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WAR RELOCATION AUTHORITY
Central Utah Project

September 24, 1942

MEMORANDUM TO: Charles F. Ernst
FROM: Claude C. Cornwall
SUBJECT: Weekly Narrative Report

The following is the Weekly Narrative Report given under the numbers and letters of Office Letter No. 4:

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent 3
- (b) Temporary none
- (c) Evacuees 9 in Employment, none in Housing
- (d) Adequacy of personnel--about 65%. I am working with Mr. Jennings to complete this staff.

2. PROGRESS OF CURRENT WORK:

More than 1400 assignments of evacuees have been issued. Mr. Jennings is establishing a filing system to take care of the records of this division.

In Housing, we have put 4,248 residents into apartments. These cannot yet be considered permanent assignments, as many adjustments will be necessary.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

We have received office supplies in so far as they are in stock. Our stock-room, however, does not have the supplies necessary for a placement office. Mr. Jennings is preparing a list of supplies which will be requisitioned.

Our supplies for housing such as mattresses, blankets, mess gear, and etc. are usually from one to two days late, causing much anxiety among staff members and distress among residents.

4. CURRENT PROBLEMS:

- (a) A Housing problem arises out of the fact that the majority of our families are either married couples or groups of three. If we can give assurance that small apartments will be made by making partitions or by dividing the

n 6's, it would give some relief to the anxiety which this problem has created. Our attempts to crowd the apartments, by placing two families together, are multiplying this problem.

We shall shortly present a proposal for the assignment of additional occupational titles in order to cover certain jobs which are not included in our approved schedule.

- (b) The matter of procedure concerning employment and housing of evacuees outside the evacuation center has yet to be clarified. We are awaiting the promised visit of a Regional Officer to advise us.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

I have made a recommendation to Mr. Noftzger asking for a suggestion about dividing an apartment building into twelve units suitable for married couples. If we could have about 25 such buildings, this would relieve some of our problems of providing family privacy. The people have expressed themselves as being willing to take smaller space if that will keep the family units alone.

6. COMMENT ON CONDITIONS AMONG THE EVACUEES AS THEY AFFECT YOUR DEPARTMENT:

None.

7. A FORECAST OF PROJECTED ACTIVITIES:

We will receive evacuees commencing Monday morning in the following buildings:

Sept. 28	--	27 & 28
29	--	29 & 30
30	--	36 & 37
Oct. 1	--	31 & 38
2	--	32 & 39
3	--	33 & 40
4	--	Indefinite.

Respectfully yours,

Claude C. Cornwall
Chief, Employment & Housing

September 30, 1942

From: Claude C. Cornwall, Chief, Employment & Housing
To: Charles F. Ernst, Director
Subject: WEEKLY NARRATIVE REPORT

EMPLOYMENT

The principal development in Employment during the week was the commencement of recruiting for farm laborers in the sugar beet fields. Mr. Vernon W. Baker of the Regional Office arrived and was assigned space in the Recreation Hall of Block 3. Representatives of Utah-Idaho, Amalgamated, Franklin, and Holly Sugar Companies are here and the "hiring campaign" is in full swing.

Sixteen evacuees have been placed in farm jobs in Millard County. These commute daily between the project and the nearby farms. Five men were placed on jobs with a sub-contractor and three with the contractor, and two men were placed with the U.S. Engineers on the Topaz Project.

Attached is a complete report of placements made in the office of Mr. Jennings, the placement officer. It indicates a total of 1926 placements made as of September 29th. Reports for the 25th and 27th are also attached.

HOUSING

The problem of Housing space becomes more acute as the zero hour of final induction approaches. Our problem arises out of the large proportion of families of two;-married couples who must have family privacy in order to live contentedly. This makes a pressure on our allocated space because each family so assigned loses two units in the calculated apartment capacity.

Action on construction of partitions is slow in realization, with consequent anxiety and occasional emotional disturbance.

Attached is a report by Mr. Eaton, as of September 20 which discusses the housing situation in some detail and a report of 9/19 which gives the organization set up for Housing.

NARRATIVE REPORT FOR WEEK ENDING OCTOBER 3, 1942

HOUSING

With the arrival of 527 evacuees on Saturday, October 3rd, the total number of those who have come from Tanforan was boosted to 7,361. Adding to this, the three births in the Topaz Hospital increases the total to 7,364. We would have maintained this population but for the fact that 56 residents accepted employment in the sugar beet fields of Boxelder County, Utah, and one resident was sent to a hospital outside of the area. This made the resident population, at the end of the week, 7,306 people.

Work is rapidly progressing on the completion of all the buildings, and it is expected that by next Thursday sufficient buildings will be completed to take care of 560 evacuees who will arrive from Santa Anita. Following this contingent will be 279 persons, a final group from Tanforan, which is scheduled to arrive on October 11th.

We feel that it is quite in order to express our sincere appreciation to the housing staff for the efficient way in which the assignments have been handled and the sympathetic procedure followed in the adjustment of housing difficulties. While it may be necessary still to make changes, the objective of this group is to see to it that all residents are as comfortably and happily housed as conditions will permit.

EMPLOYMENT

More than 2,000 residents have accepted employment in the various activities required to operate this City of Topaz. There are clerks and stenographers, carpenters and sign-painters, recreation workers, teachers, and social workers, medical officers, engineers, architects, timekeepers, draftsmen, and reporters. These persons work in the Administrative offices, in warehouses, and in the block buildings. They handle transportation of supply, accounts and statistics, reports and fiscal works. They are doing agricultural work and landscaping, they are driving trucks, operating the fire department, constructing public works -- in fact, all of the many varied activities necessary to operate a city which will soon have more than 8,000 inhabitants.

Recruitment continued during the week for workers to go out into the sugar beet fields and harvest this precious crop so essential now to the Nation. In connection with this activity, it was made clear that those who go out to do this work will not be charged for the maintenance of their families, etc. It also was made clear that all earnings received from this work could be kept by the workers with no requirements as to the

NARRATIVE REPORT FOR WEEK ENDING OCTOBER 3, 1942

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purchase of bonds or other expenditures.

The farmers of Utah are continuing to make requests for laborers in sugar beet fields, and the recruiting office, which is in Recreation Hall of Block 3, will be open during the coming week daily from 9:00 to 12:00 and 1:00 to 4:00. Farmers resident in Delta and nearby areas have come to Topaz daily to take out workers for the alfalfa seed harvest and the contractors who have the job of building the City of Topaz have also recruited skilled workmen, engineers, and accountants. Approximately 30 individuals have taken advantage of this opportunity to live in the Camp and commute daily to their work.

The Placement Office continues to be flooded with requests for employment and every endeavor is being made to find places for those who wish to work. It might be proper to correct an impression that those who take work on the Topaz Project would thereby forfeit their right for consideration for outside employment. This is not the case. An effort is being made to give first consideration always to those who are employed on the Project. In fact, the efficient performance of such work is used as a recommendation when outside work is being considered.

There is much work to be done and laborers will continue to be in demand, so it is suggested that everyone visit the Placement Office to find out what place they can best fill as a service to the City of Topaz and to the Nation.

Claude C. Cornwall, Chief
Employment & Housing Division

WAR RELOCATION AUTHORITY
Central Utah Project

October 9, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
SUBJECT: Weekly Narrative Report

HOUSING

With the arrival of 550 persons from Santa Anita on Thursday, our population has increased to 7,712. These residents were housed in Blocks 33 and 34, and we are pleased to report that, for the first time in several weeks, we had sufficient bedding and other supplies to take care of everyone in a satisfactory manner. I am attaching an office memorandum prepared by Mr. Arthur Eaton, the Housing Superintendent, which covers the housing activities in detail.

EMPLOYMENT

Under the supervision of Mr. Jennings the employment assignments for jobs inside the City of Topaz totalled 3850 on October 7th. In order that there will be no misunderstanding in interpreting this report, this does not mean that all these people are working for the reason that many of the residents have had several of the assignments. The only way to secure an accurate record of the actual number of persons working will be to consult the payrolls.

Inasmuch as the Regional Office is asking for a monthly report, we are taking steps to have this data accurate for the month of October and will endeavor to make up the September report at the same time. Blanks for this purpose, following the form furnished us by the San Francisco office, are in the process of being mimeographed.

155 workers went to the sugar beet fields this week, bringing the total to 211 who have gone out to this kind of work. 6 residents went to work in Delta -- one family to the Southern Hotel and another family to a cleaning establishment. 3 residents left the Center on educational leaves and 51 persons are commuting from the Center to various jobs in Millard County. This makes a total of 271 who are now gainfully employed on outside jobs.

WAR RELOCATION AUTHORITY
Central Utah Project

MEMORANDUM TO: Mr. Charles F. Ernst -- 2.

One of the problems has to do with the recruiting of workers for the sugar beet harvest. Mr. Vernon W. Baker, with the assistance of recruiters from the principal sugar companies, is attempting to increase this total so that we may reach somewhere near the expectations of the sugar beet growers. We are open to suggestions as to how this activity can be made more fruitful of results.

Claude C. Cornwall, Chief
Employment & Housing Division

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Attachment

WAR RELOCATION AUTHORITY
Central Utah Project

October 23, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
SUBJECT: Weekly Narrative Report

Two important developments were made this week, the first being receipt from the Regional Office of the official procedure for indefinite release of evacuees to private employment and the second -- which is closer related to this procedure-- the setting up of the "Individual Record" Survey.

The procedure for release of an evacuee for private employment requires that one copy of Form 26 be sent to the Federal Bureau of Investigation at Washington for clearance. During the time that we are waiting for this clearance, a form letter (sample copy attached) will be sent to the persons given as references on the applicant's Form 71. When the clearance is returned and references are obtained, the whole file is then sent to the Washington office for final clearance. If approval is granted, notification will be sent to the Project Director, who will issue the pass for indefinite leave. (By this time the job will, of course, be gone, but anyway we will have the person cleared for the next offer.)

Arrangements have been made to provide office space for Mrs. Fern French from the Regional Office in the Administrative Dining Hall, and at this writing good progress is made on recruiting the staff for the Survey. A meeting has been arranged, through the courtesy of Mr. Lorne Bell of Community Services, with certain key personnel from the community which will greatly assist in carrying information to the people.

A report was made this week by Mr. Jennings's Division, in cooperation with the timekeepers, which revealed that 2,827 persons have been given work assignments in the Center. This report was given publicity in the "Topaz Times." 510 people have been released from the Center on temporary group leave permits for work in the sugar beet and other agricultural activities. 50 are commuting to industrial work in connection with the construction of this Project, and 92 are commuting from the Project daily for harvest work in Millard County.

Claude C. Cornwall, Chief
Employment & Housing Division

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WAR RELOCATION AUTHORITY
Central Utah Project

November 13, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
SUBJECT: Weekly Narrative Report

"The Sugar Beet Special" completed its tour of duty this week. This has been a school bus driven out to the Project daily and filled with workers who went to the sugar beet farms in nearby Millard County. The first day the bus was filled to more than its capacity with 50 volunteer workers from the Fire Department, Division of Public Safety, Public Works, and Agriculture. This proved too much for the farmers, and they indicated that only 38 could be efficiently used. The number was adjusted to the needs, and sugar beets on six farms in the County have been thus harvested, adding an estimated 2,000,000 pounds of sugar to next year's much-needed supply. This would not have been harvested had not this voluntary effort been made.

The next development in the Employment Division was preparation of the tentative statement of policy governing private employment within the Project, private employment outside of the Project, and a tentative procedure under this policy. The outstanding points of this policy are:

- First, that jobs will be given insofar as possible to those who are best qualified to perform the service;
- Second, that there be equal opportunity provided for all residents to be considered for employment; and
- Third, that preference for consideration for outside employment be given to those who are doing outstanding service for the City of Topaz.

NEEDS

In order to implement this policy the Employment Division will need space equivalent to one apartment at two locations within the Center -- one on the east side and one on the west side. At these locations an employment officer will be stationed, and bulletin boards will be maintained, available to all residents, showing the employment opportunities open both within the Project and for outside employment.

November 13, 1942

In order to clarify the relationship between the Welfare Division and Employment, the following decisions were arrived at:

- (1) All persons who contemplate going out of this Center on group work leave or indefinite leave procedure will have all their papers prepared in the Leave Office of the Employment Division.
- (2) In cases where the Employment Division desires information of a social service nature, the case will be referred to the Social Welfare Division for the necessary investigation.
- (3) The presenting of completed cases to the Washington Office of the War Relocation Authority will be done by the Employment Division through the Project Director.

A new form for the granting of short-term leaves was prepared, approved, and mimeographed, and this form is available to any division requiring its use. The issuance of this form to any resident requires the signature of the Director or Assistant Director.

70 workers returned from the harvest fields during the week, and it is expected that the rate of returns will be accelerated during the coming week. Inasmuch as the sugar companies are having difficulty in keeping up their contract stipulation which was that these workers should be returned to Topaz. We have had to call upon the Transportation Division to assist in bringing these workers from the railroad station to the Project. At a formal session with Mr. Hughes and Mr. Parrish of the Amalgamated Sugar Company, this matter was pointed out, and the Sugar Company assured us that they would attempt to correct the situation. It is hoped that the Sugar Company may be able to effect some solution in order to relieve this pressure.

Because of the good service given by evacuees who were sent to work at the Hotel Utah on a group work leave procedure, a second group was interviewed this week. There was a large response of applicants from among whom 15 were selected by Mr. Kohler of the Hotel through individual interviewing. Offers

November 13, 1942

of employment are now on hand for laundry workers in Salt Lake City, coal miners in Emery County, gilsonite miners in Uinta County, truck drivers for two transportation companies, and offers for domestic employment in various places, the largest number being from homes in Salt Lake City. These are being publicized insofar as our facilities permit, so that all residents may know what jobs are available and may inquire at the Placement Office for detailed information.

So far, no one from this Center has been released to private employment on an indefinite leave. We have sent 235 Forms WRA-26 to Washington for F.B.I. clearance and are preparing applications for indefinite leave for the same number. At the suggestion of Mr. Davis McEntire from the Regional Office, we are preparing these Forms WRA-71 to send to Washington without waiting for character and employability references, as the responses for our letters sent to individuals for such references have been extremely slow. Whether Washington will act on these applications without such references will then be determined. As reference letters come in, they will be forwarded to Washington to be added to the individual case file of each person applying for indefinite leave.

Claude C. Cornwall, Chief
Employment & Housing Division

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WAR RELOCATION AUTHORITY

Topaz, Utah

December 18, 1942

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

A preliminary meeting was held with Dr. Ochikubo of the Community Council and some of the members of the Merit Rating Board. The meeting was informal. Administrative Instruction No. 27 was read and discussed, the points clarified being that the Merit Rating Board's first responsibility is to organize itself with the Chairman and to make recommendation for the appointment of a full-time secretary. The first order of business of the Merit Rating Board will be the working out of the "Form of Work Record" which can be submitted periodically by the foreman or supervisors of work groups. When this machinery gets into action, we will have the basis for recommendations of workers for special consideration in accordance with the Administrative Instruction No. 27.

The alterations in the Recreation Hall of Block 4 have been completed and Mr. Jennings and Mr. Twohey will set up offices in this building, commencing next Monday. The move will be made on Saturday.

Procedures are going forward to obtain indefinite leave clearance for all persons who have left the Center on group work leave so that their clearances may be obtained without necessity of their returning to this Center. Mr. Holland of the Washington office has promised us cooperation in this, and these cases are being processed individually. One indefinite leave was issued this week, six leaves to participate in group work, and 22 short-term leaves were issued. Clearance papers were prepared for the nine evacuees who enlisted for military service with the Army Intelligence Division at Camp Savage, Minnesota.

The only shortage of labor reported is in the handling of coal between Delta and the Project, and an appeal was made through the Topaz Times for 32 workers to insure "a warm and happy Christmas."

11 workers responded to an appeal from the Utah-Idaho Sugar Company to harvest the last remaining 80 acres of beets in Millard County. Because of the frozen ground and the

Weekly Narrative Report - 2.

December 18, 1942

adverse conditions, the Sugar Company has lifted the wage scale from \$1.50 to \$2.50 per ton. This work will be completed by Monday.

One problem confronting us is how to secure the necessary typists and machines to make the required six copies of Form WRA-26 for leave clearances. An appeal has been made to the schools for part-time student workers to gain educational experience by typing these forms. This will help us materially, provided permission can be cleared through the Hospital. The doctors at the Hospital continue to block the work experience training program for youth.

(SIGNED)

Claude C. Cornwall
Chief, Employment Division

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WAR RELOCATION AUTHORITY

Central Utah Project

December 24, 1942

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Developments of the week was movement of the Placement office to the Recreation Hall in Block 4. This will enable the office to function more effectively. Plans are going forward to move the Leave Office also into Block 4. The problem here will be lack of space for both of these offices, but we have conferred with Mr. Hughes with respect to expanding this space in this building as soon as other adjustments can be made.

Work is going forward on processing the case file of all persons who have been released from this Center on group work leave permits. It is expected that papers will be in order so that recommendations for indefinite leave can be made for all these persons by the end of the year. The other cases in the back-log are likewise being settled. The problem here is the matter of the personal interview and additional requirements which were given to us by Mr. Holland. Our plan is to take care of the new applications for indefinite leave currently and to carry forward the back-log as far as it can be accomplished. The bottleneck here is the lack of typewriters forming the six copies of Form WRA-26 on all these cases. We are adding one stenographer to the staff of Miss Yoshii and one typewriter and table which will help at this point. Our requirement will be three more typewriters and three more typists. This staff can be kept busy continuously until upwards of 4,000 cases will have been processed.

During the week 19 short-term leaves were issued, no permits were given for participation in a work group, two indefinite leave permits were issued. Three persons returned to the Center; they were issued short term leaves.

A section of the Placement Office has been set up to handle offers for leasing of land or other agricultural employment. This section will work closely with Roscoe Bell and his agricultural committee so that counsel can be given to prospective applicants for agricultural resettlement.

Employment compensation instructions, Memorandum No. 3, was sent to be mimeographed, together with the application forms.

The issuance of requests for workers are to be now confined to division heads or other persons whom they might designate. Every request for workers is to be carefully checked to determine its justification.

Mr. Charles F. Ernst - 2.

December 24, 1942

Plans are underway to enable us to promote persons of executive or administrative ability from assignments from routine jobs to assignments where their talents will be more effectively used. We are also working out plans of apprentice training and understudies for all key personnel so that, if and when these persons accept outside employment, the next person in echelon will be assigned to the place vacated. This may involve some transfers between individuals, and each case will be studied on its merits.

We have had no reports of critical labor shortage during the week, nor any labor disturbances. The withdrawal of a large number of men for the search in the mountains has hampered some activities but these will be adjusted during the week.

Claude C. Cornwall
Chief, Employment Division

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WAR RELOCATION AUTHORITY
Central Utah Project

January 1, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Development in employment relations was forward one step this week through the appointment of Yoshiaki Moriwaki as Executive Secretary of the Merit Rating Board. Two problems are presented by this action, the first being desk space for this organization and the clarification of policy on the proposition presented by the Merit Rating Board that the staff of this organization be expanded beyond the one paid position authorized in Administrative Instruction No. 27. The interpretation of the Board is that "a full-time executive secretary pre-supposes paid members of a clerical staff." We will furnish paid clerical assistance from the Employment Division in order to compile the data necessary to give the Merit Rating Board such information as it requires.

Progress on the leave program was indicated by the submitting to Washington of 75 case files for clearance, 607 of these cases included requests for indefinite leave permits to accept positions now occupied. Progress on the issuance of indefinite leaves to accept employment was nil, as the Washington office gave us no authorizations at all during the week. About six permits were issued for students.

Implementing the policy of establishing a single wage standard at the Project, no new commitments have been made to employers of labor from among those who will reside within the Project and commute to their work. All present employers of evacuee laborers have been notified that, as soon as practicable, they must provide housing. The largest employer of such labor is the Delta Milling Company, and Mr. Huffine, Manager of the Company, has been notified. He stated orally over the telephone that he would attempt to have provisions completed as of January 15, 1943. The A.D.H. Company, constructing the water towers on the east side of the City, employed six men during the week at 75¢ per hour. This commitment was made in November.

Four persons were released on group work leave permits and four persons returned to the Project from group work leave.

Mr. Charles F. Ernst - 2.

January 1, 1943

Employment Memorandum No. 3 covering Unemployment Compensation was issued and machinery set up at the Placement office to accept and handle applications for unemployment compensation. Memorandum No. 4 covering the benefits of working as against not working was issued and approved and set up for mimeographing. The need now is to publicize this information. In order to obtain better Administrative control over requests for workers, signature cards were distributed to the heads of all divisions for the designation of those authorized to request workers. A revised form covering requests for workers was devised and approved, this form also including requests for termination. The problem in this connection is the matter of reclassification. This should be better understood so that justification can be made for establishing of positions in the hiring brackets.

One more problem is the need of a stove in the Placement office in Block 4. One stove there is not adequate.

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Central Utah Project

January 8, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

The Leave Office was set up this week in Recreation Hall of Block 4, and Mr. Twohey and his staff took over the processing of applicants for leaves. Problem: the space allotted to this office in this Recreation Hall will not be adequate for the functions of this expanding office. When and if a position of interviewer is filled, and this should be immediately, we shall require space equivalent to that occupied now by the Project Attorney's office in that building, or by the Chief Stewards' Office. We have prepared a job for the position of interviewer and submitted it to Mr. Sorenson. I am taking up with Mr. Hughes the process of creating the new position as it is not one provided for on the Administrative chart.

The next development in the Employment Division was the beginning of a labor analysis of assignments with a view to determine the needs of each division for labor. An analysis of the agricultural division has been prepared as a beginner, and upon the experience with this division, the plan and policy of labor analyses will be based. Control of the requests for workers is now established, and requests will be honored only over the authorized signature. Requests for reclassification are being honored only in the cases of filling vacancies or the creation of new jobs which are required in expanding offices such as the Project Attorney's office and the Leave Office.

The Merit Rating Board has been organized, and Yoshiaki Moriwaki, as Executive Secretary of this Board, is working out a simple form of efficiency report for workers which can be used as the rating chart to select those workers in the Center who are giving meritorious service and to pick from among them those who can be given the order of merit. We feel that this action will produce a wholesome effect and give encouragement to workers.

The Chief of the Employment Division was appointed to a committee to work out a questionnaire through which we may feel the pulse of those who have returned from outside employment and also those who are still out of the Center on group work leave. It is our hope that a wholesome attitude may be

Mr. Charles F. Ernst, - 2.

January 8, 1943

created in the Center among those available for such employment, for the reason that we want to do our share in meeting the Nation's crucial labor shortage, particularly, in the harvest fields, which will provide the food necessary for this emergency.

Mrs. Mary J. Mueller of the Foreign Broadcast Intelligence Service was at the Project on Thursday and Friday to select applicants for positions with that Service. Mrs. Mueller interviewed 17 applicants and gave them written and oral tests making use of the phonograph in Apartment 2-2-E. Mrs. Mueller promised a full report of the results of her interviews.

4 Indefinite Leaves were granted during this week; 30 Short-Term Leaves; and no one went out on group work leave.

Claude C. Cornwall

Claude C. Cornwall
Chief, Employment Division

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WAR RELOCATION AUTHORITY
Central Utah Project

January 15, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

At a conference with the Project Director the duties of the Merit Rating Board were clarified, and the Board is ready to function in its important task of rating the workers within the Project. These ratings will then serve as the guide in the promotion and adjustment of workers and will also form a basis for recommendations for outside employment when opportunities for such recommendations are presented in the employment offers received.

On January 12th a position of Senior Interviewer was added to the Employment office staff, and Mrs. Evelyn S. Johnson was appointed temporarily to this position. At a meeting with the Project Director and the Leave office staff, plans were inaugurated to meet the goal of the Washington office letter of January 8th asking that 30 applications be taken each working day, this to be stepped up to 50 a day as soon as possible. Problem number one in this connection is space. Mrs. Johnson was instructed to expand the interviewing unit as soon as facilities could be provided.

Employment Memorandum No. 5 was approved which determines the procedure in transferring workers from one section to another. This Memorandum puts the responsibility on the Placement office for selecting workers by qualifications and is intended to eliminate the attempts to select workers by division heads taking them from other divisions.

Cooperatively with the Agricultural Division a Farm Placement Section has been set up. Forms were prepared by Mr. Roscoe Bell to assist in getting accurate descriptions of farms offered for lease, sharecropping, or other arrangement. All offers of land for farming purposes will be handled through this Division of the Employment office.

Three individual leaves were issued; 30 short-term leaves and 7 group work permits were issued. 205 applications for leave clearance were sent to Washington during the week. The Placement office is receiving more and more domestic offers, and the interest in this kind of work is very much on the wane.

WAR RELOCATION AUTHORITY
Central Utah Project

January 22, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Merit Rating Board

Preliminary steps of the mechanics for the operation of the Merit Rating Board were discussed at a meeting of the Board during the week. Forms to be used in the rating of evacuees will be set up in the very near future with the cooperation of Mr. Jennings, Mr. Hughes, Mr. Twohey, and Mr. Cornwall.

Placement Section

A visit to the Project was made by Mr. Scalley, Mr. Clyde, and Mr. Day of the Utah-Idaho Sugar Company, and preliminary steps were taken to explain the types of contracts being offered this year and to inform evacuees who were out last fall of plans for the coming year. They reported a one-fourth increase in the price per acre for thinning. The use of a new type of seed which allows a single germination rather than a quadruplicate germination from one seed will assist in the ease with which the work will be accomplished. Sharecropping propositions which would provide work supplementary to the sugar beet harvest and thereby furnish relocation opportunities to families on a year-around or permanent basis were suggested. Evacuees who might be interested in such resettlement have been advised of the farmers whom they could contact for further details and final agreements. The representatives of the Sugar Company also indicated that that amount of property which a family would be able to handle would be provided as additional income over and above the amount provided by sugar beets. The men met with the Agricultural Division at 9:00 A. M. and then in the Project Attorney's office from 10:30 AM to 6:00 PM with those workers who had gone out to top beets for the Utah-Idaho Sugar Company last fall.

Every land lease or sharecropping offer which has been submitted to the Agricultural Section of the Placement office has been surveyed and additional information acquired. Also, a questionnaire has been sent out to determine the physical characteristics of the land.

January 22, 1943

Three typewriters are urgently needed in the Placement office, one to replace a broken one and two as additional equipment.

Leave Section

Miss Ruth Griffin has joined the staff of the Leave office, and thus another addition was made to this expanding office.

Additional space for the Leave office is to be available in the very near future.

16 Indefinite Leaves, 6 Group Work Leaves, and 30 Short-term Leaves were issued during the week. The number of applications for indefinite leave clearance sent to Washington was 20. The supply of Form WRA-26 is completely exhausted and the additional supply of this Form has not yet been received, thereby causing delay in the submitting of leave applications to the Washington office.

Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

January 29, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Merit Rating Board

During the week a form for recommendation of resident evacuees to the Order of Merit was prepared and will now be presented to the Community Council for their approval and then to Mr. Ernst for final approval.

Placement Office

The Placement Office went through one of its busiest weeks since the induction period. After last night 122 claims for unemployment compensation had been received at that office.

They hope to have Forms WRA-12 in operation by Monday, February 1st, and are now working toward that end, checking them as to accuracy, etc.

There was very little activity with the Agricultural group so far as outside placements were concerned. An analysis of a group in the Project is underway to determine its desire to go out to farm work this summer. For this purpose calling slips are being sent to all those who show farm experience and these persons are interviewed at three places -- by Mr. Farnk Iino at the Placement office in Rec. #4, by Mr. Guy Uyama in Dining Hall #41, and by Mr. Kay Tsukamoto at Rec. #30.

The additional typewriters which have been promised to the Placement Section have not as yet been received. Also, the fire exit doors requested for each end of the Placement office have not been provided.

Leave Office

A speaking tour was conducted by the Leave Officer, Mr. Twohey to acquaint the various divisions and groups with the leave procedure and thus help squelch the many rumors which have arisen in regard to leaves. It was started on Tuesday morning in Mr.

January 29, 1943

Lorne Bell's office at a meeting attended by members of his staff; on Wednesday, before the Community Welfare Section at Rec. #23; and on Thursday, before Mr. Nuttall and the high school teachers. Mr. Lamb's group is scheduled for this afternoon.

The process of typing four copies of Form WRA-26 for all persons over 16 years of age in the Project was commenced this week. In order to accomplish this within the 30-day period as requested by the Washington office, each typewriter has been made responsible for the typing of six sets daily through Miss Yoshii's Statistical Section.

During the week 21 indefinite leaves and 13 short-term leaves were issued. There were no group work permits.

53 applications for indefinite leave clearances were sent to the Washington office for processing. Because there are no more envelopes in which to mail reference letters, 160 completed leave applications are being held in the Leave Office.

Claude C. Cornwall
Chief, Employment Division

By _____
J. F. Hughes
Asst. Project Director

WAR RELOCATION AUTHORITY
Central Utah Project

February 5, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

FROM: Employment Division

Placement Office

People have voluntarily left kitchen work in dining halls to take up agricultural work. Most of them doing this have formerly worked on farms.

Reports on cards, Form WRA-12, by ages, sex and occupations according to "Dictionary of Occupational Titles" have been completed for all persons for whom records were obtainable from the Individual Record Project. The supply of Form WRA-12 (Buff) was exhausted so it was impossible to get all the cards for the women. The report is only for a partial group.

One of the three typewriters requested by this Section was received. Supply of onion skin paper is running very low.

Leave Office

This section moved into the space vacated by the Stewards Office in Rec. #4.

More chairs and tables are needed.

During the week there were issued 19 Indefinite Leave Permits, 6 Group Work Permits, and 41 Short-term Leave Permits.

WAR RELOCATION AUTHORITY
Central Utah Project

February 12, 1945

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

MEMORANDUM: Weekly Narrative Report

Employment Section

There were four jobs in private employment on the Project this week -- two were for one day and two for two days.

Many people who were asked to serve on the registration staff have declined, due to the pressure of business or due to the Division under which they work not being willing to influence them to do so.

Leave Section

The filing of applications for indefinite leave clearance has dropped off to practically nothing because of the mass registration. For the 11-day period ending February 9th, applications sent to Washington averaged a fraction less than 30 per day.

8 Indefinite Leaves Permits, 20 Short-term Leave Permits, and no Group Work Permits were issued this week.

Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project

Topaz, Utah

February 19, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

The Placement Office has stopped considering placements for outside jobs until the completion of the registration.

All facilities of the Employment Division, including the Placement and Leave Sections, were occupied by the Registration.

35 Short-term Leaves, 2 Group Work Leaves, and 22 Indefinite Leaves were issued during the week.

Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project

March 5, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Narrative Report

Compilation for Form 126 (Revised) is going forward under telegraphic instructions from Washington. Our decision is to compile the information from the forms as they are being processed and then ship to Washington approximately 100 at a time after the compilations have been made. This will mean that our report will not be ready until all the forms have been processed, but it will expedite the arrival of the forms at Washington so that leave clearances can be processed there.

Because Forms 304-A were all sent to Washington, it has not been possible to compile the information in this office requested. It is our recommendation that we ask the Washington office to supply the Project with this information as soon as the compilation is completed there. The activity of the Leave office has been largely devoted to the permitting of registrants among male citizens to make changes in their registration if they so desire. Many offers of employment have been received for farm workers, and we are not able to go very far with these for the reason that the policy on group work leave has not yet been clarified. We have been given permission to use this procedure in Bear Lake County, Idaho, but this county has not yet been cleared. The same is true with the Moapa Valley in Nevada. Employment for approximately 100 men has been offered in these two areas.

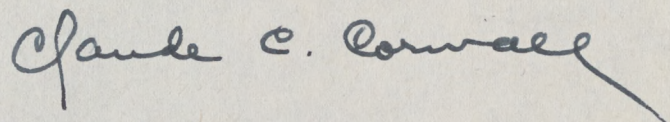
The La Salle Land and Livestock Company of Southeastern Utah has a very fine offer looking toward the resettlement of approximately 15 families. It is our recommendation that these agricultural opportunities be given wide publicity, making use of the Topaz Times, bulletin boards, and any other means of informing the public.

We have received quite a number of offers for domestic employment and these have largely gone without takers. We think it might be proper to inform the Washington office that the relocation offices should try to find offers of employment in fields other than domestic, as we are unable to fill them. This may perhaps not be true of other centers.

Mr. Charles F. Ernst - 2.

March 5, 1943

During the week 43 short-term leaves, 7 group work leaves, and 31 indefinite leaves were issued.

A handwritten signature in dark ink, reading "Claude C. Cornwall". The signature is fluid and cursive, with a long, sweeping tail on the final "l".

Claude C. Cornwall
Chief, Employment Division

CCC:TI

March 5, 1943

SUBJECT: Weekly Narrative Report

TO: Gilbert L. Niesse
Senior Administrative Officer

1. NUMBER OF PERSONNEL EMPLOYED:

- (a) Permanent (Indefinite CS Appointment) -- 2
- (b) Temporary (Per Diem) -- none
- (c) Evacuee -- 3
- (d) Adequacy of personnel -- sufficient

2. PROGRESS OF CURRENT WORK:

During the last week progress has been made in employing personnel for the various unfilled positions of the various divisions. We have to report that the housing situation in regard to appointive personnel has been cleared up with the appointing of Mrs. Laura Lamb and Mrs. Elizabeth Goodman in that section. The present problem is that of the employing of school teachers.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

Supplies are sufficient, but at the present time we are in need of an additional file cabinet, a typist's desk, and a calculator.

4. CURRENT PROBLEMS:

With the relocation of various members of our evacuee employees, the idea of maintaining understudies for the present members has been advocated by the Employment Officers. This procedure will be followed within the near future.

5. RECOMMENDATIONS OR SUGGESTIONS:

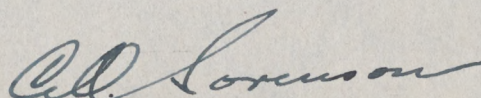
No comment

6. COMMENT ON CONDITIONS:

No comment

7. FORECAST OF PROJECTED ACTIVITIES:

The item concerning understudies outlined in paragraph four is contemplated.



C. O. Sorenson
Personnel Officer

WAR RELOCATION AUTHORITY
Topaz, Utah

March 12, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Growing interest in farm employment developed during the week, and many of the farmers are calling on the telephone or coming in to see about agricultural help. It will be necessary that we take steps immediately to establish a policy with respect to this employment. Our experiences last year with our rather loose policy connected with making of agreements got us into some difficulties, particularly, with respect to the payment for services. Contracts will need to be more carefully drawn, and a thorough understanding must be established between the farmers and the evacuees before leave permits are issued. It is my suggestion that these be worked out cooperatively with the Manpower Commission of Millard County with the assistance of Roscoe Bell and the Project Attorney.

The week was largely devoted to the processing of papers connected with the registration. The final totals of registration are as follows:

Male citizens	-- 1,475
Female citizens	-- 1,444
Male aliens	-- 1,730 3
Female aliens	-- 1,070
Total	-- 5,722

Assistance was given to the Volunteers for Victory Committee which reached the goal of 100 volunteers from Topaz on Friday afternoon. More than 200 male citizens have changed their negative registrations into positive answers. Two evacuees, however, changed from mixed answers to double negatives. Female citizens and some of the aliens are making inquiries about opportunities to change their registration, and it is my suggestion that this opportunity should be provided for those who make a sincere and understanding request.

13 Indefinite leaves, 45 Short-term leaves, and 8 Group Work Leaves were issued during the week.

Charles C. Conner
Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 19, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

Residents of Block No. 1 were registered on Wednesday. Included in this registration was the taking of the Individual Record Survey, family data, and school census, and employable persons were given work assignments, 157 persons so assigned by the Placement Section.

A meeting was held with the Manpower Commission in Millard County on Thursday evening, which was attended by Roscoe Bell, LeGrand Noble, Supervisor of Education, and Mr. Cornwall. Needs for agricultural labor within Millard County were presented and tentative plans drawn up for the supplying of such labor. The difficulties of housing such labor were presented, and no solutions were arrived at. The necessity for clear understanding concerning wages and working conditions was emphasized at this meeting.

Processing of Forms 126 (Revised) is going forward, and other studies of the results of the registration were made with a view to the determination of future policies concerning leave from the Center.

During the week 27 short-term leaves, 60 group work leaves, and 14 indefinite leaves were issued.

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 26, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Claude C. Cornwall
Chief, Employment Division

SUBJECT: Weekly Narrative Report

Placement Section

There is not sufficient notification of job offers through the present method of distribution. Space has been promised in the "Topaz Times" to bring this information to the public, thus cutting down to some extent the criticism that nothing was heard about the job.

This Section is crowded for space because of special work being carried on for seasonal work recruiting and registering of volunteers for the Army.

Job offers in all fields are getting better and continue so. Among offers received have been one paying \$150.00 with room and board for a man and wife; another for men paying as much as \$300.00 a month; and a domestic job for a girl paying \$20.00 a week with room and board.

Leave Section

The most important thing in this Section was the processing of all the registration applications, which will be completed within another week.

There is need for more file cabinets.

85 Short-term leaves, 27 Group work leaves, and 26 Indefinite leaves were issued during the week.

Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Topaz, Utah

RMB

April 1, 1943

MEMORANDUM TO: Mr. Charles F. Hughes
Project Director

SUBJECT: Weekly Narrative Report

Arrangements are being perfected for the giving of better publicity to job offers coming from the relocation offices. Orders have been sent through to install 4 bulletin boards at places in the City to where a large proportion of the population goes. The "Topaz Times" will carry want-ad columns. The practice of sending offers of employment to division heads will be continued, except that offers such as domestic services, laundry workers, and the like will not be sent to division heads. Only those offers which bear directly on the kind of work being done in the division will be sent, and these will be particularized as to the division to be contacted. It will be appreciated if the Public Works Division will make the installations of the bulletin boards as soon as possible.

We are in need of a simple duplicating machine which can be used to make a dozen or so copies of the offers of employment. Our suggestion is that a hectograph ribbon be purchased and a hectograph pad be secured, unless there are some simpler duplicating devices with which we are not acquainted.

Employment Memorandum No. 6 was issued, which provides for the issuance of the "Notice of Warning and Suspension." Where there is need for the warning of employees concerning delinquency or slackness in work habits which may lead to recommendation for suspension, these forms numbered WRA-CU43 will be used. Foremen are cautioned, however, that no evacuee is to be dismissed without proper warning. However, if a warning does not bring about the desired results, then a "Notice of Suspension" would be in order. The length of such suspension and its propriety will, however, be under the control of the Chief of the Employment Division.

Machinery for the establishing of a Fair Practices Committee is being perfected. The arrangement will be to have ballots prepared, and each of the following divisions will elect one representative:

April 1, 1943

Administration
Public Works
Transportation and Supply
Education
Community Services.

Announcements through the division heads to provide for nominations of candidates will be made possibly during the coming week.

Mr. James Jennings left on March 31st. During his absence, the Placement Section is under the direct supervision of the Chief of the Employment Division, and Bob Akamatsu is acting as Placement Officer.

ON THE PROJECT (request for workers)

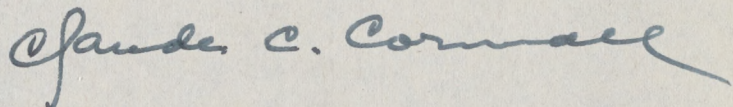
Where offers of employment have been received which cannot be filled from those seeking employment, we are searching the card records for persons who have qualifications requisite to the positions requested and are asking the division heads for cooperation in transferring persons who are performing services in a capacity lower than their ability and training would merit, to have them placed in the positions where they can do most for the City of Topaz. We hope that there will be full cooperation with all divisions in this important part of our work because replacements for those leaving the Center will be a continuous activity from hereon for a long time.

Arrangements were begun during the week to set up a training program in cooperation with the N.Y.A. which should lead directly toward employment of evacuees in defense industries. If it is possible to combine this with the Industrial Training Program of the State of Utah for those above the N.Y.A. age, we shall have perfected an effective training and re-training program. The Adult Education Division, the Employment Division, and the High School will work cooperatively on these projects. It is expected that within the week some 10 or 12 evacuees will be released to the N.Y.A. training centers in Salt Lake City. It may be possible that the flow of trainees will be from our offices through the Salt Lake City offices and then to jobs arranged through the relocation centers.

Arrangements for the recruiting of agricultural workers are as follows:

April 1, 1943

When an agricultural employer has been cleared through the relocation offices and comes to the Center, he will be permitted to interview prospective employees in the east end of the Employment office in Rec. 4. Ordinarily, these employees will ask for names of men who worked for them last year, and notices will be sent out to these persons so that they may have the opportunity of renewing their contract for the present season, if they so desire. Publication of the fact that labor recruiters are in the Center will be made in the ordinary channels, and an attempt will be made to give every employer or company the same opportunity.



Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

TO: Mr. Charles F. Ernst

DELTA, UTAH
DATE: 4/1/43

FROM: Claude C. Cornwall

SUBJECT: Supplement to Weekly Narrative Report

During the week 83 short-term leaves, 28 Group work leaves, and 35 indefinite leaves were issued by the Leave Office.

Claude C. Cornwall

Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Topaz, Utah

April 9, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: ?Weekly Narrative Report

A little progress was made on the new plan for notifying the residents of job opportunities. A want-ad section appears regularly now in the "Topaz Times" listing the outstanding kinds of jobs offered. This has obtained very good results.

A request was made last week for the setting up of four bulletin boards at specified locations. So far, no progress has been made on this. It is the intention that a bulletin board and a bench be used to advertise job opportunities. The reason for the bench is that a book of job offers can be hung on the bulletin board and the persons wishing to study them can sit down on the bench and do this during leisure.

Arrangments are being made in the Placement Section to put on a night shift of two persons. This has not been done as yet but the plan is to have these persons excused in the forenoons and then they can keep the Placement office open until 9:00 P.M., provided this plan is approved.

A request was made for some kind of duplicating machine for the job offers, ~~and no progress has been made on this.~~ *Our request from Douglas WPA Staff*

We received a telegram stating that the clearance rules were to be eased and the authority decentralized so that the Project Director would have more freedom in the determining of those who should receive indefinite leave. A telegram referred to an airmailed letter which was to be mailed from Washington on March 27th. This letter has not yet been received. A photographic studio has been set up in Dormitory Building C-1 to make identification pictures for persons applying for indefinite leave. The studio will be opened for business on Tuesday. Persons will be given appointment by previous arrangement with the Employment Office.

Information has been received that Colonel Rasmussen of Camp Savage will be in on Saturday morning to interview possible candidates -- students, instructors, and interpreters. Notices have been sent out to 17 persons who have indicated interest.

Weekly Narrative Report - 2.

April 8, 1943

Mr. Fistere, Relocation Officer at Cleveland, has sent us a letter asking for an additional copy of Form WRA-26 on each evacuee, to be sent to the Regional Office. We have asked Washington on a policy with respect to the jurisdiction of the United States Attorney's Offices and the F.B.I. over persons who have received indefinite leave.

Procedure for the election of representatives to the Fair Employment Practices Committee has been worked out and approved. It will be necessary now that each of the seven divisions involved -- Administration, Agricultural, Community Welfare, Education, Health, Public Works, and Transportation & Supply -- make arrangements for the election of representatives who will constitute the Committee. The matter is being presented before the Labor Committee of the Community Council on Friday evening, April 9th.

20 Indefinite leaves, 66 Short-term leaves, and 50 group work leaves were issued during the week.

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Topaz, Utah

APR 15 1943
✓

April 15, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

All sections of the Employment Division have functioned throughout the week without interruption. A follow-up was made on the installation of the bulletin boards to publicize job offers and the procuring of a duplicator. It was found that there are several duplicators in the Project and approval was received from the Assistant Director to have one of these assigned to the Employment Division. ~~No progress has been made on either of these~~

Plan for handling of offers of employment was formulated and approved and this will be issued as employment memorandum to clarify the wage classification of employees and a memorandum was prepared giving additional information of the significance of Project Order No. 1. This also will be issued as an employment memorandum.

Survey was begun to determine the possibility of transferring young men and young women from the kitchens to other activities. This is being done on an individual basis and some progress has been made. Through the columns of the "Topaz Times" an appeal was made for the employment of women in the kitchens to release these younger people and this brought some results. Possibly, an appeal through the Block Managers might add to the number of women who are willing to assist in the kitchens and thus offer training and advancement opportunities to these young men and women.

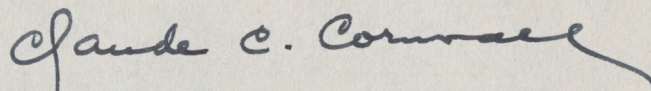
Offers of employment are coming in in increasing numbers and in higher employment ratings. Communication from the Denver office suggests that no more domestic or low-paid employment offers will be sent from that area and requests us to discourage the direct communication between residents and respective employers for these low-paid positions. Offers were received during the week for upwards of 400 agricultural workers to be housed in the F.S.A. Camp at Provo and in individual houses in Washington County, Utah. The Utah-Idaho Sugar Company has sent us posters to aid in the recruitment program for sugar beet workers. A meeting is to be held tonight for further clarification of policy in regard to Millard County, and arrange-

Weekly Narrative Report - 2.

April 15, 1943

ments are being made to publish in the "Millard County Chronicle" the information that commuting cannot be carried on this year.

25 Indefinite leaves, 45 Seasonal work leaves, and 51 Short-term leaves were issued during the week.

A handwritten signature in cursive script that reads "Claude C. Cornwall". The signature is written in dark ink and is positioned above the typed name and title.

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

RA3 3/4

April 22, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

A Liaison Division was organized in the Employment Office, the purpose of which is to give wider publicity to offers of employment and relocation opportunities among the residents of the Center and to coordinate the educational and training activities with the Employment Division to the end that a better understanding of relocation opportunities will be had by the residents. This Division will also handle the publicizing of job offers on the bulletin boards and at other places throughout the Center. It is our desire to organize relocation forums and discussion groups throughout the Center for the purpose of building up interest in relocation. The bulletin boards and duplicator machine which are a part of this campaign have not yet been secured.

~~A re-alignment of the office organization places the Employment Division under the Director's Office.~~ Negotiations are underway to secure the services of Mr. William Campbell as Placement Officer. Office space for the Merit Rating Board and the Fair Practices Committee has been designated in Recreation Hall #4. A requisition was made to have the extra stove taken out of this building for the summer, and as soon as that is done by M. and O., the office space will be available.

Number of indefinite leaves issued during the week was 49 and the total of such leaves thus far is 411. Number of seasonal work leaves issued during the week was 27 and the total thus far is 321.

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

JH
Bts

April 29, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

The Relocation Section of the Employment Division has been set up in Rec. 4, and Mr. Bob Iki has been assigned the responsibility for the details of its operation. The Section acknowledges all offers of employment, directs those which come from individuals to the appropriate relocation office, acknowledges offers from the relocation offices, briefs the offers, and prepares material for publicity of all offers. This Office is now current on all correspondence.

In the Placement Section a detailed study of all individuals who have applied for employment is being made and will report as of Tuesday next week the names of all such persons in the Center who are not now employed within the Center. This report will be given to Mr. Hughes, and its disposition will be with the view of finding gainful employment for all employable persons within the Project.

Unemployment Compensation cases have been handled individually and, except for the illness cases, we have been able to offer a job to all persons except two women. Those who have not accepted the employment which we regard as suitable have been withdrawn from the Unemployment Compensation list. We have made a rule that the beginning dates of Unemployment Compensation will be back-dated from the date of application only within the month.

A goal for the issuance of indefinite leaves has been set at 2,000 during 1943. A budget chart for this goal has been tentatively worked out. Leaves issued as of the present date are: 47 during the week - total to date 458 for indefinites; 28 during the week - total to date 349 for seasonal; and 65 short-term leaves were issued during the week.

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

May 6, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

The Employment Division during the week was occupied with problems arising out of the effects of the Relocation Program on the labor supply within the Center.

The Placement Section furnished the Assistant Project Director with names of all persons who have applied for work and who are not now employed. An effort will be made to find suitable employment for all these persons for the reason that we are convinced that employment opportunities in Topaz are so widely distributed that there are suitable jobs for all employable persons.

A study of the persons assigned by the Placement Section and those who are actually at work from day to day reveals that there are upwards of 600 persons absent for one cause or another every day. The attached statement showing distribution of labor indicates 3,900 assigned to the various divisions and Mr. Reed's day-to-day count of persons actually at work indicates only a little over 3,000. It would appear that some machinery should be set up to individually check the cause of absences. From the standpoint of education for relocation, it would appear that we are doing an injustice to workers if we do not expect and require that each one shall do his best.

The Relocation Office is working on plans for community-wide education for relocation. Problems pointed out by letters from Relocation Supervisors arise from the apparent lack of a sense of responsibility on the part of a few persons. This is injuring the whole cause. The problem arises out of the fact that shortly after persons have relocated they are able to discover in the community, in which they are then situated, more favorable work opportunities. This is, of course, what every other worker is experiencing, especially those who have accepted employment in the lower brackets. We may not be able to insist that workers should be frozen in the jobs they accept upon

May 6, 1943

relocation, but we are setting up machinery to inform workers that they will be expected to be honorable with their employers and not leave them with any misunderstanding but rather to stay with their jobs for a period long enough to give the employer opportunity for replacement. The report of the number of persons relocated during the week is as follows: 38 seasonal leaves during the week and total of 387 thus far. 40 indefinite leaves during the week and total of 498 thus far.

The map of the United States and a map of Utah have been set up in the Employment Office, and the relocation of Topaz is indicated on these maps by colored pins. Different colors are used to designate the number of persons relocated in the various cities and states.

Offers of employment are being processed with dispatch and the conveyor now moves without interruption. Bulletin boards are creating interest as is noted by observing the number of persons looking intently at the various offers.

Representative groups from the Block Managers and the Council have visited the Farm Security Camp at Provo in response to an invitation from William L. Mildenhall of the United States Employment Service. Through this group and by means of the "Topaz Times" and the bulletin boards, the opportunities in this are ~~are~~ being brought to public attention. The response thus far has not been as satisfactory as could have been desired. However, it is felt that the public meeting called for Monday evening, May 10th, may bring a growing response. Mr. Cornwall and Mr. Iki appeared before the "Education for Relocation" Section of the Community Education Conference and gave detailed information as to the progress of relocation to this group.

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

RA 13
JH

May 13, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Weekly Narrative Report

First offers of employment for persons who will be housed in the Provo F.S.A. Camp were received, and it is expected that 12 to 15 people will leave the Center on Friday as an advanced contingent. The wage scales for various operations in the sugar beet work have been published and offers of employment at this scale have also been received for residents in the Provo Camp. Farmers are interested in having the piece work scale accepted rather than the hourly rate mentioned in this wage scale which is 50%. The farmers in the vicinity of Provo are offering 60% an hour for labor such as tree-trimming and general farm work. An examination was given in the translation of English and Japanese, and 12 men and 1 woman submitted their papers to Malcolm E. Pitts.

Lt. Thomas Davis of the Military Intelligence Language School came to the Project on Monday evening, remained through Tuesday and until Wednesday noon and enlisted 12 candidates for Camp Savage. →

To prepare evacuees leaving the Center for the vicissitudes of life on the outside, a forum is being set up cooperatively with the Adult Education Division. When this forum gets into operation, each person leaving the Center on an indefinite leave will be required to show evidence of having attended the forum.

The following are needed: a pane of glass in the bulletin board at the east entrance of the relocation office; also, if glass can be installed in the bulletin board at the Agricultural Building, this can be used to publicize agricultural work opportunities.

The Placement Office is sending work orders to all persons who are unemployed and who have, at one time or another, asked for employment within the Center. Block managers are making a survey of employables among those who have not yet applied for work. In order to create a desire on the part of all those who should work to help out in the operation of the City of Topaz, it is suggested that a notice some-

Weekly Narrative Report - 2.

May 13, 1943

what as follows be posted in each of the dining halls:

TOPAZ NEEDS YOU!

If you are not now employed in the Center,
please apply at the Placement Office for
a job.

The report of the numbers of persons relocated during the
week is as follows:

36 indefinite leaves during week; total thus far - 534

9 seasonal work leaves during week; total thus far - 396

25 short-term leaves issued during week.

930

Claude C. Cornwall

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Topaz, Utah

May 20, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

SUBJECT: Narrative Report

Perhaps the outstanding development of the week was the fact that 61 persons took the Civil Service Examination which was arranged by Mr. Sorenson of the Personnel Division. Our present estimate is that another 25 persons are interested in such an examination and suggest that an announcement be carried in the "Topaz Times," along with the report of those who took the examination, to the effect that another examination will be arranged in the future. Those who are interested in such an examination should register with Mr. Sorenson. The time of the examination will be announced later.

Mr. Campbell arrived on Monday and entered on duty as Placement Officer. Mr. Campbell will undertake as his first responsibility the solving of the problems of employment within the Center. Division heads desiring employees should make their wants known to Mr. Campbell, and problems of adjustment to meet the labor shortages in certain divisions will be handled by him. Major attention will be given to the need of seasonal workers in the Agricultural Division to plant vegetable crops. Mr. Campbell is to keep in close touch with Roscoe Bell.

The procedure for transfers of employees between divisions was worked out and will be issued as Employment Memorandum No. 9. Roscoe Bell agreed to turn over the bulletin board at the end of the Agricultural Building, and the Employment Division agreed to relinquish all space in the bulletin board between the Administration Buildings so that this can be used exclusively for the volunteers. It is suggested that the bulletin board at the Agricultural Building be moved to somewhere within the vicinity of the Administration Building Canteen. However, the exact side would be subject to recommendation. This bulletin board needs some repairs.

The report of the number of persons relocated during the week is as follows:

46 indefinite leaves during week; total thus far - 580
19 seasonal work leaves during week; total thus far - 415

Claude C. Cornwall
Claude C. Cornwall
Chief, Employment Division

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 10, 1943

MEMORANDUM TO: Project Reports Division
SUBJECT: Semi-Monthly Summary Report

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. 3
- b. None
- c. 33 (5 part-time)
- d. One
- e. Need a Leave Officer

2. CURRENT WORK:

a. Progress of leaves: May 20-June 9, 1943 Total thus far

Indefinite leaves	112	692
Seasonal leaves	80	495
Short-term leaves	157	---

- b. The Placement Section is revising filing system in an attempt to control the assignment, transfer, reclassification, and termination of workers on the Project. This job is about 40% complete. A total of 236 workers are needed to fill all requisitions for employment in the Center.

3. SUPPLIES AND MATERIALS NEEDED:

1 file cabinet in Employment Division, Administration Building A.

4. PROBLEM AGENDA:

- a. Functioning of the organization of Relocation Counselors is just getting started. No substantial program as yet.
- b. Have now put into operation the requirement concerning attendance at the Forum, before leaving on indefinite leave permit.
- c. Are enforcing rule that an employable person must be working or he will not be recommended for leave.

Project Reports Division
June 10, 1943
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- d. Need a discussion and complete understanding of the contents of the memorandum of June 8, 1943, Subject "PROJECT EMPLOYMENT" signed by J. F. Hughes, Asst. Project Director. Copies of this have been mimeographed and can be discussed at the staff meeting.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

We are working out a closer coordination of the activities in the Placement Office between the placement on the Project and the Relocation Office.

We are awaiting a report from the Assistant Project Director on his trip to Provo for further activities in connection with the F.S.A. Camp at Provo.

6. PROJECTED ACTIVITIES:

- a. High school student participation in the outside farm work during the remainder of the school term.
- b. Maintaining the estimated quota of leaves.
- c. Expanding the publicity of job offers and, in this connection, the movement of the bulletin board from the Agricultural Division to Block 19 near the Canteen has not been done.
- d. Setting up of a weekly conference of division relocation counsellors, this meeting to be held in Mr. Cornwall's office.
- e. Continuation of the Forum.
- f. A re-organization of the Placement and Leave Sections with the view to closer coordination of these functions.
- g. Under the Project Director's Relocation Committee, a hearing board has been set up to review cases of all persons whose leave clearance is in question.

CLAUDE C. CORNWALL

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

DELTA, UTAH

DATE: 6-10-43.

TO: Mr. Claude Cornwall
FROM: W. J. Campbell
SUBJECT: Semi-monthly Summary Report.

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent ~~None~~ 1
- b. Temporary " None
- c. Residents 9 Full time 5 Part time
- d. Leaves None
- e. Adequacy of present personnel. Four clerks for two weeks to speed up our reorganizing of the filing system

2. CURRENT WORK:

Revising filing system in an attempt to control the assignment, transfer, reclassification, & termination of workers on the project. This job is about 40% complete.
A total of 236 workers are needed to fill all requisitions for employment in the center

3. SUPPLIES AND MATERIALS NEEDED:

No present problem

4. PROBLEM AGENDA:

A discussion and complete understanding of the contents of the memorandum of June 8, 1943, Subject "PROJECT EMPLOYMENT" signed by J. F. Hughes Asst. Project Director.

5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

A closer coordination of the activities in the placement office between the placement on the project and the relocation office.

6. PROJECTED ACTIVITIES:

With the cooperation of all Division & dept. heads, to put into effect the provisions outlined in Employment Memo. #2 & #9. The control of assignments, transfers, terminations, & Reclassifications. It will be impossible to back date any of the above mentioned instruments or accept the predesignation of workers upon initial assignments.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 24, 1943

MEMORANDUM TO: Project Reports Division
SUBJECT: Semi-Monthly Summary Report
(4th Thursday)

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. 3
- b. None
- c. 34 (8 part-time)
- d. Indefinite - 85; Seasonal - 44.
- e. Need a Leave Officer

2. CURRENT WORK:

- a. Progress of leaves: June 10 to 24, 1943 Total thus far

Indefinite	85	777
Seasonal	44	539
Short-term	150	---

- b. The new filing system in the Placement Office is 90% complete. Work experience gained within the Center is being recorded on WRA-12 and this card will be used for both relocation selections and control on the activities within the Center.
- c. A new procedure for the processing of unemployment compensation is being submitted to Mr. Nichols for his approval, which will pay all claims on a current month basis.

3. SUPPLIES AND MATERIALS NEEDED:

- a. Wooden file boxes 5" x 8" ordered sometime ago are urgently needed for filing purposes in the Placement Office.

NOTE: These were not ordered because the Procurement Section indicated that they might be able to get a regular file to accommodate these cards. If that is not possible, we will need to have an emergency construction. If the construction is needed, we will furnish the detailed dimensions.

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4, 5, & 6.

Progress was made on the details of setting up a relocation office so that all the procedures connected with leaving the Project would be concentrated under one roof. A building has been allocated and studies are being made as to the space allocations for the various activities.

CLAUDE C. CORNWALL

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
OFFICE MEMORANDUM

DELTA, UTAH

DATE: 6-24-43

TO: Mr. Claude Cornwall

FROM: W. J. Campbell

SUBJECT: Semi-monthly Summary Report-Placement and Relocation

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. Permanent None
- b. Temporary None
- c. Residents 19 Full time 7 Part time
- d. Leaves 2 Indefinite Leaves No Seasonal
- e. Adequate Personnel

2. CURRENT WORK:

ch The new filing system in the Placement Office is 90% complete. Work experience gained within the center is being recorded on W.R.A. #12 and this card will be used for both relocation selections and control on the activities within the center.

cr A new procedure for the processing of unemployment compensation is being submitted to Mr. Nichols for his approval, which will pay all claims on a current month basis.

3. SUPPLIES AND MATERIALS NEEDED:

Wooden file boxes 5" x 8" ordered sometime ago are urgently needed for filing purposes in the Placement Office.

4, 5, & 6.

The meeting called in Mr. Hughes' office for this afternoon should clarify the procedure to be followed and recommendations or general suggestions will be brought up at that time.

EMPLOYMENT DIVISION

RESIDENT EMPLOYEES

<u>NAME</u>	<u>I.D.NO.</u>	<u>OCCUPATION</u>
Akamatsu, Robert Minoru	1186-A	Office Manager
Doi, Kiyo	S 745-B	Sr. Clerk
Fujiwara, Ruth	1674-A	Leave Off. Mgr.
Hirashima, Fujie	244-C	Sr. Clerk
Iino, Frank	1164-A	Pers. Couns.
Isaki, Nobu	845-A	Sr. Interviewer
Nakata, Tama Yutako	S 999-C	Sr. Clerk
Shibata, Ichiro	568-A	Sup. Reg.
Takahashi, Mary Shizu	687-B	Cler. Emp. Couns.
Takahashi, Shizu	6-D	Sr. Interviewer
Takemoto, Yukino	987-D	SSRUCB
Tsukamoto, Kaytaro	1933-A	Sr. Interviewer
Iijima, Tomiko	1258-D	Sr. Clerk
Kenmotsu, Yuriko L.	1237-C	Clerk-Steno
Kusano, Teiko	2073-C	Clerk-Typist
Morita, Kiyo Mary	1855-C	Posting Clerk
Nakayama, Yoneko	194-C	Typist-Clerk
Okawachi, Setsu	138-D	Receptionist
Sakaki, Nora, Shizuko	1637-A	Typist-Clerk
Sayegusa, Mary	590-C	Clerk
Wakamatsu, Hisayo	809-C	Typist-Clerk
Nose, Emiko	2138-D	Clerk
Ikeda, Yukie	1462-E	Clerk
Kawaguchi, Hiroko	607-F	Clerk
Takagi, Tomi	147-B	Clerk-Steno
Sakada, Chiyo	845-C	Clerk-Typist

PART TIME

Hashimoto, Midori	1319-F	Typist-Clerk
Nakahiro, Sumiko	5-C	Typist-Clerk
Sakurai, Miyoko	434-C	Clerk
Shimamura, Mitsuko	854-F	Clerk
Tamaki, Amy	1718-F	Messenger
Urabe, Mitsuye	700-E	Clerk
Takahashi, Eva	633-D	Clerk
Tsujisaka, Doris	1734-D	Typist-Clerk

26
8
3 4

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

June 30, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Second Quarterly Report Covering April,
May, and June, 1943

As of June 30th there were 3,767 persons employed. While the various activities in the Center could use more manpower, it has been necessary to curtail many of the functions and to set up priorities. The first priority which has been set up in the Project is in agriculture, and all divisions are contributing to the labor supply for this activity. The future labor policy of the W.R.A. will be based on a principle of giving employment only to the number of persons absolutely essential to carry on the Project activities. These activities will be studied as to their essentiality. For those who will not be employed within the Project, the answer is relocation.

The number of indefinite leaves and seasonal leaves issued during the quarter is as follows:

Indefinite leaves -- 512
Seasonal leaves -- 378

The Relocation Office has been organized in which is included all the essential activities in connection with relocation. A CCC Building west of the Post Office is utilized to house all these activities under one roof, which will include Placement, Leave, Family Relocation, Student Relocation, and representatives from the Evacuee Property Office, Fiscal Office, Welfare, and Relocation. Also included within this Office will be a traffic desk and counselling unit. The process of becoming relocated -- from the first inquiry about available job offers to the final clearance, issuing of indefinite leave, ration book, etc. -- will all be accomplished at the Relocation Office. It will be the purpose of the relocation office to work from two angles. First, every job offer which comes to the Project will be carefully studied in order that we may be sure that there is no one within the Project who might take the offer who has not had an opportunity to learn all about it. This will involve personalized service as well as published announcements. The second plan will be to present to the various Relocation Offices employ-

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June 30, 1943
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ability, family composition, and relocation needs of both families and individuals so that the Relocation Offices may be able to find suitable employment and housing for those who desire to come to their territory.

CLAUDE C. CORNWALL

Claude C. Cornwall
Chief, Employment Division

CCC:TI

WAR RELOCATION AUTHORITY
Topaz, Utah

August 5, 1943

MEMORANDUM TO: Project Reports Division
SUBJECT: Monthly Narrative Report For July, 1943

1. PERSONNEL EMPLOYED AND RELOCATION PROGRESS:

- a. 3
- b. 0
- c. 39
- d. Indefinite leaves for July, 1943 - 86
Seasonal leaves for July, 1943 - 117
- e. Need a Leave Officer

2. CURRENT WORK

a. Progress of leaves:	June 25 to July 31, 1943	Total thus far
Indefinite	107	884
Seasonal	180	719

- b. In the Placement Unit progress is being made in the reduction of employees to meet the W.R.A. requirements. In the Relocation Unit we have set up the goal that has been given to us of 450 indefinite leaves by September 15th. From the present outlook this appears to be a distant goal. However, we are setting up the use of personalized interviews.

- 3. a. The only supply needed is a secretarial desk in mahogany finish, which we are endeavoring to secure through exchange.

4. PROBLEM AGENDA:

- a. It will be necessary to accelerate our program of education so that the changes in leave regulations will be understood -- particularly, the changes with respect to seasonal leave.

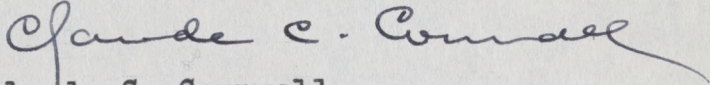
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5. RECOMMENDATIONS OR GENERAL SUGGESTIONS:

It is recommended that the forum be used to acquaint relocators with the W.R.A. rules and that there be added to the forum a speaker from the appointive staff so that these rules may be presented officially.

6. PROJECTED ACTIVITIES:

None, except as mentioned above.


Claude C. Cornwall
Employment and Relocation
Officer

CCC:TI

POPULATION - INDEFINITE LEAVES - 1944

Population December 31, 1943

In Center	7304
On Short Term	48
On Seasonal	199
Total	<u>7551</u>

Number on Indefinite Leave December 31 - 1572

Population October 31, 1944

In Center	5668
On Short Term	69
On Seasonal	418
Total	<u>6155</u>

Number on Indefinite Leave October 31 - 3214

(This Year - 1642)

All figures are net: conversions have been added and reinductions subtracted. Trial leaves are counted as indefinites.

TRIAL LEAVES - 1944

	PROCESSED	LEFT CENTER	RETURNED	CONVERTED
April	1	1		
May	4	4		
June	9	8		
July	12	7		
August	7	12		3
September	15	11		
October	<u>13</u>	<u>7</u>	<u>1</u>	<u>5</u>
	61	50	1	8

Number on Trial October 31 - 41