made by certain centers to solve this serious problem and to suggest to other centers possible approaches to meeting this problem.

We should like to know if you finding these letters helpful. If so we urge you to report any similar activities undertaken at your center in order that we may continue to keep all centers informed of the activities of other centers.

Very truly yours,

/s/ Earl D. Brooks
Acting Personnel Officer

Colorado River Relocation Center
Peston, Arizona

December 10, 1945

MEMO TO: Maurice Lipian,
Asst. Project Director

SUBJECT: Weekly Report, Ending December 7, 1945.

Recruited and employed four (4) new workers.

Separated ten (10) employees, three of which were War Service Indefinite appointments and seven were temporary.

3000 Evacuee files were processed for consolidation.
100 inactive personnel files were prepared for transmission to Washington office as record material.

Prepared and distributed two lists of vacancies to all War Service Indefinite employees.

Philip J. Cassilly
Personnel Officer

PJCassilly/j

MEMORANDUM FOR: Mr. Wade Head, Project Director

FROM: Nell Findley, Chief, Community Services

SUBJECT: Personnel for Community Services

DATE: July 3, 1942

This is to confirm our conversation yesterday concerning the personnel needs of the Community Services Division. While in San Francisco last week, I talked with Miss Grace Coyle, Consultant on Women's Affairs, on WRA, Washington, D. C., the needs of the personnel of the Community Services Division. We discussed specifically the needs of the Family Welfare Department. Miss Coyle was of the opinion that this department should be one of the strongest and outstanding divisions in our Poston set-up. She felt and I concurred that there were many uncovered problems here in Poston which would need our careful consideration in the near future.

We both were concerned over the possibility of the development of mass delinquency due to the crowded housing conditions. We felt that in all probability we would have to face a certain amount of petty thievery which would be the outcome of this same reason.

Miss Coyle felt that we were wise in correlating our social work with our school department. She suggested that we even call the social worker a counselor due to the fact that the word "social worker" has an unpleasant connotation with those who might be in need of help. The Japanese are especially fond of schools and can readily accept anyone closely allied with education. I was glad that she agreed with our plan in this regard.

The point of administering family assistance (financial help) was also discussed. Miss Coyle was of the opinion and I agreed with her that in all probability we would have more dependency among the Japanese in these relocation areas than in outside communities, where they previously lived, due to the fact that the earning capacity has been so greatly reduced. The financial assistance given these people, who are perhaps in need now, will have to have most careful consideration; and the plans for administering this assistance will have to be likewise care-

fully considered. It is my understanding that the WRA is working out a policy on the relief administration at this time.

Inasmuch as we are expecting to have an increase in juvenile delinquency and dependency, it means that we should have an excellent social worker to head up the Family Welfare Department. Miss Coyle stated that the WRA had set up such a position with the salary classification of \$3,200. A description of the work for the Family Welfare Department is as follows:

1. To select members of the Japanese community for an advisory committee and to assist the chairman of this committee to plan all meetings and plot the future development of the Family Welfare Department.
2. To select student workers and to train them in the simple techniques of social work.
3. To set up the Family Welfare Office, supervise the staff, both clerical and professional, and approve of all office routine.
4. To interpret all regulations and policies regarding general assistance and other social work problems.
5. To carry out such policies and regulations as are set up by the WRA.
6. To take the specific and difficult interviews which would be too difficult for a junior worker to handle.
7. To counsel families on personal problems too involved for a junior worker to undertake.
8. To attend committee meetings which have to do specifically with family welfare.
9. To submit to the authorities all requested reports.
10. To instigate through the advisory committee any action necessary for the improvement for the social betterment of the community, and place before the proper authorities the need of such action.

I have in mind a person who could handle this work efficiently and would like to communicate with her if the position is approved at the salary suggested.

When Mr. McNeal was here from the Classification Bureau, he went over the salary schedule for the various heads of departments and gave me the following figures:

Law and Order	
Chief of Police	\$2,600
Housing	
Principal Clerk	\$2,300
Employment	
Senior Placement Officer	\$3,200
Assistant	\$2,600
Family Welfare Department	
Principal Social Worker	\$2,300
Adult Education	
Principal	\$2,600

While in San Francisco I contacted Chief Greening of the Berkeley Police Department about the Chief of Police for Poston. When he asked me how much we were willing to pay, I told him that I could not say definitely and asked him what figure he thought we would have to pay. He told me that good men were extremely difficult to get. Inasmuch as our project as I had outlined to him demanded a first-class officer, he suggested that we could not get a person under \$3,800, and the man that he would like to recommend was getting \$4,500 at the present time.

However, Chief Greening had me interview two men. One would come for \$4,200 and the other for \$3,200. The second man had no experience in police work, but Chief Greening was so interested in him that he was willing to take him on his staff for one month at our expense and train him for us. When I returned to Poston and discussed this matter with you informally, you informed me that the salary had been set at \$2,600, and there was little else we could do about it. I, therefore, wrote to both the men and to Chief Greening advising of our regret that we are unable to take them on our staff. I do believe that it will be difficult for us to get a Chief of Police who would carry out the work that should be done at the figure set.

Housing--I feel much the same way about the person who handles Housing. He should be well qualified due to the fact that the job is a difficult one and needs most careful study as well as day-by-day work. The salary

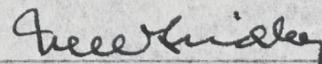
was set at \$2,300. I doubt if we can get a suitable person for this expanding piece of work for that figure.

Employment--I discussed the matter of Employment with Mr. McEntire. Mr. McEntire had in his office a young man by the name of Mr. Gilbert whom he was training to do a good office routine job. He told me that Mr. Gilbert made fine contacts with outside men and could handle a No. 2 job in the office. He did not recommend that Mr. Gilbert be given the position of Senior Placement Officer. I wonder if Miss Mahn's classification might be changed so that she could head up the division and have Mr. Gilbert work in close conjunction with her. I did not ask the salary set for Mr. Gilbert, but I imagine that it was much less than that which we have set for the Assistant Placement Officer.

While I am concerned about the persons who are to take charge of Law and Order, Housing, and Employment, my chief concern to date is that of the head of the Family Welfare Department whose salary was set at \$2,300 in Poston and at \$3,200 in the WRA, San Francisco. There is a possibility of which I am not unaware that Miss Coyle had in mind a more complicated position for the family worker than I have anticipated. I do not believe this is the case, however.

I realize that this letter is much longer than it should be, but I did want you to have my complete thinking on the situation. May I have a statement from you regarding these questions at your convenience.

Yours truly,



Nell Findley
Chief, Community Services

Colorado River War Relocation Project
Poston, Arizona

November 8, 1943

MEMORANDUM TO: Prospective Residents of Personnel Apartments

It is believed that at least one section of the new apartments will be completed later this month, and the contractor hopes to finish the rest within the next few weeks.

After reviewing the applications that have been made up to date in Miss Butler's office, it was found advisable to decide two matters of principle governing priority of occupancy.

(1) Families with children will be given priority on the large apartments, and no large apartments will be assigned at present to families without children. (2) Couples will be given priority for the small apartments, and no small apartments will be assigned at present to single persons.

Those who have already signed up on Miss Butler's map for space on the apartments are asked to check back with her office this week to make sure that their choice of apartments is in conformity with these priorities. As far as possible within these restrictions, we will attempt to give people the location of their choice.

John W. Powell
John W. Powell
Acting Chief of Community Management

(3909)

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

December 8, 1943

MEMORANDUM TO:

The new quarters at Poston will be ready for occupancy Monday, December 20. In order to assign quarters in accordance with the needs of employees, it will be necessary to have a decision from you as to whether you intend to maintain your living quarters in Parker or move to Poston. Space is provided at the bottom of this memorandum for your answer.

If you decide to maintain your quarters at Parker, it will be necessary for you to furnish your own transportation from Parker to Poston and conform to working hours at Poston. The Government will not furnish transportation from Parker to Poston except that in a very few cases employees, all of whose work is north of Poston, will be allowed to work out of Parker as headquarter using Government equipment until such a time as work is assigned to them in the Poston area, at which time they shall move to Poston or furnish their own transportation to Poston.

The furnishing of gasoline and tires for travel from Parker to Poston is dependent upon action by the Parker Ration Board. I have been informed by Mr. Van Wagon of the Parker Ration Board that at the present time gasoline can be made available for those who share rides from Parker to Poston. No promise of any kind was given by Mr. Van Wagon as to the replacement of tires used in travel from Parker to Poston.

Those intending to move to Poston should see Dr. Powell on or before Monday, December 13, for assignment of quarters.

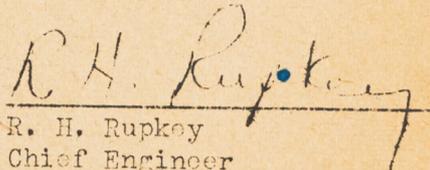
Mr. Gensler, Superintendent of the Colorado River Indian Agency, has agreed that employees now occupying Indian Service quarters at Parker may continue to do so until such a time as the quarters are needed for Indian Service personnel. Reassignment of any quarters becoming vacant in the future will be subject to assignment by Superintendent Gensler.

I REQUEST THAT QUARTERS BE MADE
AVAILABLE FOR ME AT POSTON.

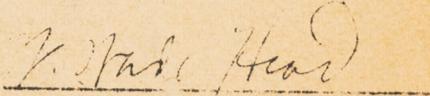
(Signature)

I INTEND TO MAINTAIN MY QUARTERS
IN PARKER AND WILL PROVIDE MY
OWN TRANSPORTATION TO POSTON.

(Signature)


R. H. Rupkey
Chief Engineer

APPROVED:


W. Wade Head
Project Director


C. H. Gensler
Superintendent

War Relocation Authority
Colorado River War Relocation Project
Poston, Arizona

March 10, 1943

MEMORANDUM: Poston Workers and
Department Heads

FROM: W. Wade Head
Project Director

CHIEF ADM. OFFICER	
REC'D	MAR 12 '43
NOTED	<i>[Signature]</i>
POSTED	
FW'D	MAR 12 '43

Effective today all workers must give their department heads at least one week's notice before changing jobs. This applies to changes from one department to another within the Project as well as for workers planning to work in the Camouflage Net Factory. Department heads are authorized to refuse job releases unless this notice is given.

This procedure in no way interferes with the worker's right to select his own job in any department in the Project or in the Camouflage Net Factory. This is a right that all workers have.

Notice of intention of quitting is a courtesy long recognized in employment and I am sure that all employees will see the fairness of it and will cooperate willingly and cheerfully.

SO that no misunderstanding may arise, I suggest that notice of intention to change jobs be given the Department Heads in writing by the workers.

W. Wade Head

W. Wade Head
Project Director

VRK:MK

Colorado River Relocation Center
Poston, Arizona

July 18, 1944

MEMO TO: All Appointed Personnel

SUBJECT: Critical Vacancies

If you know of persons available or interested in securing appointment at this Center to any of the listed positions, please have them communicate with or submit Form 57 to the Personnel Management Section. In discussing the positions with possible applicants care should be taken that no commitments of employment are made.

It is necessary that a Certificate of Availability be secured before an offer of employment can be made to any applicant.

LEGAL DIVISION

<u>Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Number of Vacancies</u>
Secretary	CAF-4	\$1800	1

REPORTS DIVISION

Jr. Reports Officer	CAF-7	\$2600	1
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ADMINISTRATIVE MANAGEMENT DIVISION

Assistant Project Director	CAF-13	\$5600	1
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Mess Management Section

Assistant Storekeeper	CAF-5	\$2000	1
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Cost Accounting Section

Jr. Cost Accountant	CAF-7	\$2600	1
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Property Control & Warehousing Section

Receiving & Shipping Supervisor	CAF-6	\$2300	1
Property Clerk	CAF-5	2000	1
Assistant Storekeeper	CAF-5	2000	1

Personnel Management Section

Assistant Personnel Officer	CAF-11	\$3800	1
Personnel Technician	CAF-9	3200	1
Personnel Housing Manager	CAF-5	2000	1

Statistics Section

<u>Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Number of Vacancies</u>
Statistician	P-3	\$3200	1
Gate Clerk	CAF-3	1620	1

COMMUNITY MANAGEMENT DIVISION

Education Section

Assistant High School Principal	P-3	\$3200	1
Head Teacher	P-2	2600	3
Secondary Teacher	P-1	2000	3
Sr. Elementary Teacher	P-1	2000	1
Elementary Teacher	SP-4	1620	12
Vocational Teacher	SP-8	2600	1

Internal Security Section

Guard	CPC-5	\$1680	3
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Health Section

Dietician	SP-8	\$2600	1
Laboratory Technician	SP-6	2000	1
Assistant Chief Nurse	SP-7	2600	1
Supervising Nurse	SP-6	2000	1
Junior Staff Nurse	SP-4	1620	2

OPERATIONS DIVISION

Secretary	CAF-4	\$1800	1
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Engineering Section

Office Engineer	P-3	\$3200	1
Operations Analyst	CAF-5	2000	1

Irrigation Drainage & Roads Unit

Chief Foreman Construction	CPC-10	\$2600	2
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Agriculture Section

Farm Superintendent	CAF-11	\$3800	1
Assistant Farm Superintendent	CAF-9	3200	1

Motor Transport & Maintenance Section

<u>Position</u>	<u>Grade</u>	<u>Salary</u>	<u>Number of Vacancies</u>
Foreman Mechanic	Ungr.	\$1.25 p.h.	1
Mechanic	Ungr.	1.225 p.h.-- 21.6% overtime	6

Fire Protection Section

Asst. Fire Protection Officer	CAF-9	\$3200	1
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Philip J. Cassilly
Philip J. Cassilly
Personnel Officer

*Myer
Lipian*

WAR RELOCATION AUTHORITY
Washington

NOTED
SEP 19 1945
Maurice Lipian

September 13, 1945

PERSONNEL MEMORANDUM No. 26

Subject: Revision of Personnel Report on Negro Employment

This Memorandum applies to: All Centers

The President's Committee on Fair Employment Practices has called for a report of Negro and total employment as of September 30 instead of November 30 when the report would ordinarily be due. In furnishing the report, the grade breakdown may be omitted and only the totals under each classification group need be shown.

This report should be prepared in conjunction with the September Form 3257, the monthly report of Federal Civilian Employment, and should include all employees reported in Line 1, Column A, of the latter form. Please note on the enclosed revised form that the columns headed "Total Personnel" under "Field" and "Total" are inclusive of Negro personnel. Thus, for checking purposes, the "Total Personnel" column under "Field" should equal Line 6, Column A, and "Total Personnel" under the "Total" column on the Negro report should equal Line 1, Column A, on the Form 3257.

This report should be submitted to the Personnel Office, Washington by October 6.

D. S. Myer
Director

Enclosure

OM-3542

DEPARTMENT OF THE INTERIOR

Bureau _____

Report of Negro Employment as of _____

Classification	DEPARTMENTAL		FIELD		TOTAL	
	Negro Personnel	Total Personnel	Negro Personnel	Total Personnel	Negro Personnel	Total Personnel
P						
SP						
CAF						
CPC						
EO						
Unclassified						
Total						