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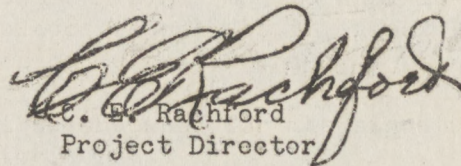
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WAR RELOCATION AUTHORITY

Office procedure Memorandum No. 1

In addition to the instructions contained in the Administrative regulations, the following procedure will be in effect until further notice, in the handling of correspondence.

1. All outgoing correspondence will be prepared for the signature of C. E. Rachford, Project Director.
2. The final copy of each letter or memorandum prepared for signature of the Project Director must be initialed by the author.
3. Secretaries and Stenographers must see that all related correspondence is attached to the file copy of the letter to be signed before it is sent in to the Project Director for signature.
4. Secretaries and Stenographers will familiarize themselves promptly with the basic instructions contained in the Administrative regulations in the preparation of correspondence.
5. In addition to the file copy, which will be on thin white paper, a chronological file copy will be prepared for each letter or memorandum written. The chronological file copy will be routed to the central files section each day and will be filed in the central file section without regard to designation.
6. After correspondence has been signed and is ready for filing, it will be routed to the central files section for filing, except that correspondence which is of a strictly confidential nature, or semi-official. Such correspondence will be filed within the originating division.


C. E. Rachford
Project Director

W. J. J. J.

WAR RELOCATION AUTHORITY
Heart Mountain Relocation Center
Heart Mountain, Wyoming

OFFICE MEMORANDUM NO. 2

September 25, 1942

SUBJECT: Mess for Administrative Personnel

I General

- A. Effective October 1, 1942 the administrative personnel mess shall be operated as a government activity and shall operate on a self-sustaining basis: that is, the rate charged per meal shall be sufficient to cover the cost of the food and its preparation and serving.
- B. Payment for food, mess supplies, and equipment shall be made from funds allotted to the center.

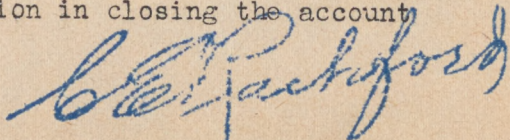
II Charges for meals.

- A. Until the cost per meal can be definitely determined and is subsequently announced, the charge per meal to all center employees, whether on the center payroll or on detail, shall be 35 cents or \$1.05 per day.
- B. All visiting officials and persons other than Government employees (except as provided in paragraphs C and D) shall be charged 50 cents per meal, unless the average cost per meal exceeds this rate in which case the average cost shall apply.
- C. Meals eaten by members of an employee's immediate family shall be charged to the employee's account at the rate applicable to center employees and deductions made on the payroll accordingly.
- D. Persons employed by private institutions or organizations and assigned to the center for definite or indefinite periods, who are working, with the consent and under the supervision of the Project Director, may be allowed to secure meals at the

rate charged center employees.

III Collection Procedure

- A. All employees, whether on the center payroll or on detail, must present to the cashier, a Personnel Meal Identification Card to be issued by the center Fiscal Officer. All employees who do not have such a card shall be required to pay for the meal as referred to in Section II B.
- B. Collections shall be effected in the following manner:
1. Center employees carried on the center payroll: Payroll deductions.
 2. Employees working on the center on detail from the Regional Office or another center: Payment to be made in cash either for each meal consumed or periodically according to center requirements.
 3. All others: In cash as meals are taken.
- C. The cashier shall maintain a daily record of all meals taken by both center and detailed employees on a form prescribed for this purpose and shall issue receipts covering the collection of cash.
- D. Charges for meals incurred by the administrative personnel to the close of September 30 shall be paid to the fiscal accounting section in the administration building by October 5 so that the mess account may be liquidated. The mess was operated as a cooperative effort for the benefit of the administrative personnel and your cooperation in closing the account is desired.


ACTING PROJECT DIRECTOR

John

Office Memorandum No. 3

Subject: Change in Issuance of Travel Authorizations.

I. Effective September 30, 1942, all travel authorizations now in effect for project personnel were cancelled.

II. Effective October 1, 1942 travel authorizations for division heads will be prepared by the fiscal section and signed by the Project Director to cover general travel in the States of Colorado, Wyoming, and Montana only, for the month of October, when requested by the division heads on Form OEM-39, Request for Travel Authorization, in single copy. Travel authorizations for November and succeeding months shall be requested and issued in a like manner. Travel authorizations for project personnel other than division heads will be prepared in the fiscal section and signed by the Project Director for each specific trip when requested by the division heads on Form OEM-39.

III. The division head shall indicate on Form OEM-39 the total approximate cost of the travel for the period in order that the fiscal section can obligate the amount on the allotment ledgers.

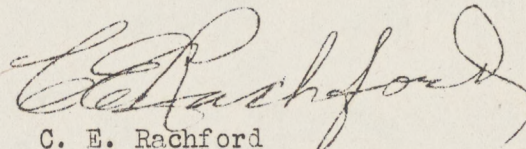
For travel performed generally throughout Wyoming and Montana, the per diem will be limited to \$4. When the travel includes metropolitan areas such as Billings, Cheyenne, or Denver, the per diem will be \$6. If any other project is visited, the per diem shall be \$3 while on the project.

IV. Travel in areas other than Colorado, Wyoming, and

Montana must be requested on Form OEM-39 and submitted to and authorized by the regional Office through the Project Director.

V. Travel vouchers shall be prepared by the traveler or in his section or division and forwarded to the fiscal section for audit and processing for payment.

VI. A small supply of Form OEM-39 is attached. An additional supply of this form can be secured by requisition.


C. E. Rachford
Project Director

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

REQUESTS FOR TRAVEL AUTHORIZATION

Appropriation _____

Allotment Symbol _____

Estimated Expenses _____

Date _____

Name _____ Title _____

Official station _____ Division _____

Travel from: _____ To: _____

Purpose of travel:

Date effective _____ Terminating approximately _____

If period of travel is in excess of one month and definite itinerary cannot be determined please state in detail justification for general travel:

Per diem allowance recommended _____ Number of transportation requests required _____
Mode of travel is requested as indicated by letter "X."

- (a) Common carrier.
- (b) Air line.
- (c) Privately owned automobile on a mileage basis not to exceed cost by common carrier.
- (d) Privately owned automobile on a mileage basis at the rate specified below which has been administratively determined in advance to be more economical and advantageous to the United States.
- (e) Privately owned automobile on a mileage basis at the rate specified below when it is determined to be more economical and advantageous to the United States. As the economy and advantage has not been determined in advance a comparative cost statement must be submitted with expense voucher. See paragraph 12 (a) of Travel Regulations.

Mileage rate _____

- (f) Special authority:

Justification of mode of travel if other than common carrier:

Approved _____ Title _____

Dr. Charles E. Smith

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION CENTER
HEART MOUNTAIN, WYOMING

Office Memorandum No. 4

October 15, 1942

Subject: Designation of employees authorized to acknowledge
or receive Oaths, Affirmation, or Affidavits.

You are advised that Miss Willie G. Fryer, Miss
Victoria L. Novicki, and Mr. William B. Macfarlane have
been designated by the Director to administer and take from
any person, Oaths, affirmations, affidavits, or travel voucher
attestations when such instrument is required in connection
with the performance of the functions or activities of the
War Relocation Authority.

C. E. Rachford
Project Director

File
W. H. Min

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION CENTER
HEART MOUNTAIN, WYOMING

Office Memorandum No. 5

October 15, 1942

Subject: Long distance telephone calls.

In order that all long distance telephone calls on official government business may be properly certified that such use is in the interest of the government, and in order that the monthly telephone billings may be properly audited, a Toll Call Certificate is being prescribed for use. The Toll Call Certificate will be prepared by the telephone operator for all long distance telephone calls and sent to the person placing the call for signature and approval. It is requested that all Toll Call Certificates be returned promptly to the telephone operator after the call has been signed and properly approved. This is essential in order that an analysis can be made of the telephone bill and payment promptly made.

C. E. Rachford
C. E. Rachford
Project Director

BNL:jy

W. L. Linn

WAR RELOCATION AUTHORITY
CENTRAL REGION

Heart Mountain Relocation Center
Heart Mountain, Wyoming

Office Memorandum No. 6

October 27, 1942

Subject: Gifts

Attention is called to W.R.A. Administrative Instruction No. 13 of July 3, 1942, Subject: Basic Personnel Manual; VII. Rules of Conduct and Discipline - E. Bribes, Contributions and Gifts, reading as follows:

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

For the same good reasons on which this section is based, the general effect of its provisions is extended to apply to all persons on the Project including evacuees. No gift shall be accepted by any W.R.A. Project employee, from any evacuee or other person.

C. E. Rachford
C.E. Rachford
Project Director

W. J. French

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION CENTER
HEART MOUNTAIN, WYOMING

Office Memorandum No. 15

October 26, 1942

Subject: Administrative Staff Volunteers for Training
in Firefighting.

Please submit to my office lists of any Administrative Staff members of your respective divisions who are able-bodied and willing to receive instruction and training in fire protection and the use of firefighting equipment.

It is believed desirable to have a number of the staff sufficiently familiar with fire hazards and the uses of various extinguishers and apparatus to enable us to give to the Fire Department competent assistance and to augment its forces in the event of major emergency.

Please submit lists of volunteers not later than November 2.

C. E. Rachford
C. E. Rachford
Project Director

W. H. H. H. H.

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

Office Memorandum No. 8

November 12, 1942

Subject: Deductions for Subsistence and Quarters From Salary
Checks

In order to expedite the payment of salaries, it is desirable to lag one pay period in deducting for our meals and quarters. The salary for the first half of November will have no deductions other than retirement and bond purchase deductions. Meals and lodgings for the first half of November will be deducted from the salary for the second half of November. Likewise, deductions for the last half of November will be made from the first half of December salary. By so doing, it will be possible to deliver the salary checks several days earlier than would otherwise be possible.

The lag of one-half month will be picked up at the time of separation from service, transfer to another Agency, or if and when the employee discontinues receiving meals and/or lodgings at the Project.

C. E. Rachford

C. E. Rachford
Project Director

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WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

Office Memorandum No. 9

November 12, 1942

Subject: Repair of Typewriters

It is desired that Division Heads desiring typewriter repairs, bring the typewriters to the Procurement Section, where they will be held until delivery can be made to the different typewriter servicing agencies. In the event the repairs necessary do not preclude the use of the machine, a memorandum should be directed to the Procurement Office, indicating briefly the extent of the repairs required and furnishing in detail, the serial number and the make of the typewriter.

C. E. Rachford
C. E. Rachford
Project Director

W. L. L. L.

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

OFFICE MEMORANDUM NO. 10

Subject: Priority of telephone toll calls relating to war effort or public safety.

I have a letter from the Mountain States Telephone and Telegraph Company enclosing Board of War Communications Order No. 20 which establishes priorities for certain telephone toll calls which relate to the war effort or public safety. On and after November 1, 1942 urgent toll calls placed with commercial telephone systems by authorized persons or agencies shall upon request be given priority over all other toll calls. The priorities are as follows:

(a) Priority 1. Shall be given to calls which require immediate completion for war purposes or to safeguard life or property and which relate to one or more of the following matters:

- (1) Arrangements for moving armed forces during combat operations
- (2) Extremely urgent orders to armed forces.
- (3) Immediate dangers due to presence of the enemy.
- (4) Hurricane, flood, earthquake or other disaster materially affecting the war effort or public security.

Where necessary for the immediate completion of a call having Priority 1 any conversation in process (other than one having Priority 1) may be interrupted.

(b) Priority 2. Shall be given to calls which require immediate completion for the national defense and security, the successful conduct of the war, or to safeguard life or property, other than those specifically described in Paragraph (a).

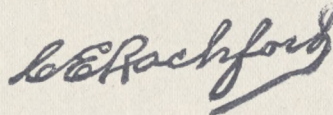
(c) Priority 3: Shall be given to calls which require prompt completion for the national defense and security, the successful conduct of the war, or to safeguard life or property and which involve the following type:

- (1) Important governmental functions.
- (2) Machinery, tools, or raw materials for war plants.
- (3) Production of essential supplies.
- (4) Maintenance of essential supplies.
- (5) Supply or movement of food
- (6) Civilian defense or public health and safety.

The War Relocation Authority is designated as an agency authorized to use telephone toll priorities where such call is required in the manner and for a purpose specified hereinbefore.

It is likely that this project will have calls of the type on which we are authorized to request a priority. If any calls are determined to be eligible under the Priority 2 or 3 treatment, the operator should be told immediately on placing the call "This is a Priority 2 (or 3) call." In the event of a Priority 1 call, those involving the most extreme emergencies, the operator should also be notified by saying "Priority 1" immediately on placing the call.

Certain penalties are prescribed for those who obtain or attempt to obtain priority for a toll call by fraudulently designating such call as a priority call or by furnishing false information for the purpose of obtaining a priority.

A handwritten signature in dark ink, appearing to read "C. E. Rachford". The signature is fluid and cursive, with a long horizontal stroke at the end.

C. E. Rachford,
Project Director.

Louise Barthell

WAR RELOCATION AUTHORITY
CENTRAL REGION
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

Office Memorandum No. 12

November 18, 1942

Subject: Issue of Clothing From the Warehouse

The issue of clothing to Evacuees employed on the Project was frozen on October 21. Since then there has been no authority to issue the clothing as we were previously doing for those Evacuees engaged in outside work or rough work.

If and when authority is granted to issue the clothing, the Divisions will be informed, so that appropriate requisitions may be prepared. Until then, requisitions can not be approved and Divisions are requested not to send requisitions to Mr. Barber or Mr. Nelson for approval.

Philip W Barber

Philip W. Barber
Acting Project Director

Robertson
GR

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

OFFICE MEMORANDUM NO. 14

November 19, 1942

Subject: Office Supplies

We have been informed that the manufacturing of the following items is now restricted: Rubber bands, Rubber cement,acco fasteners, paper clips, ring binders, staples. Many more items are becoming extremely hard to obtain.

The use of office supplies at Heart Mountain has been excessive. Some steps must be taken promptly to economize on the use of stationery and office supplies. There is attached, a mimeographed leaflet titled "22 Ways to Save Paper", which offers many suggestions for saving of paper. So far as possible you are urged to follow the suggestions.

C. E. Rachford
C. E. Rachford
Project Director

22 WAYS TO SAVE PAPER

Every one of us can contribute to the war effort by seeing to it that he does not waste materials. In particular, we are faced with a serious paper shortage. Below are 22 suggestions on ways to save paper. I ask every employee to go through this list and make sure that he is doing all that he can to help. Many other ways will undoubtedly come to mind. Instructions in the Department Style Manual may be disregarded when they conflict with the suggestions below.

1. Use single space rather than double space whenever possible.
2. Use both sides of each sheet whenever possible.
3. If available, use half or two-thirds size letterheads for short letters.
4. Use as small margins as possible on all four sides.
5. Prepare correspondence and reports in rough draft without carbon copies whenever retyping will probably be necessary. In preparing such rough drafts use the back of obsolete forms or other obsolete material.
6. Make minor corrections in ink rather than retyping. (Corrections must of course be made on all carbon copies.) Do not change intelligible wording or phrasing merely because of individual preferences.
7. Use obsolete forms for scratch pads.
8. When identical memoranda are sent to ten or fewer offices or individuals, use carbon copies rather than typing an original for each office or individual.
9. Do not prepare copies of letters or memoranda for filing in individual units, sections, or divisions when the original can be obtained from central files.
10. Interoffice communications can frequently be kept informal and written on memorandum pads instead of letterheads.
11. Eliminate cover sheets. If cover or routing sheets are necessary, they usually do not need to be of heavy paper. Routing sheets can be of small size.
12. Eliminate all letters of transmittal unless some explanation or justification is really necessary. Often a note in longhand on the face of the material transmitted is sufficient.
13. Do not make more carbon copies than are necessary.
14. Use carbon paper as long as it will make a legible copy.
15. Do not discard carbon paper from fanfold, snap-out, or other similar inter-leaved forms. Tests show that such carbon paper can be reused from seven to ten times. If not needed for letters, etc., it should be sent to other offices or to the stock room for reissue.
16. Use the smallest size envelope possible. If available, use 3½" x 6" envelopes whenever possible. In no case should 9½" x 12" or other large envelopes be used when by folding the enclosure, a small envelope will suffice.
17. In addressing chain envelopes within the Department every line should be used. Usually only the name of the individual and the Bureau are necessary and this require only a single line. In crossing out names, care should be taken not to cross out blank lines.
18. Use postcards when possible.
19. Use extraordinary care to eliminate wastage and overruns.
20. Do not order a greater quantity of duplicated material or paper supplies than is absolutely necessary.
21. Return all excess stocks of paper supplies to your central stock room.
22. In whatever you write, be brief and to the point. Save words, time, and paper.

Laurie B. Hall

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

Office Memorandum No. 17

December 17, 1942

Subject: Revision of Office Procedure - Status of Personnel

Effective immediately, all official correspondence will be prepared for signature of Guy Robertson, Project Director, unless otherwise instructed.

Effective December 15, the functions, responsibilities and staffs of Regional Offices was consolidated with the Washington Office. Personnel of the Regional Offices are now considered a part of the Washington Office.

Except as indicated below, correspondence originating in this office dealing with the business of WRA which formerly was addressed to the Regional Director will be addressed to the Director, War Relocation Authority, Washington, D. C. Reports which we have previously sent direct to the Regional Office will be sent to the Washington Office instead. Copies of correspondence and reports sent the Washington Office will be furnished the Denver Office.

The title of the Regional Director has been changed to Field Assistant Director. Correspondence addressed to the Denver Office will be addressed to Joseph H. Smart, Field Assistant Director, War Relocation Authority, Denver, Colorado.

Since we must deal with the Denver Office of the Civil Service Commission and the Denver Office of O.E.M., in the employment of personnel, correspondence dealing with the recruitment and appointment of personnel will be addressed to the Denver Office.

Guy Robertson

Guy Robertson
Project Director

Louise Bottrell

WAR RELOCATION AUTHORITY
HEART MOUNTAIN RELOCATION PROJECT
HEART MOUNTAIN, WYOMING

Office Memorandum No. 18

December 17, 1942

Subject: Correspondence preparation

A. Reference Symbols: The use of reference symbols on official correspondence will begin immediately. They will be shown in the upper left-hand corner of the WRA letterhead under the wording, "In reply, please refer to:" The abbreviations are listed in the following order: Project abbreviation - HM (Heart Mountain), Division abbreviation - APD (Assistant Project Director), initials of the dictator - GR (Guy Robertson) HM:APD:GR. The abbreviations are as follows:

Project Director	PD	Property Control	PC
Ass't. Project Director	APD	Employment & Housing	EH
Project Attorney	PA	Community Service	CS
Public Works	PW	Health Section	HL
Project Reports	PR	Education Section	ED
Administrative	AD	Finance Section	FI
War Works	WW	Procurement Section	QM
Community Enterprises	CE	Personnel Section	PE
Transportation and Supply	TS		

B. A subject using not more than one line should be given on all letters. The word "subject" is placed on the same line as the salutation. (See sample on back of Memorandum)

C. Directly beneath the subject, the reference symbols on the incoming letter should be shown. Correspondence to Washington Office or Denver Office will be addressed as outlined in Memorandum No. 17.

D. Inter-office memoranda will be prepared for the signature of the Division or Section Head from which the memoranda originate and will be addressed to the Division or Section Head in charge of the work covered by the memoranda.

E. All correspondence will be initialed on the file copy by the Dictator, Division Head or Section Chief and the signer.

F. Examples of the new procedure indicated in paragraphs A, B, and C are shown on the back of this sheet.

Guy Robertson

Guy Robertson
Project Director

WAR RELOCATION AUTHORITY

In reply, please refer to:

HM:AD:JAN

December 2, 1942

Field Assistant Director
War Relocation Authority
Midland Savings Building
Denver, Colorado

Dear Mr. Smart: Subject: Correspondence
RD:AD:MEP

This letter shows the placement of the
reference symbols and subject line.

The subject line should be limited to one
line. The reference symbols shown below the subject
line are taken from the incoming letter's "In reply,
please refer to:".

Letters not in accordance with these instruc-
tions will be returned for correction.

Sincerely,

Guy Robertson

Guy Robertson
Project Director