

H 7.11

67/14
C

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

May 20, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 12
- b. Temporary - 10
- c. Evacuees - 1290
 - Kitchens - 504 Women
 - 639 Men
 - Commissary - 45
 - Chef Steward's Office - 6
 - Repair Section - 55
 - Motor Pool - 27
 - Trans. & Supply - 14
- d. Adequacy of personnel
 - At this time about 50 additional employees needed in the dining halls. In the Motor Pool about six additional drivers needed if we are to handle the gravel haul.

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Repair Section:

- a. Fifty-six units turned in for repair during the past week have been put back into service. Most of these were, of course, minor repair jobs. Twenty-one units received full service job.
- b. A large street-sprinkling outfit was put into service the past week, and we anticipate that two more will be put into service within the next ten days.
- c. The 2,000-gallon underground storage tank has been received for the Service Station, and this unit is being moved to the new site South of the Garage building.

May 20, 1943

Motor Pool Section:

This Section is not functioning very smoothly at this time; however, all of the personnel in the Motor Pool and Garage Sections are being brought together today at a meeting, and we believe some of the difficulties will be ironed out.

7. A FORECAST OF PROJECTED ACTIVITIES:

We are planning to put from six to eight dump trucks on gravel haul permanently, and believe that we can accommodate about two blocks in addition to other necessary gravel supply, which would enable us to recommend the elimination of block gravel project Saturday afternoons and Sundays. Although we have endeavored to maintain close supervision of the use of these dump trucks over week-ends, we find each Monday morning that from two to four units are out of service. This increases the burden on the Repair Shop, and in addition to this the services of these units for two or three days are lost. We believe there would be a net gain if we can get this gravel project into operation.

Roy Potter, Chief
Transportation & Supply

RPotter/s - 5/20/43

Central Utah Project
Topaz, Utah

September 30, 1943

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 5
- b. Temporary 0
- c. Residents
 - Motor Repair Shop 26
 - Motor Pool 22
- d. Indefinite Leaves 2
- Seasonal Leaves 7
- e. Adequacy of Present Personnel

The present personnel is not adequate to our needs which is expected at this time. However, this condition is only temporary and is a help to us in reorganizing this Section.

2. Current Work:

- a. The Tule Lake transfer program has been completed as scheduled with the exception of freight which we expect to handle as it comes in. Owing to the extra amount of freight arriving in Delta, we have organized a crew of twenty volunteer freight handlers which we expect to use for at least two weeks.
- b. Equipment repaired, steam cleaned, and lubrications:

	In Shop	Completed	Incomplete
Stakes	55	47	8
Pickups	14	10	4
Dumps	11	6	5
Cargoes	4	4	-
Passenger Cars	16	14	2
Buses	4	4	-
Tank Truck	2	0	2

Monthly Report

September 30, 1943

	Steam Cleaned
Stakes	11
Dumps	1
Pickups	3
Passenger Cars	3
Cargoes	1
Bus	1
Motor	1

	Lubrications
Stakes	17
Dumps	1
Pickups	6
Cargoes	3
Passenger Cars	5

c. Distant Hauling:

	No. of Trips	Approx. Mileage
Fillmore	10	1250
Richfield	2	480
Salt Lake City	2	650
		<u>2380</u>

3. Supplies and Materials Needed:
We are badly in need of some kind of shelter for the Steam Cleaner and Lubrication Departments. Failure to construct these will force us to discontinue these services during the winter months.
4. Problem Agenda:
No comment.
5. Recommendations:
No comment.
6. Projected Activities:
Beginning October 1st when we will be building our personnel up to the new schedule, we are reorganizing our Section so that we may operate more efficiently and with less trouble than heretofore.

Yours very truly,

Cliff Purcell
Cliff Purcell, Acting Supt.
Equipment Maintenance Section

CP/k

Central Utah Project
Topaz, Utah

October 29, 1943

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 5
- b. Temporary 0
- c. Residents
 - Motor Pool 30
 - Motor Repair 35
- d. Indefinite Leaves 0
- Seasonal Leaves 4
- e. Adequacy of Present Personnel
More workers are needed in the Lubrication, Blacksmith, and Repair Shop. The Heavy Duty, Tire Shop, and the Motor Pool have adequate personnel at this time.

2. Current Work:

- a. Now that the freight movement has been completed, this Section will be able to do all the work of dismantling and transporting buildings and material from the Calio CCC camp.
- b. Kindling delivery is moving forward. All requests are being handled by the Motor Pool.
- c. Equipment inspection has been organized. Our goal will be to have all vehicles checked for safety to life and property every forty-five days. Although the Motor Repair work is behind schedule at present, we believe we have an interested and willing group of mechanics and results will prove this fact in the very near future.
- d. The following is a record of trips made in October originating from the Motor Transport & Maintenance Section:

	No. of Trips	Approx. Mileage
Calio	20	2680
Fillmore	9	1044
Provo	3	735
Richfield	6	1560
Salt Lake City	5	1800

Monthly Report

October 29, 1943

e. Equipment repaired, steam cleaned, and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	81	70	11
Pickups	22	19	3
Dumps	18	13	5
Cargoes	5	3	2
Passenger Cars	35	30	5
Panels	2	2	0
Ambulance	1	1	0
Buses	1	1	0
Semi-Trailer	2	2	0
<u>Lubrications</u>			
Stakes		20	
Pickups		5	
Cargoes		2	
Passenger Cars		4	

The Steam Cleaner is not in operation due to the lack of the motor starting coil.

3. Supplies and Materials Needed:

- a. No doubt our greatest problem has been in the securing of all the necessary parts for so many different models and types of equipment. The Procurement Division is making every effort to fill our requisitions, but many items are not available. These are usually backordered and this causes considerable delay. We receive supplies from Fort Douglas and the Ogden Arsenal which has been a major factor in our being able to keep many vehicles from the deadline.
- b. The building over the lubrication hoist which is now being constructed is greatly appreciated by the entire Section. More working space for the Heavy Duty Shop will be provided when we assemble the CCC building set aside for the Garage. In addition to this, we plan to have a Paint and Body Shop. The Blacksmith Shop should have more space and a cement flooring. Plans should be made to correct this situation as soon as possible.

4. Problem Agenda:

The greatest problem we have to work out in this Section is to educate the drivers of all WRA equipment the responsibility of maintenance on the part of the operators. Without this cooperation from every driver I doubt if we can continue to operate on such a large scale. This means also that Division chiefs and section heads should assist by carefully planning all trips and



Monthly Report

October 29, 1943

warning drivers within their Section when misuse of equipment is noticed.

5. Recommendations or General Suggestions:
No comment.

6. Projected Activities:
The work at Calio is moving along satisfactorily. We should have the transportation job completed by the latter part of November. We are hauling an average of 12,000 feet of lumber from Richfield, Utah per week.

Original Signed by
CARL L. ROGERS

Carl L. Rogers, Supervisor
Equipment Maintenance

CLR/k

WAR RELOCATION AUTHORITY

Central Utah Project

November 29, 1943

TO: Mr. Charles F. Ernst
 FROM: Motor Transport & Maintenance Section
 SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 5
- b. Temporary 0
- c. Residents
 - Motor Pool 25
 - Motor Repair 48
- d. Indefinite Leaves 3
- Seasonal Leaves 5
- e. Adequacy of Present Personnel
 We are in need of two welders in the Blacksmith Shop.

2. Current Work:

- a. All the buildings and material from Callao will have been transported to Topaz by December 1st.
- b. Project Warehouse is following through on having four men to assist in loading coal on dump trucks for the Hospital.
- c. All but three tractors are operating. T40, D2, and the Cletrac are in the shop awaiting parts which have been ordered.
- d. All types of work in this Section is satisfactory and every worker is doing his part. If we can secure the necessary car and truck parts, we have the mechanics now to do the work.
- e. The following is the record of trips made in November:

	<u>No. of Trips</u>	<u>Mileage</u>
Callao	20	3000
Ely, Nevada	1	350
Fillmore	14	1624
Mt. Pleasant	2	390
North Canyon	3	300
Ogden	1	432
Provo	2	490
Richfield	3	780
Salt Lake City	5	1800

Monthly Report

November 29, 1943

f. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	73	67	6
Pickups	11	9	2
Dumps	5	3	2
Cargoes	5	5	0
Passenger Cars	19	12	7
Panels	1	1	0
Ambulance	2	2	0
Buses	2	0	2
Semi-Trailer	4	2	2

	<u>Lubrications</u>
Stakes	22
Pickups	7
Dumps	1
Cargoes	3
Passenger Cars	10
Panels	0
Ambulances	2

3. Supplies and Materials Needed:

- a. We have submitted a large requisition to Fort Crook, Nebraska for parts for older model trucks and cars.
- b. A requisition for used parts of tractors, cars and trucks have been completed. This will go to Denver some time next week.
- c. A large requisition for shop equipment and tools has been made. Most of these were recommended by Mr. Wutschel.
- d. Our storeroom stock of tires, batteries, welding rods, and lubricants are good.
- e. The steam cleaner is not in operation due to the lack of the motor starting coil which Mr. Davies has ordered and expects delivery soon.

4. Problem Agenda:

Incorrect driving of all WRA equipment is still our greatest problem. The driver's training course will no doubt improve this condition somewhat. The fact that driver's maintenance is the main subject in nearly all sections when meetings are held will do a lot towards this problem.

Monthly Report

November 29, 1943

5. Recommendations or General Suggestions:
We hope that the Project Warehouse can see their way clear to take over the Parts Room within a short time, thereby enabling this Section to put more effort towards transportation and equipment maintenance.
6. Projected Activities:
No comment.

Original Signed by
CARL L. ROGERS

Carl L. Rogers, Supervisor
Equipment Maintenance

CLR/K

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

November 29, 1943

MEMORANDUM TO: Mr. James F. Hughes
Deputy Project Director

SUBJECT: Monthly Summary Report for November, 1943;
Finance Section

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent (Indefinite GS Appointment) 27
- b. Temporary (Per Diem) 0
- c. Residents 240
- d. Indefinite Leaves for this period 6
- Seasonal Leaves for this period 3
- e. Adequacy of present personnel. The following vacated positions now exists in the Finance Section:

1 Head Storekeeper	CAF-5
1 Asst. Auditor	CAF-7
1 Cost Accountant Clerk	CAF-5

- f. Mr. Claude M. Burton, Jr. Cost Accountant resigned November 24, and he is being replaced by Mr. John W. Orton who is being reclassified from Cost Accounting Clerk. Mr. Wade W. Calder is being transferred from the United States Engineer, Salt Lake City, effective December 1. He will occupy the position of Senior Fiscal Accounting Clerk, CAF-5, in the Budget and Accounts Unit. Mr. Kenneth W. Scoopmire, Jr. Fiscal Accountant, has received his notice from the Selective Service Board to report for induction, December 7. If he is actually inducted, the position which he vacates will be listed with the Civil Service Commission.

2. CURRENT WORK:

- a. Budget. Considerable time, the last three weeks, has been devoted to preparation of third quarter budget request. Personal contact has been made with the

various division and section heads to review the prescribed procedure as outlined in Paragraph 20.2 of the WRA Manual. The budget estimates from the various offices are to be in our hands November 27. We, also, received instructions for preparation of our Fiscal Year 1945 Budget Estimates. As soon as the third quarter budget is released, the various forms and estimates for the 1945 budget will be prepared for distribution to all the sections.

- b. Audit of Annual and Sick Leave Records. An audit of annual and sick leave records was started this month. A number of errors have been picked up in this audit and an effort is being made to correct all leave cards in accordance with the prescribed procedure. A check, also, was made of the timekeeping procedures for the appointed personnel, and it was found that there was lack of appreciation of understanding of the various supervisors of their responsibilities in this regard.
- c. Resident Payrolls, October, 1943. Resident payrolls for the month of October were processed by the Tenth of November.
- d. Clothing Allowances. No clothing allowance orders have been processed so far this month. The first group of orders were received from the Welfare Section on November 26.
- e. Cost Reports, October, 1943. Completion of Cost Reports for the month of October has been delayed, however, we expect to transmit them to the Washington office by December 1.
- f. Property Control and Warehouse Unit. There has been considerable improvement in this Unit since Mr. Gonzales assumed his new duties. Rearrangement of warehouse stocks is about 75 per cent complete. Effective November 22, the Warehouse Unit accepted certain responsibilities for the unloading of materials, supplies, and equipment at the Delta railhead and during the week unloaded sixteen freight cars. In view of the fact that the Agriculture workers, who had been assigned to the unloading of wheat at the railhead, refused to continue with their work, it was necessary for the warehouse personnel to take over this responsibility. Due to some misunderstanding in the Agriculture Section, the poultry workers refused to unload the wheat after it had arrived at the farm which ~~was~~ contributed to the delay in the unloading of the car with result that

demurrage has accrued.

3. SUPPLIES AND MATERIALS NEEDED:

There does not seem to be a shortage of materials and supplies at the present. There is, in fact, a surplus amount of cement on hand and part of it was declared surplus to the needs of this Project. The Operations Division has been requested to make a review of their future construction and maintenance plans with the objective in mind of declaring surplus any property which will not be used within a reasonable period of time.

4. PROBLEM AGENDA:

- a. Signing of Daily Time Reports. We are still experiencing difficulty with some of the sections in that they are not signing Daily Time Reports promptly; some reports are held for three or four days. The failure to approve Time Reports promptly results in delay in posting to the time records. When such a delay occurs that at the end of the month, it results in a late pay day for the resident workers.
- b. Commercial Bills of Lading. We are experiencing some difficulty in the prompt conversions of Commercial Bills of Lading to GHLs. This subject was covered in my recent memorandum to you suggesting that the Procurement Unit in effecting purchases f.o.b. shipping points transmit a Government Bill of Lading to the vendor instead of requesting shipment on Commercial Bill of Lading.
- c. Prompt Submission of Annual and Sick Leave Records. Some appointed personnel are lax in submitting promptly annual and sick leave requests with the result that there now exists several discrepancies in the official leave records. As stated under 2-b above, an audit is now being made of leave records and the time reports. It is suggested that this subject be discussed at a future Cabinet Meeting.

5. RECOMMENDATION OR GENERAL SUGGESTIONS:

It is suggested that information be distributed throughout the Project concerning the procedure necessary for the shipment of household goods by individuals who are relocating. There have been several occasions in the past where residents have relocated and have left household

goods in the Project Warehouse without making any definite arrangements for future shipment. This matter will be discussed with the Evacuee Property Officer in the near future.

6. PROJECT ACTIVITIES:

An audit of the stock cards and other related records of the Motor Transport and Maintenance Section will be made during the month of December.

Gilbert L. Niesse
Finance Officer

GLNIESSE:tm

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 28, 1944

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- | | |
|----------------------------------|----|
| a. Permanent Appointment | 4 |
| b. Temporary | 0 |
| c. Residents | |
| Motor Pool | 42 |
| Motor Repair | 46 |
| d. Indefinite Leaves | 2 |
| Seasonal Leaves | 1 |
| e. Adequacy of Present Personnel | |
- We are very much in need of appointed personnel to fill vacancies now opened. Mr. T. H. Dennison has filled the Heavy Duty Truck Driver position and is now acting as night man at the Motor Pool from 4 p.m. to 12 midnight.

2. Current Work:

- a. Re-examination of all appointed and resident drivers in written, oral, and driving tests are well under way.
- b. The vehicle exchange from the Army is progressing satisfactorily. Considering bad winter road conditions, eleven stake trucks, 1 dump truck, and 5 passenger cars are now in the Project.
- c. The WPA building now at the coal yard will be moved to the Motor Pool Park lot entrance this week to be used for the Motor Pool Dispatching office which will also mean better control of our equipment.
- d. The forms WRA159 Revised Trip Tickets have been in effect some time and are showing good results. A supply of Driver's Daily Inspection Cards are on hand and will be put into effect as soon as the new office building is ready. This daily inspection should be of great value in the maintenance of our equipment.
- e. Vocational training classes in mechanics and welding is showing good progress.

- f. The following is the record of trips made in January:

	<u>No. of Trips</u>	<u>Mileage</u>
Fillmore	14	1680
Salt Lake City	8	2880
Brigham City	2	1000
Richfield	1	275
Payson	1	190

- g. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	40	32	8
Pickups	9	6	3
Dumps	9	0	9
Cargoes	2	2	0
Panels	4	3	1
Passenger Cars	15	15	0
Buses	2	2	0

	<u>Lubrications</u>
Stakes	20
Pickups	7
Dumps	1
Cargoes	1
Passenger Cars	8
Ambulances	2
Buses	2
Fire Truck	1
Grader	1

3. Supplies and Materials Needed:
Additional buildings for the Motor Transport and Maintenance area has been approved. These buildings are needed very badly.
4. Problem Agenda:
No comment
5. Recommendations or General Suggestions:
No comment
6. Projected Activities:
No comment

Ivan Sorensen
Motor Pool Supervisor

IS/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

February 28, 1944

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 4
 - b. Temporary 0
 - c. Residents
 - Motor Pool 43
 - Motor Repair 46
 - d. Indefinite Leaves 3
 - Seasonal Leaves 1
 - e. Adequacy of Present Personnel
- We are still in need of appointed personnel to fill vacancies now opened.

2. Current Work:

- a. Work has been started on the construction of additional Motor Repair building.
- b. The Motor Pool office building is completed which provides ample space for Motor Pool operation. The office which the Motor Pool occupied at the Garage area is now being used by the L.C.L. which takes care of their needs.
- c. Vehicles received from Fort Douglas are being put through the Garage for a final check and tune-up. These vehicles are being placed with other divisions to replace older equipment as fast as they are completely checked by the mechanics.
- d. The following is the record of trips made in February:

	<u>No. of Trips</u>	<u>Mileage</u>
Fillmore	13	1508
Hurricane	1	426
Salt Lake City	2	720

g. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	65	58	7
Pickups	15	11	4
Dumps	12	8	4
Cargoes	3	2	1
Panels	2	2	0
Passengers	27	24	3
Buses	2	2	0
Ambulances	4	4	0
Fire Truck	1	1	0
Welder	1	1	0
Ft. Douglas Cars	17	17	0

	<u>Lubrications</u>
Stakes	18
Pickups	4
Dumps	6
Passenger Cars	6
Panels	2
Ambulances	1
Grader	1
Buses	2

3. Supplies and Materials Needed:

- a. A building is needed for truck drivers' quarters and also for truck gear room, canvas, chains, etc.
- b. An air line and water line is needed at the Motor Pool lot for the proper servicing of motor equipment before being dispatched out to drivers.

4. Problem Agenda:

No comment

5. Recommendations or General Suggestions:

No comment

6. Projected Activities:

No comment

Ivan Sorensen
Motor Pool Supervisor

IS/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 28, 1944

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

a. Permanent Appointment	5
b. Temporary	0
c. Residents	
Motor Pool	42
Motor Repair	46
d. Indefinite Leaves	0
Seasonal Leaves	0
e. Adequacy of Present Personnel	

With the appointment of Mr. Hyrum Hace to the position of Night Dispatcher, the problem of Motor Pool personnel has been greatly relieved. However, the Garage section is still in need of two Foreman Mechanics, as it is virtually impossible for either Mr. Snyder or myself to personally follow through on the many things to be done in carrying on the program set up for this Section. Every attempt has been made to follow-up any lead given to us as to where men might be found who would be interested in these positions. To date we have met with no success.

We are faced with the possibility of losing over one-half of our resident personnel to the draft and are making plans accordingly. We have some men that will be available from training courses, and are trying to fill our quota of mechanics from older men not of draft age. We have attempted to interest women in accepting employment as Carrier Service drivers. However, Mr. Campbell informs me that he has met with no success. If we would fill these positions and the two positions of service station attendants with women workers, it would solve the problem of keeping these positions filled and might interest women in attempting other jobs of which they are capable.

Monthly Report

March 28, 1944

2. Current Work:

- a. Work is progressing on the new addition to the Garage building which should be completed by May first at which time work will commence on the Paint and Body Shop.
- b. The vehicle exchange with Fort Douglas was completed the first of March. Seventy vehicles were transferred to Topaz, the only damage in transit being one Chevrolet Sedan grille damaged. Inasmuch as the roads were very bad during the bulk of the transfer, we feel that the job was well done. Most of these vehicles have been processed through the shop with the exception of those needing more than minor repairs and adjustments. We are now preparing the vehicles to be turned into the Treasury Surplus.
- c. The following is the record of trips made in March:

	<u>No. of Trips</u>	<u>Mileage</u>
Fillmore	16	1856
Fort Kearns	1	300
Lynndyl	2	140
Richfield	1	360
Salt Lake City	6	2100

d. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	61	52	9
Pickups	16	15	1
Dumps	17	13	4
Cargoes	7	6	1
Passenger Cars	27	23	4
Buses	6	6	0
Tractor	1	1	0

	<u>Lubrications</u>
Stakes	28
Pickups	15
Dumps	4
Cargoes	3
Passenger Cars	11
Ambulances	1
Buses	1
Fire Trucks	2
Grader	1

Monthly Report

March 28, 1944

3. Supplies and Materials Needed:

- a. A fence is needed to enclose the Motor Repair yard which should be of sufficient strength to discourage people from coming into the yard except through the gate. This would eliminate the possibility of people walking in and removing small parts from deadline vehicles. This has caused a lot of extra work for the mechanics as well as expense in replacing the items.

4. Problem Agenda:

- a. Our main problem at present is finding enough skilled mechanics to keep abreast of the work and help train replacements.

5. Recommendations or General Suggestions:

- a. I wonder if there is any possibility of becoming independent of the Ration Boards now that we are under the Department of the Interior. I think it might be well to explore the idea.

6. Projected Activities:

- a. It is planned to make dikes around the Motor Pool Park lot far enough from the fence to prevent trucks from backing into and tearing down the fence and also providing open spaces between every 25 vehicles for the placing of fire extinguishers and the laying of an air and water line to the center of the park lot for convenience in servicing vehicles.
- b. Effective April first all vehicles coming into the repair lot will be checked by a mechanic at the gate. The mechanic will write out a job order and send the vehicle to the proper place for the type of work required. The job order will follow the vehicle and be completed when same returns to the gate. This will not only give us better control but more information on what vehicles are in the lot and for what purpose. No vehicle will be allowed to go out without a completed job order or written permission.

Original Signed by
CLIFF PURCELL

Cliff Purcell, Supervisor
Equipment Maintenance

CP/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 28, 1944

TO: Mr. Charles F. Ernst
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 5
- b. Temporary 0
- c. Residents
 - Motor Pool 48
 - Motor Repair 52
- d. Indefinite Leaves 8
- Seasonal Leaves 3
- e. Adequacy of Present Personnel

Equipment Maintenance Section is in need of two Foremen Mechanics as has been the case for the past six months. All efforts to fill these two positions have met with no success to date. We are attempting with some success to cover all key positions held by residents in this Section. This will run us over our quota on personnel for a short time until those going on leave and into the armed forces have left when we will most likely be under our quota again. The attempt to recruit women workers mentioned in the last monthly report has not been successful.

2. Current Work:

- a. Tire inspection for fleet is 85% complete. This includes stenciling correct pressures in cabs of vehicles.
- b. Regulations governing use of WRA vehicles is being pasted in cabs of all vehicles which is 75% complete.
- c. Arrangements are being made to remove all vehicles belonging to Treasury Surplus to Delta Warehouse yard, which will enable us to clean up the repair yard.
- d. The following is the record of trips made in April:

	<u>No. of Trips</u>	<u>Mileage</u>
Fillmore	19	2204
Logan	1	600
Mt. Pleasant	1	200
Richfield	1	260
Salt Lake City	3	480

Monthly Report

April 28, 1944

e. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	72	54	18
Pickups	18	17	1
Dumps	25	21	4
Cargoes	3	3	0
Panels	10	9	1
Passengers	23	21	2

	<u>Lubrications</u>
Stakes	27
Pickups	4
Dumps	4
Cargoes	2
Panels	5
Passenger Cars	9
Grader	1
Ambulance	1
Bus	1

3. Supplies and Materials Needed:

a. We are still in need of the fencing mentioned in previous reports. However, I understand that this request has been sent for Washington approval.

4. Problem Agenda:

No comment.

5. Recommendations or General Suggestions;

No comment.

6. Projected Activities:

We are planning to remove all Treasury Surplus vehicles and junk from the Garage area in conjunction with the spring clean-up program.

Original Signed by
CLIFF PURCELL

Cliff Purcell, Supervisor
Equipment Maintenance

CP/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 26, 1944

TO: Mr. Roscoe E. Bell
Acting-Project Director

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

- a. Permanent Appointment 5
- b. Temporary 0
- c. Residents
 - Motor Pool 47
 - Motor Repair 52
- d. Indefinite Leaves 2
- Seasonal Leaves 14
- e. Adequacy of Present Personnel
Resident personnel is adequate at present. However, the appointive personnel is inadequate in the Repair Section. We are in need of two good Foreman Mechanics.

2. Current Work:

- a. We are now rearranging the Repair lot in order that we may obtain the most benefit from the new fence which I understand has been approved.
- b. The trench for the air and water line to the Motor Pool lot has been completed and is ready for the pipe to be installed.
- c. Fifty Treasury Surplus vehicles have been turned over to the Property Control and stored in Delta, awaiting disposition. The remainder are being prepared now and will be turned over to the Property Control soon.
- c. Tire pressure and vehicle regulations have been placed in the cabs of all vehicles.
- d. The following is the record of trips made in May:

	<u>No. of Trips</u>	<u>Mileage</u>
Antelope Springs	1	85
Deseret	1	45
Fillmore	14	1624
Hinckley	1	25
Salt Lake City	3	1140

Monthly Report

May 26, 1944

f. Repair Work and Lubrication:

	<u>In Shop</u>	<u>Completed</u>	<u>Pending</u>
Stakes	86	56	30
Pickups	26	19	7
Dumps	11	8	3
Cargoes	2	1	1
Panels	4	3	1
Passengers	27	21	6
Buses	7	6	1

	<u>Lubrications</u>
Stakes	42
Pickups	17
Dumps	4
Cargoes	5
Panels	6
Passenger Cars	16
Grader	2
Ambulance	1
Buses	2

3. Supplies and Materials Needed:
No comment.
4. Problem Agenda:
The only problems we are having are the usual day to day problems to be expected in this section. However, I will say that at no time since I came to this section has the spirit of cooperation and morale been as high as at the present. As a result, we are able to accomplish more with less experienced personnel.
5. Recommendations or General Suggestions:
No comment.
6. Projected Activities:
 - a. At present, we are very concerned with educating the drivers of WRA vehicles of the need for cooperating in the maintenance of the same. To do this, the key men in this section are contacting the drivers as they bring in vehicles for repair and explaining to them the necessity of keeping the equipment operating for the benefit of the residents, who of necessity must remain in the camp.
 - b. The inspection of vehicles has been delayed by the

Monthly Report

May 26, 1944

illness of Mr. Wutschel, who was to assist in the operation. Since, Mr. Wutschel will be sent home as soon as his condition warrants, we are planning to finish the inspection with our own men and order the parts that inspection discloses as needed.

Original Signed by

CLIFF PURCELL

Cliff Purcell, Supervisor
Equipment Maintenance

CP/f

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 28, 1944

TO: Mr. L. T. Hoffmann
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

a. Permanent Appointment	7
b. Temporary	0
c. Residents	
Motor Pool	40
Motor Repair	46
Apprentices	10
d. Indefinite Leaves	10
Seasonal Leaves	16
e. Adequacy of Present Personnel	
No comment.	

2. Current Work:

- a. Mr. Campbell and Mr. Stewart are well along on the fleet inspection. So far the inspection shows the fleet to be in pretty good shape with the exception of minor repairs. We are going over the inspection sheets to determine what parts will be needed to make repairs. This will enable us to purchase those parts we do not have in stock so that vehicles called in for repair will not be laid up awaiting the arrival of parts.
- b. The air and water line has been installed in the Motor Pool yard. The concrete island has been finished, and that project is now ready for use.
- c. The Motor Pool is now operating the ambulance and carrier service for the Hospital. This is being done with less men than was formerly required by the Hospital for the same work.
- d. The following is the record of trips made in June:

	<u>No. of Trips</u>	<u>Mileage</u>
Antelope Springs	1	85
Fillmore	20	2320
Mt. Swasey	3	255
Murray	1	260
Ogden-Salt Lake City	1	404
Orem	1	250
Orem-Provo	1	318
Orem-Salt Lake City	1	380
Provo	1	225

O.K.

O.K.

e. Repair Work and Lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Pending</u>
Stakes	71	50	21
Pickups	34	26	8
Dumps	20	12	8
Cargoes	6	4	2
Panels	12	10	2
Passenger Cars	32	23	9
Buses	2	0	2

	<u>Lubrications</u>
Stakes	24
Pickups	5
Dumps	7
Cargoes	1
Panels	2
Passenger Cars	11
Ambulances	2
Bull Dozer	1

3. Supplies and Materials Needed:
No comment.

4. Problem Agenda:

We have lately experienced some difficulty in obtaining automotive parts due to the reluctance of vendors to submit bids. Their attitude is understandable, inasmuch as they can dispose of all the parts they receive by cash sale across the counter. However, we have arranged for Mr. Hunter to accompany me to Salt Lake City where we will be able to pick up the balance of pending requisitions. occasionally if we are to keep abreast of the repair work.

5. Recommendations or General Suggestions:

Now that Mr. Dennison is leaving the Project as of July 1st, I am wondering if it would be a good idea to try and replace him with a man whom we could use as a patrolman for the Project. I think the right type of person on this job would aid materially in conserving our equipment.

6. Projected Activities:

No comment.

/s/ _____
Robert M. Snyder
Assistant Supervisor
Equipment Maintenance
for
Cliff Purcell, Supervisor
Equipment Maintenance

CP/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 27, 1944

TO: Mr. L. T. Hoffmann
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

A. Permanent Appointment	6
B. Temporary	0
C. Residents	
Motor Pool	32
Motor Repair	41
Apprentices	14
D. Indefinite Leaves	9
Seasonal Leaves	10

E. Adequacy of Present Personnel

Resident personnel is not adequate as we are working far below our quota and approximately 1/2 of these are learners which, of course, requires more supervision by our experienced men. Consequently, they are not able to turn out as much work as would be possible if less time were required for supervision and instruction. Appointive personnel approved for this quarter if obtainable will greatly relieve the strain placed upon this Section by the relocation and drafting of the majority of experienced resident workers.

2. Current Work:

- A. With the splendid cooperation of Mr. Palmer, we have made a study of his equipment usage with a view to bringing as many as possible into the Motor Pool at night so that we may be better able to inspect and make needed repairs in time. We will go over the Engineering Section needs with Mr. Henry Watson as soon as possible.
- B. We are following up on our fleet inspection by preparing requisitions to cover parts needed to make repairs as disclosed by the inspection sheets and which our inventory does not show. Lt. Col. Piero has cleared up a misunderstanding between the Army and WRA so that it will be possible to secure parts from Fort Crook, Nebraska at no cost. He advises that we prepare a requisition for approval by the Ninth Service Command at Fort Douglas for parts to be obtained at Fort Crook. He thinks it will be necessary to go to Fort Crook with the requisitions as they are too short of help to give prompt service.
- D. K.

July 27, 1944

C. The following is the record of trips made in July:

	<u>No. of Trips</u>	<u>Mileage</u>
Clear Lake	4	344
Fillmore	20	2320
Ht. Swasey	5	450
Salt Lake City	4	1440

D. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Pending</u>
Stakes	54	64	19
Pickups	14	20	4
Dumps	10	12	4
Panelis	2	3	2
Cargoes	2	2	2
Pass. Cars	21	26	3
Buses	2	0	2
Fire Truck	2	2	0

Lubrications

Stakes	40
Pickups	18
Dumps	2
Cargoes	4
Panelis	3
Ambulances	3
Passenger Cars	15
Grader	1

3. Supplies and Materials Needed:

A. We have put in a requisition covering a different type of grease which by test has proven to be far superior to what we are using and which we need badly for track rollers, spring shackles, etc., which have caused us much trouble by lubricant running out during hot dusty weather. We may need help in getting this through Procurement.

4. Problem agenda:

A. There is one small problem: how to keep enough equipment rolling with the amount of personnel we have left, and the amount of vehicles dead-lined by inspection.

July 27, 1944

5. Recommendations or General Suggestions:
No comment.

6. Projected Activities:

- A. In carrying out Col. Fiero's instructions, I am assigning the responsibility of the Service Station to Mr. Sorensen who already has been assigned the Tire Department.
- B. We have requisitioned a fuel pump with meter to be installed on the Mobile Service truck which will give us better records of how the fuel is dispensed.

Original Signed by
CLIFF PURCELL

Cliff Purcell, Supervisor
Equipment Maintenance

CPurcell/k

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

September 25, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:

a. Permanent employees	7
b. Temporary employees	0
c. Evacuee employees	
Motor Pool	21
Motor Repair	31
Part-time workers	15
d. Progress of staff relocation:	
Indefinite	6
Seasonal	8
e. Evacuee vacancies on staff	22
f. Narrative statement of Personnel Problem:	
The number of resident personnel employed has been holding between 50 and 60 which means that there is not much more than that available, and also means that we must put more emphasis on preventive maintenance and efficient use of the available men.	

2. Main Activities during month:

a. Distant trips:

	<u>No. of Trips</u>	<u>Approx. Mileage</u>
Fillmore	7	812
Hinckley	1	42
Mt. Swasey	1	86
North Canyon	1	86
Salt Lake City	4	1282
Salt Lake City-Ogden	1	414
Salt Lake City-Provo	1	473

b. Lubrications:

Stakes	18
Pickups	7
Dumps	1
Panels	1
Cargoes	4
Passenger Cars	12

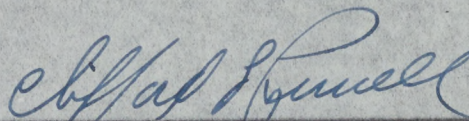
Monthly Narrative Report

September 25, 1944

c. Repair work:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	143	127	22
Pickups	68	86	7
Dumps	38	29	3
Cargoes	18	16	2
Panels	17	13	2
Passenger Cars	59	56	7
Ambulance	8	4	2
Fire Truck	1	1	0

3. Supplies and Materials Needed:
No comment except that we need funds.
4. Problems Considered:
In order to repair some heavy heavy equipment it became necessary for us to use two men from the Agriculture Section who formerly worked in our Section as mechanics. The RD7 we received from Jerome had a bad crack in the cylinder head which had to be welded before it could be put in operation.
5. Plans for Next Month:
Plans for October are concerned with preparing the fleet for winter, with proper lubrication and anti-freeze; graveling yards where necessary; and setting up a system of checking to avoid the trouble experienced in the past with frozen motor blocks.
6. Recommendations and Suggestions:
No comment.



Clifford L. Purcell, Supervisor
Equipment Maintenance

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

October 31, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:

a. Permanent employees	7
b. Temporary employees	0
c. Evacuee employees	
Motor Pool	25
Motor Repair	35
Part-time workers	14
d. Progress of staff relocation:	
Indefinite	2
Seasonal	1

e. Evacuee vacancies on staff 14

f. Narrative statement of Personnel Problem:

We are hiring a few good men who have returned from seasonal leave. These men have worked in this section prior to the time of seasonal leave and are good mechanics which will be of great help to us.

2. Main Activities during month:

a. Distant trips:

	No. of Trips	Approx. Mileage
Fillmore	1	114
Salt Lake City	5	1786

1900

b. Lubrications:

Stakes	66
Pickups	22
Dumps	7
Panels	6
Cargoes	4
Passenger Cars	27

c. Repair work:

Monthly Narrative Report

October 31, 1944

c.

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	181	161	27
Pickups	66	61	5
Dumps	33	29	4
Cargoes	9	6	3
Panels	21	15	6
Passenger Cars	82	77	5
Ambulance	4	4	0
Fire Truck	2	2	0

3. Supplies and Materials Needed:
No comment.

4. Problems Considered:

The gasoline rationing did not get under way at the first of the month as planned. The delay caused some trouble in adjusting the ration to some vehicles however in most cases a satisfactory adjustment has been made and a good reduction in gasoline is apparent. The system of inspection we started with Boen appears to be operating smoothly and should save the trouble we have had in the past with frozen blocks and radiators, also the checking of the crankcase oil level will eliminate the possibility of trucks leaving the motor pool yard without the proper amount of oil, this has happened on several occasions in the past resulting in extensive damage to the motors.

5. Plans for Next Month:

It is planned now that we shall call in all vehicles for reassignment, asking for a justification for each from the section head. We shall consult Watson, Palmer, and Gardner before calling the vehicles in so that we can work out their approximate needs and eliminate any chance of confusion.

6. Recommendations and Suggestions:
No comment.

Original Signed by
CLIFF PURCELL

Clifford L. Purcell, Supervisor
Equipment Maintenance

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

November 28, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:
 - a. Permanent employees 7
 - b. Temporary employees 0
 - c. Evacuee employees
Motor Pool 31
Motor Repair 46
Part-time workers 15
 - d. Progress of staff relocation:
Indefinite 6
Seasonal 0
 - e. Evacuee vacancies on staff 0
 - f. Narrative statement of Personnel Problem:
No comment.

2. Main Activities during month:

a. Distant Trips:

	<u>No. of Trips</u>	<u>Approx. Mileage</u>
Fillmore	6	648
Salt Lake City	3	1180
Provo	1	240
Nephi	1	197

b. Lubrications:

Stakes	43
Pickups	21
Dumps	9
Panels	4
Cargoes	2
Passenger Cars	22

236

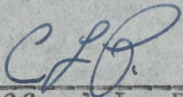
Monthly Narrative Report

November 28, 1944

c. Repair work:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	183	151	32
Pickups	67	58	9
Dumps	28	23	5
Cargoes	9	6	3
Panels	18	16	2
Passenger Cars	81	69	12
Ambulance	7	6	1
Fire Truck	1	1	0

3. Supplies and Materials Needed: 330
When the new fence is put up around the motor pool there should be installed a yard light in each corner. This is in line with Washington instructions and would facilitate the night checking of vehicles, also discourage prowlers.
4. Problems Considered:
During Mr. Wutschel's visit, we discussed the problem of night permits. I explained to him the reason for the large number of vehicles out of the pool at night, namely, that without adequate fencing or lighting. I did not want to be responsible for the tools and equipment carried on these vehicles, as several times in the past vehicles' have been robbed of tools while parked in the motor pool lot. He apparently agreed in this view. However, in rating the project this condition is counted against us. Naturally, we are anxious to correct this condition as soon as possible and ask your help in expediting the building of the fence.
5. Plans for Next Month:
With the addition of two more mechanics to our staff, we feel that the remainder of the deadline vehicles can be repaired during the months of December and January, and our tractor fleet put into shape for spring work.
This is our primary objective.
6. Recommendations and Suggestions:
No comment.


Clifford L. Purcell, Supervisor
Equipment Maintenance

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

December 27, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:

a. Permanent employees	9
b. Temporary employees	0
c. Evacuee employees	
Motor Pool	28
Motor Repair	44
Part-time workers	4
d. Progress of staff relocation:	
Indefinite	1
Seasonal	0
e. Evacuee vacancies on staff	5
f. Narrative statement of Personnel Problem:	
If more drivers are needed by motor pool to take over any driving now being done by other sections, an arrangement has been worked out whereby men can be assigned to this section from quotas not being used by other sections.	

2. Main Activities during month:

a. Distant Trips:

	<u>No. of Trips</u>	<u>Approx. Mileage</u>
Fillmore, Utah	2	232
Salt Lake City, Utah	4	1389
Spanish Fork, Utah	2	509
Marysvale, Utah	1	280

b. Lubrications:

Stakes	43
Pickups	12
Dumps	2
Cargoes	1
Panels	5

Monthly Narrative Report

December 27, 1944

Passenger Cars	23
Ambulances	2
Fire Trucks	2

70

c. Repair Work:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	152	120	32
Pickups	61	48	13
Dumps	32	25	7
Cargoes	7	6	1
Panels	19	15	4
Passenger Cars	70	62	8
Ambulances	7	7	
Fire Trucks	2	2	
Stationary Motors	10	6	4

3. Supplies and Materials Needed: 97
None

4. Problems Considered:

The problems raised by Lt. Col. Fiero concerning the operations of the motor pool are being worked out as rapidly as possible as you are aware from the result of various meetings since his visit. Due to a slip up on the part of Salt Lake Delta Freight Lines we did not get the exchange tires back, so were unable to complete changing of tires on the surplus vehicles therefore I held up the declaration in order that we might complete that phase before the vehicles were inspected by treasury procurement and tire serial numbers noted.

5. Plans for Next Month:

January first will see our appointive mechanic in charge of truck and car repair shop and the tractor repair shop with Mr. Snyder working in the capacity he should have been in before. This will permit me more time for administrative problems and work incidental to the closing of the center. This reorganization should result in much more efficient operation.

6. Recommendations and Suggestions:
No comment.

Clifford L. Purcell, Supervisor
Equipment Maintenance

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

February 1, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:

a. Permanent employees	9
b. Temporary employees	0
c. Evacuee employees	
Motor Pool	31
Motor Repair	42
Part-time workers	5
d. Progress of staff relocation:	
Indefinite	5
Seasonal	0
e. Evacuee vacancies on staff	1
f. Narrative statement of Personnel Problem:	
No comment.	

2. Main Activities during month:

a. Distant Trips:

	<u>No. of Trips</u>	<u>Approx. Mileage</u>
Fillmore, Utah	4	458
Salt Lake City	4	1482
Provo	1	227
Nephi	2	254
Mt. Pleasant	1	288

b. Lubrications:

Stakes	38
Pickups	11
Dumps	6
Panels	4
Cargoes	2
Passenger Cars	23
Ambulance	2
Fire Trucks	2

Monthly Narrative Report

c. Repair Work:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	143	118	25
Pickups	55	46	7
Dumps	31	22	9
Cargoes	4	4	
Panels	15	12	3
Passenger Cars	80	73	7
Ambulance	10	8	2
Fire Trucks	3	3	

Central Utah Project
Topaz, Utah

February 2, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report
for January

NARRATIVE STATEMENT OF PERSONNEL PROBLEMS:

The labor situation has reversed itself from last Fall, and we now find that we are able to hire some competent people for the different units in the Section. We do expect a number of evacuee help will be relocating as Spring weather approaches, and desire to fill the vacancies in the Appointive Staff as soon as possible because, as we see it now, we will gradually be faced with the problem of carrying on our operations by the Appointive Personnel.

The Vocational Training school in major repairs, tractor repairs, and welding are proving very helpful in getting equipment into service. ✓

SUPPLIES AND MATERIALS NEEDED:

Beginning April 1st, we will need enough hand tools to carry on work in the Repair shops as we will no longer be able to rent tools from the mechanics. We are, therefore, submitting requisitions to Procurement to purchase the necessary tools.

As a result of our discussion with Mr. Hunter of the Procurement Section, and in line with the plan for reducing the stock of parts, we made arrangements to purchase locally the items which we do not carry in stock.

PROBLEMS CONSIDERED:

After Colonel Piero's visit to the Center, we worked out a program for revamping the Motor Pool set-up, and would like to report that ✓

the operations of the Motor Pool has been more satisfactory than at any time in the past. All vehicles have come into the Pool with the exception of 16 which was felt to be necessary for the health and protection of the Center. This has allowed us to more thoroughly check with the operator's maintenance, as a result, we now find that batteries and tires are being kept in better shape as well as many minor adjustments and repairs that are found to be necessary when checking the vehicles. The Daily Activity file is being kept in the Motor Pool as recommended by Col. Piero.

Mr. Boyce and Mr. Kimball of Finance Section discussed with me the possibilities of eliminating some of the reports made by this Section, which, apparently, was a duplication of work being done in Finance; as a result, we revised the procedure which will eliminate any duplication of work, and Finance will make the Monthly Report of Units and Mileage according to their new instructions contained in their Finance Handbook.

We have inspected and returned to Property Control, 18 vehicles which are surplus to our needs. This is the first lot of the vehicles which we will declare to the Treasury Surplus. We expect to declare approximately 18 more vehicles during the first half of February. We are also segregating the obsolete parts in the Garage Storeroom, and declare them for Treasury Surplus, this includes both new and used parts.

After our discussion last month relative to the deadline vehicles, I assigned Mr. Campbell and Mr. White to work on deadline vehicles only until we have cleaned up all the jobs which have been pending over sixty days.

I have originated a WRA 148 on Mr. Snyder as I felt that he will be of much more value to us in the capacity of Foreman Mechanic than he is in the present position. Mr. Snyder's ability as a mechanic cannot be questioned but his ability to organize work, develop procedures to accomplish the work has proven to be very weak.

PLANS FOR FEBRUARY:

1. All tractors and heavy equipment to be retained by the Project put into good condition to carry on the work for the balance of our program.

2. The declaration of surplus of every piece of equipment such as stationary motors, water pumps, DC generator parts, remaining from salvage vehicles, etc., in an effort to clean up our yards, and be in condition to wind up our program without a lot of excess parts and pieces of equipment on hand.
3. Intensive work on repairing deadlined vehicles.
4. Obtaining additional Appointed help to serve as night watchman at Garage and Motor Pool area.

Cliff Purcell, Supervisor
Motor Transport & Maintenance

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

SUBJECT: Narrative Statement of Monthly
Report for February

NARRATIVE STATEMENT ON PERSONNEL:

During the month of February there has been no appreciable change in the amount of resident workers in this Section. Different units have been holding steady with the regular workers necessary to keep each unit operating efficiently. However, we have made some change in appointive personnel, Mr. Snyder being classified to foreman mechanic at prevailing wage rate. This leaves a vacancy for an assistant equipment maintenance supervisor which we would like to fill as soon as possible.

SUPPLIES AND MATERIALS:

Approval has been granted for the purchase of necessary tools to replace the ones now being rented from the evacuee personnel. The requisitions have been sent into Procurement for the tools as recommended by Washington.

The inventory of the Garage Storeroom has been completed, however, this office has not had an opportunity yet of reviewing the inventory with the view to declare the obsolete parts as surplus parts. I hope Property Control can turn in the inventory in the near future so that this can be accomplished as there is a considerable amount of 1935 and 1936 models Chevrolet, Dodge and Plymouth parts which should be declared surplus.

PROBLEMS CONSIDERED:

Two of the passenger cars requested by the Western Field Offices are now ready for shipment. The other car is being painted today and will be ready for shipment within

the next few days. These passenger cars have been carefully checked over, the necessary repairs made, inspection sheets No. 305 will accompany each car for the information of the receiving station.

The elimination of these three vehicles from the fleet together with the amount of accidents which has caused several cars to be put on the deadline has created a shortage of passenger cars available at the Motor Pool. However, this will only be a temporary position as the necessary parts for repair of the two passenger cars formerly on the deadline were picked up by Mr. Hunter and myself on our trip to Salt Lake City.

During our trip to Richfield, Provo and Salt Lake City, we contacted the Anchor Lumber Company located in Salt Lake City in regard to the resawing of lumber for crating purposes. As a result of our conversation with them we worked out a tentative arrangement which will necessitate our hauling our lumber to Salt Lake City and return to Topaz. We can do this at a cost of approximately \$800 for transportation which when added to the cost of sawing will bring the total figure within the allotment authorized for the purpose.

I would like to recommend that the drivers' licenses of persons involved in accidents where the investigation shows negligence on the part of the driver be revoked for the duration of the Project. I would like to see this applied in the case of Norman Tanabe and Bob Asano who were driving W34 and 22A.

e.p.

Cliff Purcell, Supervisor
Equipment Maintenance

nty

DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Central Utah Project

March 1, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Narrative Report

1. Personnel Status:
 - a. Permanent employees 9
 - b. Temporary employees 0
 - c. Evacuee employees
Motor Pool 32
Motor Repair 41
Part-time workers 5
 - d. Progress of staff relocation:
Indefinite 0
 - e. Evacuee vacancies on staff 2
2. Main Activities during month:
 - a. Distant Trips:

	<u>No. of Trips</u>	<u>Approx. Mileage</u>
Fillmore, Utah	1	161
Salt Lake City, Utah	3	1125
S.L. C. & Provo & Ogden, Utah	1	400
S.L.C. & Provo, Utah	1	377
Cunnison & Berryl, Utah	1	592
Manzanar, California	1	1190

b. Lubrications:

Stakes	43
Pickups	14
Dumps	6
Panels	2
Cargoes	0
Passenger Cars	18
Fire Trucks	2
Ambulances	1

Monthly Narrative Report

March 1, 1945

c. Repair Work:

	<u>In Shop</u>	<u>Completed</u>	<u>Incomplete</u>
Stakes	130	107	23
Pickups	54	48	6
Dumps	34	32	2
Cargoes	0	0	0
Bus	2	1	1
Passenger Cars	75	66	9
Fire Trucks	7	6	1
Miscellaneous	14	13	1
Ambulances	3	2	1

217

To supersede the first page of the Motor Maintenance section, as this is a corrected copy of the previous report sent in. (According to letter, Attn Mr. Tozier, from L.T. HOffman, April 7, 1945). Apparently applies to February rept.

Over Files

Mr. L.T. Hoffman

Project Director

Central Utah

Relocation Center

Topaz, Utah

Dear Mr. Hoffman :

The report for the ~~xx~~
been received at this office
to members of the Washington
your efforts to get it into

#237, pt. 2. Government.

#245. Vocational Training.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 6, 1945

Connected Copy
FILE COPY
uty

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff - authorized - employed - vacancies
10 8 2

1. Permanent - 8

2. Temporary - 0

3. Most critical vacancies - Assistant Equip. Maint.
Sup'v.

Sr. Foreman Mechanic

b. Evacuee authorized - employed - vacancies
78 71 7

1. Motor Pool - 30

Part-time - 3

2. Garage - 40

3. Most Critical vacancies - 7

4. Progress of staff relocation

Terminal leaves during month 1

2. Motor Pool Report

a. Fleet Summary

Kind of Equip.	Total No.	Begin Mo.	IN SERVICE End Mo.	Total Mileage	Gas Consumption
Stakes	61	43	46	23874	4027.1
Pickups	23	19	20	10045	1202.6
Dumps	10	4	7	3923	801.8
Panels & Amb.	8	7	7	6749	703.4
Passenger	30	20	24	14036	1223.4
Miscell.	2	2	2	32	59.6
TOTAL:	134	95	106	58659	8017.9

b. No. of Night Permits 19 Permanent Assignment 19

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

nty
superseded

April 2, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff- authorized - employed - vacancies
10 8 2

1. Permanent - 8
2. Temporary - 0
3. Most critical vacancies - Assistant Equip. Maint.
Sup'v.
Sr. Foreman Mechanic

b. Evacuee suthorized - employed - vacancies
78 71 7

1. Motor Pool - 30
Part-time - 3
2. Garage - 40
3. Most Critical vacancies - 7
4. Progress of staff relocation
Terminal leaves during month 1

2. Motor Pool Report

a. Fleet Summary:

Kind of Equip.	Total No.	IN SERVICE: Begin Mo.	End Mo.	Total Mileage	Gas Consumption
Stakes	61	43	46	19478	3806
Pickup	23	19	20	8254	951
Dumps	10	4	7	3053	600
Panels & Amb.	8	7	7	6749	591
Passenger	30	20	24	11251	1019
Miscell.	2	2	2	27	33
TOTAL:	134	95	106	48812	7000

b. No. of Night Permits 19 Permanent Assignment 19

Page 2
Monthly Narrative Report
Motor Transp & Maintenance

c. Off-Project trips:

Equipment	Destination	Purpose	No. of Trips	Total Mileage
Stakes	Delta		86	4096
Stakes	Fillmore		2	263
Stakes	Hinckley		8	394
Stakes	Milford		1	191
Panel	Delta		23	1084
Ambulance	Salt Lake City		3	1007
Sedans	Delta		22	801
Sedans	Fillmore		6	750
Sedans	American Fork		1	315
Sedans	Garrison		1	241
Sedan	S.L.C.-Provo-Fort Douglas	1		347
Sedan	Provo		2	463
Sedan	Milford		1	200

d. Operator efficiency:

1. Drivers trained none.
2. Licenses issued 8.
3. Safe driver awards none.
4. Operator Maintenance:
Weekly spot checks 149.
5. Warnings issued none. 1st Notice .
6. 2nd Notice . License Revoked .
7. Wash jobs completed 15. Steam clean none.

e. Inspections and Minor Adjustments:

1. Number of completed 305 70.
2. Lubrication and tire inspection 70.
3. Tire repair - tubes 53.
4. Battery service jobs . Service calls .
Recharge 70.
Batteries rebuilt 5.

Page 3
Monthly Narrative Report
Motor Transp & Maintenance

3. Motor Repair Report
a. Repair Shop

S H O P:	REPAIR JOBS:		
	In Shop	Completed	Incomplete
Truck Passenger	256	229	19
Vocational Training	14	8	6
Tractor Shop	13	11	2
Total vehicles in deadline beginning of Month			14
end of Month			8

b. Body and Paint Shop:

1. Paint jobs completed 12 Body jobs

c. Welding Shop:

1. Production jobs:

a) Number - 29

4. Supplies and Materials

a. Critical supply, material or equipment needs which have proved difficult to procure:

It is suggested that Procurement Officer make more frequent trips to Provo and Salt Lake City to personally contact various parts and equipment houses, as recent trips made by the Procurement Officer and myself have proved the desirability of making personal contact with reference to requisitions covering hard-to-get items.

b. Surplus disposal:

Vehicles declared surplus during month none.
Three sedans transferred to Western Field Offices.

Parts declared (for what type of equipment)
Parts declaration held up for lack of inventories from Warehouse.

5. Major program improvement for month:

Considerable improvement was made in the arrangements of yards and grounds as well as the progress on the elimination of deadline which is our main ambition.

6. Projected activities:

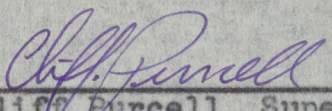
Activities to received special attention for improvement next month.

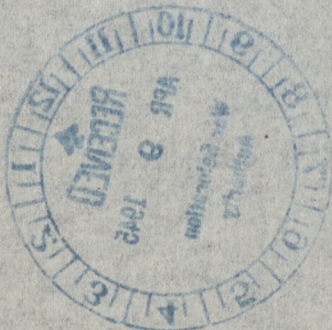
Page 4
Monthly Narrative Report
Motor Transp & Maintenance

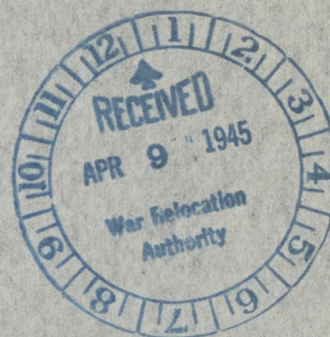
The declaration of everything surplus to our needs will occupy our attention during the forth coming month.

7. Recommendations to the Assistant Project Director or the Project Director:

None


Cliff Purcell, Supervisor
Equipment Maintenance





[Faint, illegible handwritten text, possibly a signature or initials, located in the center of the page.]

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 4, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff- authorized - employed - vacancies
10 8 2

1. Permanent - 8

2. Temporary - 0

3. Most critical vacancies -

I am very anxious to have the position of Assistant Equipment Maintenance Supervisor filled as soon as possible. There is too much here for one man to cover, especially, while preparing for closing. Also, there is a vacancy for Senior Foreman Mechanic.

b. Evacuee authorized - employed - vacancies
78 58 20

1. Motor Pool - 21

Part-time - 3

2. Garage 36

3. Most critical vacancies -

Truck Drivers, Parts Man, Tire Man, Mechanic in Body Shop.

Anticipate the best trained men will be leaving first so will try and keep as many utility men as possible. Can work them on any job as no professional pride involved.

4. Progress of staff relocation

Terminal leaves during month 3

2. Motor Pool Report

a. Fleet Summary:

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/Gal.
Stakes	61	46	44	25706	3645.2	7.05
Pickups	23	20	16	9429	981.3	9.60

Page 2
Monthly Narrative Report
Motor Transp & Maintenance

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/ Gal.
Dumps	10	7	8	1672	355.8	4.69
Panels & Amb.	8	7	7	6590	580.5	11.35
Passengers	27	24	21	13263	1148.3	11.55
Fire Trucks	2	2	2	37	24.2	1.53
T O T A L:	131	106	98	58497	6735.3	8.42

b. No. of Night Permits 18 Permanent Assignment 20

c. Off-Project Trips:

Equipment	Destination	No. of Trips	Total Mileage
Stakes	Delta, Utah	72	3659
Semis	Delta, Utah	24	995
Panels	Delta, Utah	26	1147
Sedans	Delta, Utah	22	936
Stakes	Hinkley, Utah	2	60
Semis	Hinkley, Utah	10	573
Stakes	North Drum Mt.	1	27
Panel	Mt. Pleasant, Utah	1	212
Sedans	Fillmore, Utah	3	379
Sedans	Salt Lake City, Utah	2	668
Panels	Salt Lake City, Utah	2	691
Stakes	North Mt.	1	80
Sedan	Kanab, Utah	1	528
T O T A L:		167	9955

d. Operation Efficiency:

1. Drivers Trained None.
2. Licenses issued 38.
3. Safe driver awards None ✓
4. Operator maintenance:
Weekly spot checks 293.
5. Warnings issued None. 1st Notice None.
6. 2nd Notice None. License Revoked 6.
7. Wash jobs completed 10. Steam clean 5.

e. Inspections and minor adjustments:

1. Number of completed 305 75.
2. Lubrication and tire inspection 99.
3. Tire repair - tubes 90.
Exchanges 19.
4. Rebuilt Battery 9. Service calls 11.
Recharge 34.
Battery Inspections 93.
Battery Repaired 20.

f. No. of working speedometer 84.

3. Motor Repair Report

a. Repair Shop

S H O P:	In Shop:	Repair jobs:	
		Completed	Incompleted
Truck - Passenger	<u>66</u>	<u>57</u>	<u>8</u>
Pickup - Dumps	<u>28</u>	<u>23</u>	<u>4</u>
Panel - Miscell.	<u>19</u>	<u>16</u>	<u>1</u>
Vocational Training	<u>19</u>	<u>14</u>	<u>5</u>
High School Shop	<u>1</u>	<u>0</u>	<u>1</u>
Tractor Shop	<u>10</u>	<u>9</u>	<u>1</u>

Total vehicles in deadline beginning of Month 8
end of Month 13

b. Body and Paint Shop:

1. Paint jobs completed 6 Body jobs 15 - 21

c. Welding Shop :

1. Production jobs:
88 jobs ranging from 15 minutes to 6 hours.
al

- d. The vocation/training shop usually have major jobs as it gives the instructor more material for teaching.

4. Supplies and Materials

- a. Critical supply, material or equipment needs which have proved difficult to procure:

This month the HD10 and the D7 tractors broke down when most needed in cleaning ditches and diking. The HD10 had two broken pistons and injector nozzles burned off and broken, making it necessary to replace cylinder units and injectors. This condition was partly due to normal wear but caused largely by operating in too high a gear for the load. This model will not stand up if forced to lug.

The D7 cat w/dozer developed roller trouble which necessitated rebuilding a number of rollers. Since we do not have a lowboy it has been necessary to walk the machine from job to job. The supervisor on the job where the D7 has been used did not understand what the word walk meant, but I am sure he has been convinced now and I expect no further trouble on that score.

Parts were secured for these tractors in record time, with the full cooperation of the procurement unit. Parts for the HD10 arrived Saturday noon making it necessary to work two caucasian mechanics Saturday afternoon and Sunday so as not to delay the ditch work any longer.

At this time we have five trucks on which body and fender repairs have been made and surfacer applied. The paint which was shipped from Fuller Company, March 15th via Salt Lake Delta Frieght Lines never arrived and while Property Control is trying to run it down we have the vehicles deadlined, much to our dislike. The number of vehicles we had on the deadline for so long awaiting parts has been greatly reduced since Mr. Hunter and myself made a trip to Provo and Salt Lake City cleaning up pending requisition. Vehicles now deadlined for parts have definite delivery dates or parts are here and work scheduled for shop.

Our inspectors were sick for 10 days during the month which greatly reduced the number of 305 inspection. However, the lube jobs were kept up.

- b. Surplus disposal:

Vehicles declared surplus during the month Three. Sorting of surplus parts is progressing with 12 boxes filled with both tractor and automotive items. We have not completed tagging used parts for surplus. A number of cabs,

dumps, beds, etc., will be moved into surplus yard the first part of May. We have also grounded 3 more trucks with a view of declaring them surplus.

5. Major program improvement for month:

Some time ago we started a double check system on ordering parts. Before anything is requisitioned we make a check of the storeroom to see if there is anything that can be substituted or rebuilt to use, and check the used or broken part to determine whether it can be welded, machined, or rebuilt in any way. This has resulted in less purchases and enabled us to use up some obsolete and used parts.

6. Projected activities:

A complete review of equipment needs to determine if it is possible to further reduce our fleet.
Steam cleaning of entire fleet (steam cleaner now operable.)
Complete elimination of old deadline vehicles.

7. Recommendations to the Assistant Project Director or the Project Director :

Please don't make any commitments to furnish transportation for picnics or flower and rock gathering excursions. This requires extra gasoline, is hard on tires and equipment. Our experiences of the past has shown these trips usually prove costly, since we are keeping only enough equipment for necessary work and will not have an experienced maintenance crew throughout the summer. Therefore, I urge you to discourage use of W.R.A. vehicles for recreational purposes.

*"Educational program
not Recreation"*
Beer

Cliff Purcell

Cliff Purcell, Supervisor
Equipment Maintenance

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 7, 1945

FILE COPY ✓

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff - authorized - employed - vacancies
10 9 1

1. Permanent - 9
2. Temporary - 0
3. Most critical vacancies - Sr. Foreman Mechanic
The appointment of Mr. Maas to the position of Assistant Equipment Maintenance Supervisor June 1st will greatly strengthen our staff, leaving only the position of Senior Foreman Mechanic vacant.

b. Evacuee authorized - employed - vacancies
78 60 18

1. Motor Pool - 23
Part time - 4
2. Garage 36
3. Most critical vacancies - Truck Drivers and Utility Men
4. Progress of staff relocation
Terminal leaves during month 3.
Truck drivers and Utility Men are the most critical. However, this condition is due to relocation of workers which is the principal aim of the project so it is a condition which was anticipated and hoped for. Our activities can and will be adjusted to meet this condition.

2. Motor Pool Report

a. Fleet Summary:

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/Gal
Stakes	61	44	47	25940	3666.3	7.07
Pickups	24	16	18	11183	1098.7	10.17
Dumps	10	8	6	1374	305.3	4.50
Panels & Amb.	8	7	7	6543	543.8	12.21
Passengers	26	21	23	14571	1175.2	12.39

Page 2
Monthly Narrative Report
Motor Transp. & Maintenance

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/Gal
Fire Truck	2	2	2	35	35.4	.98
TOTAL	131	98	103	59646	6934.7	8.58

Total vehicles set aside for surplus 9
1 sedan
1 dump
7 stakes

b. No. of Night Permits 19 Permanent assignment 18

c. Off - Project Trips:

Equipment	Destination	No. of Trips	Total Mileage
Stakes	Delta, Utah	71	3589
Semis	Delta, Utah	9	376
Panels	Delta, Utah	33	1275
Pickups	Delta, Utah	2	66
Sedans	Delta, Utah	31	1363
Stakes	Hinkley, Utah	8	356
Semis	Hinkley, Utah	10	453
Panels	Hinkley, Utah	1	114
Sedans	Hinkley, Utah	1	52
Panel	Fillmore, Utah	1	114
Sedans	Fillmore, Utah	6	691
Semi	Hot Springs, Utah	1	41
Panels	Salt Lake City, Utah	3	1023
Sedan	Salt Lake City, Utah	2	763
Stake	Fort Douglas, Utah	1	350
Stake	Provo, Utah	1	271
Sedan	Provo, Utah	1	242
TOTAL		182	11159

Page 2
Monthly Narrative Report
Motor Transp & Maintenance

d. Operation Efficiency:

1. Drivers trained None.
2. Licenses issued 14.
3. Safe driver awards None.
4. Operator maintenance:
Weekly spot checks 335.
5. Warnings issued 21 1st notice 21.
6. 2nd notice None License Revoked 3.
7. Wash jobs completed 30 Steam cleaning 25.

e. Inspections and minor Adjustment:

1. Number of completed 305 79.
2. Lubrication, tire, and battery inspection 94.
3. Tire repair - Tubes 97.
Exchanges 105.
4. Battery - service calls. 0.
Recharge 83 Repair 11 Rebuilt 13.

f. No. of working speedometer 94.

3. Motor Repair Report:

a. Repair Shop

1. Minor

Shop:	In Shop:	Repair Jobs		Held Over
		Com.	Incom.	
Truck - Passenger	46	45	1	12
Pickup - Dumps	15	15		2
Panel - Miscell.	11	11		
Vocational Training	6	6		1
High School				
Tractor Shop:	16	12	4	

2. Major:

Shop:	In Shop:	Com.	Incom.	Held Over
Truck - Passenger	1		1	
Pickup - Dumps	1		1	
Panel - Miscell.	1		1	
Tractor Shop:	1		1	

Total vehicle in deadline beginning of month 13
end of month 6

b. Body and paint shop:

1. Paint jobs completed 8 Body job 8.

c. Welding Shop:

1. Production jobs 68.

4. Supplies and Materials

- a. Critical supply, material or equipment needs which have proved difficult to procure:

The past month has presented no great problem in the procurement of supplies or materials.

- b. Surplus disposal:

Some tires were returned to the Army as surplus to our needs, 45 old batteries which we could no longer economically rebuild were sold as junk. Three more vehicles, two stakes and one dump trucks are being inspected for surplus declaration.

5. Major program improvement for month:

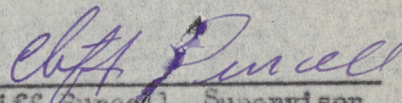
The inspection of 20 vehicles per evening for operator maintenance was resumed after a lull caused by the sudden departure of several workers. Steam cleaning of the fleet was started and a schedule worked out to fit in with inspections. Re-check of equipment needs with section heads has resulted in a substantial saving of mileage. The shipment of tires which we were forced to pick up at Fort Douglas with our own truck enabled us to correct the unmatched condition of tires on some vehicles noted during Mr. Wutschels visit. I think we will discontinue using the Salt Lake Delta Freight Lines to make our tire exchanges with Fort Douglas as we can get better tires and more the type we want when we go with our own truck.

6. Projected Activities:

During the month of June we intend to run a mileage test on each vehicle, put speedometers in working order, and follow up on each case where gasoline consumption is too far out of line with the mileage we observe on tests. We will give special attention to motor tune up. Also, with this program we expect to bring our gas mileage up where it should be.

7. Recommendations to the Assistant Project Director or the Project Director:

None


Cliff Purcell, Supervisor
Equipment Maintenance

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 6, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff- authorized - employed - vacancies
11 9 2

1. Permanent - 9
2. Temporary - 0
3. Most critical vacancies - Night Dispatcher to replace
Theobald and ~~Srv Foreman~~
~~Mechanic~~ Clerk-Stenographer

b. Evacuee authorized - employed - vacancies
66 65 1

1. Motor Pool - 25
Part-time - 0
2. Garage - 40
3. Most critical vacancies - Utility Man
4. Progress of staff relocation
Terminal leaves during month - 3

2. Motor Pool Reports

a. Fleet Summary:

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/Gal
Stakes	61	47	48	23323	3628.5	6.46
Pickups	24	18	22	9510	940.1	10.11
Dumps	10	6	7	2089	414.5	5.03
Panels & Amb.	8	7	6	1385	454.5	3.09
Passengers	26	23	23	13549	1192.8	11.35
Fire Trucks	2	2	2	18	21.7	.82
T O T A L	131	103	106	49874	6652.1	7.48

Total to be surplus 38.

Page 2
Monthly Narrative Report
Motor Transp. & Maint. Section

b. No. of Night Permits 19 Permanent Assignment 18.

c. Off-Project Trips:

Equipment	Destination	No. of Trips	Total Mileage
Stakes	Delta, Utah	67	3489
Semis	Delta, Utah	5	214
Carryall	Delta, Utah	4	144
Sedans	Delta, Utah	22	827
Stakes	Hinkley, Utah	9	328
Semi	Hinkley, Utah	2	81
Sedan	Fillmore, Utah	1	79
Sedan	Provo, Utah	2	472
Sedan &	Richfield, Utah	1	203
Stake	Salt Lake City, Utah	1	325
Sedan	Salt Lake City, Utah	1	374
Panel	Salt Lake City, Utah	1	337
TOTAL		116	6873

d. ~~d/~~ Operations Efficiency:

1. Drivers trained None.
2. Licenses Issued 14.
3. Safe drivers awards None.
4. Operator maintenance:
Weekly spot checks 317.
5. Warnings issued 3 1st notice 3.
6. 2n notice None. License Revoked 1.
Pending 1.
7. Wash jobs completed 30. Steam cleaning 84.

e. Inspections and minor adjustment:

1. Number of completed 305 78.
- 2/ Lubrication, tire, and Battery inspection 83.
3. Tire repair - tubes 63.
Exchanges 159.
4. Battery - service calls .
Recharge 33 Repair 36 Rebuilt 6.

Page 3.
Monthly Narrative Report
Motor Transp. & Maintenance

f, No. of working speedometer 108.

3. Motor Repair Reports:

a. Repair Shop:

1. Minor

Shop	In Shop	Com.	Repair Jobs	
			Incom.	Held Over
Truck - Passenger	40	39	1	2
Pickups - Dumps	24	21	2	
Panel - Miscell.	9	9		
Passengers	15	14	1	
Tractor Shop	11	10	1	

2. Major:

Shop	In Shop	Com.	Repair Jobs	
			Incomp.	Held Over
Truck - Passenger	2	1	1	
Pickup - Dumps	2	1	1	
Tractor Shop	1	1		

Total vehicle in deadline beginning of month 6.
end of month None.

b. Body and paint shop:

1. Paint jobs completed 6. Body job 8.

c. Welding Shop:

1. Production jobs 76.

4. Supplies and Materials

a. Critical supply, material or equipment needs which have proved difficult to procure:

Smooth Sailing

b. Surplus disposal:

Will Have completed the surplusing of 38 vehicles necessary to reduce our fleet to 80 vehicles exclusive of the two fire trucks and one ambulance which cannot be used for anything other than the purpose for which they were originally intended. Two pickups are being shipped to California for field office use.

Declaration of trucks cabs miscellaneous parts and assemblies has greatly improved the appearance of the garage yard.

5. Major program improvement for month:

The elimination of the deadline was accomplished by the 23rd when

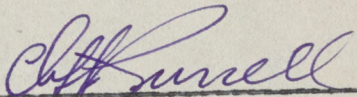
the last vehicle went in the shop to have the motor set back in. The most beautiful piece of land in Topaz is the spot where the dead-line used to be. The vehicles we are declaring surplus are for the most part in very good condition with some in need of minor repairs. They were selected on the basis of age, type, and make, taking into consideration the types that are hard to get parts for. Steam cleaning has progressed satisfactorily during the month and mileage tests have been run on most of the fleet. These tests were run with a one pint test jar and stops, starts, were made as would be in normal use. The following up on this is helping to stop some of the gas leaks.

6. Projected Activities:

The reduction in the size of the fleet will enable us to declare as surplus some tires and automotive parts. Some of our best mechanics will be leaving in August so we will take advantage of their skill during the month of July to complete tune up work and minor repairs as indicated by inspection sheets. We do not contemplate making any major repairs other than what may become necessary due to some mechanical failure we cannot foresee. The thing we do want is to have our fleet in Al condition so it can be taken care of with as few employees as possible and yet be able to take care of transportation demands.

7. Recommendations to the Assistant Project Director or the Project Director:

No recommendations.


Cliff Purcell, Supervisor
Equipment Maintenance

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

July 27, 1944

TO: Mr. L. T. Hoffmann
FROM: Motor Transport & Maintenance Section
SUBJECT: Monthly Report

1. Personnel Employed and Relocation Progress:

A. Permanent Appointment	6
B. Temporary	0
C. Residents	
Motor Pool	32
Motor Repair	41
Apprentices	14
D. Indefinite Leaves	9
Seasonal Leaves	16

E. Adequacy of Present Personnel

Resident personnel is not adequate as we are working far below our quota and approximately 1/2 of these are learners which, of course, requires more supervision by our experienced men. Consequently, they are not able to turn out as much work as would be possible if less time were required for supervision and instruction. Appointive personnel approved for this quarter if obtainable will greatly relieve the strain placed upon this Section by the relocation and drafting of the majority of experienced resident workers.

2. Current Work:

- A. With the splendid cooperation of Mr. Palmer, we have made a study of his equipment usage with a view to bringing as many as possible into the Motor Pool at night so that we may be better able to inspect and make needed repairs in time. We will go over the Engineering Section needs with Mr. Henry Watson as soon as possible.
- B. We are following up on our fleet inspection by preparing requisitions to cover parts needed to make repairs as disclosed by the inspection sheets and which our inventory does not show. Lt. Col. Fiero has cleared up a misunderstanding between the Army and WRA so that it will be possible to secure parts from Fort Crook, Nebraska at no cost. He advises that we prepare a requisition for approval by the Ninth Service Command at Fort Douglas for parts to be obtained at Fort Crook. He thinks it will be necessary to go to Fort Crook with the requisitions as they are too short of help to give prompt service.

LEF

C. The following is the record of trips made in July:

	<u>No. of Trips</u>	<u>Mileage</u>
Clear Lake	4	344
Fillmore	20	2320
Mt. Swasey	5	450
Salt Lake City	4	1440

D. Repair work and lubrications:

	<u>In Shop</u>	<u>Completed</u>	<u>Pending</u>
Stakes	54	64	19
Pickups	14	20	4
Dumps	10	12	4
Panels	2	3	2
Cargoes	2	2	2
Pass. Cars	21	26	3
Buses	2	0	2
Fire Truck	2	2	0

Lubrications

Stakes	40
Pickups	18
Dumps	2
Cargoes	4
Panels	3
Ambulances	3
Passenger Cars	15
Grader	1

3. Supplies and Materials Needed:

- A. We have put in a requisition covering a different type of grease which by test has proven to be far superior to what we are using and which we need badly for track rollers, spring shackles, etc., which have caused us much trouble by lubricant running out during hot dusty weather. We may need help in getting this through Procurement.

4. Problem Agenda:

- A. There is one small problem: how to keep enough equipment rolling with the amount of personnel we have left, and the amount of vehicles dead-lined by inspection.

July 27, 1944

5. Recommendations or General Suggestions:
No comment.

6. Projected Activities:

- A. In carrying out Col. Fiero's instructions, I am assigning the responsibility of the Service Station to Mr. Sorensen who already has been assigned the Tire Department.
- B. We have requisitioned a fuel pump with meter to be installed on the Mobile Service truck which will give us better records of how the fuel is dispensed.

Original Signed by
CLIFF PURCELL

Cliff Purcell, Supervisor
Equipment Maintenance

CPurcell/k

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 6, 1945

MEMORANDUM TO: Mr. Roscoe E. Bell
Assistant Project Director
Operations Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Report

1. Personnel Report

a. Appointed Staff - authorized - employed - vacancies
11 10 1

1. Permanent - 10

2. Temporary - 0

3. Most critical vacancies - Clerk Typist

Would like to fill this position soon as possible so
the girl could break in before the girl who now do
the work relocate.

b. Evacuee authorized - employed - vacancies
66 53 13

1. Motor Pool - 18

Part-time - 0

2. Garage - 35

3. Most critical vacancies - We are managing to get the
work done with the crew we have.

4. Progress of staff relocation

Terminal leaves during month - 12

2. Motor Pool Reports

2. Fleet Summary:

Kind of Equip.	Total No.	In Service Begin Mo.	End Mo.	Total Mileage	Gas Consumption	Mi/Gal
Stakes	36	48	35	20929	2869.9	7.29
Pickup	16	22	15	9510	923.6	10.29
Dumps	4	7	3	1238	289.2	4.28
Panel & Amb.	5	6	4	3784	327.7	11.54
Passengers	20	23	17	13888	1010.4	13.74
Fire Trucks	2	2	2	48	27.4	1.71
T O T A L	83	106	76	49397	5448.2	9.06

Page 2
Monthly Narrative Report
Motor Trans. & Maintenance

Total surplused 38.

b. No. of Night Permits 20 Permanent assignment 20.

c. Off-Project Trips:

Equipment	Destination	No. of Trips	Total Mileage
Stakes	Delta, Utah	69	3626
Semi	Delta, Utah	10	391
Sedan	Delta, Utah	38	1779
Stake	Hinkley, Utah	8	235
Semi	Hinkley, Utah	9	430
Sedan	Hinkley, Utah	1	43
Pickup	Hot Spring, Utah	1	48
Sedan	Woodrow, Utah	1	97
Sedan	Fillmore, Utah	5	605
Sedan	Salt Lake City, Utah	4	1371
Panel	Salt Lake City, Utah	1	331
TOTAL		147	8956

d. Operation Efficiency:

1. Drivers trained None.
2. Licenses Issued 15.
3. Safe drivers awards None.
4. Operator maintenance:
Weekly spot checks 261.
5. Warning issued 10 1st notice 10.
6. 2nd notice none license Revoked 3.
7. Wash jobs completed 35. Steam Cleaning 88.

e. Inspections and minor adjustment.

1. Number of completed 305 70.
2. Lubrication, tire, and Battery inspection 85.
3. Tire - repair - tubes 140.
Exchanges 140.
4. Battery - service calls 79.
Recharge 28 Repair 2 Rebuilt 2.

f. No. of working speedometer 81.

Page 3
Monthly Narrative Report
Motor Trans. & Maintenance

3. Motor Repair Report:
a. Repair Shop:
1. Minor

Shop	In Shop:	Repair Jobs		Held Over
		Comm.	Incom.	
Truck - Passenger	50	48	2	1
Pickup - Dumps	14	14		
Panel - Miscell.	4	3	1	
Tractor Shop	8	5	3	

2. Major

Shop	In Shop	Comm.	Incom.	Held Over
Truck - Passengers	1		1	
Pickup - Dumps	1		1	1
Panel - Miscell				
Tractor Shop				

Total vehicle in deadline beginning of the Month None
End of the Month None

- b. Body and Paint shop:
1. Paint jobs completed 1. Body Job 5.
- c. Welding Shop:
1. Production jobs 10.

4. Supplies and Materials
Critical supply, material or equipment needs which have proved difficult to procure:
We have one dodge pickup in the shop needing repairs to the differential. These parts have been on order all month, but procurement has not been able to locate a vendor who can supply. I have today requested Mr. Davis to call Bradshaw Auto Parts, Provo, as they have a large supply of parts.

- b. Surplus disposal:

Have cleaned up most of the surplus property here with the exception of parts. They are now being separated and boxed. We are declaring one portable D. C. Welder and one A. C. Surplus. Since the welding school closed we are no longer in need of them.

5. Major program improvements for month.

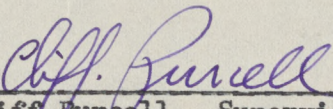
General cleanup of entire garage and motor pool area and re-organization to take care of the fleet with reduced personnel.

6. Projected Activities:

The surplus declaration of parts both new and used corresponding to the vehicles declared surplus is first item for August. Arrangement of transportation for the accelerated relocation program will take some careful planning, especially, while arrangements are incomplete for rental of Millard County school busses. We plan to have the semi trailers readied and standing by for any movement that can't be handled by Salt Lake Delta buss line even though the school busses are arranged for. We should have this added protection in case something went wrong as was the case Tuesday morning when the school bus driver failed to show up at the project with the bus.

7. Recommendations to the Assistant Project Director or the Project Director:

No recommendations.



Cliff Purcell, Supervisor
Equipment Maintenance

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

September 11, 1945

MEMORANDUM TO: Mr. Wallace Crane
Assistant Project Director
Operation Division

FROM: Motor Transport & Maintenance Section

SUBJECT: Monthly Narrative Reports

1. Personnel Report

a. Appointed Staff - authorized - employed - vacancies
11 11 0

1. Permanent - 11

2. Temporary - 0

3. Most critical vacancies - It appears at this time we will need to hire 4 or 5 truck drivers as soon as possible to replace Evacuee drivers who are relocating this month.

b. Evacuee

1. Motor Pool - 15

Part time - - 0

2. Motor Pool Reports

a. Fleet Summary:

Kind of Equip.	Total No.	In service Gegin Mo. End Mo.	Total Mileage	Gas Consumption	Mi/Gal.
Stakes	36	36 36	20756	2698.9	7.68
Pickup	15	15 15	9797	806.6	12.14
Dumps	4	4 4	724	140.3	5.16
Panel & Amb.	5	5 5	5274	399.2	13.21
Passengers	20	20 20	14349	1148.3	11.53
Fire /Truck	2	2 2	21	9.0	2.33
TOTAL	82	82 82			

Total surplused none

b. No. of Night Permits 20 Permanent assignment 20

Page 2
Monthly Narrative Report
Motor Transp. & Maint. Section

c. Off-Project Trips:

Equipment	Destination	No. Of Trips	Total Mileage
Stakes	Delta, Utah	83	4132
Semi	" "	4	164
Sedan	" "	49	2314
Pickup	" "	3	150
Semi	Ogden, Utah	4	1832
Sedan	Fillmore, Utah	2	226
Sedan	Lynndyl, Utah	1	158
Panel	Fillmore, Utah	3	108
Sedan	Salt Lake City, Utah	3	1133
Panel	" " " "	3	1023
TOTAL		165	11715

d. Operation Efficiency:

1. Drivers trained none
2. Licenses Issued 10
3. Safe drivers awards none
4. Operator Maintenance:
Weekly spot checks 261
5. Warnings issued 15 1st notice 15
6. 2nd notice none . License Revoked 2 .
7. Wash jobs completed 40 Steam Cleaning 50

e. Inspections and minor adjustments:

1. Number of completed 305 85
2. Lubrication, tire, and Battery inspection 85
3. Tire - repair - tubes 57
Exchanges 57
4. Battery - service calls 66
Recharge 22 Repair 9 Rebuilt none

f. No. of working speedometers 82

3. Motor Repair Reports:

- a. Repair Shop
 1. Minor

Shop Repair:

Trucks and Cars - In shop 66 Completed 66.

2. Major Repair 2 Completed 1 Incom leted 1

Total vehelcle in deadline beginning of the month none
end of the month none

b. Body and Paint Shop:

1. Body and Paint jobs completed 15

c. Welding Shop and Miscellaneous:

1. Miscellaneous 50

4. Supplies and Materials

a. We have only one Dodge Pickup held up for lack of parts which we are now trying to get through Fort Douglas, otherwise no difficulty.

b. Surplus Disposal:

As we find we no longer need items of any nature we are transfering them to Property Control.

5. Program Improvement

Some reorganization of staff accomplished to take care of work formerly done by Evacuees who have relocated.

6. Projected Activities

Continuation of efforts toward closing while maintaning essential services.

7. Recommendations to the Assistant Project Director or the Project Director:

Recommendations mostly concern changes in leave proceedure and have been put into effect at this date.

Cliff Purcell, Supervisor
Equipment Maintenance

Harold Maas
asit