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INTER - OFFICE MEMORANDUM

January 8, 1944

TO: All Divisions  
FROM: Dean W. Miller; Adm. Management Division  
SUBJECT: Office Equipment and/or Furniture

The Property Control Section is now completing the inventory and the official transfer of office equipment and/or furniture to the various divisions, sections, and offices. Mr. Colwell, as representative of Property Control, will present you with the inventory list and request that you check it against the furniture and/or equipment now in your custody and sign for the same.

On signing for that property, you will assume the responsibility for its care and custody. It is requested that you give Mr. Colwell's request your usual prompt attention so that we can expedite the completion of our Property Control records.

We are enclosing a sufficient supply of this memorandum so that you can notify the sections of your division.

*Dean W. Miller*

Dean W. Miller  
Assistant Project Director



*Stafford*

OFFICE MEMORANDUM

January 11, 1944

TO: All Division and Section Heads  
FROM: H. L. Stafford  
SUBJECT: Workers' Dining Hall

*Handwritten initials: J.D. / A*

Supplementing Mr. Davidson's memorandum of January 4--  
Officials employed at the Main Gate and in charge of permits  
at the gate will continue to eat their lunch and dinner meals  
at the Administration Mess.

*Handwritten signature: H. L. Stafford*

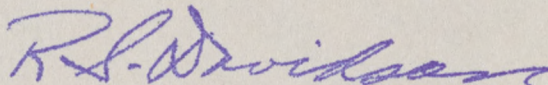
H. L. Stafford  
Project Director



January 14, 1944

TO: All Division and Section Heads

There will be a meeting in the Project Director's Office, Saturday, January 15, at 2:00 p.m. for the purpose of discussing personnel and property matters.

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

R. S. Davidson  
Acting Project Director



Stepford

Minidoka Relocation Center  
Hunt, Idaho

January 18, 1944

MEMO TO: All Division and Section Heads

To help the Irrigator staff meet its deadlines with the print shop, will you please prepare as much routine news copy as possible by Tuesday of each week so that when other news occurs later in the week the staff and the printers will be able to get it into the paper the same week.

*John Bigelow*  
John Bigelow  
Reports Officer



*Stofford*

Minidoka Relocation Center  
Hunt, Idaho

January 19, 1944

TO: All Division and Section Heads

FROM: R. S. Davidson, Acting Project Director

Effective today, January 19, make any and all requests for work in the Motor Transport and Maintenance Section through the main office, located in the Motor Pool building, formerly warehouse #5, phone 571. Do not call this Division's shop or garage. Place all requests only through main office.

Signed

*R. S. Davidson*

Acting Project Director



*Snell*

INTER - OFFICE MEMORANDUM

January 19, 1944

TO: All Divisions and Sections

FROM: R. S. Davidson, Acting Project Director

The issuance of Leave Assistance Grants by this project will henceforth be handled by the Relocation Division rather than by the Welfare Counselor. It will be the responsibility of the Relocation Division to determine whether or not a Leave Assistance Grant should be issued in each particular case. In cases where Leave Assistance Grants are to be made, the Relocation Division will approve such grants. The approval will be transmitted to the Finance Section which will then prepare the necessary papers and any other clerical work incident to the issuance of the grant.

Victor V. McLaughlin and/or Gerrit Smith are authorized to sign the certification and travel requests in connection with Leave Assistance Grants.

R. S. Davidson  
Acting Project Director



WAR RELOCATION AUTHORITY

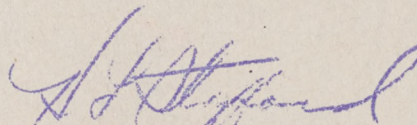
Minidoka Project  
Hunt, Idaho

January 20, 1944

MEMORANDUM TO:        ALL DIVISION CHIEFS  
                         ALL SECTION HEADS

Effective this morning, January 20th, Mr. R. S. Davidson will return to his duties as Assistant Project Director in Charge of Operations.

Please prepare all outgoing correspondence for my signature.



Harry L. Stafford  
Project Director



*Sechler*

Minidoka Relocation Center  
Hunt, Idaho

January 25, 1944

TO: Division and Section Heads

SUBJECT: Use of Motor Vehicles

It is assumed that every person driving a WRA vehicle will observe the following rules and regulations:

1. Each driver is to have a WRA driver's license.
2. A trip ticket must cover every trip. This trip ticket is a means of assigning a vehicle to the person responsible for its use. When a staff member is issued a vehicle with a trip ticket showing him as the driver, he is expected to return the car to the Motor Pool. It has come to my attention that staff members have released vehicles to evacuee employees. There have even been cases of accidents under such circumstances resulting in damage to vehicles. The responsibility rests with the staff member whose name appears on the trip ticket until the vehicle is returned to the Motor Pool.
3. Note that the vehicle is for official use only. (The drivers who haul passengers between Hunt and Twin Falls are cautioned against appropriating the car for personal use in town; for shopping, visiting, movies and etc.)
4. State traffic laws must be observed. This means stop at stop signs and hold the speed not to exceed 35 M.P.H.

*R. L. Davidson*

Ass't. Project Director  
in Charge of Operations



*Stafford*

OFFICE MEMORANDUM

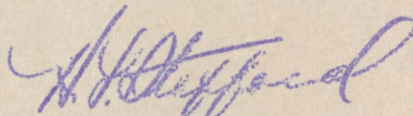
February 3, 1944

TO: All Division and Section Heads  
FROM: H. L. Stafford, Project Director

Thru my authority as Director of the Minidoka Project, I appoint the following officials as authorized officers to issue Government Bills of Lading:

Regular Issuing Officer - James Wilson, Assistant Storekeeper

Alternates - H. J. Cox, Property Officer  
A. G. Ford, Property and Warehouse Officer.



H. L. Stafford  
Project Director



Stafford

WAR RELOCATION AUTHORITY  
Minidoka Relocation Center  
Hunt, Idaho

February 4, 1944

TO: Division and Section Heads

Evacuee employees are to be given excused absences  
from work to attend meetings of and personal conferences  
with the relocation team February 7 to 10.

*H. L. Stafford*

H. L. Stafford  
Project Director



Heppard

MEMORANDUM

TO: All Division & Section Heads

February 7, 1944

FROM: Personnel Management Section

With reference to our memorandum of December 24, 1943, relative to the turning in of Efficiency Rating Reports of personnel under your direction, it is very close to the time for these reports to be sent in once more. We hope you will realize the importance of these reports and send them in completely filled out. In case you have nothing special to report or do not wish to make any changes in the previous report submitted, please list your employees and say "No change". Your usual prompt attention to this matter will be greatly appreciated.

g/f/d.

L. W. Folsom

L. W. Folsom  
Acting Personnel Officer



Stephens

February 10, 1944

TO: All Division and Section Heads

The transfer of vehicles from the War Dept. to W.R.A. is expected to improve the project condition regarding transportation.

It is requested that you indicate in writing to the Motor Transport and Maintenance Section your requirements. Indicate type: passenger cars, pickups, trucks. An effort will then be made to provide supervisors, foremen and others with their transportation needs in so far as available equipment will make this possible.

Signed

*R. A. Davidson*

Ass't. Project Director  
in Charge of Operations



OFFICE MEMORANDUM

February 15, 1944

TO: All Divisions, Sections and Units

FROM: H. L. Stafford, Project Director

SUBJECT: Reductions in Employment to Meet Present Quota

Divisions are instructed to reduce employment to the quota established for the activities and programs within their division. Additional funds are available to cover the over expenditures for the first 6 weeks of this quarter. In making adjustments you will consult with the Personnel Management Section and you will request separation by name. Separations should be effective C.O.B. Feb. 15. All reductions in project employment will be made with proper attention to the following:

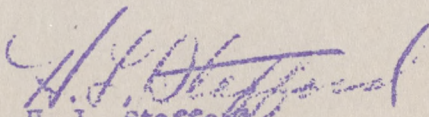
1. The Project Director may make adjustments between activities up to 15% increase or decrease without Washington approval. Divisions will present to the Project Director thru the Personnel Management Section all requests for transfer of funds.

2. Divisions may make their own adjustments within an activity but not to the extent that approved program is eliminated.

3. Divisions will adjust their activities and will make requests for labor on the basis of securing a reasonable compliance with NRA objective of "a full day's work for a day's pay."

4. Where divisions are experiencing a hardship thru reduction in personnel a statement of facts and a complete justification for additional labor should be made to the Personnel Management Section.

We are extremely fortunate in that the reduced budget does not seriously affect our program and there will still be funds for 3088 workers--only slightly less than the number we are now employing. It will require increased diligence on the part of both Caucasian and Japanese supervisors, and all supervisors and all workers are requested to cooperate for the most efficient operation of our projects and our programs.

  
H. L. Stafford  
Project Director



*Mr. Stifford*

OFFICE MEMORANDUM

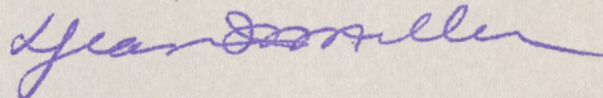
February 21, 1944

TO: All Divisions

SUBJECT: Request for Funds for Office Supplies for the Fourth Quarter

The request for Office Supplies for administrative offices is presented by the Office Services Section for all divisions.

You are requested to present to the Office Services Section, Attention: Mrs. Clevers, a list of the office supplies, government forms, etc., necessary for Fourth quarter operations.



Dean W. Miller

Assistant Project Director in charge of  
Administrative Management



*Lyford*

MEMORANDUM

TO: All Division & Section Heads

February 29, 1944

FROM: Personnel Mgt. Section

SUBJECT: Acting Project Director

Effective immediately by authority of the Project Director, Mr. Dean W. Miller, Assistant Director in charge of Administrative Management, is to be Acting Project Director to be in absolute charge during the absence of the Project Director. All correspondence will be prepared for the signature of Dean W. Miller, Acting Project Director.

*L. W. Folsom*

L. W. Folsom  
Acting Personnel Officer



*Attorney*

WAR RELOCATION AUTHORITY

Minidoka Project  
Hunt, Idaho

March 2, 1944

MEMORANDUM TO: Division Chiefs  
Section Heads

SUBJECT: PAPER SALVAGE CAMPAIGN

Your attention is called to Administrative Notice No. 24, dated February 7, and issued by the Washington Office. This notice concerns the paper salvage campaign.

I would like to have information from each division indicating the quantities, or estimated quantities, of waste paper that is now available in their division or section. You will note that we must submit a report to the Washington Office by March 10, showing our activities in the paper salvage campaign in the month of February. It is my understanding that we have not conducted such a campaign and the report I am requesting will indicate the extent to which we can participate in the paper salvage campaign.

Please give this your immediate attention.

*Dean W. Miller*

Dean W. Miller  
Acting Project Director



*Callaway*

WAR RELOCATION AUTHORITY

Minidoka Project  
Hunt, Idaho

March 8, 1944

MEMORANDUM TO: ALL DIVISION AND SECTION HEADS

SUBJECT: INSTRUCTIONS FOR THE TRANSFER OF LABOR  
POOL FROM CENTRAL SERVICE TO COST AC-  
COUNTING AND PROPERTY CONTROL

We have been instructed by the Washington Office to arrange for a transfer of the labor pool from Central Service to Property Control. The policy will be to transfer specific groups of workers, or certain quota of workers, to the division supervising an activity. The division, supervising the worker and the activity, will have the responsibility for the direction of the workers and for keeping the time and submitting it to the Property Officer for pay-roll purposes.

The arrangements for the transfer of the 77 workers involved must be all completed prior to April 1st, and the actual transfer will be effective as of April 1st. The transfer will be from the Operating Division to the Property Section, and the Property Section will requisition the transfer from the Personnel Officer.

The Property Section shall assign groups of workers to the various divisions for supervision, as outlined below:

ADMINISTRATIVE MANAGEMENT DIVISION:

Stewards Division:

Activity: Collection of hog feed, 11 workers.

(Note: Two trucks should be requested from the Motor Pool for this activity.)

Milk Deliveries: 6 workers, with 2 trucks requested from Motor Pool.

Property Section, Warehouse:

10 workers for unloading cars, etc.

6 workers for miscellaneous duties, as a so-called spot crew.



Statistics:

One worker, for handling the luggage at the gate.

COMMUNITY MANAGEMENT DIVISION:

Housing Unit:

2 workers, for moving furniture, etc.

OPERATIONS DIVISION:

Engineering Unit:

Collection of dry garbage and trash, 11 workers, with two trucks to be requested from the Motor Pool.

Collection of ashes and dry garbage, 5 workers, with one truck requested from the Motor Pool.

Maintenance Section:

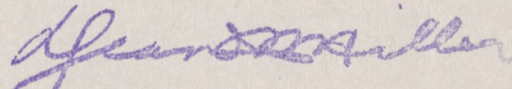
8 workers, for the coal crew.

(Note: This group could be increased or decreased, according to the demands for workers in this particular activity.)

Agriculture:

Balance of the quota can be transferred to the Agriculture Section.

Prior to April 1st, the Property Officer will requisition the transfer and will notify, in writing, the different divisions as to the activities and the workers that will be their responsibility on April 1st. It is recommended that Personnel, the Property Officer, and the division in charge of the particular activity examine the list of available workers to determine the ones that would be transferred to, or for, a particular job. The Property Officer is instructed to take the initiative in arranging the details of this transfer.



Dean W. Miller  
Acting Project Director



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

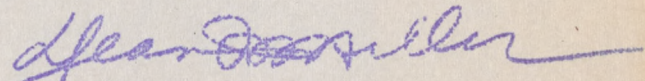
March 8, 1944

MEMORANDUM TO: DIVISION CHIEFS  
SECTION AND UNIT HEADS

SUBJECT: EMPLOYEES' UNITED STATES  
COMPENSATION CLAIMS

Effective March 6th, the Personnel Section will process all Employees' United States Compensation Claims. This work was previously with the office of the Project Attorney and was transferred by the order of the Washington Office.

Divisions are instructed to report all injuries to the Personnel Section within 48 hours of the accident. Use Form CA-1 for the first, or preliminary, report.

  
Dean W. Miller  
Acting Project Director



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 11, 1944

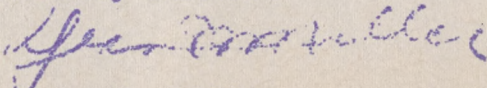
MEMORANDUM TO: DIVISION AND SECTION HEADS

SUBJECT: USE OF INCOMPLETE NAMES OR NICK-  
NAMES IN PROJECT CORRESPONDENCE  
AND MEMORANDA

Officials of the WRA, in communications concerning evacuees, are not to use incomplete, or nick-names, as the reference in correspondence or memoranda.

Due to the similarity in family names, the matter of identification, often-times connected with the given name, and the use of nick-names or abbreviations of names, make it difficult to identify the person referred to and impossible to file.

You are instructed to use the subject's full name and, whenever possible, furnish the family number.



Dean W. Miller  
Acting Project Director



*Stegged*

MEMO

March 17, 1944

TO: All Division & Section Heads

FROM: Personnel Mgt. Section

Effective immediately all mail will be prepared for the  
signature of H. L. STAFFORD, Project Director.

*L. W. Folsom*

L. W. Folsom

Acting Personnel Officer



*Reopened*

M E M O

TO: All Division & Section Heads

March 17, 1944

FROM: Personnel Mgt. Section

Effectively Monday, March 20, Mr. Angus A. Acree is to become Reports Officer replacing John DeK. Bigelow. Matters pertaining to the Reports Division will be referred to Mr. Acree.

*L. W. Folsom*  
L. W. Folsom

Acting Personnel Officer



*Burnham*

MINIDOKA PROJECT

Hunt, Idaho

March 29, 1944

MEMO TO: All Division and Section Heads

SUBJECT: Convoy

Effective Monday, April 3, 1944 the following convoy schedule will begin:

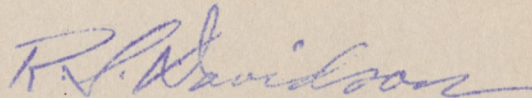
Convoy trucks will pick up workers at the following stations at 7:50 A.M. and 12:50 P.M.:

Call Box	between Blocks	1 and 3
I. S. Station	between Blocks	5 and 7
I. S. Station	between Blocks	13 and 15
Offices	between Blocks	22 and 24
I. S. Station	between Blocks	29 and 31
I. S. Station	between Blocks	35 and 37
I. S. Station	between Blocks	39 and 41

Workers living in the vicinity of Block 22 will catch the convoy at the offices between Blocks 22 and 24 when trucks conveying from other locations stop to discharge the workers at Block 22.

Convoy trucks will call for workers at 11:50 and at 4:50 to return them to the above mentioned stations after work.

All parties concerned are urged to limit those who ride on convoy trucks to those workers authorized and identified by the worker's button.



R. S. Davidson  
Ass't. Project Director  
in Charge of Operations



*McSweeney*

MINIDOKA PROJECT

Hunt, Idaho

April 7, 1944

MEMO TO: Division and Section Heads

The new trip sheet, WRA-159 is being used to authorize use of government vehicles for official business.

The responsibility for signing and turning in daily trip sheets rests with the head of the division or section to which the vehicle is assigned. In many cases recently, staff-members have called on the phone for vehicles. The Motor Pool can not fit such calls into a schedule of assignments for the day. Trip sheet requests must be prepared the day preceding the day the vehicle is to be used.

The old form of trip sheet is no longer in use. It is essential that the new trip sheets be numbered to correspond with the master sheet for each day. Without complete cooperation by all divisions and sections, the Motor Pool will be unable to maintain the records which are demanded by both W.R.A. and the O.P.A. under gasoline rationing regulations.

The cooperation of everyone is requested for systematic handling of trip sheets and daily reports of mileage and use.

Signed

*R. S. Davidson*

R. S. Davidson  
Chief of Operations



*Supp*

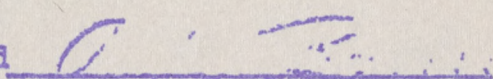
MINIDOKA PROJECT  
Hunt, Idaho

April 12, 1944

MEMO TO: All Division & Section Heads

This will authorize your honoring the signature  
of Mr. Charles Caward in my absence and as my assistant.

Signed

  
A. H. Connor  
Supt. of Motor Transport



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y

Minidoka Project

INTER - OFFICE MEMO

DATE: April 12, 1944

TO: Mr. Norman Braden  
Induction, Statistics, & Records  
FROM: A. Lida Fite, Counselor

To the list of signatures to be honored for housing clearances for evacuees leaving the Center on emergency Short-Term Leaves, please add those of Kiyo Kawasaki and her alternate, Yuki Shinjaku, both of the Nation Office.

These additions are being made to save time in emergencies and to eliminate the necessity for evacuees rushing back to the Housing Office for information which can be cleared by telephone.

Those going out on Seasonal and Indefinite Leaves, however, are still obliged to clear personally with the Housing Office.

When clearing by telephone, Mrs. Kawasaki and her alternate will write on the clearance slip the name of the person in the Housing Office giving authorization, and will also sign their own names.

No signatures are to be honored unless written in ink or indelible pencil.

SIGNED: A. Lida Fite

ALF/y  
cc: Mr. Richard Pomeroy  
Mr. J. Beeson  
Mr. V. McLaughlin



*Stephens*

WAR RELOCATION AUTHORITY

Minidoka Project

Hunt, Idaho

April 24, 1944

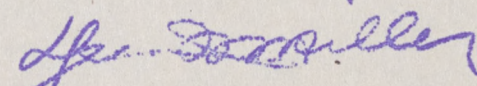
MEMORANDUM TO: Division Chiefs  
Section Heads

SUBJECT: TRIP SHEETS FOR PASSENGER CARS

Will you please call to the attention of all employees in your division who have passenger cars assigned to them on either Indefinite A or Indefinite B assignments, that it is necessary that they submit, on the first day of each month, a trip sheet showing the speedometer reading at the beginning of the preceding month and the reading on the last day?

The Motor Maintenance Section is not receiving the reports on all cars and it is very essential that they have these reports in order to justify requests for gasoline. Personnel operating passenger cars under Indefinite A or B should take a trip sheet record and enter, at the beginning of each month, the speedometer reading as of the first of the month. They should hold this trip sheet until the end of the month, when they enter the final reading, and route the document to the Motor Maintenance Section.

Please emphasize that this procedure must be followed.



Dean W. Miller  
Acting Project Director



WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

May 4, 1944

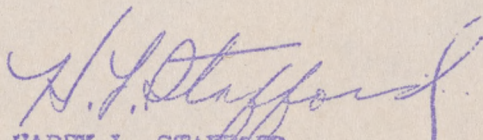
MEMORANDUM TO: DIVISION HEADS  
SECTIONS AND UNITS

SUBJECT: REQUESTS FOR TRANSPORTATION FOR BAGGAGE

In the future all requests for transportation for outgoing baggage will be referred to the Leave Section of the Relocation Division. They will make the arrangements for notifying the Motor Pool of the location of the baggage. The Motor Pool will furnish the necessary transportation supplementing the regular hourly service if necessary. The present policy of having baggage delivery on the hour will be continued. The incoming baggage will be handled by the same transportation as the outgoing.

The baggage man assigned to the gate by Property Control will be under the supervision of the Statistician and the Gate.

These regulations are effective as of this date.

  
HARRY L. STAFFORD  
Project Director



7 Dec -38



*Stafford*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
HUNT, IDAHO

May 25, 1944

*Handwritten initials/signature*

ADMINISTRATIVE NOTICE

To: All Division and Section Heads  
Subject: Memorial Day observance

Residents of the Project are planning a Memorial Day Service for Tuesday afternoon, May 30, at 3:00 p.m.

Convoy trucks will call at Internal Security substations, the Warehouse area, and the Administration Building at 2:30 p.m. to take those who wish to go to the cemetery.

Please honor requests for excused absence made by persons desiring to attend this memorial service.

*Handwritten signature of H. L. Stafford*

H. L. Stafford  
Project Director



*Mc Laughlin*

MINIDOKA PROJECT  
Hunt, Idaho

May 26, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Convoy and Bus Stop

Convoy trucks and buses hauling workers and passengers to and from the Ad. Area make regular stops at the following locations:

1. By the flag pole west of wing 1 of the Administration Building.
2. In the parking area west of the Leaves office.

Division and Section heads are requested to park their cars in an orderly fashion to allow free access to above locations. This will require passage way for trucks and buses between the Post Office and the Ad. Building, in back of Ad. Building, and the space west of the Leaves office.

Signed *R. S. Davidson*  
R. S. Davidson, Chief  
Operations Division



WAR RELOCATION AUTHORITY  
Minidoka Project  
Lunt, Idaho

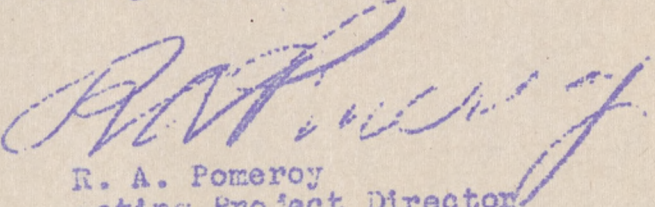
June 7, 1944

MEMORANDUM TO: Division Chiefs  
Section Heads

SUBJECT: SCHEDULING OF PICNICS

It will again this year be necessary to schedule all picnics at Wilson Lake through the Community Activities Supervisor, Mr. Morris Roth.

This is necessary to avoid too great strain upon the transportation facilities. The Community Activities Section will be responsible for scheduling only. Arrangements for food will be made by the section concerned with the Steward's department and provision for transportation will be made through the Operations Division as usual.

  
R. A. Pomeroy  
Acting Project Director



*Dr. Neher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY

Minidoka Project  
Hunt, Idaho

June 12, 1944

MEMORANDUM TO: All Division and Section Heads  
FROM: Mr. Pomeroy, Acting Project Director  
SUBJECT: New Gate Procedure to go into Effect June 12,  
1944

WRA Manual Release No. 68 prescribes a new gate control procedure. Certain adjustments of the manual procedure are necessary to meet the particular needs and solve the problems peculiar to this Center.

All departures and admissions through the main gate will be checked through the Gate Staff (one appointed gate clerk and two evacuees). All evacuees leaving for or entering from the outside of the Project Area must do so through the Main Gate. (This includes workers and shoppers going outside the Project Area).

Following is an outline of the new procedure as it will go into effect on June 12 at this Center. The responsibilities of each section involved are outlined in detail; each Section Head will see that these procedures are followed beginning June 12.

A. RESPONSIBILITIES OF LEAVE SECTION:

1. Issue Commercial Passes, Employee's Family Passes, Shoppers' Passes (Form WRA 139-a), and other special passes.
2. Prepares two copies of Form WRA 339, Gate Slip-Outgoing, for all persons leaving the Center on Indefinite Leave, Seasonal Leave, Short-term Leave, and Transfers to other Centers. (This implies that present letter for transfers prepared by Welfare and signed by Project Director should be routed to Leave Section; the letter and two copies of Form WRA-339 will be given to the evacuee before his departure).
  - a. Note: Indefinite Leave includes departures to family internment camp at Crystal City; departures to jails, hospitals, and mental institutions (except in cases where short-term leaves are issued because length of time away from the Center will be short); and departures of internees to Department of Justice Internment Camp.



b. Both copies of the WRA-339 will be given to the evacuee who will surrender them to the Gate Clerk as he leaves the Center.

3. Notify Statistics Section of all conversions from one type of leave to another.

B. RESPONSIBILITIES OF EACH SECTION HEAD:

1. Prepare a list of the evacuee workers in his division or section to be issued Daily Work Passes, Form WRA-139 Rev. Such a list must be compiled for each month by the 25th day of the preceding month and submitted to Personnel for issuance of the Daily Work Passes. Any evacuee worker who leaves the Project Area in the performance of his job must do so by the Main Gate and must be issued a Daily Work Pass.
2. If a Daily Work Pass is desired for a worker not on the current month's list, the Section Head will notify the Personnel Office and a pass will be issued to the worker.

C. RESPONSIBILITIES OF PERSONNEL MANAGEMENT SECTION:

1. Check the lists of evacuees to be issued Daily Work Passes against employment records to ensure that all listed evacuees are eligible for passes.
2. Issue Daily Work Passes, Form WRA-139 Rev., for all eligible evacuees on above lists; forward these passes to the Division and Section Heads concerned before the last day of each month.
  - a. Division and Section Heads will distribute next month's passes to workers by 5:00 P.M. on the last day of each month.
  - b. The Gate Staff will retain and destroy the current month's Daily Work Passes on the last day of each month and will not return them to the workers.

D. RESPONSIBILITIES OF INTERNAL SECURITY SECTION:

1. An Internal Security Officer will be on duty or on call at the Main Gate every hour of the day when no member of the Gate Staff is on duty; he will perform all duties of the Gate Staff during these hours.
2. This Section will be called upon to find and bring to the Gate Staff any visitor who has overstayed his visit (for adjustment of payment for board and room), any person with a blue badge who failed to check in with the Gate Clerk on returning to the Center, and any other person upon the request of the Project Statistician to whom all such delinquencies will regularly be reported.



E. RESPONSIBILITIES OF STATISTICS SECTION - GATE STAFF:

1. Incoming Evacuees:

a. With blue badges

- (1) Any evacuee with a blue badge will be directly admitted by the Military Police on duty at the Gate and will immediately report to the Gate Clerk on the inside of the Gate. The Gate Clerk will collect the blue badge and return the Daily Work Pass or Army Inductee's Pass, or destroy the Shopper's Pass, whichever the case may be.

b. Without a permit to enter

- (1) Any evacuee without a permit of any kind (or previous correspondence granting permission) to enter the Center, will be admitted as a visitor according to the following procedure:
  - (a) The Gate Staff will prepare Form WRA-338, Gate Slip-Incoming in duplicate recording the visitor's name, the name and block address of the person he intends to visit, the expected duration of his visit, his assignment to housing quarters (enter "referred to Mrs. Nitta, Block 5, if such is the case), the charge for meals and quarters, the payment collected for meals and quarters. Both copies of Form WRA 338 will be receipted and time stamped; the original copy will be retained by the Gate Staff for a tickler file, the other will be given to the evacuee as a receipt for payment of meals and quarters, and will authorize him to pass the Military Police on duty at the gate.
  - (b) A tickler file of all visitors will be maintained by the Gate Staff. If an evacuee overstays his estimated visit, the Gate Staff will notify the Statistician who will request Internal Security to bring the visitor to the Gate House for adjustment of charges.
- (2) Any evacuee without a permit who wishes to be inducted as a resident, will be admitted as a visitor and apply at the Relocation Division for induction. If his application is approved, he will take his copy of Form 338 to the Gate Staff where any necessary adjustment of his payment as a visitor will be made; both copies of Form 338 will be receipted in full by the Gate Clerk and forwarded to the Central Statistics Section for the preparation of an admission advice. (The admission advice will be dated as of the date he is inducted as a resident, not the day he was inducted as a visitor). If a refund is necessary, the evacuee will be directed to the Finance Office.



c. With permit to enter the Center.

- (1) If the permit is for admission as a visitor, he will be admitted according to the procedure prescribed for visitors above. Any person on Seasonal or Indefinite Leave who is admitted as a visitor during the period of the leave will surrender his leave permit and authorization to enter the Center (signed by the Relocation Officer of the area where he was on leave) to the Gate Staff; these forms will be forwarded to the Leave Section where they will be returned to the evacuee at the time of his departure.
- (2) If the permit is for admission as a resident, the evacuee will be admitted as a resident according to the following procedure:
  - (a) Form WRA-338 will be made out in duplicate by the Gate Staff. Opposite "To Visit" on the Form WRA-338, will be stamped "For re-induction".
  - (b) The original copy of the 338 will be time stamped, and forwarded to Central Statistics for the preparation of an Admission Advice. The carbon copy will be given to the evacuee and authorizes him to pass the Military Police on duty; the evacuee will be directed to present his copy of Form 338 to the Housing Office for assignment to permanent quarters.
  - (d) The permit to enter will be collected by the Gate Staff and forwarded to Central Statistics for filing.

2. Departing Evacuees

a. Visitors

- (1) Upon departure, a visitor will surrender his receipted 338 to the Gate Clerk. If an additional payment is necessary, the money will be collected by the Gate Staff. If a refund is necessary, the evacuee will be directed to the Finance Office for this purpose; he will take his copy of the 338 to the Finance Office with him and the adjustment will be noted and receipted by this office.
- (2) Form 339a, Outgoing Gate Pass, will be given to the visitor in exchange for his copy of Form 338; this pass will be handed over to the Military Police on duty at the gate as the evacuee leaves the Center.

b. Residents

- (1) Departures on Seasonal, Short-term, and Indefinite Leave (trial period).
  - (a) The Leave Section will prepare Form WRA-339 Rev. in duplicate at the time Form WRA-133, 133a, 134, 135, 135a, 136, or 328 is prepared. Both copies



of the 339 Rev. will be given to the evacuee who will surrender them to the gate staff as he leaves the Center; in return the Gate Clerk will give the evacuee one copy of Form 339a, Outgoing Gate Pass, which will be handed over to the Military Police on duty by the evacuee as he leaves the Center; the Military Police will destroy all such Outgoing Gate Passes.

- (b) The Gate Staff will retain the carbon copy of 339 Rev. in a tickler file at the Gate House; the original copy will be forwarded to Central Statistics for the preparation of a departure advice. Separate tickler files will be maintained for Short-term, Seasonal, and Indefinite (trial period) Leaves.
- (c) Each morning, the Gate Staff will pull the Forms WRA-339 Rev. which expired on the preceding day from the Short-term and Seasonal Leave tickler files. A list of persons out on expired leaves will be forwarded to the Statistician with the explanation that they are expired Seasonal and Short-term Leaves.
- (d) The Forms WRA-339 Rev. in the Indefinite Leave (trial period) tickler file will remain in this file according to the date of expiration of the leave; it is not necessary to pull these forms out of the file for checking on the day after they expire.
- (e) The Central Statistics Section, upon notification by the Leave Section of conversions from one kind of leave to another kind of leave, will notify the Gate Staff of these conversions; the Gate Staff will be responsible for an adjustment of the tickler files.

For Example: (1) If a person out on Short-term Leave converts to Seasonal Leave, his Form WRA 339 Rev. will be pulled from the Short-term tickler file, the type of leave will be changed to Seasonal, the expiration date will be corrected, and the 339 Rev. will be inserted in the Seasonal Leave tickler file. (2) If a person out on Seasonal Leave is converted to Indefinite Leave, his WRA 339 Rev. will be pulled from the Seasonal Leave tickler file and destroyed by the Gate Staff.

(2) Departures on Indefinite Leave, Transfers, etc.

- (a) The procedure is exactly the same as that prescribed for Seasonal, Short-term, and Indefinite (trial period) Leaves except that both copies of the 339 Rev. will be stapled together by the Gate Staff and



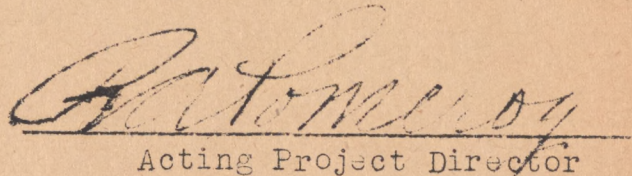
forwarded to Central Statistics for preparation of a departure advice; no tickler file of such leaves will be maintained by the Gate Staff.

F. RESPONSIBILITIES OF THE CENTRAL STATISTICS OFFICE:

1. Preparation of departure advices from Form WRA-339 Rev. sent by the Gate Staff to Central Statistics.
2. Preparation of admission advices from Form WRA-338 sent by the Gate Staff to Central Statistics.
3. Preparation of departure and admission advices for deaths and births upon notification from hospital.
4. Notify gate staff of conversions from Seasonal and Short-term Leave upon receipt of this information from the Leave Section. (Note: Central Statistics must also prepare Form WRA-222 for all such conversions.)

G. RESPONSIBILITIES OF PROJECT STATISTICIAN:

1. Upon notification by the Gate Staff that a visitor has overstayed his estimated visit, the Project Statistician will notify the Internal Security Officer who will bring the person involved to the Gate Staff for an adjustment. Special cases where waiver of payment is being considered should be discussed with the Relocation Program Officer.
2. Upon receipt of Forms WRA-339 Rev. denoting expired Seasonal or Short-term Leaves, the Statistician will notify the Project Director who will proceed as outlined in paragraphs 50.1.18C, D, E, and F of the Gate Control Manual.

  
Acting Project Director



WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

June 29, 1944

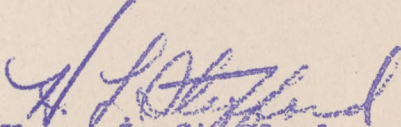
TO ALL DIVISION AND SECTION HEADS:

The Bulletin Board service in the Mess Halls and throughout the project has been placed under supervision of the Reports Division, effective July 1. On and after that date, all announcements intended for display on bulletin boards shall be cleared and distributed through the Reports Division and prepared under its direction.

This service has been worked out by the Relocation, Community Activities and Reports Division to assure a uniform and systematic service. Two competent Issei, Messrs. Chokichi Hagiwara, in Area A, and Zenji Yahagi, in Area B, have been employed on recommendation of the Community Council, as supervisors of the Bulletin Board service in their respective areas. They will report to the Reports Division and work under its direction.

A translator in the Reports Division will prepare announcements in Japanese text when it is desirable. Three days is the maximum time any announcement will be allowed to remain on a bulletin board, except under unusual circumstances.

This also includes the distribution of booklets and other literature that obviously cannot be placed on bulletin boards.

  
Harry L. Stafford  
Project Director



*Approved*

M E M O

TO: All Division and Section Heads

July 3, 1944

FROM: Personnel Management Section

SUBJECT: Officials visiting your Division or Section

In the future it will be the responsibility for each Division or Section Head to notify the telephone supervisor whenever an official visitor to your section or division is present on the project. You will please give this notification to the telephone supervisor giving the name of the official, the reasons for their presence, and their address where they can be located at any time by the telephone operators.

It is very necessary that this be done so that they may receive such telegrams and long distance telephone calls, which come for them. Please post this notice in a conspicuous place and make your reports to the telephone supervisor promptly.

*L. W. Folsom*  
By Personnel Officer



*Stappard*

ADMINISTRATIVE MANAGEMENT NOTICE

TO: Division, Section and Unit Heads      DATE: July 31, 1944  
FROM: W. Howard Mann, Supply Officer  
SUBJECT: Advance Estimates

The Supply Handbook Section 20.12 provides for advance estimates from all Divisions for all supplies, materials, equipment and services on a quarterly bases except:

*A. J. D.*

1. Medical supplies normally ordered through Denver Quartermaster Medical Depot.
2. Mess subsistence items ordered from Quartermaster.
3. Automotive repair parts for particular equipment. Parts readily interchangeable between makes and models such as fan belts, spark plugs, battery cables, water hose, bolts, nuts, cap screws, cotter pins, etc. will be estimated on a quarterly basis.

Advance estimates will be prepared on Form WRA-347 and WRA-347a. The advance estimates will be prepared for a specific three month period and the items listed will represent the items to be consumed or put into service during that period.

The presentation of advance estimates will not coincide with the fiscal quarter budgets.

Schedule of advance estimate, quarterly budgets and due dates:

ADVANCE ESTIMATES		QUARTERLY BUDGETS	
Due date in	For use	Due date in	For budget
Supply Section	during	Finance Section	quarter
January 15	March	December 1	January
	April		February
	May		March
April 15	June	March 1	April
	July		May
	August		June
July 15	Sept.	June 1	July
	Oct.		August
	Nov.		September
October 15	Dec.	September 1	October
	Jan.		November
	Feb.		December

The due date for estimates for the months of September, October and November is past. However, we are requesting your estimate for that period to be submitted by August 15 and we will make every effort to have your needs procured at the earliest possible date.

Separate advance estimates will be prepared by sections and units for each of the following categories of materials, supplies and equipment:

- a. WPB approved projects.
- b. Major equipment (See handbook 20.4.25A)
- c. Project catalog items.
- d. Seasonal or special items.
- e. Services (Equipment rentals, contractional services.)



Insofar as possible the items should be grouped in alphabetical order according to the type of items. Describe each item specifically. For example:

- a. What is it? (Item) Hammer  
What kind is it? (Kind) Hammer, sledge  
What size is it? (Size) Hammer, sledge, 4 lb.
- b. What is it? (Item) Desk  
What kind is it? (Kind) Desk, executive, oak.  
What size is it? (Size) Desk, executive, oak,  
32 x 60.

Each section will consolidate their needs into one advance estimate. Division Heads will check and approve each manually. Each Division will be responsible for estimating the total quantity of any item it uses to service other Divisions. For example the Operations Division will estimate the entire project needs for fuel, building and maintenance materials, janitorial supplies, oils, greases and gasoline, hand tools, etc.

The Administration Management Division will estimate the entire project needs for office supplies, office furniture, office equipment, forms, etc.

Each Division will designate one individual to be responsible for being familiar with the Supply and Property Control Handbooks, to assist section and unit heads in the preparation of advance estimates, preparation of requisitions, correlation of advance estimates with their budget, preparation of justifications in the budget for equipment items, posting on reserve memorandums the items requisitioned for use etc.

Forms to be used:

- WRA-347 Advance estimate for stores, equipment and services.
- WRA-347a Continuation sheet for advance estimates.
- WRA-348 Reserve Memorandum
- WRA-349 Special Emergency Purchase Request

*W. Howard Mann*  
W. Howard Mann  
Supply Officer



*Stappard*

ADMINISTRATIVE MANAGEMENT NOTICE

*120.*

TO: Division, Section and Unit Heads  
FROM: W. Howard Mann, Supply Officer  
SUBJECT: Project Catalog

DATE: July 31, 1944

The Supply Handbook provides for advance estimates from all Divisions for all supplies, materials, equipment and services on a quarterly basis. To facilitate preparation of estimates and procurement of supplies a Project Catalog will be prepared.

We request that each unit prepare and submit a list through their Section and Division Heads listing all items needed by them that are used continuously and that should be stocked in the project warehouse. This list will include items now on hand in sufficient quantity for a 90-day supply as well as those items that are out of stock or will be needed in the future.

Items not to be listed in Project Catalog:

1. Medical supplies normally ordered from Quartermaster Medical Depot.
2. Mess subsistence items.
3. Automotive repair parts for individual equipment. However, such items that are readily interchangeable between makes and models will be listed eg. fan belts, spark plugs, light globes, battery cables, water hose, bolts, nuts, can screws, cotter pins, etc.

Please submit your list as soon as possible.

Reference is made to our memorandum, Subject "Advance Estimates" as you may wish to consider your estimates at the same time you are preparing your list for the stock catalog.

Items should be listed in alphabetical order under each of the classes given in "Index to General Classes", also use nomenclature in "Index to T.P.S. Stock Catalog" for those items included in that list, also state what it is, what kind, size, etc. For example:

- a. What is it? (Item) Hammer  
What kind is it? (Kind) Hammer, sledge  
What size is it? (Size) Hammer, sledge, 4 lb.
- b. What is it? (Item) Desk  
What kind is it? (Kind) Desk, executive, oak.  
What size is it? (Size) Desk, executive, oak,  
32 x 60

Attachments:

1. Index to General Classes
2. Index of T.P.S. Stock Catalog

*W. Howard Mann*

W. Howard Mann  
Supply Officer



# INDEX TO GENERAL CLASSES

A	Class		Class
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		Sash	21
B		Shade	21
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Bases, paper-fastener	53	Extension	17
Baskets	39	Correction fluid	53
Batteries, storage	17	Cotton	57
Beakers	57	Cottonade	27
Binders	53	Covers, binder	53
Bits, wood-boring	41	Covers, file	53
Blades, hack-saw	41	Crayons	53
BlotTERS	53	Cups:	
Bluing	51	Drinking	53
Bodies, socket	17	Pin or sponge	53
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8. Motor vehicles; bicycles; trailers; and all accessories, outfits, and parts.
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13. Engineroom and fireroom fittings, supplies, and tools.
14. Oils (illuminating and lubricating), greases, and all lubricants.
15. Electric cable and wire (Insulated).
17. Electric apparatus and all accessories, outfits, and parts.
18. Instruments of precision and all accessories, outfits, and parts.
21. Cordage: Hemp; jute; oakum; twine; including manufactured articles.
22. Rope, wire, and wire, bare; including manufactured articles.
24. Duck; canvas; tentage; including manufactured articles and accessories.
26. Furniture.
27. Dry goods; Textiles: Bedding, buttons, curtains, cushions, draperies, findings, floor coverings, linoleum, notions, oilcloth, trimmings, upholstery materials, yarns, etc.
30. Bathroom and toilet fixtures; and all accessories, outfits, and parts.
31. Lighting apparatus (nonelectric) and all accessories, outfits, and parts.
32. Fire-surfacing and heat-insulating material.
33. Gaskets; hose; packing; rubber (sheet and strip); hose fittings; tubing (flexible); including manufactured articles.
34. Leather: Belting, harness, saddlery, including manufactured articles.
35. Books, blueprints, charts, drawings, libraries, maps, newspapers, periodicals, professional publications, etc.
37. Athletic equipment, recreational apparatus, sporting goods, special wearing apparel.
38. Brooms, brushes.
39. Lumber; timber; (barrels, boxes, cases, crates) wooden; railroad ties; including manufactured lumber.
40. Tools, machine (bending rolls, drop hammers, drills; grinders; lathes; milling machines; planers; presses; punches; riveters; rolling machine; saws; shears; etc.); and all accessories, outfits, and parts.
41. Tools, hand.
42. Hardware (builders'; general).
43. Bolts, nuts, rivets, screws, washers.
44. Pipe, tubes, tubing (nonflexible).
45. Pipe fittings.
46. Metal in bars (flat, hexagon, octagon, round, square); billets, ingots, pigs, slabs.
47. Metal in plates and sheets.
48. Metal shapes (angles, channels, half-rounds, I-beams, T's, Z's, etc.); structural metal.
51. Acids; chemicals; drugs; gases; soaps; abrasive materials; cleaning, cutting, and polishing compounds.
52. Paints; paint ingredients.
53. Stationery: Bags, paper; books, blank; boxes, paper; cartons; drafting-room, office, and printers' supplies.
54. Office equipment: Adding machines, cash registers, file cases, numbering machines, typewriters, etc.
55. Textile clothing; knitted goods.
57. Hospital, laboratory, and surgical apparatus; and all accessories, outfits, parts, and supplies.
58. Railway, dock, and yard equipment; including fire-fighting apparatus.
59. Building material: Asphalt, brick, cement, granite, gravel, lime, millwork, roofing material, sand, stone, tar, tiling, etc.
63. Tableware (barracks, crews' mess, hotel, hospital, officers' mess, ship-saloon): Aluminumware; chinaware; glassware; silverware.
64. Bakeshop and kitchen apparatus and utensils: Aluminum utensils; galley gear; tinware; and all accessories, outfits, and parts.



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- 65. Ovens, ranges, and stoves; and all accessories, outfits, and parts.
- 66. Machinery and equipment.
- 67. Forage; bulbs, and roots; plants, shrubs, and trees; seeds.
- 69. Vehicles (animal and hand-drawn); and all accessories, outfits, and parts.
- 70. Agricultural implements and all accessories, outfits, and parts.
- 71. Badges, insignia, medals, etc.
- 72. Boots; shoes; leather and rubber clothing.
- 73. Caps; hats; gloves; men's and women's furnishings.



*Attorney*

MINIDOKA PROJECT  
Hunt, Idaho

April 12, 1944

MEMO TO: All Division & Section Heads

This will authorize your honoring the signature  
of Mr. Charles Caward in my absence and as my assistant.

Signed

  
A. H. Connor  
Supt. of Motor Transport



*Attorney*

MINIDOKA PROJECT  
Hunt, Idaho

April 11, 1944

MEMO TO: Division and Section Heads

SUBJECT: Service to Vehicles

Attached find service schedule for cars and trucks for the period, April 10 - May 9 inclusive. You are requested to have the vehicles at the Motor Pool at 8:00 A.M. on the date indicated for regular service. Plan to leave the vehicle during the day and arrange your work for that day without the vehicle as it will not be possible to promise to complete the service at a specified hour.

Signed

*R. S. Davidson*

R. S. Davidson  
Chief of Operations



# SERVICE SCHEDULE FOR CARS AND TRUCKS

April 10	April 14	April 21	April 27	May 3
208	311	51	239	254
62	April 15	83	203	220
320	47	238	235	255
319	78	143	260	589
318	232	219	E023	703
50	240	233	503	May 4
54	April 17	E018	April 28	39
April 11	44	April 22	58	71
315	57	52	310	256
306	73	90	252	225
E017	158	102	207	265
212	217	250	200	267
46	236	April 24	322	604
201	520	210	309	May 5
61	April 18	325	April 29	72
April 12	48	552	30	75
37	70	203	82	258
205	76	81	159	230
227	257	313	213	89
236	251	700	May 1	600
323	307	April 25	209	316
701	303	53	306	May 6
247	April 19	84	301	77
April 13	45	125	33	79
248	80	233	86	232
253	224	213	241	324
211	228	251	218	May 8
34	580	317	May 2	302
36	530	April 26	35	312
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226	April 20	74	243	237
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*Stafford*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Minidoka Project  
Hunt, Idaho

August 9, 1944

MEMORANDUM TO: Division and Section Heads

SUBJECT: Outside Trip Ticket, Transportation Ia.

The purpose of this form is to authorize departure from this Center of work crews operating WRA cars. When properly filled out and signed, this form is to be presented to the gateman who will in turn issue badges to as many people as are designated by name on this form.

When crews are to be engaged in off-Project work, it is requested that this self-explanatory form be completed for each such car leaving the project. Under "Names of Helpers", please fill in the names of all people who are to accompany the driver of the car. After the helpers have been listed, scratch out the remaining space so that unauthorized additions can not be made. If more helpers are going than space is provided on the fore part of the form, place the name on the back. It is suggested that in case an error is made in filling out the form that a new form be filled out inasmuch as the gateman has been instructed not to honor outside trip tickets which appears to have been altered without authorization.

Except in cases in which trucks have been assigned permanently, the majority of off-Project work crews will originate in Central Service or in the Motor Pool. However, in the event that they originate elsewhere the appointive personnel in charge will complete Form Ia, initial and forward it to the Motor Pool Supervisor for signature and release of the truck.

As trucks are permanently assigned to divisions or sections, the person responsible for the car is requested to contact the Statistician to make arrangements for signatures to be honored other than those shown below.

In order to facilitate use of the trip ticket and to check the car crews leaving the Project, to avoid duplication, the following people have been authorized to sign Transportation Form Ia.

Mr. William E. Rawlings, Acting Assistant Project Director of Operations  
Mr. Roy E. Olson, Motor Pool Supervisor  
Mr. Charles W. Caward, Assistant Equipment Supervisor

This form will be placed into use immediately. If your section or division engages the use of work crews leaving the Project, please order a supply of these forms from the warehouse.

Attachment

*H. L. Stafford*  
HARRY L. STAFFORD  
Project Director



OUTSIDE TRIP TICKET

NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

THE FOLLOWING DRIVER \_\_\_\_\_ IS AUTHORIZED TO DRIVE

TRUCK NUMBER \_\_\_\_\_ TO \_\_\_\_\_ FOR THE PURPOSE

OF \_\_\_\_\_ AND WILL RETURN TO THE MINIDOKA PROJECT

AT \_\_\_\_\_ A.M.  
P.M.

NAMES OF HELPERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transportation Ia

SIGNED \_\_\_\_\_

APPOINTED PERSONNEL SUPER-  
VISOR



*Staggard*

TO: ALL DIVISION AND SECTION HEADS

8-10-44

FROM: MAILS & FILES

SUBJECT: OFFICE FORMS AND SUPPLIES - THREE MONTHS' ESTIMATE

Please refer to Procedure Handbook, Section 20.9.30. From the forms listed on those pages will you prepare for this office an estimate of what you will need for a minimum period of 90 days. Also, in a separate column will you list the forms on hand in your department at the present time?

This estimate should be in this office not later than Saturday, August 12, 1944.

*Helen Newell*



*Stappard*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project

August 29, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Organizational Changes in the Administrative  
Management Division.

In compliance with Mr. Myer's letter dated August 19, 1944 the following organizational changes in the Administrative Management Division will become effective September 1, 1944.

Mess Operations Unit is transferred out of the Supply Section and will operate as a separate Section, reporting directly to the Assistant Project Director in charge of Administrative Management. The Property Control and Warehouse Unit is transferred out of the Finance Section and becomes a part of the Supply Section. The word "supervision" as referred to in Handbook Release 20.12.3B should read "liaison", insofar as the relationships of the Supply Officer and the Mess Management Section are concerned.

With the above changes the Supply Section will consist of:

1. Procurement Unit.
2. Property Control and Warehousing Unit.
3. Postal Service.

The Finance Section will consist of the following units:

1. Budget Account Unit.
2. Cost Accounting Unit.

To furnish additional information as an over-all picture of the War Relocation Authority in regard to Supply and Property Control procedures the following is quoted from Mr. Myer's letter: "I was once told that when a person or organization began to exercise discretion in planning and a certain amount of self-restraint or self accountability in his or its activities, the person or organization had reached its maturity. Whether or not that be true, I do feel that WRA has reached its maturity insofar as advance planning for budgeting, procurement, accountability and utilization of property are concerned. WRA now has time enough, or must take time enough, to see that operations are as economical as possible, that we know what we have bought, where it is, the condition it is in, the use that is made of it, and that the house-keeping attendant to the keeping of what we have on hand is orderly, simple, effective, and safe. Such is the over-all objective of the Supply Handbook and the Property Control Handbook -- that is all, but I think that you will agree that it is a sensible objective and sound management operation".

The above organizational changes are supported by issuance of Handbook Releases namely the Supply Handbook and Property Control Handbook which



placed the Supply Officer directly responsible for "material utilization".

Although Mr. Myer's letter dated August 19, 1944 authorizes these organizational changes they will be placed into effect at this center beginning with operations September 1, 1944 (as indicated above) and it is important that all personnel familiarize themselves with the procedure as set forth in the Supply and Property Control Handbooks, in an effort to observe adequate advance planning, minimum stock on hand and orderly house-keeping. Your cooperation with the Supply Officer will be necessary and greatly appreciated to fulfill the requirements as set forth in the Supply and Property Control Handbooks.

*John H. Nichols*  
J. H. NICHOLS

Assistant Project Director



*See Memo*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 30, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Emergency Purchases and Supply Procedure.

Beginning September 1, 1944 all procurement requisitions, other than the regular advance estimates, will be submitted to the Supply Officer in quadruplicate on Form WRA-349 (Special Emergency Purchase ) and the present use of Form WRA-7 for purchase shall be discontinued.

Your attention is directed to the Supply Handbook requirement that this "Special Emergency Purchase" request contain a complete statement of the nature of the emergency to justify the processing of the requisition on this basis.

The continual submittal of emergency requisitions by several sections which have failed to foresee its needs is definitely an indication of non-compliance with basic WRA policy which stresses advance estimating of supplies and equipment for the planned program.

The emergency purchases have resulted in the issuance of many purchase orders for small amounts from twenty cents to a few dollars. It is not practical nor economical to issue confirming purchase orders for such small amounts. It has been administratively determined that these type of purchases shall be handled through the Agent Cashier. This will eliminate the issuance of small purchase orders, vouchers, checks and improve public relations with vendors as well as reduce the volume of detail work.

Emergency requisitions and purchases should be kept to the minimum, however, it is realized that there are times when it is necessary to make an immediate purchase to protect health, life, or government property or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an emergency unless one of the circumstances mentioned above is present.

The following procedure is pertinent and to be followed in the future for all emergency purchases where it is determined by the Procurement Officer that the cost does not justify the issuance of a confirmation purchase order:

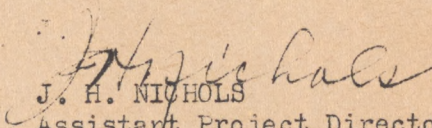
1. Requisitions will be prepared on Form WRA-349 (Special Emergency Purchase) and submitted in quadruplicate to the Supply Officer with a complete justification of the emergency.
2. All requisitions will be approved by the Procurement Officer prior to purchase and one approved copy routed to the Agent Cashier.



3. The purchase will be made and paid for in cash by the buyer.
4. The purchaser will obtain an original and one copy of the company invoice itemizing the items purchased and unit and total amount of each item. The original receipt should be made out to the purchaser for the War Relocation Authority and signed manually by authorized employee of firm with title indicated. The original receipt must be marked "Paid".
5. The item or items will be delivered to the receiving warehouse together with the memorandum receipt. The purchaser will obtain the signature of the receiving officer, on the reverse side of the original receipt. The receiving report will be prepared in the usual number of copies. The requisition number and Agent Cashier Purchase will be indicated on the receiving report. The memorandum receipt will be routed to Finance with their receiving report.
6. Emergency services may be authorized at the discretion of the Procurement Officer and handled in the same manner as purchases.
7. Reimbursement to the purchaser will be made from the Agent Cashier Funds immediately upon presentation of the original paid receipt as specified above.

For further details pertaining to the above procedure please contact the Supply Officer. This procedure shall become effective beginning with operations September 1, 1944 and Form WRA-7 will not be accepted or numbered by Property Control Unit after that date.

Please refer to Handbook Release No. 113 dated June 20, 1944 and Handbook on Supply for WRA centers 20.12.1 to 20.12.18 which shall be also considered effective in all respects as of September 1, 1944. The procedures contained in this handbook have been correlated with the new Property Control procedure and no additional delay in placing these procedures in effect is now necessary.

  
J. H. NICHOLS  
Assistant Project Director



*Rickman*  
Finance Section

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

FIRST QUARTER 1945

TO: ALL DIVISIONS AND SECTIONS

SUBJECT: STATUS OF FUNDS, PERIOD ENDING AUGUST 31, 1944

ACTIVITIES	OBJECT OF EXPENDITURE	EXPENDITURE	OBLIGATION	ALLOTMENT	AVAILABLE FUNDS
PERSONAL SERVICE (Appointed)	01.1	78,827.43	78,827.43	139,750.00	60,922.57
PERSONAL SERVICE (Evacuee)	01.3	50,299.84	100,502.80	158,600.00	58,097.20
PERSONAL SERVICE (Temporary Emp.)	01.4				
Administrative Management		- 0 -	- 0 -	- 0 -	- 0 -
Operation Division		- 0 -	- 0 -	- 0 -	- 0 -
Community Management		88.41	200.00	702.00	502.00
TRAVEL (Appointed)	02.1				
Project Management		16.50	16.50	500.00	483.50
Administrative Management		42.43	124.43	350.00	225.57
Operation Division		77.69	383.14	400.00	16.86
Community Management		98.82	550.51	600.00	49.49
TRAVEL (Evacuee)	02.2				
Project Management		3,697.20	8,190.35	15,976.00	7,785.65
TRANSPORTATION OF THINGS	03				
Project wide		75.08	25,202.22	71,080.00	45,877.78
COMMUNICATION SERVICE	04				
Project wide		1,228.86	2,368.86	3,621.00	1,252.14
RENT & UTILITIES	05				
Project wide		4,037.65	6,770.48	10,000.00	3,229.52
PRINTING & BINDING	06				
Project wide		- 0 -	122.00	365.00	243.00



CONTRACTUAL SERVICE 07

Administrative Management	9.00	124.50	350.00	225.50
Operation Division	581.04	1,516.15	3,000.00	1,483.85
Community Management	1,018.50	4,974.50	10,850.00	5,875.50

MATERIALS & SUPPLIES 08

ADMINISTRATIVE MANAGEMENT

Supply	- 0 -	- 0 -	2,400.00	2,400.00
Mess	63,787.04	247,072.98	253,683.00	6,610.02
Others	19.43	1,942.72	5,250.00	3,307.28

OPERATION DIVISION

Engineering	8,999.81	38,910.46	63,935.00	25,024.54
Agriculture	1,240.81	4,990.68	42,997.00	38,006.32
Industry	- 0 -	- 0 -	2,360.00	2,360.00
Motor Transp. & Maint.	4,916.81	14,954.63	18,950.00	3,995.37
Fire Protection	6.83	81.63	175.00	93.37

COMMUNITY MANAGEMENT

Education	177.49	968.02	6,030.00	5,061.98
Health	2.55	2,101.90	9,000.00	6,898.10
Welfare	- 0 -	- 0 -	670.00	670.00
Community Activities	12.00	30.00	207.00	177.00

EQUIPMENT 09.2

ADMINISTRATIVE MANAGEMENT

Mess	- 0 -	- 0 -	450.00	450.00
Others	4.10	41.00	3,610.00	3,569.00

OPERATION DIVISION

Engineering	- 0 -	1,020.02	1,022.00	1.98
Agriculture	- 0 -	- 0 -	800.00	800.00
Motor Transp. & Maint.	11.30	872.96	1,950.00	1,077.04
Fire Protection	- 0 -	- 0 -	125.00	125.00

COMMUNITY MANAGEMENT

Education	146.40	1,739.55	5,500.00	3,760.45
Health	- 0 -	- 0 -	885.00	885.00
Welfare	- 0 -	- 0 -	55.00	55.00
Community Activities	- 0 -	6.09	710.00	703.91
Others	- 0 -	- 0 -	- 0 -	- 0 -



GRANTS	11.				
PROJECT MANAGEMENT	11.1	309.88	309.88	2,000.00	1,690.12
COMMUNITY MANAGEMENT		1,502.50	2,140.25	3,570.00	1,429.75
CLOTHING GRANT	11.2	52.50	50,000.00	60,000.00	10,000.00
RELOCATION GRANT	11.3	5,431.00	5,431.00	12,800.00	7,369.00
PROJECT TRANSFER GRANT	11.4	- 0 -	- 0 -	600.00	600.00

For further details, contact Finance Office.

By *[Signature]*  
Fiscal Accountant



*Stappard*

MINIDOKA PROJECT  
HUNT, IDAHO

September 16, 1944

MEMORANDUM TO: All *DIVISION & SECTION HEADS*  
~~Appointed Personnel~~

FROM: Personnel Management Section

SUBJECT: Officials visiting your Division or Section

It has been called to the attention of this office that a memorandum to Division and Section Heads issued on July 3, 1944 is not being complied with. You are requested to please notify the telephone supervisor when any official visitor is present on the Project, giving his name, title, and where he may be located. Numerous calls are coming in for official visitors of whom the telephone supervisor has no knowledge.

*L. W. Folsom*  
\_\_\_\_\_  
Personnel Officer



*Stappard*

M E M O R A N D U M

August 29, 1944

TO: All Division, Unit, and Section Heads.  
FROM: Personnel Management Section  
SUBJECT: Labor Day Holiday

In accordance with W. R. A. policy all employees, evacuees and appointed personnel, will be expected to observe regular working hours on Labor Day, Monday, September 4.

*L. W. Folsom*  
\_\_\_\_\_  
Personnel Officer



*Mr. Suggs*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

August 30, 1944

MEMORANDUM TO: Section and Unit Heads  
Administrative Management Division  
SUBJECT: Leave Regulation.

During the past two weeks it has been noticed that employees of sections and units of the Administrative Management Division are submitting Application for Leave, Form OEM-8, covering request for leave both annual and compensatory for approval from one to four days after leave has been taken.

In accordance with Administrative Memorandum No. 1 and Supplements thereto, leave slips are to be in the Personnel Management Section not later than the day for which leave is being taken. You are again requested to make further efforts to comply with the project instructions and leave regulations in general. Specifically Administrative Memorandum No. 1, Supplement No. 4 dated July 21, 1944.

*J. H. Nichols*  
J. H. NICHOLS  
Asst. Project Director



*Slappard*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MINIDOKA PROJECT  
Hunt, Idaho

ADMINISTRATIVE MANAGEMENT NOTICE

TO: Division, Section, and Unit Heads  
FROM: W. Howard Mann, Supply Officer  
SUBJECT: ADVANCE ESTIMATES -- OCTOBER 16 DUE

You have received your approved budget for the second quarter (October, November, December) of the fiscal year. On October 16th your advance estimate is due in the Supply Office covering those items you are going to use during the months of December, January, and February.

Only those items of equipment or supplies approved in your budget are to be placed on your Advance Estimate Form WRA-347 and WRA-347a. Budget approval constitutes purchase approval. Therefore, if you do not have funds in your budget for particular things, do not ask for their purchase. Items of major equipment and certain restricted items must be specifically approved in your budget.

Needed items not in your approved budget must be requested on an "Emergency Purchase Request" Form 349. The justification must be sufficiently adequate to cover our request from the Washington office for approval to purchase and for allocation of funds.

Each section will consolidate their needs into one advance estimate, including in their estimate the quantity of items used to service other sections.

In determining the quantity of items you will need for December, January, and February, you will need to take into consideration the quantity on hand plus the quantity on order less the quantity you will use prior to December 1st.

Please make your estimate of needs of the following items to the section indicated. Your estimate may be made in memorandum form.



1. Office Supplies--including envelopes, pencils, paper, etc., used by all sections including the schools--to Office Services Section.
2. Office Equipment--to Office Services Section.
3. Office Forms--to Office Services Section.
4. Lumber, Construction Materials, and Maintenance Supplies--to Engineering Section.

Insofar as possible the items should be grouped in alphabetical order according to the type of items. Describe each item specifically. Give size, kind, catalog number, name of catalog, make, brand, etc.

List supplies, minor equipment, and major equipment on separate sheets.

Advance estimates will not be accepted after October 20.

Review the Supply Handbook Section 20.12 prior to preparation of Advance Estimates. We are following the procedure as prescribed except for subsection 6.E as our Reserve Memorandums will not be started until the warehouse records are completely reconciled.

Division heads will take the responsibility for checking estimates as to completeness and accuracy and will approve them manually.

---

October 7, 1944



Files - 70

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

820

Administrative  
Management

November 4, 1944

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Property Survey Reports.

The Survey Board and functions relative thereto is authorized and established by the Property Control Handbook Section 20.4.9D and it is necessary to maintain proper handling of government property, that those individuals charged with accountability of property become familiar with the contents of this Handbook.

The Property Control Handbook provides in part that the Survey Board shall not convene less often than semi-monthly. However, to maintain Survey actions on a more current status the Survey Board meets Friday of each week. All property that has been damaged, broken, lost or stolen is to be reported on Form OEM-678 (Property Survey Report) to the Property and Warehousing Officer (Mr. C. D. Gooding) and request Survey Board action.

All known facts covering the property loss if lost or stolen shall be stated. The Survey Board must have all information possible to make an intelligent recommendation for disposition and release of responsible persons from liability.

The Property and Warehousing Office is available for necessary assistance and guidance in preparing Survey actions. Property Survey report forms are in stock and available from the Property office now located in Warehouse No. 1.

KEEP YOUR SURVEY REPORTS CURRENT. IT IS FOR YOUR  
OWN PROTECTION.

*J. H. Nichols*  
J. H. NICHOLS  
Assistant Project Director



14

11-6-44



*Anderson*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Administrative  
Management

November 4, 1944

MEMORANDUM TO: All Division, Section and Unit Heads  
SUBJECT: Lights.

With the coming of the winter months and the  
continue use of lights throughout all offices during  
the day, it appears appropriate at this time that careful  
handling of light facilities should be considered.

After reviewing the Power Company's bill for a  
period of one year we have learned that the monthly  
expenditure average approximately \$2600. Your coopera-  
tion is solicited to designate someone in each office  
to see that all lights are turned off upon departure from  
the office both during the noon hour and evening.

*J. H. Nichols*  
J. H. NICHOLS  
Assistant Project Director



*Leppard*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

Personnel Mgt. Section

November 11, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: New Placement Procedures.

1. Requisitions for workers will include names of immediate Caucasian supervisors as well as name of Section head.
2. Referrals to Section heads will continue as usual.
3. Placement officer, George Shimizu, will notify Section heads, each day between 4:00 P.M. and 4:30 P.M., regarding assignments made for Caucasian supervisors. A specified time for the supervisor to report to the Placement office will be given at this time.
4. Accepted workers will be told to report to the Placement office at a certain specified time the day following acceptance for work. This time must correspond exactly to the time given the Section head (#3).
5. All assignment sheets will be given the Caucasian supervisor at the time he meets his new worker at the Placement office.

*Dan Williams*  
DAN WILLIAMS  
Asst. Personnel Officer



Personnel

"Rough Draft"

November 18, 1944

B J.F.D.

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Thanksgiving Holiday for Evacuee Workers.

Thursday, November 23, 1944 having been designated by the President as a National holiday, all evacuee workers will be granted excused absences from work beginning at 12 noon on this date.

HARRY L. STAFFORD  
Project Director



File 35

12-5-44

~~786~~  
871

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

SECOND QUARTER, 1945

TO: ALL DIVISIONS AND SECTIONS

SUBJECT: STATUS OF FUNDS, PERIOD ENDING NOVEMBER 30, 1944

ACTIVITIES: OBJECT OF EXPEND, EXPENDITURE OBLIGATION ALLCMTMENT AVAILABLE FUNDS

PERSONAL SERVICE					
(Appointed)	01.1	209,568.92	254,169.68	260,039.00	5,869.52
PERSONAL SERVICE					
(Evacuee)	01.3	189,389.77	235,723.77	303,135.00	67,411.23
PERSONAL SERVICE					
(Temporary)	01.4	934.69	934.69	2,945.00	2,010.31
TRAVEL (Appointed)	02.1				
Project Management		244.49	430.64	768.00	337.36
Administrative		436.27	579.44	908.00	328.56
Operation		379.63	391.63	684.00	292.37
Community Management		1,190.42	1,550.57	1,817.00	266.43
TRAVEL (Evacuee)	02.2				
Project Management		12,698.51	15,163.17	23,956.00	8,792.83
TRANSPORTATION OF					
THINGS	03				
Project Wide		25,625.09	60,892.73	106,151.00	45,258.27
COMMUNICATION	04	4,497.19	6,757.19	7,274.00	516.81
RENTS & UTILITIES	05	12,748.80	16,016.71	18,163.00	2,146.29
PRINTING & BINDING	06				
(Field) (06.2)		13.50	13.50	13.50	-0-
(Regular) (06.1)		90.68	144.00	484.00	340.00
CONTRACTUAL SERVICE	07				
Administrative		326.93	494.50	466.00	RE 28.50
Operation		2,311.02	6,274.64	14,963.00	8,682.36
Community		7,028.66	12,783.16	15,570.00	2,786.84



## MATERIALS &amp; SUPPLIES

08

## ADMINISTRATIVE MG'T

Supply		4.50	4.00	RE .50
Mess	255,292.60	492,369.14	494,948.00	2,578.86
Other Administrative	192.19	2,337.12	4,482.00	2,144.88

## OPERATION DIVISION

Engineering	43,774.77	98,576.45	118,420.00	19,843.55
Agriculture	15,177.03	36,557.91	37,102.50	544.59
Motor Transport & Maint.	21,425.84	34,401.86	35,194.50	792.64
Fire Protection	97.03	105.84	362.00	231.16

## COMMUNITY MANAGEMENT

Education	1,490.07	4,048.89	7,280.00	3,231.11
Health	3,950.91	9,001.37	13,248.00	4,236.63
Welfare	20.00	55.84	543.00	489.16
Internal Security	- 0 -	- 0 -	25.00	25.00
Community Activities	52.07	114.67	376.00	261.35

## EQUIPMENT

09.2

## ADMINISTRATIVE MANAGEMENT

Supply	- 0 -	- 0 -	- 0 -	- 0 -
Mess	- 0 -	70.00	400.00	330.00
Finance	- 0 -	- 0 -	- 0 -	- 0 -
Others	455.25	7,399.80	11,488.00	4,088.20

## OPERATION DIVISION

Engineering	1,036.47	1,765.44	1,782.00	16.55
Agriculture	330.00	530.00	530.00	- 0 -
Motor Transp. & Maint.	420.11	1,350.10	2,042.00	691.90
Fire Protection	- 0 -	115.00	115.00	- 0 -

## COMMUNITY MANAGEMENT

Education	1,256.98	4,204.10	6,126.00	1,921.90
Health	- 0 -	87.30	1,310.00	1,222.70
Welfare	- 0 -	- 0 -	- 0 -	- 0 -
Internal Security	- 0 -	- 0 -	- 0 -	- 0 -
Other Community Mg't	5.06	403.66	541.00	137.34

## GRANTS

11

PROJECT MANAGEMENT	11.1	1,123.70	1,373.70	2,981.00	1,607.30
COMMUNITY MG'T	11.1	3,560.65	4,560.65	6,322.00	1,761.35
CLOTHING GRANT	11.2	46,411.25	79,219.75	123,735.00	44,515.25
RELOCATION GRANT	11.3	15,316.25	15,316.25	20,277.00	4,960.75
PROJECT TRANSFER GRANT	11.4	169.27	169.27	969.00	799.75

Total:

879,042.07 1,406,513.63 1,647,961.50 241,447.37

For further details contact Finance Officer



*File 50* *12/12/44* *847*  
MINIDOKA RELOCATION CENTER  
HUNT, IDAHO

Office Memorandum

December 6, 1944

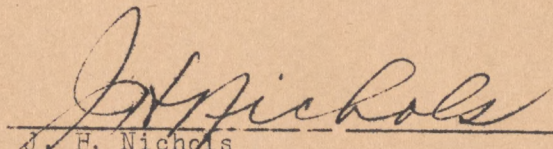
TO: All Division, Section, and Unit Heads

SUBJECT: Official Correspondence

In an effort to afford proper handling and distribution of official correspondence, it will be helpful to this office if you will furnish a list setting forth the various types of mail that should be routed directly to you.

Various changes are being made in the Office Services Section (Mails and Files); however, we desire to have this data in as much detail as possible prior to any further changes either procedural or office management.

Your prompt attention will be appreciated in this matter so that we may be able to effect these changes at the earliest possible date.

  
J. H. Nichols  
Assistant Project Director  
Administrative Management Division



18  
Stafford  
Barrett  
Graham  
McLaughlin  
Huberman  
Kleinkopf  
Spriggs  
Fuhrman  
Barclay  
Fite  
Johnston  
Co-op  
Dr Neher  
Mochols  
Cox  
Mann  
Merrill  
Wilder  
Caudill  
Mrs. Newell  
Folsom  
Covington  
Forrest  
Murray  
Byrd  
Gooding  
Rawlings  
Rice  
Plank  
Floyd  
Beattie  
McIntyre  
Campbell

Files 18



*Fisher*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

December 13, 1944

TO: ALL DIVISION AND SECTION HEADS

SUBJECT: FISCAL YEAR 1946 ANNUAL BUDGET

We have just received instructions, Administrative Notice No. 183A, regarding the 1946 Annual Budget Estimate.

Four copies of the instruction have been transmitted to each Division Head for use by the Sections.

The material requested must reach Washington not later than January 1, 1945. This date has been advanced two weeks earlier than in previous years and has been advanced, possibly, because of the Interior Department's participation in the WRA budget procedure.

It is necessary, in view of the advanced date to set a deadline on December 23, 1944 for receipt of Section and Division budget data in the Finance Office for consolidation. It will greatly assist the Finance Section if the budget data, (Estimates, operating data and justifications may reach the Finance Office at the earliest possible date before the deadline on December 23, 1944.

We ask that each Division and Section Head submit their budget data on single 8 x 10 $\frac{1}{2}$  sheets. All estimated will be retyped and pages numbered in the Finance Section to provide uniformity in preparation and submission.

Administrative Notice 183A states that "Estimates shall be prepared on the assumption that the situation as regards the war fronts and the exclusion orders remains unchanged to June 30, 1946."

Mr. Dan Williams, Assistant Personnel Officer, will handle all details of preparing and consolidating the requirements for evacuee personal services.

Mr. Fred Minnesang, Personnel Technician will handle all details of preparing and consolidating the appointive personnel requirements.

Mr. G.C. O'Bryan, Assistant Fiscal Accountant will contact all Section within the Operations Division regarding all requirements for other than personnel.

Mr. M.A. Byrd, Cost Accountant will contact all Sections within the Admin. Management Division concerning requirements other than personnel.

Mr. C.M. Forrest, Acting Finance Officer will contact each Section within the Community Management Division and the Project Management for other than personnel requirements.

The concerned individuals mentioned above will consult you immediately to make arrangements for hearings and to assist you in gathering the required data.

J. H. Nichols  
Asst. Project Director



*Stafford*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
MANIDOKA PROJECT  
HUNT, IDAHO

*140.*

December 22, 1944

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: FISCAL YEAR 1946 ANNUAL BUDGET

This Center received the following wire on December 19, 1944, from the Washington office:

"WITH FEW EXCEPTIONS NO ALLOTMENTS WILL BE MADE FOR THIRD QUARTER FOR OBJECTIVE CLASSES 08 AND 09 UNTIL COMPLETE INVENTORIES OF SUPPLIES AND EQUIPMENT ON HAND AND ON ORDER ARE MADE AND RECEIVED IN THIS OFFICE. IN ADDITION TO INVENTORIES, PLEASE INDICATE ANTICIPATED CONSUMPTION RATE OF MATERIALS FOR THIRD AND FOURTH QUARTERS OF THIS FISCAL YEAR. ALLOTMENTS WILL BE MADE FOR SUPPLIES FOR MESS AND HOSPITAL PRIOR TO RECEIPT OF INVENTORIES. THIS INFORMATION NEEDED IN VIEW OF REVISED PROGRAM CONTEMPLATED BY LIFTING OF EXCLUSION ORDER. PENDING RECEIPT OF INVENTORIES CONSIDERATION WILL BE GIVEN BY THIS OFFICE TO REQUESTS FOR EMERGENCY ALLOTMENTS. SUBMISSION OF PROJECT ESTIMATES FOR 1946 ON BASIS ORIGINALLY REQUESTED NEED NOT BE MADE. PLEASE FURNISH IMMEDIATELY ALL PERSONAL SERVICES INFORMATION."

Upon receipt of this teletype, we contacted the Washington office for clarification and were advised as follows:

1. Except for personnel services which are being submitted on this date, the centers will not submit a 1946 Annual Budget as called for by Administrative Notice No. 183-4.
2. The inventories required must include:
  - a. All major equipment on the Project in stock and in use.
  - b. All minor equipment on the Project in stock and in use.
  - c. All materials and supplies in stock (stores) and all unconsumed materials and supplies in possession of all activities.
  - d. The inventory lists must also include all materials, supplies, and equipment on order (but not received).
  - e. Anticipated rate of consumption for third and fourth quarters of this fiscal year.

In view of the foregoing, it will readily be seen that a complete project-wide inventory must be taken.



A meeting will be called on December 26, 1944, with Division and Section Heads, to make a preliminary announcement of the inventory and to select certain personnel as inventory-takers. This meeting will be held in my office at 2:00 p.m. Detailed inventory instructions will be issued on this date. It is planned to hold another meeting with the designated individuals who are actually to take the inventory and to go over the detailed instructions in order that all will be familiar with the correct procedure.

It is the tentative plan at this time to start actual inventory proceedings as soon as possible after December 26, 1944.

H. L. Stafford  
H. L. Stafford  
Project Director

Finish Jan 3 - Jan 5 -

Sunday Jan 7<sup>th</sup> to Denver Conference  
Return " 13<sup>th</sup>



*Stafford*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

*W.D.D.*

December 23, 1944

To: All Section Heads

Subject: Construction, Alteration or Addition

We have been advised by our Washington Office that the War Production Board has ruled the War Relocation Authority must submit all items involving "construction", "alterations" and "additions" to them for approval.

This eliminates previous "blanket" authorizations under which those small items of construction could be accomplished in the past.

In this situation it is necessary for the Engineering Section to prepare proper forms to submit to the War Production Board for any improvement involving construction, alterations or additions.

If you anticipate that any work of this nature will be required in the future the following procedure should be followed: Advise the Engineering Section of your requirements giving them a complete description of the work you desire. They will prepare and submit the necessary application to the War Production Board. The usual length of time required for receiving the approval to begin work is at least six weeks.

No work can or will be started until such WRA and WPB approval is received.

*C. E. Plank*  
Acting Ass't Project Director



*Scappard*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Relocation Center  
Hunt, Idaho

Office Memorandum

December 30, 1944

*Received Jan 5 1945*  
*/J.D.*  
*R.T.*

TO: All Division, Section, and Unit Heads

SUBJECT: Receiving Incoming Property

1. Beginning January 1, 1945, all incoming Government property will be tallied-in at Warehouse No. 1. This includes items for the Hospital, garage, farm, etc.
2. a. Property issued from a warehouse will be issued on prescribed forms prepared by the requesting activity.  
b. Property received on the Project and sent direct to an activity will be issued on forms prepared by Property Control.
3. All property leaving the Project for repair service must be tallied-out at Warehouse No. 1 and must be tallied-in when returned.
4. Tally-in and tally-out registers will be maintained at Warehouse No. 1 to insure prompt completion of all required documents.

*J. H. Nichols*  
J. H. Nichols  
Assistant Project Director  
Administrative Management Division



*Dr. Myer*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Tunt, Idaho

February 16, 1945

MEMORANDUM TO: All Division & Section Heads

SUBJECT: Excused absences

All evacuee employees who desire to attend the public meeting with Director Myer at the gymnasium, Monday afternoon, February 19, at 2:00 p.m., shall be excused for the afternoon.

*H. L. Stafford*  
H. L. Stafford  
Project Director



*Dr. Heber*

WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 10, 1945

TO: Division and Section Heads

SUBJECT: Excused Absence

Excused absence may be applied for and granted to allow workers to attend religious services on Good Friday, March 30, 1945. Workers will individually secure such permission, in writing from their supervisor, to cover the afternoon of March 30.

Very truly yours,

*H. L. Stafford*

H. L. Stafford  
Project Director



*Graham*  
*none -*  
*at 9:00*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Minidoka Project  
Hunt, Idaho

March 20, 1945

MEMORANDUM TO: All Division, Section and Unit Heads *stance*

SUBJECT: Surplus Property Action

It is requested that, in conjunction with the future closing of the Center, that all Division, Section and Unit heads check their inventories and make available immediately for surplus action the following items:

1. All Major and Minor Equipment not required for actual Center operation and Maintenance.
2. All supplies obviously surplus to this and other WRA Centers, such as: seed, farm equipment parts, excess school supplies, and other items on hand for regular or curtailed programs.

Division heads will be responsible for the preparation by Section and Unit heads of Form OEN-188 on Major Equipment in triplicate and Form WRA-96 "Credit" in quadruplicate on Minor Equipment and Expendables to cover their return to the custody of Property Control.

The above completed forms in this category shall be forwarded to the Surplus Officer at Warehouse 1.

The Surplus Officer will determine where the items shown shall be stored and will so advise the activity. It will be the responsibility of the activity to deliver these items to the designated locations appropriately bundled, boxed, etc., and shall be tagged or otherwise identified.

IMPORTANT - CANNIBALIZED AND OTHERWISE INCOMPLETE ITEMS WILL NOT BE ACCEPTED IN PROPERTY CONTROL WITHOUT PRIOR PROPER SURVEY PROCEDURE!

The inventory and use estimates M-181 now being made up for the Washington office will determine the amounts surplus of maintenance, repair and operating supplies.

The Surplus Officer will contact activities to determine which "equipment" items in the custody of Property Control are to be declared surplus.

Additional information as needed may be obtained from the Supply Office.

All persons affected by this directive will take immediate steps to place our Surplus Program into action.

LET'S MOVE OUR SURPLUS NOW !

*H. L. Stafford*  
HARRY L. STAFFORD  
Project Director



*Amerman*

TO ALL DIVISION AND SECTION HEADS

Subject: Budget Estimates for the Fiscal Year 1945

It is necessary that we submit to Washington prior to January 15, 1944, an estimate or budget for the Fiscal year 1945. As far as the information necessary from the various divisions is concerned, it will follow closely the form submitted by you for your third quarter budget. You will submit your information in a rough draft form to the sections of divisions of Administrative Management as further designated.

Exhibit A. Summary table of the estimate for the total project by objective class of expenditures.

Prepared by the Fiscal Section. To secure this summary, it will be necessary that you furnish this Fiscal Office with the 08 and 09 account in connection with the supplies and equipment as they are involved in construction, maintenance and repairs. You will furnish to the Operation Division, Attention Mr. Thorson, a list of the proposed construction and maintenance necessary for your operation during the next fiscal year. This will be consolidated insofar as these three items are concerned by the Operation Division and will be submitted under the Engineering Department. All other 08 and 09 items must be submitted to the Fiscal Section for incorporation in the particular classification of your section.

Exhibit B. Summary of non-recurring items.

Prepared by Fiscal Section of the Administrative Management. To secure the necessary data for this particular section, we will combine items of equipment purchased during the first and second quarter of this fiscal year, added to that the items requested in the third quarter budget and you must submit to us a list of the equipment you proposed to request in the fourth quarter. Insofar as construction is concerned, the Operation Division will furnish the necessary information to the Fiscal Section.

Exhibit C. Summary of estimates for Appointive Personnel Services.

This shall be prepared upon Standard Form 3A, revised. Supply of this form is available in the Personnel Section. In preparing an estimate of your appointive personnel needs for the next fiscal year, you will submit to the Personnel Section, Attention Mr. Folsom, information as to any change in your present staff for the new fiscal year. In connection with the necessity for additional appointive people, it would be well to take in consideration the possibility that heavy relocations might necessitate increases in the present appointive staff. Any new positions would require justification. Personnel Section will prepare the final forms 3A.

Exhibit D. Summary of estimates for Evacuee Personal Services.

The consolidated summary for evacuee personal services will be prepared by the Personnel Section. To secure the information



for completing Exhibit D, it is necessary that each division submit to the Personnel Section WRA Form 304 showing requirements in exactly the same manner as submitted in third quarter, only this will cover the entire fiscal year. New positions must be justified. Any increases in the personnel now authorized, would require an additional justification. The Form 304 and justification shall be submitted in original and eight copies.

Exhibit E. Not applicable to the Minidoka Project.

Exhibit F. Statement of proposed expenditures for purchase, maintenance, repair and operation of passenger-carrying vehicles.

Prepared by Fiscal Section. The information necessary to complete Exhibit F will come from data furnished the Fiscal Section by each division under Exhibit A. You must be sure that vehicles to be purchased or exchanged show under the equipment item in "A" so that we can use that information in completing Exhibit "F".

Motor Pool will furnish through the Operating Division to the Fiscal Section information concerning old vehicles to be exchanged and old vehicles still to be used, together with the estimate of the cost of maintenance and repair. Total maintenance cost for the fiscal year 1944 will be checked against the Fiscal records.

Exhibit G. Justification of estimates by division and activities. Statement of non-recurring items will be prepared by the Fiscal Section from the information submitted by each division for Exhibit "B" and from estimates of non-recurring items other than equipment. To be furnished by division.

Exhibit H. Personnel Services estimate for the Fiscal Year 1945. This form will be prepared by the Personnel Division of the Administrative Management and will be a consolidated report of each activity based on all present appointive employment and future appointive employment. Justified by you in your statement to the Personnel Division of your anticipated needs for 1945.

Exhibit I. Prepared by the Personnel Section and will cover evacuee employment for 1945 only.

Exhibit J. Travel estimates prepared by the Fiscal Section on information furnished by each division, and from present records.

Exhibit K. Proposed construction program, fiscal year 1945 will be furnished the Fiscal Section by the Operation Division.

Exhibit L. Estimated population as of July 1, 1944, will be estimated on the basis of 7,000 for the Minidoka Center. You should plan your activities accordingly.



- 3 -

For all necessary forms in connection with the preparation of the 1945 budget, please present your request to Mr. Keener.

*Dean Miller*

Dean Miller  
Assistant Project Director