

H1.21

1 of 2

1942 - 1943

67/14
c

Extra Copy.

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

Return to Mails & Files

In reply, please refer to:
ADM--Cost Unit

December 28, 1942

MEMORANDUM TO: All Division Chiefs, Section Heads, Unit Heads
SUBJECT: Mileage - Motor Vehicles

For cost accounting and appraisal purposes, it is necessary that the Cost Accounting Unit know the total mileage of all motor vehicles on the Project.

We request that you report to us by letter as of the close of business, December 31, 1942 the speedometer readings of all passenger cars and trucks assigned to you in the following manner:

| | | U.S.R. No. | I.D. No. | Total Mileage |
|------|-----------------|---------------|-------------|------------------|
| 1940 | Chevrolet Coupe | W-34 | 77T-561 | 25756 |
| 1938 | Ford Stake | 31 | 902068 | 45818 |

We must have this information promptly on January 1, 1943, and shall appreciate your cooperation.

J. F. Hughes
JAMES F. HUGHES
Assistant Project Director

File
ST

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 18
1943

MEMORANDUM TO: All Division & Section Chiefs

FROM: Charles F. Ernst
Project Director

SUBJECT: Hiking Trips

Through clearance with the Community Activities Section and under their supervision, hiking trips are possible on Saturdays and Sundays of each week.

The Community Activities Section Staff is held responsible for the carrying out of administrative policies involved in the conduct of such trips, and all members of your staff who participate in such outings should be informed as to their relationship to the policies laid down by the Community Activities Section in the operation of this important leisure time activity.

All requests for hiking trips should be in the hands of the Community Activities Section before Tuesday night preceding the Saturday or Sunday in which the hike is contemplated.

The Community Activities Section will provide accredited "hike masters" who will be in charge of each unit of the hiking party, and who will have complete control of the destination and be responsible for the conduct of all members of the hiking party during the entire trip.

Charles F. Ernst

Charles F. Ernst
Project Director

Transportation & Supply

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 2, 1943

MEMORANDUM TO: All Division Heads

SUBJECT: Circular Letter No. 693

Attached is a copy of a letter received from the Treasury Department which is self-explanatory.

According to instructions received from Washington, these items may be obtained with the priority assistance granted for the first quarter of 1943. However, as you know, the amount of assistance granted was very small and, aside from some of the hand tools and a few other items listed, will not cover our requirements.

The letter is submitted to you for your information with the request that you comply with the instructions insofar as your anticipated requirements for the first half of the fiscal year, 1944, are concerned.

(SIGNED)

J. F. Hughes
Asst. Project Director

Attachment

UNITED STATES TREASURY DEPARTMENT

Procurement Division

Washington

January 26, 1943

CIRCULAR LETTER NO. 693

TO: The Heads of all Departments and Establishments

SUBJECT: Critical Common Components - W.P.B. Letter of 1/20/43.

Reference is made to the attached copy of a letter dated January 20, 1943, from C. E. Wilson of the War Production Board. This circular letter is issued in compliance with the request contained in the fourth paragraph of the letter, "that the necessary instructions be issued that any orders not presently placed for either Government Furnished Equipment or Contractor Furnished Equipment involving the attached list of critical Common Components, on which delivery is essential between July 1, 1943, and December 31, 1943, be placed prior to March 1, 1943."

In the event that funds are not available for placing orders prior to March 1, 1943 for Critical Common Components to be delivered between July 1, 1943 and December 31, 1943, it is suggested that a list of such requirements be submitted to the War Production Board.

(signed) CLIFTON E. HACK

Director of Procurement

(39528)

WAR PRODUCTION BOARD

Washington, D. C.

January 20, 1943

Mr. Clifton E. Mack, Director of Procurement
7022 Procurement Division Building
7th & D Streets Southwest
Washington, D. C.

Dear Mr. Mack:

The War Production Board has been requested by the Claimant Agencies to increase production through obtaining adequate material, added facilities, machine tools, or better scheduling of the 32 Critical Common Components as shown on the attached list.

The manufacturers by industries involved in the production of these Critical Common Components have indicated from their order books as of this date that the Claimant Agencies and their contractors, both prime and sub, have not anticipated their requirements for the year 1943 through the placing of orders on these manufacturers. To date, in the majority of instances, it is not possible to secure from the Claimant Agencies the total requirements for these Critical Common Components for the year 1943.

The only immediate procedure is to work directly with the manufacturers' order books and establish a procedure of increasing production through an appraisal of each industry.

This letter is to request that the necessary instructions be issued that any orders not presently placed for either Government Furnished Equipment or Contractor Furnished Equipment involving the attached list of critical Common Components, on which delivery is essential between this date and June 30th, be placed prior to February 6, 1943. Furthermore, that any orders not presently placed, on which delivery is essential between July 1, 1943, and December 31, 1943, be placed prior to March 1, 1943.

Instructions are being issued that any orders placed subsequent to those dates, particularly with regard to production for the first six months of 1943, are not to be considered in the scheduling program being evolved, unless such orders are firm orders actually placed with the manufacturers prior to February 6, 1943.

I am certain that you will see the necessity of such a procedure and that we can rely on your cooperation in issuing the necessary instructions.

Sincerely,

C. E. Wilson/signed

Encl.

(39523)

CRITICAL COMMON COMPONENTS

As approved by the Sub-Committee on Production Scheduling and by the Office of the Director General for War Production Scheduling, W.P.B., Ralph J. Cordiner.

AMPLIDYNES AND SELSYNS

BEARINGS, BALL AND ROLLER

BEARINGS, JEWEL

Vee Jewel Bearings

Large Ring Jewel Bearings

BOILERS

Boilers, Central Steam Heating & Steam Power Generating

BLOWERS AND FANS

Blowers and Fans, Including Turbo Blowers

CAPACITORS, POWER AND FIXED TYPE

Capacitors, Variable

Capacitors, Fixed

COMPRESSORS AND VACUUM PUMPS

CONVEYING EQUIPMENT

CONTROL INSTRUMENTS

Control Instruments, Electrical Control - Combat

Control Instruments, General Industrial Controls

CRANKSHAFTS

EXTINGUISHERS, CARBON DIOXIDE

CO₂ used as extinguishing agentCartridge type, CO₂ used as expellant

ELECTRIC MOTORS, GENERATORS AND STARTERS

FORGINGS (ALUMINUM)

Piston Upsettings

Press Forgings

Small Hammer Forgings

Large Hammer Forgings Including Propellers and Engine Parts

Press and Hammer Forgings for Aircraft B-L Program

GEARS

Gears, Aircraft Engine

Main Reduction Gears (Ships)

HYDRAULIC PARTS

Hydraulic Parts - Hydro-Generators above 6,000 K.W. Capacity

Hydraulic Parts

Actuating Cylinders

HEAT EXCHANGERS

HAND TOOLS

Heavy Forged Tools
Wood-working Tools
Hand Service Tools
Machinists Vises
Metal Cutting Tools
Precision Measuring Tools

GASOLINE ENGINES (OTHER THAN AIRCRAFT)

Gasoline Engines - 0-35 H.P. (Air Cooled)
Gasoline Engines - Water Cooled - 0-50 H.P.
Gasoline Engines - Water Cooled - 50-150 H.P.
Gasoline Engines - Heavy Duty - 150 H.P. and Over
Gasoline Engines - High Speed - Over 150 H.P.
Gasoline Engines - 50 H.P. and Above

ENGINE ACCESSORIES

Carburetors for Engines of 1,000 H.P.
Magnetos
Fuel Injection Equipment - One Cylinder Pumps
Fuel Injection Equipment - Multi-Cylinder Pumps
Fuel Injection Equipment - Nozzles and Holders

LENSES

Lenses, Optical

METERS

STEAM ENGINES

Steam Engines, Shipbuilding

PUMPS, INDUSTRIAL

TURBO BLOWERS AND EXHAUSTERS

VACUUM TUBES

AUXILIARY TURBINES

Auxiliary Land Turbines (Generators)
Auxiliary Land Turbines (Mechanical Drive)

VALVES AND FITTINGS

Bronze Valves
Iron Valves
Steel Valves
Steel Fittings

MACHINE TOOLS AND INDUSTRIAL EQUIPMENT

Machine Tools

DIESEL ENGINES

Diesel Engines - 0-50 H.P.
Diesel Engines - 50-150 H.P.
Diesel Engines - 150-350 H.P.
Diesel Engines - Over 350 H.P.
Diesel Engines - All Sizes

MAIN PROPULSION TURBINES

WELDING RODS AND ELECTRODES

PARKER TYPE FITTINGS

Parker Type Fittings
Parker Type Fittings - Includes Weatherhead Type
Parker Type Fittings - Parker and Weatherhead Type
Hydraulic Valves

Melvin M. Miller

2/5/48

Return to Mails & Files

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: Division Chiefs
SUBJECT: Envelopes

Considerable difficulty is being experienced in supplying our Project with franked envelopes. A contributing factor to this difficulty is the various Project offices' use of franked envelopes in inter-project correspondence where a plain envelope would suffice as it is not handled through the U. S. Post Office.

In the near future the Project Warehouse will have a stock of plain envelopes to be used for inter-project correspondence and the cooperation is requested of all offices in the use of the plain envelopes for inter-project correspondence. It is further suggested that whenever possible, use of envelopes on Project correspondence be avoided by the substitution of placing the person's name and address on the back of the correspondence, etc., folding the letter and stapling it in such a manner as the name and address appear on the outside. *in the*

[Signature]
James F. Hughes
Asst. Project Director

Post

Notice

February 8, 1943

MEMORANDUM TO: All Foremen

SUBJECT: First Aid

Mr. Samuel V. Owens, Fire Chief, has been assigned the duty of Safety Engineer and First Aid Man at our Project.

Many of our foremen in the Public Works Division have had previous training in Safety and First Aid with respect to construction.

It is desirable that every foreman be a first aid man and also a safety engineer. Every effort to prevent accidents and all measures which seem to be advisable, should be taken. In this way we can institute a safety-mindedness among our construction personnel.

Henry R. Watson
Henry R. Watson
Senior Engineer

HRW/mk

cc: Mr. Owens
Mr. Hughes

Mr. Owens - Safety Enginr + First Aid man

AR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Notice

February 10, 1943

N O T I C E

Mr. Samuel V. Owen has been assigned to the position of Safety Engineer in addition to his present responsibility as Chief of the Fire Prevention Division. In this capacity Mr. Owen will have direct supervision over all safety matters involved in the operation of the Project, as well as first-aid instruction and the Accident Prevention Program.

It is our objective to interest every worker and supervisor in the value of safety first measures, and to this end your complete support of Mr. Owen's efforts is requested.

Charles F. Ernst.

Charles F. Ernst
Project Director

Distribution:

Division Chiefs
Section Heads
Foremen
Block Managers

*at 149
3/12*

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 10, 1943

N O T I C E

Mr. Samuel V. Owen has been assigned to the position of Safety Engineer in addition to his present responsibility as Chief of the Fire Prevention Division. In this capacity Mr. Owen will have direct supervision over all safety matters involved in the operation of the Project, as well as first-aid instruction and the Accident Prevention Program.

It is our objective to interest every worker and supervisor in the value of safety first measures, and to this end your complete support of Mr. Owen's efforts is requested.

Charles F. Ernst.

Charles F. Ernst
Project Director

Distribution:

Division Chiefs
Section Heads
Foremen
Block Managers

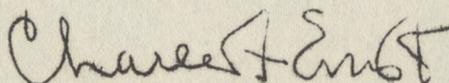
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

February 13, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

Mr. Walter H. Carrick, Safety Engineer, with the Soil Conservation Service has been temporarily assigned to this Project to assist Mr. Owen of the Fire Department in setting up a program of Safety, First Aid, and Accident Prevention.

As it is the interest of all Project Activities, every worker, and every resident that this Safety Program be made effective, it is requested that all Division Chiefs, Section Heads, and Supervisors give Mr. Carrick and Mr. Owen their fullest cooperation in putting this Safety Program into effect.



Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

In reply, please refer to:

ADM-Cost Unit

Return to Mails & Files

February 26, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Signing of Daily Time Report

While I know that everyone is very busy, there has been considerable difficulty experienced by the Timekeeping Unit in obtaining the signed Daily Time Report promptly from the various Divisions. Considerable pressure is being exerted against the Timekeeping Unit to expedite payment to Evacuees for work performed. Obviously the Timekeeping Unit cannot submit the payroll until the Daily Time sheets are posted to the individual record.

These Daily Time sheets are submitted to the Division or Section head on the morning following performance of work, but are often delayed by the Division for several days. It is essential that these be given back to the Timekeeper at the earliest possible moment.

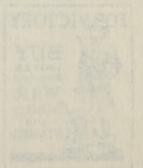
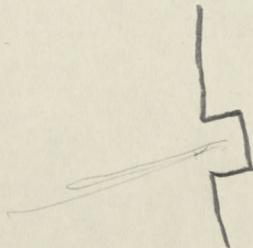
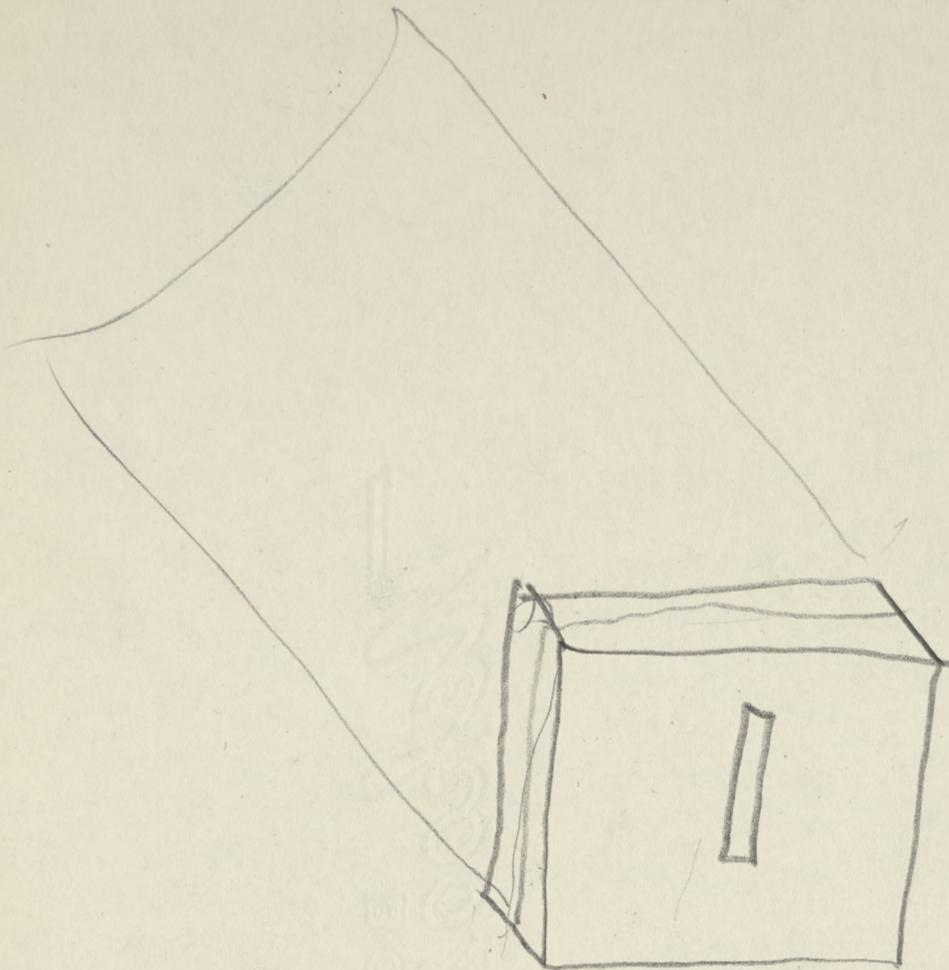
I am sure that you will give this matter your usual good attention.

Original signed by
J. F. HUGHES

JAMES F. HUGHES
Assistant Project Director



WAR RELOCATION AUTHORITY



WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Return to Mails & Files

LOIS P. TOFTE

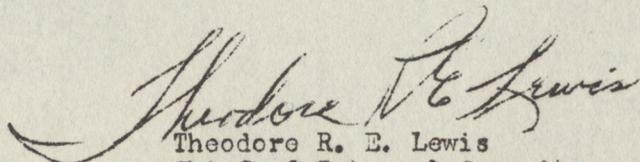
March 1, 1943

TO: All Division, Section & Unit Heads
FROM: Internal Security
SUBJECT: Pass Requests

The Internal Security has an established time limit for receiving requests for passes, namely, 24 hours for travel passes, 72 hours for Sunday outing trips, and one week, prior to the end of each month, for special 30-day passes. We can process passes immediately upon receipt of properly signed requests for Emergencies. This is in accordance with office letter No. 21, dated February 15, 1943

In order to facilitate easier and quicker handling of these matters and keep the project business in steady operation, we request that these established hours be adhered to, otherwise, passes will be held up due to our physical inability to process them. May we suggest that the reason on each request be detailed as much as possible.

Your cooperation is requested.


Theodore R. E. Lewis
Chief of Internal Security

P. S. Please do not issue requests for passes unless they are intended to be used.

Return to Mails & Files

NOTICE

TO: All Division and Department Heads

SUBJECT: Change in Publishing Dates and News Deadlines
for Topaz Times

The staff of the Topaz Times is transforming the newspaper into a tri-weekly, Tuesdays, Thursdays, and Saturdays, with the issues considerably enlarged. This will permit a much better coverage of the news.

We know that you have news of interest and on occasions will sponsor events for which special publicity will be desirable. We want the Topaz Times to be accessible to all legitimate news within the Center. To accomplish this, we would be pleased to have your news items sent to the Project Reports Division, or, in the case of publicity for special events, call at our office for discussion.

Where reporters call regularly, it will greatly facilitate the gathering and preparation of the news if the division heads will specify certain times when they may be received without delay.

To assure delivery of the paper on time, definite deadlines must be observed. Any last minute news of importance must be in the Times office not later than 10 a.m. on the date of issue. A limited amount of space will be reserved up until this time in both the English and the Japanese section.

The general run of the news must be in the Times office not later than 10 a.m. of the day before publication.

By observing these deadlines, you will be helping to make a better and more representative center newspaper. We solicit your full cooperation.

R. A. Bankson

R. A. Bankson
Chief, Project Reports Division

Central Utah Project

Topaz, Utah

April 6, 1943

MEMORANDUM TO: All Division Directors

SUBJECT: Establishment of the Merit Rating Board

With the approval of the Project Director, the Community Council has established the Merit Rating Board as authorized under the provisions of Administrative Instruction No. 27, issued September 1, 1942. This Merit Rating Board is charged with the following responsibilities:

1. To develop and install a work report to be rendered periodically by each supervisor for the resident employees under his direction. This report shall cover the quality and quantity of work and general all around conduct of the individual employee.
2. To constantly check all work incentives by planning awards and recognitions and may make appropriate recommendations from time to time to the Project Director.

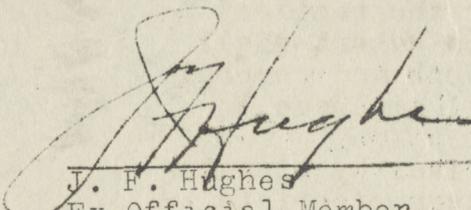
In order to implement the provisions of sub-paragraph "1" above, Form MB-2, Report of Work, has been created. This report shall be submitted as of March 31, 1943 for every evacuee employee now working or who has previously worked under your jurisdiction and who has been employed by you for a minimum of thirty days. These reports must be returned to the Merit Rating Board, Rec. Hall #4 not later than April 16, 1943, and all subsequent reports to be turned in periodically every three months. In cases where the employee has not completed a minimum of thirty days service under your jurisdiction, you are to submit this report immediately following completion of this period.

Form MB-2 must be completely filled out (in duplicate) in sufficient detail to permit a comprehensive review of the employee's performance. The original is to be returned to the Merit Rating Board and the copy to be kept by each division. It is upon this basis that the Merit Rating Board can evaluate services and consider the employee for special awards. Private employment opportunities will be given to qualified workers whose work records are satisfactory as indicated by the Report of Work rendered by the supervisor. Your responsibility for reporting on the work status of each employee, therefore, is extremely important. However, it is understood that the final selection of any person for outside employment or employment within the Project will be made by the Placement Office.

2 - Memorandum to: All Division Directors
April 6, 1943

Recommendations from division directors for the award of The Order of Merit will be requested on Form MB-1 at a later date when the Merit Rating Board has been organized for a sufficient length of time to accept this additional responsibility.

Kay Hirao
Kay Hirao
Executive Secretary
Merit Rating Board


J. F. Hughes
Ex-Official Member

Rating Board on:

| Quality of Workmanship | Excellent | Good | Fair | Poor |
|--|-----------|------|------|------|
| Production | | | | |
| Cooperation | | | | |
| Attendance-Punctuality | | | | |
| Skill in handling tools or equipments | | | | |
| Initiative | | | | |
| Dependability | | | | |
| General conduct on job | | | | |

Comments:

Signature of Chief

REPORT OF WORK

Mr.
Mrs.
Miss

(Last name)

(First)

(Middle)

Address

Date of Report

Type of Work

Section

From

(Month, day, year)

To

(month, day, year)

Description of Job or Responsibility

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

Frank J. Turkey

April 14, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

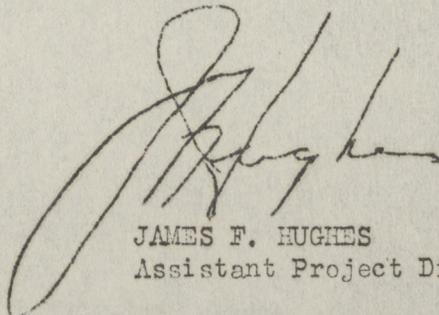
SUBJECT: Necessity for Cost Accounting

You may have wondered why the present Cost Accounting system is being instituted on all War Relocation Authority Projects.

It is intended that the accounting records prescribed shall provide a means of preparing adequate financial operating statements to permit:

1. A substantial basis for budget estimates.
2. Adequate budget control.
3. Comparative operating costs as a tool of good management.
4. Costs of production to assist in intelligent industrial planning and marketing.
5. An adequate means of accounting for all funds advanced to the War Relocation Authority.
6. A source of supplying information for relations with:
 - a. The evacuees.
 - b. Other Government Agencies.
 - c. The public.

The above summation may help you to realize that the Cost Accounting system is not a whim of a Washington Official, but that it is a necessary and important part of operating the Project.



JAMES F. HUGHES
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

MEMORANDUM TO: Section and Unit Heads

SUBJECT: Manual and Handbook Releases

A final check-up is being made on current Manual and Handbook Releases. Please ascertain if your Manuals and Handbooks have been checked against your division's master-set. We are preparing a list of additional copies of Manual and Handbook Releases needed and will attempt to obtain these from Washington.

If your sets have been checked and found either complete or incomplete, please so indicate on the line below.

Gilbert L. Niesse

Gilbert L. Niesse,
Actg. Asst. Project Director

Manual Releases and Handbook Releases in this section

have been checked and found complete

incomplete

Section or Unit Head

M-756

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 27, 1943

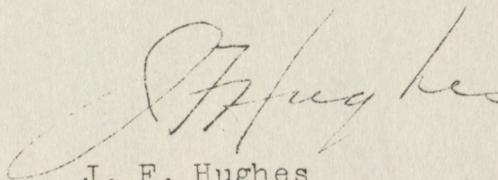
MEMORANDUM TO: All Division Heads, Operations Branch

As a part of our campaign on relocation, it will be helpful to have as many letters as possible from former residents of Topaz in which they tell of their own relocation experience.

Occasionally one of these former residents will write a letter to a division chief, section head, foreman, or a fellow worker in the division to which the writer had been attached while in Topaz.

Will you make every effort to have as many such letters as possible routed to the Project Director on a temporary loan basis or have copies made of that part of the letter which has to do with the writer's relocation experience.

Your cooperation in this matter is requested and appreciated.



J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 3, 1943

MEMORANDUM TO: All Division Heads

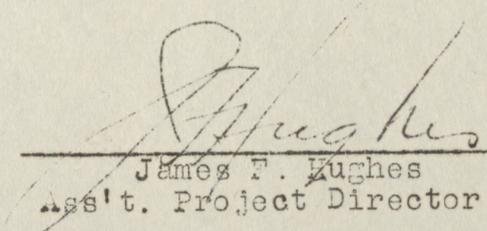
SUBJECT: Submission of annual and sick
leave requests.

Some misunderstanding regarding the submission of annual and sick leave requests is noted among the various divisions.

The laws regarding the submission of these slips requires:

1. That annual leave requests must be signed, approved and submitted (to the Personnel Office) for recording before an employee may leave.
2. Sick leave requests must be signed, approved, and submitted (to the Personnel Office) within 48 hours after the employee's return to duty.

Inasmuch as this Project must adhere to leave regulations, it is requested that all division chiefs instruct their staff that the above rules on annual and sick leave be read and conformed with.


James F. Hughes
Ass't. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 25, 1943

MEMORANDUM TO: All Division Chiefs And Section Heads

In Office Letter No. 4, Revised, copy of which is herewith attached, you will observe that the weekly narrative report is being discarded and a streamlined semi-monthly summary report substituted. These reports will be made on the second and fourth Thursdays of each month with the second report of the month serving as the monthly summary, thus eliminating the monthly narrative report. The new report form is in line with the need to conserve working personnel which is constantly being reduced through the relocation program.

It is suggested that you make each point brief and as concise as possible, more on the order of an agenda so that the points may serve as reminders for discussions in cabinet and planning board meetings, rather than detailing and including the discussion in the report itself.

These reports will be turned into the Project Reports Division not later than closing time on Thursday evening so that they may be summarized and consolidated for the over-all summary for the consideration of the project director.

The next report is due on June 10, 1943. The weekly narrative report for May 27, 1943, will be dispensed with this week.

James F. Hughes
Asst. Project Director

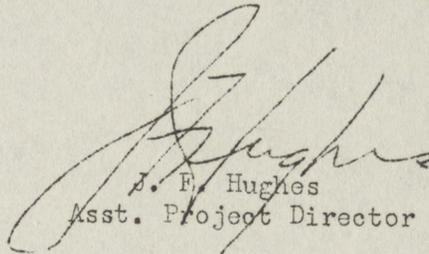
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 31, 1943

MEMORANDUM TO: Division Chiefs and Section Heads
SUBJECT: Use of Penalty Envelopes and Franks

Your attention is called to the fact that franked government envelopes and labels may not be used to transmit personal material through the mails.

Please remind your employees that franked government envelopes and labels are to be used only in furthering official government business.


J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Return to Mails & Files

June 11, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Submission of Receipts

In cases where individuals have obtained paid receipts for which reimbursement from the Agent Cashier's funds is requested, it will be necessary that these receipts be submitted promptly after expenditure of personal funds.

It is noted that in the past, paid receipts have been held as long as 60 days before submitting them for reimbursement.

Your cooperation in this matter will be appreciated.

Gilbert L. Niesse

Gilbert L. Niesse
Agent Cashier

Woolf

Goertzel

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 19, 1943

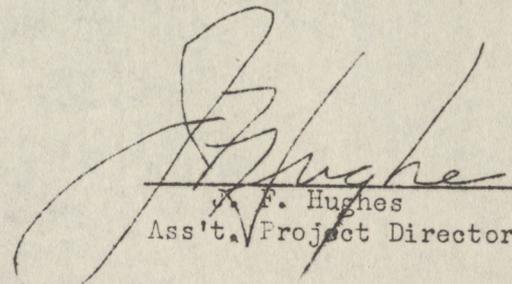
MEMORANDUM TO: All Division Chiefs and Section Heads
SUBJECT: Administrative Instruction #6, Revised

Reference is made to Administrative Instruction #6, Revised June 2, 1943, copies of which have been furnished all division chiefs and section heads.

In order that we can comply with the instructions contained therein, it is requested that division chiefs submit to Mr. Niesse three copies of each form (other than standard forms, OMI forms or WRA forms) currently being used. There should be typed on the form the division and section in which the form is being used, and also a brief explanation of its purpose.

If any of the printed forms now available as indicated on the list attached to Administrative Instruction #6 can be used in lieu of any mimeographed forms now in use, a notation to this effect should be shown on the forms which you submit.

Samples of forms should be submitted by not later than June 28.


J. F. Hughes
Ass't. Project Director

Tetrubko -

Please collect six copies of each form we are using and make 2 collections of 3 copies each. Thanks. J.F.S.

Done June 24/43.

Central Utah Project
Topaz, Utah

A H D

June 24, 1943

MEMORANDUM TO: Division Directors

SUBJECT: Meeting With Washington Office
Representative of Procurement
Division

Mr. Hal Stenz of the Washington, D.C. Office is spending a few days in the Project to interpret for us the provisions of the new procurement procedures in the Administrative Instructions No. 42.

Your presence will be appreciated at a meeting in my office at 1:30 to 2:00 P.M. on Friday, June 25 at which time Mr. Stenz will be available for advice and discussion.

Please feel free to bring with you any members of your staff who will benefit by this meeting, and it will be appreciated if you will send a representative in the event other matters prevent your presence.

Original signed by
J. F. HUGHES

J. F. Hughes
Asst. Project Director

JFH:CN

P. Griffin

CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 29, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads
SUBJECT: Monthly Report and Quarterly Report

Due to the manpower shortage within the center, and having in mind the streamlining of functions wherever possible consistent with efficient operation, the Washington Offices have approved a plan to carry forward the reports of progress in divisions and section in Topaz on a monthly and quarterly basis hereafter.

Recently the weekly narrative reports were streamlined and reduced to a semi-monthly basis. The same brief system of narrative reporting will be continued under the new plan for monthly reports. Please prepare and deliver to the Project Reports Office on the last day of each month, a narrative report which will cover activities according to the attached schedule.

On July 1st and October 1st, the third and fourth quarterly report for 1943 will be due. These will be prepared in more elaborate detail, as in the past, covering all developments of importance within the center during the previous three months.

Charles F. Ernst

Charles F. Ernst
Project Director

Post for
Faculty attention

Mr. Nuttall

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

JULY 26
1943

MEMORANDUM TO Section Chiefs, Department and
 Unit Heads

FROM Lorne W. Bell
 Assistant Project Director

SUBJECT "WORKING TOGETHER", Bulletin #1

From time to time, there will be issued from the office of the Chief of Community Management, numbered bulletins under the general heading of "WORKING TOGETHER". The subject will be a general discussion of the administrative function and its place in accomplishing the desired objectives and goals here in Topaz.

I. The function of the administrator is that process wherein all of the interests and relationships through which we attempt to get our job done come into focus at various critical points and which to insure that the aims of our program are progressively achieved. It--the administrative function--guides the process by which many staff people work together for common purposes.

II. Here at Topaz mutual understanding, sympathetic appreciation, fellowship at its best constitute the "climate" which make for the best in achieving the work to be done.

An understanding of the administrative function and our responsibility in that function operates best in this type of "climate".

III. Section chiefs, department or unit heads, will become competent persons in the use of the administrative function from the following factors if consciously understood.

A. An administrator, that is to say, a section chief, department head or unit head, needs to be alert about the real interests and concerns and demands of those who are members of the immediate staff under him.

B. The more able head of a unit or department or chief of section will make definite choices concerning the matters and responsibilities to which his staff should attend. There is so much work to be done, and there is so much immediacy here that administrators and staffs must be deliberate in timing and in making choices.

7/26/43

C. In any given staff of a unit or a department, every person should take part and both the popular and unpopular points of view should be given chance for expression.

D. The unit or department head or section chief should see that all essential facts are available in planning and directing the work of his staff. This should include the responsibilities of persons, WRA policies and other pertinent details which may be available.

E. The able administrator, whether he be an appointive or resident person should do everything in his power to improve working conditions and unity. It is in this type of atmosphere that the best work is accomplished.

F. A wise administrator will routinize and regularize all the procedures which can be standardized. This actually saves time and permits greater freedom for a higher degree of inventivity and sensitivity in meeting the needs of the community.

G. The section chief, department head, or unit head will be sure that responsibilities and delegated tasks are formally defined.

H. The administrator, irregardless of the people responsible to him, will set up instruments of reporting and accounting for work done as a part of the supervisory technique. The more competent unit or department head, or section chief will maintain a flexible organization in order that adjustments can be made in order to meet the shifting scenes here at Topaz.

In closing this first bulletin, may I call your attention to the fact that the responsibility of the administrator falls on the entire staff or unit thereof. It is recognized, of course, that there must be a chief or head of any operating unit. His is a greater responsibility.

To the extent that we recognize the above factors will determine our successful welfare of the operation of Topaz.

Lorne W. Bell
Assistant Project Director

LWB:hi

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

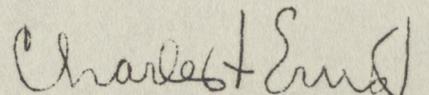
August 5, 1943

MEMORANDUM TO: Assistant Directors
and Section Heads

SUBJECT: Merit Rating Reports -
Resident Workers

Reference is made to the Merit Rating Board's memorandum to all Division Directors, dated April 6, 1943, regarding the preparation and submission of Forms MB-2, Report of Work.

Due to the pressure of work at the present time, Forms MB-2 for the quarterly period ending June 30, 1943 will not be required.


Charles F. Ernst
Project Director

Miss Linn Jaffe

*File
Ernst.*

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

August 16, 1943

MEMORANDUM TO: Assistant Directors, Section and Unit Heads

SUBJECT: Reiteration of the Center Procurement Policies

In accordance with Administrative Instructions No. 42 (Revised) May 20, 1943, all commitments for the procurement of materials, supplies and services (other than personal) must emanate from the Procurement Unit of the Supply Section.

Center personnel are hereby notified that commitments made in any other manner will be considered as the individuals personal obligation and the Vendor will be instructed by the Finance Section to bill accordingly.

There will be no exceptions made to these instructions from this date. This includes purchases made as emergencies at Delta, Utah.

Office Letter No. 3 dated September 15, 1942 stressed the fact that no employee, regardless of position, was authorized to commit this project to any purchase except through regular procurement procedure. There never has been a change in this policy.

Violation of the above instructions will not be permitted as we can no longer see justification for emergencies that the Project Procurement Unit cannot handle.

Charles F. Ernst.
Charles F. Ernst
Project Director

WARoden

Miss Griffin

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 24, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads
FROM: Operations Division
SUBJECT: Travel Outside Project Area

Effective immediately, all WRA vehicles traveling to any point outside the project boundary driven by evacuee drivers will be required to obtain proper signature on their trip tickets at the Motor Pool office before leaving the area.

This will enable the Motor Transport Section to consolidate transportation of persons and supplies from Delta, or elsewhere, and at the same time have a complete record of the equipment that has proper authority to leave the Center.

This plan has been instituted in collaboration with the Commanding Officer of the Military Police.

Charles F. Ernst

Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Return to Mails & Files

August 30, 1943

- N O T I C E -

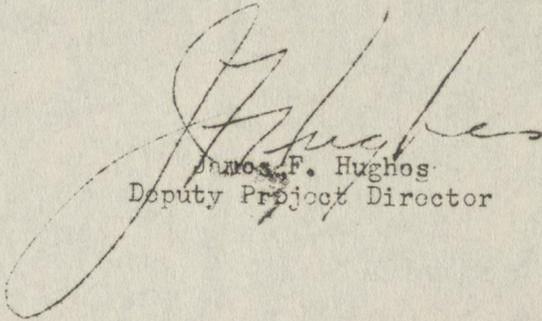
MEMORANDUM TO: Assistant Directors, Section and Unit Heads

SUBJECT: Transferee Files

Supplementing the manual of the "General Plan of Organization to Effect Transfer Program in the Central Utah Relocation Center" issued August 20, 1943, Section IV-H-1, which sets forth in part that certain files are to be delivered to the Deputy Director's office not later than August 30, 1943, should be amended to read:

"Files for the entire group of transferees are to be delivered to the Finance Building not later than August 30, 1943."

Please inform all of your key personnel specifically responsible for any type of files that are to accompany the train of the above change.


James F. Hughes
Deputy Project Director

Mr. W. M. SMART

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

August 31, 1943

MEMORANDUM TO: All Division, Section, and Unit Heads
SUBJECT: Time Reporting

On August 17 a memorandum was written to all Timekeepers on the project requesting them to report actual time worked. In order that a policy of this nature may succeed, it is necessary that appointive personnel in all Units lend their whole hearted cooperation to such a policy.

Since appointive personnel in all cases sign the time reports, the final responsibility for incorrect time reported rests with them. While it is true that in many cases the Unit Head might not have direct contact with each individual, nevertheless the over all practice by his employees of reporting for work late and leaving early is one that surely cannot escape their attention. For this reason when the time report is presented for signature it is the direct responsibility of the individual signing it to assure himself that the time being reported is correct.

Your cooperation in this regard will be appreciated.

Charles F. Ernst.

CHARLES F. ERNST
Project Director

Miss L. Taylor

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

September 3, 1943

MEMORANDUM TO: Section and Unit Heads

SUBJECT: Return of Government-Owned Tools Issued to
Workers

Inasmuch as Government-owned hand tools and other items of semi-expendable nature have been issued to residents who are leaving the project either through transfer to the Tule Lake Project, or on indefinite leave, it will be necessary to make a thorough check on the number of tools issued. The responsibility of maintaining records and accounting for semi-expendable goods issued to residents has been that of the section heads or appointive foreman, as the case may be. It will be necessary, therefore, that the residents be released of the accountability for the tools which they have obtained from appointive foremen, section or unit Heads.

To facilitate this service the storekeeper of each storehouse will compile a list of the names of the residents who have tools checked against them. Necessary receipts will be given the residents upon the return of the tools to the storekeeper.

Section Heads and Unit Heads should advise their respective storekeepers by not later than September 6 of the names of the residents being transferred to the Tule Lake Project, so that the storekeepers may ascertain what items are charged to each resident, and prepare a list of the same for the Section Heads or Unit Heads, as the case may be.

It is essential that functioning arrangements be made for checking property records of all persons leaving the project.

Charles F. Ernst

Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH WAR RELOCATION PROJECT
Office of the Project Director

September 11, 1942

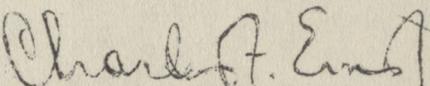
PROJECT ORDER NO. 1

Pursuant to authority vested in me as Project Director of the War Relocation Authority Project located at Topaz, Utah, otherwise known as the Central Utah War Relocation Project, I hereby establish the following wage scales.

Those occupations in the Dictionary of Occupational Titles of the United States Employment Service which are coded 0-0 through 0-3 and those occupations listed therein coded 0-7 through 0-9 plus the occupation of Foreman shall all be included in and paid according to the \$19.00 Monthly Wage Class. *

All other occupations listed in the Dictionary of Occupational Titles shall be paid in accordance with the \$16.00 Wage Class except that occupations in which training is formally being given or apprenticeships are being served the payment of wages shall be in accordance with the \$12.00 Wage Class while the training is being received or the apprenticeship served.

This order becomes effective September 11, 1942.


CHARLES F. ERNST
Project Director

* Where a \$19.00 position is set up, it is implied that the position carries either an administrative, supervisory, managerial, or professional assignment.

DISTRIBUTION
Assistant Director
Division Chiefs
Section Heads
Bulletin Board
Timekeepers

WAR RELOCATION AUTHORITY
CENTRAL UTAH RELOCATION CENTER
Topaz, Utah

September 17, 1943

MEMORANDUM TO: Division, Section, and Unit Heads
Division Cost Accountants

SUBJECT: Segregation Costs

We have just received information from Washington that all costs of segregation are to be charged to Account 40-6100.

Since the cost of this transfer must be accumulated as accurately as possible, we will appreciate the submittal of data covering any cost of segregation to the Cost Accounting Unit. Time of appointive personnel spent on segregation duties should be turned in by each individual in order that proper account may be made of it.

Your cooperation will be appreciated.

Gilbert L. Niesse

GILBERT L. NIESSE
Finance Officer

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Return to Mails & Files

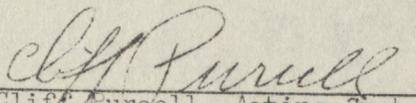
October 5, 1943

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

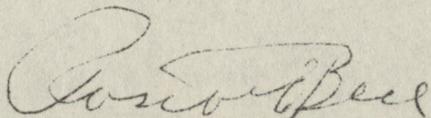
Effective immediately it will be necessary for all persons applying for WRA driver's license to first submit to an eye examination at the Hospital Optical Clinic. If satisfactory, the applicant will receive a note of approval from the examiner. With this approval and a request for driver's license from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

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

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


Cliff Purcell, Acting Supt.
Equipment Maintenance

Approved:


Roscoe E. Bell
Ass't. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

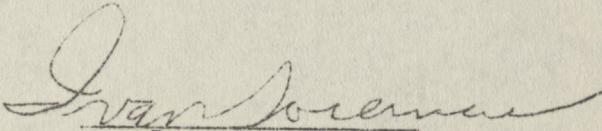
Return to Mails & Files

October 5, 1943

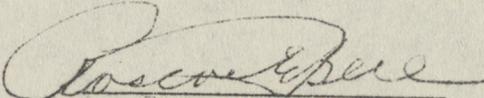
MEMORANDUM TO: All Section and Unit Heads
FROM: Motor Transport & Maintenance Section
SUBJECT: Panels on Trucks

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

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


Ivan Sorensen
Motor Pool Supervisor

APPROVED:


Roscoe E. Bell
Ass't. Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

October 12, 1943

MEMORANDUM TO: All Division, Section & Unit Heads

SUBJECT: Physical Inventory - As of October 15, 1943

Due to the transfer program, the physical inventory scheduled to be taken September 30 has been delayed. Therefore, it is desired that this inventory be taken as of October 15, 1943. The inventory is to be submitted on Form 108, Physical Inventory, in original and two copies to the Cost Accounting and Property Control Unit, Warehouse #121, not later than October 31, 1943.

The Senior Storekeepers, under the supervision of the Head Storekeeper, will inventory all materials and equipment in warehouses and yards including the Delta warehouse, but excluding all warehouses assigned to the Mess Management Unit. The Junior Property and Supply Officer will be responsible for taking the inventory of all expendable, semi-expendable and non-expendable materials and equipment in the warehouses assigned to the Mess Management Unit as well as the inventory of all non-expendable and semi-expendable equipment assigned to the Mess Halls.

All inventories must be arranged alphabetically by class, i.e.: non-expendable, semi-expendable and expendable. Certification that the inventory is a true physical count must be made by the storekeeper.

These inventories will be arranged by classes and alphabetized. The non-expendable property will cover the following:

- (a) Farm Equipment (except hand tools)
- (b) Construction and Public Works Equipment (except hand tools)
- (c) Automotive equipment (Passenger cars and trucks)
- (d) Automotive repair equipment (except hand tools)
- (e) Other forms of shop equipment, such as woodworking, metal working, etc.
- (f) Hospital equipment (except small instruments)
- (g) Office devices and machines, (including desks and chairs, staplers, pencil sharpeners, but not rubber stamps, pens, etc.)
- (h) Fire-fighting equipment
- (i) Mess and quarters equipment (furniture and furnishings)

The semi-expendable property will cover the following:

This property represents small hand tools and personal equipment. Hand tools will be limited to tools of the nature generally carried by an individual in the performance of his daily duties. Personal equipment will represent such items, arm bands, badges, caps, aprons, smocks, gloves, goggles, welders masks, rubber boots, fire helmets, raincoats, coveralls, overalls, jumpers, dishes, cutlery, kitchen utensils and etc.

If there are any questions regarding taking of this inventory that are not herein covered, kindly contact Property Control, Warehouse #121

Charles F. Ernst

Charles F. Ernst
Project Director

COMMUNITY GOV'T.

2-16
General

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 4, 1943

MEMORANDUM TO: Division, Section and Unit Heads ;

As you are probably aware, this Project has been assigned to perform a statistical job for the Washington office. This will require that we furnish approximately 50 tables and chairs.

Since this furniture is not available in our warehouse stock and it is felt that some sections or units may have tables or chairs surplus to their need, you are requested to make a survey and submit a Property Transfer on any tables and chairs considered surplus to your requirements.

Please submit this information to the Property Control Unit before November 10, 1943.

Charles F. Ernst
CHARLES F. ERNST
Project Director

Mr. R. Matta W

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

*Yamboo
Read + fill*

November 6, 1943

MEMORANDUM TO: All Section & Unit Heads

SUBJECT: Termination of Services - Resident
Workers

Effective immediately, when it becomes necessary in the future to terminate a worker due to a budget reduction, the discontinuation of an activity, or lay-off, a copy of the form attached should be completed and handed to the worker in person by the Section Head seven days in advance of the termination date. These forms are available at the Placement Office.

Due to the apparent confusion in regard to the assignment, transfer, and particularly the termination of workers, it is suggested that each Unit and Section Head review Office Letter No. 9.

The above instruction supplements those in Office Letter No. 9 in regard to terminations.

Charles F. Ernst

Charles F. Ernst
Project Director

Attachment

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

To _____

I.D.# _____

Address _____

Date _____

This is to inform you that your services will be terminated on _____ for the reason indicated below. If you have compensatory time due, it will be paid according to WRA regulations.

_____ Reduction in force

_____ Failure to report on job

_____ Activity discontinued

_____ Discharged

Reason _____

Orig. copy: Worker

1st copy: Section

By _____

Section _____

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

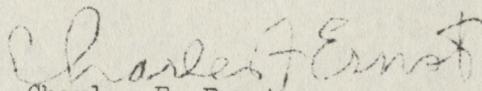
November 13, 1943

MEMORANDUM TO: All Division, Section, and Unit Heads
FROM: Property Control
SUBJECT: Proper Disposition of Broken Non or Semi-Expendable
Property

For your information the following procedure is prescribed for the handling of non-expendable or semi-expendable property which has been rendered unfit for further use.

When any item of non or semi-expendable property which has been charged to a division, section, or unit is lost, stolen, broken, or otherwise rendered unserviceable, the head of such unit is required to report such facts as are available to the Property Control Unit, requesting that survey action be taken.

Your cooperation in this matter will be appreciated, since it will expedite clearance of persons held responsible.


Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

File Copy

Return to Mails & Files

In reply, please refer to:
ADM--Cost Unit

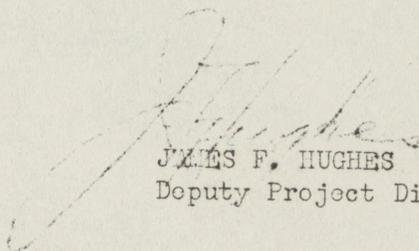
November 15, 1943

MEMORANDUM TO: Division Chiefs, Section and Unit Heads

SUBJECT: Additional Funds For Budget

In order to have sufficient funds to cover the employment over the Washington allotment of 2620, it will be necessary that lists be furnished the Cost Accountant showing the names of employees to be terminated or who are on terminal leave since November 1 on the basis of the project approved employment quotas together with notation of their last day of duty.

These lists must be furnished at once as the employment figures exceed the budget and additional funds must be secured before we can process the balance of the payrolls for the quarter.


JAMES F. HUGHES
Deputy Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 18, 1943

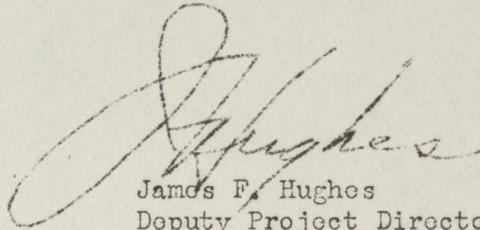
MEMORANDUM TO: Section Chiefs and Unit Heads

SUBJECT: Daily Time Reports

The Daily Time Reports occasionally are being held by Appointed Personnel several days before signing, approving, and sending to the Cost Unit. This disrupts the daily work program of the Cost Unit and prevents them from submitting reports on time schedules.

The Daily Time Reports should be checked, signed, and forwarded to the Cost Unit the day following the period covered by the report.

Your prompt attention to this matter will be appreciated.



James F. Hughes
Deputy Project Director

cc. Mr. Roscoe E. Bell
Mr. Raymond P. Sanford

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

File Copy
Return to Mails & Files

Operations Division

November 22, 1943

MEMORANDUM TO: Section Chiefs

Mr. Ernst has advised you of my designation as Mileage Administrator of this Project. It is imperative that we put into effect immediately ways and means of reducing gasoline consumption on this Project. If we fail to materially reduce gas use it is very probable that an arbitrary reduction will be made by order of the O.P.A. and O.D.T.

I believe it is possible for us to reduce the amount of mileage without curtailing the motor vehicle service on the Project. In fact, I believe we can materially improve the service of our Motor Pool. There are several loopholes which have been observed in regards to the transportation situation on the Project. I have listed the most important of these below, together with the steps which must be taken to improve the situation:

1. Lack of control of permanently assigned vehicles. Some vehicles permanently assigned to a Section Chief are used by a number of members of his staff sometimes without a sense of responsibility for keeping the mileage to a minimum.

The Motor Transport & Maintenance Section will report cases of observed questionable use of motor vehicles to the Section Chief responsible so that he may check on the authorization for this use. If the Section Chief cannot adequately control the use of the vehicle, provision will be made for use of Carrier Service with a regularly assigned driver.

2. Much equipment without night work passes remains out of the pool beyond working hours. This constitutes a temptation for the driver to use the equipment for miscellaneous private or semi-official trips.

Internal Security will report all cases of unauthorized night use of equipment to me. This will be called to the attention of appropriate Section Chief for action by members of his staff. Persistent unauthorized night use of vehicles will necessitate revocation of the operator's license.

November 22, 1943

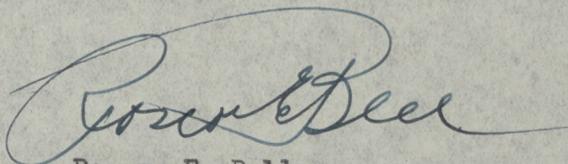
3. Unnecessary trips to Delta. Although these trips have been reduced considerably there are still cases when a little advance planning will permit combination of official trips to Delta.

When a trip to Delta is anticipated Carrier Service, 35, should be notified immediately (not less than two or three hours before the trip is to be taken). Please provide the Carrier with sufficient information on the time and length of the trip and number of passengers so that he can arrange for transportation of other passengers at the same time.

4. Distant Trips. Government regulations requires that common carriers shall be used wherever this is possible. Convenience or saving in time which can be effected by use of motor vehicle is not considered adequate reason for use of a car. There are, however, certain trips which must be taken by car because of inadequacy of common carrier transportation. There have been several instances where a little thought would have saved a distant trip or would have permitted two or more people to take the trip together.

Please notify the Motor Pool as far in advance as possible of the anticipated trip so that these trips may be planned most effectively. Every distant trip should be fully justified in writing so that our records will stand inspection.

Complete records of all trips must be maintained. Therefore, the Section Chief requesting the use of equipment should fully describe and justify the use of the equipment on the Trip Tickets, Form WRA-159. No vehicle will be permitted to leave the motor parking area without Trip Tickets. This is a protection to the operator of the vehicle.



Roscoe E. Bell
Assistant Project Director

File Copy

Return to Mails & Files

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

Operations Division

November 23, 1943

MEMORANDUM TO: Section Heads

We have been fortunate in being able to make arrangements for a drivers' training course. The instructor for this course is Mr. W. H. Mackay of the State School Office. Mr. Mackay has been doing this type of work in Army camps and with civilian employees at Hill Field and other private and public agencies.

The course which is being offered is an intensive training course designed to develop motor operators who will be able to train additional operators after taking the course. Because of the importance to the Project of maintenance of equipment I am requesting that you select one driver from each unit of your operation to take this course which will be a full-time course extending over the next 2½ weeks. (On payroll during course).

The persons selected to take the course should be men who are interested in getting some intensive training. They should also be the type of individuals who will have the time and interest to train other drivers in their particular unit. The person selected should report for their first class at Block 2-11-B at 9:00 a.m. Friday morning, November 26. It is suggested that members for this class be selected from the following units in the numbers indicated:

AGRICULTURAL SECTION:

- Beef Unit..... 1
- Truck Crop Unit..... 1
- Poultry Unit..... 1
- Hog Unit..... 1
- Tractor Unit..... 1

ENGINEERING SECTION:

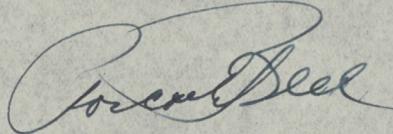
- Construction Unit..... 1
- Maintenance Unit..... 1
- Irrigation & Roads Unit..... 1

FIRE PROTECTION SECTION..... 1 or 2

HOSPITAL..... 1 or 2

COMMISSARY..... 1
INTERNAL SECURITY..... 1 or 2
MOTOR POOL..... 2
CARRIER..... 1 or 2

During the course of the training it will be necessary to have available a motor vehicle for use part of the time. This course provides a rare opportunity for high quality training which will result in much greater service to the Project.



Roscoe E. Bell
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Miss Gonzales

JFH

November 23, 1943

MEMORANDUM TO: Section and Unit Chiefs

SUBJECT: Office Equipment

On November 4, 1943 the Project Director issued a memorandum asking that a survey be made of furniture assigned to the various units, a copy of which is attached. The response to this request has been disappointing thus far.

It seems that the gradual decrease in personnel from approximately 3900 to the present 2800 should release not only chairs and tables but also desks, office machines, etc. For this reason you are again asked to make a careful survey of your requirements and return to the Warehouse any equipment considered surplus to your needs.

Your early compliance with this request will be appreciated.

Check Monday

J. Hughes
JAMES F. HUGHES
Deputy Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

November 4, 1943

MEMORANDUM TO: Division, Section and Unit Heads

As you are probably aware, this Project has been assigned to perform a statistical job for the Washington office. This will require that we furnish approximately 50 tables and chairs.

Since this furniture is not available in our warehouse stock and it is felt that some sections or units may have tables or chairs surplus to their need, you are requested to make a survey and submit a Property Transfer on any tables and chairs considered surplus to your requirements.

Please submit this information to the Property Control Unit before November 10, 1943.

Charles F. Ernst
CHARLES F. ERNST
Project Director

Fire Protection Section

November 23, 1943

File Copy
Return to Mails & Files

MEMORANDUM TO: James F. Hughes,
Deputy Project Director

FROM: Samuel V. Owen
Fire Protection Officer

ATTENTION: Occupants of Staff Apartments

1. A fire extinguisher is being placed in each staff apartment for use in case of fire. These extinguishers contain plain water.

TO USE: Direct nozzle toward the fire and operate pump.

Keep the extinguisher full of water and protect from freezing.
2. Chemical extinguishers are placed in each water heater room.

TO USE: Turn upside down and direct nozzle toward fire.
3. Do not use your furnace room as a place for storage. The limited space inside these rooms makes this practice a possible means of spreading a fire.
4. In case of fire call the Fire Department and give correct location of fire.

Samuel V. Owen
Samuel V. Owen,
Fire Protection Officer

Approved:

Roscoe E. Bell
Roscoe E. Bell,
Assistant Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 8, 1943

MEMORANDUM TO: All Property Control and Warehouse Personnel

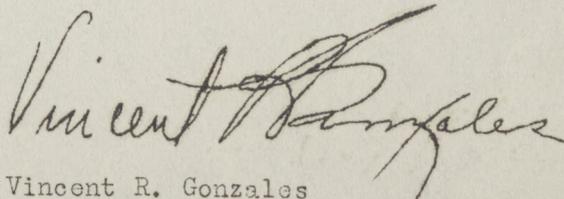
SUBJECT: Delta Warehouse

Recently a misunderstanding as to the exact status of the Delta Warehouse has come to my attention. It appears that we are not all in agreement as to the functions of the Delta Warehouse.

This memorandum is intended to clarify all matters connected with the above.

1. The Delta Warehouse will operate exactly as though it were located in Topaz.
2. Items coming into the Delta Warehouse for storage at Delta from outside shippers will be tallied by the Delta Warehouse and a Property Transfer will be effected in order that the items may be taken into their records.
3. Items received by the Delta Warehouse for immediate transmittal to the Project at Topaz for storage will require the preparation of a manifest tally-in only. The final tally-in will be prepared by Warehouse 101 and Property Transfer in this case will be effected to the Warehouse designated for storage.
4. Items transferred in wholesale lots or large quantities to another storehouse on the Project will be made by means of inter-warehouse Property Transfer.
5. Items issued direct to the job from the Delta Warehouse should be issued on Material Issuance Tickets exactly the same as prescribed for all other Project storehouses.
6. On items received at the Delta Warehouse the destination of which is any one or several of the farms or any point other than a project warehouse the final tally-in will be prepared at the Delta Warehouse.

It is believed that the above covers all points on which there has been a question. If not, please advise this office and further information or instruction will be furnished.


Vincent R. Gonzales
Assistant Cost Accountant

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

File Copy

Return to Mails & Files

December 13, 1943

MEMORANDUM TO: Section and Unit Heads
SUBJECT: Office Equipment

On November 4 this office issued a memorandum requesting that a survey be made of equipment assigned to the various units, and that any considered surplus to your needs be returned to the Warehouse.

This letter was followed up by one dated November 23. A few sections very conscientiously surveyed their requirements and requested the Warehouse to pick-up items not essential to their need at the present time. The vast majority has completely disregarded my memorandum.

I am asking each section and unit head to personally see that this survey is made, and that Property Control be informed of the result whether or not any equipment of any nature whatsoever is available for return.

Your cooperation in this matter is urgently solicited.

Charles F. Ernst
CHARLES F. ERNST
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

File copy.
Return to Mails & Files

December 22, 1943

MEMORANDUM TO: Division, Section, Unit Heads
All Appointive Staff, and Block Managers

SUBJECT: Physical Inventory - As of January 3, 1944

Regulations require a physical inventory be taken quarterly of all Government owned property on the Project. The inventory for this quarter will be taken as of January 3, 1944 and submitted on Form WRA-108, Physical Inventory, in original and three copies, to the Property Control Unit, Warehouse 121, not later than January 15, 1944.

Senior storekeepers under the supervision of the Head Storekeeper of the Property Control Unit will inventory all material and equipment in warehouses and yards including the Delta warehouse, with exception of warehouses assigned to the Mess Management Unit. All warehouses will be closed beginning January 3, 1944 until the inventory is completed except for issuance of justified emergency items. In no event will warehouses remain closed for a period exceeding three days.

The Commissary Junior Property and Supply Officer is responsible for taking the inventory in warehouses assigned to the Mess Management Unit. The Project Steward is responsible for the inventory of non and semi-expendable property at the mess halls. The Block Managers are responsible for submitting inventories of Non and Semi-expendable property in their blocks. Division, Section, and Unit heads are responsible for submitting the inventory of Non and Semi-expendable property assigned to their respective units. Each member of the appointive staff having furniture assigned should submit an inventory of such furniture and household equipment.

Inventories must be arranged alphabetically by class, ie; Class A, non-expendable property; Class B, semi-expendable property; and, Class C, expendable property. Memorandum Receipts charging the property to the individual or unit may be used as a guide in giving correct nomenclature, price, and description. Whenever available description should include the WRA number assigned to each item. A certification should be typed on the last page of each inventory as follows: "I hereby certify that to the best of my knowledge this inventory consisting of _____ pages and aggregating \$ _____ is true and accurate as to description, physical count, and unit prices.

Signature

Title

Since the above certification must be made, all inventories should be priced, if possible, before submission. The Property Control Unit will furnish assistance in pricing where necessary. Non-expendable property covers the following:

- (a) Farm Equipment (except hand tools)
- (b) Construction and Public Works Equipment (except hand tools)
- (c) Automotive equipment (Passenger cars and trucks)
- (d) Automotive repair equipment (except hand tools)
- (e) Other forms of shop equipment, such as woodworking, metal working, etc.
- (f) Hospital equipment (except small instruments)
- (g) Office devices and machine, (including desks and chairs, staplers, pencil sharpeners, (but not rubber stamps, pens, etc.)
- (h) Fire-fighting equipment
- (i) Mess and quarters equipment (furniture and furnishings)
- (j) All books

Semi-expendable property covers the following:

Hand tools and personal equipment. Hand tools are limited to tools of the nature generally carried by an individual in the performance of his daily duties, also dishes, cutlery, kitchen utensils, etc. Personal equipment will represent such items as arm bands, badges, caps, aprons, smocks, gloves, goggles, welders masks, rubber boots, fire helmets, raincoats, coveralls, jumpers, etc.

Your cooperation in connection with the taking of this inventory is solicited. Any information regarding inventories not covered by this memorandum may be secured by writing or telephoning Property Control, at warehouse #121. Telephone #22.

J. F. Hughes
J. F. Hughes

Deputy Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

U.S. Memo.

December 30, 1943

MEMORANDUM TO: Section and Unit Heads
FROM: Charles F. Ernst, Project Director
SUBJECT: Relocation Family Interviews

You or members of your staff may be called upon to play an important part in the family unit interviews which are to be undertaken in Topaz as a part of the over-all program of WRA in determining the problems which face residents of the center in planning their long term future.

This effort will require time from each person who is selected to assist. It is of such importance that it should be given number one priority. Details will be worked out so that it will be of least inconvenience to you, but I will count on each of you to give of your own time when called upon and to see that those under your supervision are relieved of their regular duties for such time as their services are needed.

Charles F. Ernst.

Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

December 31, 1943

131
file copy
Return to Mails & Files

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: 1945 Budget for Personal Services, Appointive and Resident

The following instructions for appointive and resident personnel must be adhered to in preparing the Personal Services Estimates for the fiscal year 1945. These instructions are to assure uniformity of presentation of our budget to Washington as well as to assure that every section is given every opportunity of presenting its program to the fullest. Keep in mind that the WRA program is now over a year old, and whereas in the past we were liberally treated by the Bureau of the Budget and Congress, it will now be necessary, on the basis of our past year's experience, to fully justify every phase of our program.

A. The following instructions are to be observed in preparing the evacuee Personal Services Estimates:

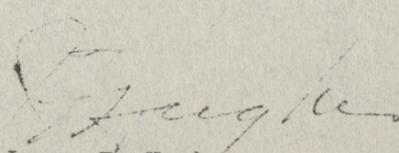
1. Note that on the Personal Services Estimates for Evacuees form, under "Estimated - 1945" the column indicating "Man Years" should be changed to "Number of Positions."
2. The columns indicated "Estimated - 1944" may be left blank and the Finance Section will complete the estimates.
3. In listing the grade and title, all \$19 positions should be listed first, followed by the \$16 and \$12 positions for 1945.
4. In the event that you requested in your third quarter budget a job that wasn't approved by Washington and a job description and justification was submitted at that time, please submit a duplicate of that job description and justification, indicating at the top of the sheet that this job was asked for in the third quarter budget.
5. Note that on Page 5 of the Washington instructions, complete justifications are necessary for all personnel requested. This justification should cover all activities, giving examples of work performed on some comprehensive basis. It is recommended that these justifications be made on a unit basis.
6. If you have not, at this time, received a complete set of forms for completing your estimates, those forms can be obtained from Mr. Boyce in the Finance Section.

B. Appointive Personnel. In preparing the Appointive Personnel Service Estimates, do not overlook the following points in the instructions issued by Washington:

1. List all positions filled as of November 30, 1943, as well as all positions filled after November 30. In both these instances it will be assumed that they will be filled to the end of this fiscal year.
2. Estimates for 1945 can then be based upon your estimates as of June 30, 1944, and whatever change you contemplate for the 1945 budget. Note that if any position which has a basic annual salary of \$3200 or more has not been filled during 1943-44, it is not to be listed. In this respect, be guided by what possibilities you think there is of filling the job during the balance of the 1944 fiscal year.
3. Prepare an over-all justification for your appointive personnel on a unit basis, giving as clearly as possible the work load to be carried by that unit in detail.
4. If you have any temporary employees in your section, justification must be shown separately.

C. General Instructions:

1. The basis of your computations for personnel must be based upon a population of 6390 for the fiscal year 1945. It should be kept in mind that unless your work load is of a constant nature, that provision should be made for curtailment due to a decrease in population.
2. All personnel justifications and budget requests must be completed by January 8, 1944.
3. During the first week in January, meetings will be held by the Finance and Personnel Sections of the Administrative Management Division with each of the divisions where full instructions will be given for the preparation of your 1945 fiscal budget.
4. The section heads should have thoroughly reviewed the instructions from Washington and come to the meeting prepared to ask any questions where full clarification has not been obtained in order that a minimum amount of time may be spent in the meeting to giving out the general instructions in the preparation of the budget.
5. If, in your preparation of your Personal Services Estimates, you have any questions to ask, direct questions on resident personnel to Mr. Campbell and questions on appointive personnel to Mr. Lafabregue in the Personnel Section.


James F. Hughes
Deputy Project Director