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WAR RELOCATION AUTHORITY
Central Utah Project

September 28, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
FROM: Irvin Hull, Chief, Project Reports

Included in the weekly reports of September 25, 1942, submitted by various Chiefs of Division Heads, there were a number of specific recommendations or statements of problems which were apparently directed to the Project Director. These have been abstracted and are listed as follows:

1. From the Senior Engineer as follows:

In order to carry on the field work necessary for surveys and construction, it is necessary that evacuee employees have access to the entire section in which the relocation center is situated. It is impractical and in my opinion unnecessary to require a non-evacuee employee to accompany evacuee employees while working in Section 20. Some arrangement should be made with the Military Authorities to allow evacuee employees of the Public Works Division to work anywhere in Section 20, without restrictions.

2. From the Chief of Employment and Housing as follows:

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

3. Chief of Agricultural Division as follows:

I find it difficult to work as effective as I would like without a private office where I may carry on conversations away from the confusion of the large room. In planning for the conduct of farming enterprises I would like to consider with the Director questions of basic philosophy, whether educational opportunities for Topaz residents should be the primary objective of our agricultural enterprise or whether food production should be the motive. Until the outside boundaries of the area is posted it will be necessary to employ additional Caucasian personnel to work with the Japanese on the farm.

4. From the Head of Community Welfare Section as follows:
With the rapid increase of the Topaz project, we strongly recommend that the section should have a permanent central location. We realize the difficulty of an immediate assignment of such a location, but we believe we would be in a better position to serve the residents more effectively if this were done as soon as possible.
 5. From the Cost Accountant in brief substance:
It would be helpful if there were less noise and less visiting in the Administrative Offices during daytime and evenings.
 6. From the Chief Project Steward as follows:
He suggests that, "Housing or administration might eventually work out a plan so that identification cards (so colored or shaped) would immediately classify or direct various residents to their correct dining hall. At present, some percentage of residents are 'migrating' diners, eating where they please".
 7. From the Chief of Internal Security as follows:
It is recommended that pass forms be obtained from the Regional Office to relieve the congestion at Adm. Hdq., Division of Internal Security.
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WAR RELOCATION AUTHORITY
Central Utah Project

October 6, 1942

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Irvin Hull
Chief, Project Reports Division

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From the Senior Engineer as follows:

It is impossible to properly organize the Public Works Division because of a division and duplication of authority. Instructions and plans issued by the Chief of Public Works are often countermanded and nullified by conflicting orders from other sources and by ill-informed interference from other sources. The Public Works Division is working under serious handicaps of personnel, supplies and materials and there is an enthusiastic disposition to criticize but there is very little disposition in some quarters to give calm and rational consideration to the problems and difficulties, and assistance in regard to securing personnel, supplies and materials.

2. From the Chief of the Agricultural Division:

It is recommended that steps be taken at once to make adobe bricks for construction of poultry houses, hog houses, and residence for the Caucasian staff. There is abundance of suitable material close at hand and those who are interested in the agricultural enterprise will be willing and anxious to work as members of crews on the construction of these buildings. The priority materials required will be relatively minor in quality.

3. From the Chief of the Fire Protection Division:

My recommendations are that an outside opening be provided adjacent to certain telephones within the city so these phones may be reached from the outside and that these be appropriately marked for the proper use in sending emergency calls of any nature.

4. From the Community Welfare Division -- Mr. Lorne Bell's office: Several requests have been received from parents whose sons are in the service. The Army policy in this regards was explained. It would seem advisable to provide some other method whereby parents of soldiers of Japanese ancestry would have the privilege of seeing their sons.

There is a definite need for a Notary Public within Topaz. Since we do not have the services of a Notary Public, it has been necessary to arrange to take the residents to Delta for this service.

We believe the one of the most important items of service the Topaz residents could be rendered would be to obtain delivery of their household good which have been stored in Government warehouses or in private storage houses. The Department has had numerous requests from residents regarding this matter.

With the coming General Election of November 3rd, we would recommend that information regarding Absentee Voting should be made available to the residents and encouragement given them to follow through on their voting privileges. A form should be made available for them to request their absentee ballots.

It may be well for the department heads having close interlocked functions to meet occasionally to discuss procedures pertinent to our work in order to avoid confusion.

Central Utah Project

October 13, 1942

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Irvin Hull
Chief, Project Reports Division

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From the Division of Public Safety as follows:
Our pass situation is becoming very acute, and it is recommended that the main gate guard building be constructed at once to house the Military Police and Public Safety Wardens.
2. From the Employment and Housing Division as follows:
It will be necessary for policies to be devised by the central Administrative Offices concerning disposition of freight which has come to Topaz addressed to non-residents and also to develop a method of forwarding freight when Topaz residents move to other Relocation Centers.
3. From the Community Services Division as follows:
The allocation of the numerous Community Activity Halls is causing us a great deal of trouble. In many cases our program is stymied with the taking over of several of our key buildings by other sections and divisions without our consideration and approval.

May we have an opinion as regards to the clause in the Administrative Instruction #34 which states:
"Only citizens are eligible to hold office as a block representative."

Is it possible to obtain \$17.00 from the Project Fund for the establishment of a Notary Public office?

\$4.00 to the Secretary of State, Utah.
\$7.00 for the Notary Seal.
\$5.00 for Surety Bond purposes.

4. From the Chief Project Steward as follows:
Dr. Ramsey has proposed that we have different menus in each kitchen for those infants up to four years old. This problem is one from the hospital and the dietician's standpoint; however, I have suggested to Dr. Ramsey that if he will appoint a dietician in each kitchen, I will give her help so that she can closely supervise infants' food. The writer believes in feeding infants in each block in their respective kitchen's rather than have three or four infants kitchen in the project which would necessitate mothers also eating in the infant's kitchen and not in their own block kitchen.

The writer wishes to initiate at this time the discussion for a workers' kitchen during noon, for example No. 10, for administrative help, warehouse men, truck drivers, et al, together as a kitchen which would provide hot beverage and light supper at midnight for wardens and firemen; also as a kitchen which would prepare lunches to go out when necessity arises. This kitchen presumably would open only at the lunch hour and after 9 PM. Of course, it is a moot question whether to have a kitchen such as this or to furnish a workable bus system which would take all workers to their respective dining halls. The fear also is the workers' kitchen become a dumping ground more or less, for all people to eat in and it is an added expense for as an actuality, as much total food still goes to the other various kitchens.

5. From the Chief, Administrative Division as follows:
It is recommended that Division Chiefs and Section Heads become acquainted with the instructions contained in Administrative Instruction No. 42, Subject, Project Procurement Procedures, and to particularly note paragraph I. A. 7., which reads as follows:

Materials and supplies should not be purchased in excess of a three months advance supply, but it is essential that purchases be anticipated to this extent in order to assure a sufficient operating supply."

Division Chiefs and Section Heads should anticipate their requirements for a period of three months whenever it is possible to do so.

WAR RELOCATION AUTHORITY
Central Utah Project

October 19, 1942

MEMORANDUM TO: Mr. Charles F. Ernst,
Project Director

FROM: Irvin Hull,
Chief, Project Reports Division

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From the Chief of the Agricultural Division:

The nature of farm work makes it desirable that provision be made for overtime work when the weather is suitable and arrangements need to be made so that overtime can be used to compensate for time lost because of inclement weather.

It has been suggested that a system of rewards be adopted for good work on certain crews. The leader of the landscape group has suggested that trees might be given to those members of that group who do especially good work. Some decision should be reached as to the desirability of such a system.

2. From the Chief of Internal Security:

It is recommended that a central desk be established where the issuance of passes may be cleared. On account of most of the passes originating through the employment division, it is suggested that the employment division be responsible for this function. Or it may be that the Community Welfare Division share in the clearance of passes, due to the Visitor angle and the issuance of leaves.

3. From the Chief Project Steward:

There is a set-up for the Stewards Department for a position known as Senior Steward, which could be shifted around properly to a head Butcher in charge of approximately 18 butchers. Such a position would pay for itself many times over in correct supervision in meat cutting, and a man will be interviewed for the position this week.

4. From the Chief of the Administrative Division:
As yet, we have not received from Dr. Carlisle a list of the required text books; as soon as this list is received, it will be processed immediately.

In view of the fact that Tule Lake Project was unable to furnish us our school desks up to the present time, the Public Works Division originated a requisition for lumber to build the required desks here at the project. Lumber has been purchased but so far, we have not been able to obtain masonite. Mr. Hunter is endeavoring to get a supply in Salt Lake City. We will know the results of his efforts when he returns today.

It is suggested that we take some steps to adequately protect the large stocks of materials, supplies and equipment which are now stored in our warehouses.

Even though Mr. Gilbert tries to be in as many places as possible "at one time", it is impossible for him to keep his eye on every warehouse and be certain that we are obtaining receipts for every item of issuance from the warehouse.

So far as I know, we have not had any pilfering of our warehouses. However, we should take the necessary precautions to insure proper protection of government property.

As a step towards providing adequate protection, I would suggest that each warehouse employee be furnished an arm band marked "warehouse" and that the warehouse area be fenced and a checker stationed at the main gate to permit entry of authorized employees.

WAR RELOCATION AUTHORITY
Central Utah Project

October 24, 1942

MEMORANDUM TO: Charles F. Ernst, Project Director
FROM: Irvin Hull, Chief, Project Reports Division
SUBJECT: Recommendations

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From the Superintendent of Education as follows:

Among our critical current problems, the most important is that of getting an adequate teaching staff. The process of getting clearance on a teacher through Civil Service and the WRA appears to involve too many unnecessary delays. In fact, we are in grave danger of losing the services of highly competent teaching personnel because of these delays.

A second critical problem is that of adequate school housing. Improvised barracks will do temporarily if they can be winterized and heated.

If possible, some steps should be taken to get 24-hour service on the clearance of teachers from each office through which their application papers pass.

2. From the Chief of the Agricultural Division as follows:

It is suggested that a motor taxi service be instituted at once so that one or two cars may serve a large number of people. This will free more cars for use in work which requires transportation of men and materials out on the farm.

It is recommended that as soon as possible plans be made to provide lunches for field crews and that special food be prepared for this purpose. Men working in the fields require more food than people working in less active occupations.

The most serious problem which makes it difficult to get adequate help for field work is the urgent need for winterizing houses. The second factor of importance is the unsatisfactory arrangements for lunches. Definite arrangement need to be made whereby workers can get their lunch before those who are not working, if we are to abide by the regulations in regard to hours of work. At the present time, it is impossible for many of the men to get their lunches and get back to work before 1:15 P.M.

3. From the Chief of Internal Security:

It is recommended that scrap lumber be allocated to the residents as soon as possible. Impatience on the part of the residents to secure scrap

lumber is causing a problem which will be alleviated when the lumber is finally given to them.

4. From the Chief of the Administrative Division:

It has been noted that some of the Administrative personnel, when entering the dining hall have failed to identify themselves to the cashier. When several individuals enter the dining hall at one time, it is somewhat confusing to the cashier when they proceed directly to the dining tables without giving their names. We have recently placed a new Japanese employee in the dining hall and until he becomes acquainted with all Administrative personnel, it will be very helpful if the personnel will identify themselves at the time of entering the dining hall.

Irvin Hull,
Chief, Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

October 30, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
FROM: Irvin Hull, Chief, Project Reports Division
SUBJECT: Recommendations

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From Acting Chief, Public Works Division as follows:
It is suggested that the hours of work and meals be changed so that our crews can report to work at 8:30, have lunch between 12:30 and 1:30 and dinner between 5:30 and 6:30. On cold mornings it is difficult to get the crews out before 8:30 or 9:00, and this would help us to accomplish more work.
2. From the Chief, Division of Public Safety as follows:
It is recommended that wood siding similar to that used on the Administration buildings be placed on the main gate guard house to improve the appearance. It is also recommended that suitable signs be placed on the north and south sides of the guard house to stop traffic and advise that no contraband allowed and that pass must be obtained before admittance.
3. From the Chief, Administrative Division as follows:
It is recommended that the subject of preparation of requisitions be discussed briefly at the next cabinet meeting. I have personally made a review of requisitions which have been prepared by the various divisions and noted that the majority of them fail to show the following information:
 1. Justification for purchase.
 2. Cost account number.
 3. Complete description of items required.It is suggested that section heads and division chiefs review office letters:
 7. Schedule of Activity Cost Accounts.
 8. Requisitioning Procedure.
4. From Community Activities Section as follows:
Would appreciate all information on the question of furloughs, working passes, and visitor's passes.
Will the initial clause covering the purchase of recreation materials be more or less clarified and brought to the attention of our division?

5. From the Agricultural Division as follows:
It is suggested that the hours of work be changed from the present hour of 5:00 p.m. to 6:00 p.m. so that field workers will have an opportunity to prepare for dinner without shortening the working day unduly.

IrvinHull, Chief,
Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

November 7, 1942

MEMORANDUM TO: Charles F. Ernst, Project Director
FROM: Irvin Hull, Chief, Project Reports Division
SUBJECT: Recommendations

Included in the weekly narrative reports from the various divisions were a number of recommendations which were directed to the Project Director:

1. From Acting Chief of Internal Security Division as follows:

The lumber situation for evacuees is still very acute, and we recommend that orders be issued to the block managers informing them as to what is being done and what can be expected to be done as regards to the lumber situation.

It is hoped that the Community Council can furnish the Public Safety Division with a very definite set of laws governing this camp. This Division would then be able to function in a more proper and efficient manner.

This Division is confronted with considerable work which could be handled in a more efficient manner if an Assistant Chief of Internal Security could be obtained.

2. From Acting Chief of Public Works Division as follows:

It is becoming more difficult day by day to organize and get crews to work in the fields because of lack of adequate protective transportation to carry the men to and from the jobs. We need canvas covers on trucks hauling men back and forth from jobs to protect them from the cold.

There is a decided need for some type of stimulus to create interest among the evacuees in the work and jobs which we have to do. This has been noticeably experienced in the construction of the coal loading dock which is a vital item in handling coal shipments.

3. From the Superintendent of Consumer Enterprises as follows:
Space.

4. From the Chief of Community Services Division as follows:

Communities Activities Section--We are still without equipment, and the lack of facilities are keenly felt by this department.

Education Section--Such facilities as shop tools and science

Recommendations

equipment are as yet lacking. The lack of an adequate staff of appointive school teachers remains our greatest problem. The delay in getting final appointments from the Regional Office of the W.R.A. together with the delay in getting salary checks for teachers threatens to demoralize the attitude of our teaching staff. Teachers on relatively low salaries usually have financial commitments which become embarrassing if the salaries are not received when they are due.

Community Welfare Section--Lack of folders for our case records and typewriters are still our major need. The delay in receiving replies to our Special Transfer and Indefinite Leave requests has been a source of increased inquiries from the Residents.

Community Government--headquarters are still in urgent need of desk and filing cabinet; also a stove is needed for the Community Council Chambers.

The great difference in wage scale and conditions between private employment and center employment seems to be quite a source of disturbance and restlessness among the residents. The Community Welfare Section is informed indirectly, however, that some plan is being formulated by the Community Government Council to balance this gap and as soon as such policy is completed the Section feels it should be announced to the residents for their information and clarification.

The most immediate concern of the Education Section for the future is to get the schools operating normally on a six-hour class day in rooms that are winterized and adequately heated with each group of children under a competent teacher.

5. From the Chief of Agricultural Division:as follows:

A change is needed in the hours of work and the meal hours at the dining halls so that longer days can be put in the fields. It is recommended that immediate steps be taken to provide sufficient anti-freeze so that delays in getting trucks started in the morning will be avoided.

6. From the Chief of Administrative Division as follows:

Preparation of Requisitions--Requisitions are still being sent to the Procurement Section without being properly prepared. Attached is a "Return Slip" form which will be used to route the incorrect requisitions back to the originator.

Administrative Instructions--It is suggested that the Regional Office determine the Manual of Procedure for Cost Accounting on a permanent basis as the task of complying with our present tentative instructions becomes more difficult each day.

7. From the Chief of Transportation and Supplies as follows:

It appears that we will be able to obtain a sufficient supply (of coal) only from truck mines; that is, mines located remote from the railroad. We were able to locate three of these mines in the vicinity of Castledale from which we could, with adequate transportation, obtain from 150-200 tons of coal per day.

We have now contacted a number of truckers and are offering \$7.00 per ton freight from the mines to the project and undoubtedly we will be able to attract some of them with this premium offer.

I understand that orders have been placed for a few cars of coal from the larger mines to be shipped into Delta on the railroad. In fact, we have notices that three cars have been shipped. All from Castlegate. One car shipped on the 28th and two cars on the 29th but as yet the agent at Delta is unable to obtain any information concerning these shipments. It might be advisable for other contacts with these mines be made in an effort to expedite shipment from these mines by rail.

If we would have made this premium offer of \$7.00 per ton for truck haul from the Castledale mines to the project to run continuously until December 15, I feel certain that we would have attracted a number of additional truckers. The short term of 10 or 12 days is not attractive to trucks otherwise on permanent employment and I believe an effort should be made to renew this offer over for an additional 30 days. There is no question of the seriousness of this situation and I doubt if any criticism would be made of any action which would obtain results in an emergency of this sort.

In addition to the coal supply, it is necessary to make definite arrangements for supply of kindling, and I plan to make a trip over the area north of the project with men who are familiar with the layout who claim that a plentiful supply is available within easy hauling distance of the project.

Berk

WAR RELOCATION AUTHORITY
Central Utah Project

November 13, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
FROM: Irvin Hull, Chief, Project Reports Division
SUBJECT: Recommendations

Included in the weekly reports of various divisions were a number of recommendations which were directed to the Project Director.

1. From the Senior Engineer as follows:

Considerable damage in the past has been experienced by cars operating within the blocks and through the dwelling areas of Topaz City. Human life as well as property damage is endangered by this practice which should be discontinued.

2. From the Acting Chief of Internal Security as follows:

As stated in our Narrative Report dated November 6, the lumber situation was very acute. The situation at the present time remains the same. The suggestion has been made that Mr. Hughes work with the block managers in the matter of the return of stolen lumber and equipment. This is a tactful move and would tend to create a better feeling with the evacuee residents than searches to be made by the Internal Security Division.

3. From the Community Welfare Section as follows:

We are still awaiting definite clarification regarding the non-admittance of alien Japanese into the Center. Visitor's passes are constantly being requested by them, and in view of the stipulated misinterpretation as per Mr. Fryer's letter of October 31, it is discouraging to the workers to have to refuse these requests.

As stated many times in the past weeks, the residents are greatly disturbed that the special transfer and indefinite leave requests have not yet been answered. We feel it will be extremely helpful to receive at least a reply as to the receipt of the request.

The matter of the storage in government warehouses being shipped to the Center is the source of much anxiety among the residents, inasmuch as it was wholly unexpected. We feel an explanation and a clarification on the matter should be announced as soon as possible to the residents.

The wage differentiation, labor situation, and proposed trust fund are the subjects of much concern and discussion to the residents. Further information as to satisfactory adjustment of the problems is being anxiously awaited.

4. From the Agricultural Division as follows:

Conference is recommended between the agricultural education and public health staffs in order that the child labor issue may be settled. More adequate transportation is needed for field workers. Assignment of regular trucks and authorizing truck drivers to work longer hours would make possible, longer working days in the field for workers.

5. From the Chief, Administrative Division as follows:

It is suggested that early action be taken to place two additional stoves in Administrative building No. 1.

6. From the Supply & Transportation Division as follows:

Conditions seem to have improved in the Mess Managing Section, and it is my understanding that Mr. Watson is planning to increase the employment of women in the mess kitchens which should release some of the men for other project work.

7. From the Chief, Project Steward as follows:

There has been an inquiry as to the possibility of the Steward's department feeding those elementary and high school pupils in #8 and #41, and adjacent to the high school, #31 and #33. Since there are approximately 2,000 students, I do not see the possibility of taking so many individuals out of each dining hall and feeding 2,000 persons in four dining halls, which in the case of #31 and #33 would crowd out the block residents.

It would entail almost a physical impossibility to

figure out quantities of foodstuffs involved and to route the foodstuffs properly to students during the school week, but back to regular dining halls during holidays, Saturdays and Sundays. Handling the food in such a manner and opening extra dining halls really would mean extra consumption of food, which I do not think fits in with Mr. Fryer's letter of November 10, which demands that not only the Steward's department but the entire administrative staff will have to use every surveillance possible to see that all rationed foods are not over-requisitioned. This means we should keep out kitchens simplified as to the regular number of patrons fed daily, eliminating different people eating all over the project.

I do sincerely hope that the Hospital kitchen when it opens, will only attempt for the first 10 days or 2 weeks to feed only its patients and not feed the entire hospital staff. It is going to cost our available foodstuffs to be reduced measurably, should the hospital feed 400 or 500 people per day over a projected period of five meals. Every attempt will be made to work along with the hospital, however, so that service and subsistence shall be given.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

November 20, 1942

MEMORANDUM TO: Charles F. Ernst,
Project Director

FROM: Irvin Hull,
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Report of November 20 were a number of recommendations which were addressed to the Project Director.

From the Senior Engineer, as follows:

It is quite apparent now that we will have to proceed using Japanese labor to construct schools and administrative dwellings, agriculture-engineer building, etc. The labor shortage and the lack of experienced and trained carpenters among the Japanese presents a problem coupled with the responsibility of completing these buildings in four months with Japanese labor at \$16 and \$19 a month. If some program could be initiated which would stimulate interest and create the feeling of responsibility among the Japanese, this construction could be completed as scheduled. It is my understanding that some plans have been worked out or are in preparation to improve our labor situation and we suggest that this responsibility be considered in the formulation of a labor program.

From the Chief of Fire Protection, as follows:

In regard to the unfinished chimneys in Blocks 41 and 42 and in all other locations within the Project where chimneys have not been completed, I urge that immediate steps be initiated looking toward the prompt correction of the situation creating definite fire hazards.

With respect to the cracked chimney situation, I also urge immediate steps be initiated to, first, make temporary repairs on all of the cracked chimneys so that sparks and burning soot may not escape and set the buildings on fire, and second, so that these broken pieces may be anchored beyond the possibility of falling and doing serious injury to the building occupants.

In regard to correction of the soot situation, it is imperative for the fire safety of the Project that the soot be removed from the chimneys periodically. This is desirable not only from the safety standpoint, but from the economy of fuel

consumption as well. Sweeping the soot from the chimneys is a job that requires special equipment and experience and as such would necessitate the use of regular crews of workers for that purpose. I urge that immediate steps be taken to initiate such a program.

Several stoves have been installed in the warehouse area under emergency justified to prevent the freezing of food-stuffs. The method of installation is contrary to standard methods employed with the due regard for fire hazards. These conditions should be corrected at once.

Facilities for transmission of fire alarms remain in the most primitive state. Information on when telephones may be available for this purpose has not been received.

From the Acting Chief of Internal Security, as follows:

It would be very helpful to this Division if the block managers would begin immediately to recover the stolen lumber and equipment.

This Division is handicapped by the lack of rules and regulations and, as a consequence, is unable to function satisfactorily as a Public Safety unit. We are in hopes that the city council will soon have their charter ready in order that the Internal Security Division can have very definite rules to follow and laws to enforce.

From the Superintendent of Consumer Enterprises, as follows:

It is urgent that building space be allocated immediately and that winterizing be done so that we can serve the needs of the community. At present, no space is available for clothing, mail order department, shoe repair, laundry, radio repair, and photo service.

This can, in part, be remedied by re-adjustments of some of our warehouse space but we are held up because our warehouse #119 is still filled with beds and mattresses. Since clothing is arriving daily, it is urgent that space allocated to us be released immediately.

From the Head of the Community Government Section, as follows:

Office desks which had been approved and justified by the Assistant Project Director approximately three weeks ago, have not been received as yet. Other supplies, such as, desk trays, staplers, and manila folders are urgently needed.

From the Head of the Education Section, as follows:

There continues to be critical difficulties which prevent our getting an adequate supply of shop tools. Though stoves have

now been installed in most of the classrooms, on cold or windy days, it is practically impossible to keep a room warm. This would indicate that some steps should be taken to rush to completion the winterization that has now begun.

From the Head of the Community Activities Section, as follows:

The section is in immediate need of typewriters to carry on the increasing amount of work. Office supplies are at present adequate, but there is a definite need for office equipment and athletic equipment.

The immediate problem of this section is the raising of necessary funds to carry out its program. Various possible sources of income have been investigated, but without favorable results to date. The Community Enterprises Section has been contacted for aid on this acute problem, but no help seems to be forthcoming.

From the Head of the Community Welfare Section, as follows:

We are still beating the old refrain of our need for manila folders and index cards. Although we received a few last week, literally hundreds more are still necessary.

Clearance as to definite channels of responsibility relating to permits, passes, etc., is vitally necessary in order that present confusion be eliminated and orderly processes be established.

It is our Housing Department's opinion that the most pressing problem as far as that division is concerned is the matter of partitions. Materials should be supplied to couples residing with in-laws and others who are willing to put up their partitions. This would decrease the demand for other quarters and permit people to live more harmoniously together under crowded conditions. In effect, this would divide the larger departments into two rooms in which two related families would be placed, and they would just share a joint living room.

Requests have been received from residents that they would like gravel spread in many areas, especially around their home, dining hall, washroom, etc., to prevent accidents and falls due to muddy surfaces.

From the Chief of the Agricultural Division, as follows:

Better food needed for field workers. It would appear army field rations would be justified for field workers. More adequate transportation needed for administrative staff and workers. Suggest authorization be offered for use of privately owned cars on a contractual basis. Some arrangement should be made by special appeal to the WPB for priorities necessary to immediately

obtain hand tools. Accurate cost accounting appears impossible with present system of requisitioning.

Also, difficulties have been encountered in getting seed. It is difficult to get crews out to work so that livestock can be properly cared for. Drying of adobe bricks is becoming difficult. Bad roads need improvement.

From the Chief of Transportation and Supply Division, as follows:

We have a sufficient personnel for needs at the present time with the exception of laborers to handle the incoming coal. We are experimenting in the handling of coal at the railroad and may be able to solve this labor problem without calling on block managers for volunteers.

Items of supplies which we have been unable to obtain up to the present time are: tire chains, anti-freeze, and, of course, tires. If our information is correct, the tire and part situation will be handled without much delay through the Fort Douglas transportation service.

I would like to suggest that an additional office space be allotted to this division immediately outside the office now occupied by myself and Mr. Watson. This space should be for the occupation of one desk for office clerk and possibly two stenographers. Furniture to accommodate these clerks is available with the exception of filing case and one typewriter.

Submitted by:

Irvin Hull,
Chief, Project Reports Division

copy

WAR RELOCATION AUTHORITY
Central Utah Project

November 28, 1942

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Frank S. Twohey
Acting Chief, Project Reports Division

SUBJECT: Recommendations

Included in the weekly narrative reports from the various divisions were a number of recommendations which were directed to the Project Director:

1. From the Senior Engineer as follows:
We are experiencing definite lack in small handtools such as carpenter's tools, plumber's tools, etc. and lack of equipment for the cabinet shop. These items are materially retarding progress of the work. Many evacuees have their own handtools and are willing to use them providing they receive a fair and just compensation for depreciation as their tools cannot be replaced. Should such an arrangement be possible whereby a small compensation for depreciation of handtools could be worked out, it would expedite our construction program.

The forms, PD-200 and PD-408 have been completed and forwarded to the Regional Office for the period, January 1 to March 31. This should assure us of sufficient materials to maintain our construction and operations sections.

Every effort is being made to secure from the army engineers and the contractors such materials as will be necessary for the maintenance and operation of our camp. It is felt that because these various materials are on the project, what we can secure from these sources would be a saving to the Government in that no freight would have to be paid on shipment here.

The resident population should be instructed to walk along the roads facing approaching traffic, or on the left side of the streets. Considerable danger has

arisen because residents walk along the roads with no respect to traffic.

It has recently come to our attention that many carpenters and other skilled men, as well as laborers in this city, are not turning out for work to help in their construction and maintenance operations. If we could stimulate these non-employed residents into taking suitable employment, it would materially help our program.

We have made every effort to secure Regional Office Approval to have the U. S. Army Engineering Corps construct our high school and administrative dwellings together with our other construction program because of their experienced and organized expediting force which can assure delivery of necessary materials. A letter has been prepared for the Regional Office requesting them to direct the army engineers to accept this construction. It is felt that this procedure should be given every consideration by the Regional Office in order that we may have our buildings completed as soon as possible.

2. From the Fire Protection Division as follows:
I recommend the establishment of a code of regulations pertaining to the correction of conditions which produce fire hazards, that appropriate agency be designated to enforce these regulations.
3. From the Community Services Division as follows:
In general, the teaching staff in the high school is adequate with the exception of Music, English, and Social Studies. They will require three more teachers in these fields to properly staff the program.

Elementary -- The obtaining of permanent appointive teachers. The bettering of parent-school relationships - steps should be taken to establish a Parent Teacher Association.

Numerous requests for the immediate distribution of Japanese literature and other materials taken from the residents at Tanforan are being received.

High School - a program for the proper care of supplies and requisitions should be adopted in order that the departments may know what to expect in relation to materials needed in their instructional programs.

4. From the Agricultural Division as follows:
Gardening and Landscape -- We still lack a grader with which to level the areas within the city blocks. It was ordered October 10, 1942. There were no promises made.

Our drafting equipment is very short on tables, "T" squares, drafting instruments, triangles, scales (rulers), and paper of all kinds. The order was made October 1, 1942. Some of the order has come in, but there were no promises on the rest of the requisition.

Poultry -- Need grader and roller for fixing the road. Carpenter tools for making the concrete forms.

Swine -- Need 1 more truck, especially when we are hauling hogs.

Field Work -- Six good work horses have been acquired, however, wagons, mowing machine and dump rake, for horse use are needed, one more saddle and bridle for extra saddle horse are needed.

Hand tools are inadequate. Office furniture is inadequate. Need more caucasian supervision for poultry house construction.

5. From the Chief, Administrative Division as follows:
Priorities, Since the Regional Office advises us that we would not be able to receive any priorities before the second quarter of this fiscal year, we will be faced with difficulties in obtaining many items of materials and supplies due to lack of priority. It is requested that Division Chiefs avoid ordering critical materials inasmuch as we will probably not be able to get them. We should endeavor to use substitutes whenever possible.

Several of the evacuees in the Administrative Division live in far away blocks, and it is quite difficult for them to eat in their respective Dining Halls at noontime and return to the office within the one hour allotted for the lunch period. It is realized that we have had several discussions concerning this matter, and effort is made to solve this problem.

6. From the Chief, Transportation and Supply Division, as follows:

Due to bad roads and, in some cases, poor driving and carelessness, our passenger equipment is rapidly deteriorating. We hope to take this equipment into the pool and thereby maintain close supervision of the use of these passenger cars. I have requested Mr. Purcell, the shop foreman, to check these passenger cars and where repairs are necessary, to request that the cars be tied up until repairs can be made.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

December 10, 1942

Newsp

MEMORANDUM TO: Charles F. Ernst,
Project Director

FROM: Frank S. Twohey,
Acting Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of December 10 were a number of recommendations addressed to the Project Director, which are given below.

From the Chief of the Fire Protection Division, as follows:

"It is recommended that all personnel be directed to consult with and receive the advice of the Fire Protection Division in all cases of new construction where any fire hazard may exist by reason of installations, occupancy or activities within the completed structure or when any existing building is to be added to or remodeled and wherever such addition and remodeling may give rise to additional fire hazards to the structure or the occupants.

It is recommended that when it is proposed to make installations for the storage of gasoline, kerosene, and other flammable fuels that the Fire Protection Division be consulted with the view of eliminating such hazards as are inherent in the storage of these materials."

From the Chief of Internal Security Division, as follows:

"It is recommended that the gate house be approved as soon as possible along with the partitioning of the south wing."

From the Chief of the Agricultural Division, as follows:

"Lumber is inadequate for construction of various hog lot equipment, such as, self-feeders, hog racks, troughs, creeps and the equipment needed for raising and caring of hogs. Some storage place for the water is especially needed on Section 15.

Recommend a turkey farm be established at the site of the present turkey farm. With a small amount of additional equipment, it will be possible to get started early in January.

First aid kits for each truck. Agriculture high school students' privileges on the various farms covering truck crops, livestock, and field crops be clarified for them. Suggest a possible area for a Topaz 'zoo'. A monthly inventory of all departments on equipments and labor.

The morale of the poultry group is very low. Stalling of project for so long has discouraged our men. Digging holes day after day with no end in sight and not a sign of chickens breaks down morale. It would help greatly if we could start a small project that could keep men partially occupied -- rotation in taking care of chickens and other work would solve our problem.

Unfavorable reports on certain dining halls, such as: Food improperly prepared, partiality shown in serving food, smoking by kitchen help, a founded or unfounded impression that some chefs and their friends are taking home foodstuffs for individual use, when, in fact, they should be used for the residents in the blocks. All the above tend to create an unsatisfactory situation."

From the Head of the Community Welfare Section, as follows:

"The need for an official photographer in this Center has been voiced repeatedly by residents who wish to eliminate such trips to Delta for this purpose.

Housing suggests that all telegrams and correspondence regarding new inductees should be forwarded to the Housing Section immediately in order to facilitate housing assignments before their arrival. Also, a check as to workers returning either from outside employment or leaves is greatly desired by the Housing Division in order to keep their files up to date and complete. It is requested that workers be asked to relinquish their furlough papers to either the Placement office or to Housing upon their return to the Project.

Many of the residents have requested that some efforts be made to establish a telegraph office in this Center for expeditious purposes."

From the Head of the Community Activities Section, as follows:

"Some member of the CAS should be issued a WRA license to operate an auto to be used for carrier service after normal working hours.

We have been given the permission to use Dining Hall #1 for large-gathering indoor activities. We have also heard

that the diet kitchen is planning to move into this building very shortly. Before undertaking the task of improving the facilities we would like a definite clarification on this matter."

From the Head of the Education Section, as follows:

"We (high school) are still short of benches and tables. In fact, one evening last week, Saturday, we lost forty benches out of one room, and at the present time we are still unable to determine their whereabouts. This condition has caused a serious shortage in benches.

That all possible speed be used in establishing a parent-school organization (for elementary school).

High School: It is important that the partitions be completed in the laundry, in order that the physics and chemistry classes may proceed as scheduled. It is also important that counters be placed in the registrar's office so that the administrative work may be carried on with greater efficiency."

(Supplement to Community Welfare Section:)

"There seems to exist a considerable restlessness of the residents due to the lack of definite information regarding the item broadcast over the radio recently, stating that efforts will be made to dissolve this Center in the very near future. We feel that perhaps some statement from the appointive staff will greatly relieve the minds of the residents."

From the Chief of the Administrative Division, as follows:

"There is a definite need for more office space for the personnel of the Administrative Division. The construction of a connecting building between Administration buildings Nos. 1 and 2, would certainly relieve the present shortage of space.

It is recommended that early action be taken by the Public Works Division to place some kind of wood or masonite covering on the cement floor in the Timekeeper's office."

From the Chief of the Transportation and Supply Division, as follows:

"Headquarters for the express and baggage which is in charge of Mr. Harry Hoshi has never been established. Each time a site is chosen, some difficulty is encountered which prevents completion of arrangements. It will be necessary to establish this headquarter within the next

few days as it is expected that the arrival of express and LCL for the residents will greatly increase during the holidays.

We are quite anxious to complete the installation of the sentry station at the gate in the vicinity of the warehouse and have the road improved, in order that all trucks may be routed through that gate. This will give us better control of trucks entering this Project."

Frank S. Twohey,
Acting Chief, Project Reports

(FST:o
12/11/42)

hand

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

December 18, 1942

MEMORANDUM TO: Charles F. Ernst,
Project Director

FROM: Frank S. Twohey,
Acting Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of December 17, 1942, submitted by various chiefs of divisions and heads of sections, there were a number of specific recommendations or statements of problems which were directed to the Project Director. These have been abstracted and listed below.

1. From the Employment Division:

Problem of how to secure the necessary typists and machines to make the required six copies of Form WRA-26 for leave clearances. Appeal made to schools for part-time student workers but difficulty lies in obtaining permission from the Hospital.

2. From the Senior Engineer:

Need of at least 100 evacuees to be worked into the organization as laborers for the construction of administrative dwellings, etc.

Request for storage space for construction materials which cannot be placed in the open during winter weather -- Block 1, Building 12.

Public Works Division to be notified as to when and with whom purchases of materials have been placed, either from requisitions from this division or from purchases made by the Regional office through the Army Engineer for new construction. Necessary for construction plans in advance.

Disappearance of materials (e.g. from Block 1 dining hall) throughout the entire project.

New phone system calls for cooperation with operator -- call number instead of persons. Elimination of noise and confusion at telephone office.

Urgent need of additional personnel, particularly labor.

Steps be taken to alleviate window breakage (school buildings and in the southeast section) -- insufficient glass for replacement.

People unloading coal against the administrative buildings to be instructed to place the coal on the ground and not bounce it off the buildings.

Steps be taken to reduce electrical consumption as much as possible -- overconsumption of electricity at the project. If a copy of electrical bill supplied to Public Works, more definite recommendations could be made.

3. From the Agriicultural Division:

Difficulty in the purchase and payment of equipment, livestock, and supplies. Late payment makes it virtually impossible to purchase livestock and used farm equipment locally."

4. From the Office of the Project Attorney:

Lack of office space felt acutely -- many of the legal problems brought by the residents are of a confidential nature; efforts in their behalf handicapped due to physical facilities precluding frank and candid conversation.

5. From the Education Section:

Problem - recruiting additional appointive personnel. Schools need materials with which to build shelves for libraries and storerooms. Lack of supplies, materials, space; Basic English department needs a secretary. Some definite policy regarding semester versus annual promotion organization of elementary schools be resolved. Fires to be made one-half hour before beginning of classes (Adult Education, Block 8).

6. From the Community Activities Section:

Lack of funds to carry on activities -- most feasible source though an allocation from Community Enterprise. Need of branch library for the other side of the city, establishment of a Japanese section for adult use. Need for adequate personnel acute -- considering part-time employment of high school seniors. More publicity from project paper.

7. From the Community Welfare Section:

Release part of Block 1 to Housing Department -- shortage of apartments for about 110 pending transfer of inductees to this Center. All available vacancies planned to be used; only 80 of the 110 can be accommodated. Need for appointive person for this work. A weekly (?) "men's night" for use of bathtubs desired by some older residents.

Frank S. Twohey,
Acting Chief, Project Reports

December 18, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
FROM: Walter Honderich, Chief, Community Enterprises
SUBJECT: Weekly Narrative Report No. 14

1. NUMBER OF PERSONNEL EMPLOYED

- a. Permanent - 2
- b. Temporary - none
- c. Residents - 89
- d. Adequacy of Personnel - adequate to cover present needs

2. PROGRESS OF CURRENT WORK

Work is continuing on the Shoe Repair Shop in Warehouse #119 and the shop will be opened some time next week.

We are ready to open an administrative store as soon as the premises are vacated.

- 3. ADEQUACY OF SUPPLIES AND MATERIALS - No comments.
- 4. CURRENT PROBLEMS - No comments.
- 5. RECOMMENDATIONS OR GENERAL SUGGESTIONS - No comments.
- 6. COMMENTS ON CONDITIONS AMONG THE RESIDENTS AS THEY AFFECT OUR DEPARTMENT:

The sales from December 11 to December 17, inclusive, were as follows:
(This includes the Sears, Roebuck & Company and Montgomery Ward & Company orders)

December 11	\$ 1,978.96
December 12	1,624.13
December 13	475.04
December 14	1,609.96
December 15	1,792.68
December 16	1,804.61
December 17	1,789.87

Total \$11,075.25

- 7. A FORECAST OF PROJECTED ACTIVITIES - No comments.

WALTER HONDERICH
Walter Honderich
Chief, Community Enterprises Division

December 18, 1942

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
FROM: Walter Honderich, Chief, Community Enterprises
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- 7. A FORECAST OF PROJECTED ACTIVITIES - No comments.

WALTER HONDERICH

Walter Honderich
Chief, Community Enterprises Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

December 24, 1942

MEMORANDUM TO: Charles F. Ernst,
Project Director

FROM: Frank S. Twohey,
Acting Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of December 23, 1942, submitted by the various division chiefs and section heads, were a number of specific recommendations or statements of problems which were apparently directed to the attention of the Project Director. These have been abstracted and listed below.

1. From the Division of Fire Protection:

The disposal of hot ashes is a fire hazard (there have been two fires already). Ashes should be cooled before being placed on the ground. More education is necessary to let the people know of the potential danger of spreading hot ashes.

2. From the Division of Public Works:

Irrigation construction neglected due to inadequate labor supply; request that a minimum number of men be borrowed, if possible, from the Maintenance and Operations Group to get more work done before freezing weather sets in.

3. From the Agricultural Division:

Laborers and research men needed for Truck Crop Section.

4. From the Office of the Project Attorney:

For full operation, there is still a need for desks for the stenographers and for other members of the staff. Discussion of confidential matters still difficult due to lack of consultation room.

5. From the Administrative Division:

In need of the small size typist desks; will gladly exchange any of the large tables or desks now on hand for the small desks.

Division chiefs and section heads should make periodic checks at the warehouse as to the stocks of materials and supplies so that action can be taken for the purchase of needed items sufficiently

in advance for the orderly processing of requisitions by the Procurement Section.

6. From the Division of Project Reports:

Adequate quarters to house both the Historical Section and TOPAZ TIMES staff; partitioning for Historical Section, Editorial staff, mimeographing-circulation, and supply-files.

7. From the Section of Community Welfare:

Residents desire services of an official photographer; if residents were allowed to have their pictures taken before the year has elapsed it would make them very happy.

Possibility of arrangements to be made for students to travel to the University of Utah by January 4 (opening date of registration) inasmuch as all travel of students from the Center has been prohibited before January 10.

8. From the Education Section:

Adult Education--The Art School would like to open a branch in part of Recreation Hall No. 37.

Musical School--Inadequate number of pianos to accommodate the students for practice. Inadequate lighting around the school.

Sewing School--Teaching difficult because of lack of mirrors, irons, and sewing machine attachments.

Knitting School--Lack of separate classrooms result in interruptions from the Sewing School people.

9. From the Community Activities Section (CAS):

Source of immediate funds to cope with emergencies.

Possibility of opening a branch library; necessary to secure an additional hall.

Early organization of a Kibel group.

Clarification of policy concerning Japanese-speaking entertainment.

If the CAS is to be given authority to supervise all Japanese programs, notice of such ruling should be made to all parties concerned.

Would like definite clarification on policy governing hiking and picnic trips out of the City. With definite supervision, governed by CAS rules and regulations, believe such trips to be of benefit to the community at large.

Increase in indoor activities due to seasonal conditions--lack of building facilities a serious handicap in programming extensive plans--hoped that some consideration will be given on this situation.

10. From the Chief Project Steward, as follows:

"I have conferred with Mrs. Kringlen, R.N. regarding the opening of the hospital kitchen to feed hospital personnel as well as diets. It would seem expedient to the writer to eliminate the 314 baby diets of age 1 to 3 in the central hospital kitchen and put the responsibility of feeding these infants directly on the chef of the various dining halls. This would assure enough room and working equipment in the hospital kitchen to adequately take care of hospital patients, the few special diets for adults and the operating personnel until a time that the hospital staff definitely wishes to operate the hospital kitchen under a dietitian. It is inopportune this Christmas season to put in an ordinary working crew with chef to feed hospital personnel which will conflict with the diet kitchen."

Frank S. Twohey,
Acting Chief, Project Reports Division

(FST:o
12/24/42)

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

January 9, 1943

MEMORANDUM TO: Charles F. Ernst,
Project Director

FROM: R. A. Bankson,
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of January 7 were a number of recommendations or problems which were addressed to the attention of the Project Director which have been abstracted and listed below as follows:

From the Senior Engineer:

- a. Still in need of resident labor.
- b. "Pirating" of labor from one organization to another.

From the Chief of the Agricultural Division:

- a. More men needed in Field Work and Truck Crops Sections.
- b. Employment of school pupils not possible because doctors are not examining applicants.
- c. A more durable type of identification for workers who must travel to the project daily, e.g., a badge.
- d. Definite instruction be given all M.P.'s at the gates regarding various types of passes to be issued in the future.
- e. Official information be released regarding compensation beyond 15 days for workers injured on duty.
- f. Clarification of employment policy (so as not to be accused of taking workers from other divisions).
- g. If sufficient interested workers cannot be enlisted by Public Works Division for installing gates in irrigation system, that this division supervise agricultural crews for the work.
- h. Recommend use of block 32 shower room for bean sprout production starting immediately.
- i. More adequate staff needed for procurement of needed supplies and materials.
- j. Publication of factual information regarding danger of tularaemia if in the judgment of the medical staff this is justified.
- k. Large scale vocational agricultural work experience program recommended for next semester.
- l. Comment: Feeling is still tense regarding the attitude of M.P. toward workers passing through the gates.

From the Chief of the Fire Protection Division:

- a. Regulations necessary to properly deal with the overcrowding of recreation halls -- hazard from standpoint of fire or panic.

From the Chief Medical Officer, Topaz Hospital:

- a. Adequate quarters for the Medical Staff where medical problems can be discussed. Recommended that increased effort be made to provide equipment for opening the Nurses' and Doctors' quarters.
- b. When additional space is provided, it is proposed to set aside a certain portion of another ward for cases of tuberculosis.
- c. Effort be made to increase the number of physicians on the staff.

From the Head of the Education Section:

High School -- curriculum development and organization. An understanding be reached in the matter of cadet teacher training. Question of college credit both for the course and for the practice teaching apparently not settled; this needs immediate attention.

Adult Education - Music School, Scheduling of classes and practice hours for piano students is difficult. Basic English - various levels of student ability making it difficult to organize classes. Flower Arrangement - lack of flowers and evergreens.

Elementary Schools - Education advisory board, residents.

High School -- Permit teachers to visit other classes and other schools, probably in Delta.

From the Head of the Community Activities Section:

- a. Possibility of coordinating services of physical education instructors of high school together with recreation leaders in the various centers.
- b. Need for a petty cash fund.
- c. Establishment of a branch library. Lack of buildings.

From the Senior Counselor of Community Welfare Section:

- a. No vacancies for adjustments to be made by Housing. Hope for release of Block 1 to alleviate problem.
- b. Meetings be conducted often and on a City-wide basis to encourage residents to become aware of the problems and facts concerning evacuation and relocation. Workers of this Section called a round-table discussion for those who had definite plans to leave in the immediate future, and all pertinent matters regarding relocation were discussed.

R.A. Bankson,
Chief, Project Reports Division

book

Handwritten initials

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

Refer to:
Project Reports

January 15, 1945

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of January 14, 1945, submitted by various division chiefs and section heads, were a number of recommendations or problems which were apparently directed to the Project Director. These have been abstracted and listed below as follows:

From the Chief of Employment Division:

- a. To meet the goal of the Washington office letter regarding the number of leave applications per day, the problem is space, for the interviewing unit.

From the Chief of Public Works Division: (Senior Engineer)

- Inadequacy of personnel; at least 100 resident personnel needed, as soon as possible. Also, need of Stationary Engineer (appointive) to take charge of large boiler; an expediter on construction and other materials; an Assistant Irrigation Engineer; Plumber; and a Senior Construction Foreman.
- b. Difficulty in getting resident personnel to work on time due to lack of time pieces and time in the City. Army Engineers have agreed to supply a whistle for the boiler, to be blown at 9 AM, 1, 2, and 6 PM., as a solution to this problem.
- c. Fort Douglas phone line leased by Army Engineers will be available for use; advisable that WRA retain this Fort Douglas line.

From the Chief of Agricultural Division:

- a. Addition of 50 resident workers for the Swine Section will be necessary soon. More men are needed in Field Work and Truck Crop Sections.
- b. Some of the CCC buildings be allocated for use by this division; most acute needs: farrowing house for hogs, a start on poultry plant with one or more buildings.

From the Chief of Fire Protection Division:

- a. Disposal of ashes: recommend method be adopted requiring ashes to be placed in a central location within the block, and cooled off by wetting with water and later, as they accumulate, to be hauled outside the area for disposal. Recommendation in accord with discussions with Garbage Removal Section.

From the Chief of Internal Security Division:

Community Council be contacted to set up necessary ordinances in the Center for clarification of division duties to the Center.

From the Project Attorney:

In need of an advisor on taxation to work as a member of the Project Attorney staff.

From the Head of the Education Section:

- a. Residents of Project be informed as to problems being faced, by not only the schools in relation to books and equipment, but also in problems facing the country in the prosecution of the war; many people prone to criticize conditions when such criticism is based on lack of understanding, rather than upon actual fact.
- b. Adult Education--Musical School: Better pianos for studio.
--Should be given access to more supplies and materials.

From the Head of Community Activities Section:

- a. Still awaiting delivery of recreation equipment.
- b. Personnel director for the entire Community Services Division.
- c. Aid on matter of raising funds for petty cash fund will be appreciated.
- d. Requisitions in for office furniture but facilities still inadequate; chairs lacking.
- e. With acquisition of many Japanese books, branch library for adults needed.

From the Head of Community Welfare Section:

- a. Soap in laundries and shower rooms reported slowly being depleted. Request efforts be made to keep supply on hand for hygienic purposes.
- b. Hours of Cooperative Enterprise stores be modified for workers in the City. Would appreciate comment on possibility of establishing a railroad ticket agent's office in Topaz.
- c. Copy of both English and Japanese translation of service rendered by this section be posted on mess hall bulletin boards.
- e. Housing Department states necessity for the release of Block 1 for emergencies and re-adjustments.
- f. Youth Department feels closer cooperation between Welfare, Activities, and Internal Security necessary and of valuable mutual assistance.
- g. Youth Department suggests that if any reading material pertinent to this section is available among the administrative staff, receipt of same would be appreciated and put to excellent use.

From the Head of the Community Government Section:

- a. Due to lack of parliamentary knowledge among members of Community Council, a course or seminar in Robert's Rules should be instigated.

From the Chief Medical Officer, Topaz Hospital:

- a. Medical Staff quarters for discussion of medical problems; equipment for opening Nurses' and Doctors' quarters.
- b. Set aside portion of another ward for tuberculosis cases; provision of space.
- c. Effort be made to increase number of physicians on the staff.

From the Chief of Project Reports Division:

- a. Can cash be taken from the division budget for essay contest prizes, totalling \$17.50. Contest in conjunction with Documentation Program for gathering material to be documented; topic, "Impressions of Life at Topaz".

Russell A. Bankson,
Chief, Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

Project Reports

January 22, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of January 21, 1943 submitted by the various division chiefs and section heads for the attention of the project director, were a number of recommendations, suggestions or statement of problem, which have been abstracted and listed below.

From the Chief of the Employment Division:

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

From the Senior Engineer:

- a. Evacuee personnel inadequate for Irrigation and Road Section.
- b. Recommend caucasian guards stationed at all U.S. Engineer lumber piles be released and/or transferred to new lumber yard.

From the Chief of the Agricultural Division:

- a. Irrigation engineer and agronomist needed; more men needed in Agricultural Production Section.
- b. Recommend that contacts be made with the WPB in Salt Lake City to see if some help cannot be obtained in expediting purchases.

From the Chief of the Fire Protection Division:

- a. Immediate steps be taken to correct situation of cracked chimneys in the area occupied as schools.

From the Chief of Internal Security:

- a. Circulation and general publication of pass procedures to familiarize residents with means of obtaining different types and kinds of passes. Request to be received sufficiently in advance

From the Assistant Chief of Community Enterprises:

- a. Existence of private enterprise in competition with Co-op, especially in services, i.e., barbering, radio repairing, laundering, beauty work. Thoughts so far are that community education and understanding of issue safest and most permanent way of dealing with it.

From the Chief Medical Officer, Hospital:

- a. Effort be made to increase number of physicians on the Medical staff
- b. Increased effort be made to provide adequate furnishings for the Nurses' and Doctors' quarters.

From the Head of Community Activities Section:

- a. Acute need for a branch Japanese library.
- b. Serious consideration be given toward better supervision of the boxing activity in the high school.
- c. Willing to cooperate in programming civic camp-wide functions but not responsible for activities not delegated to the section. Would also appreciate notification of section's part in the various functions early enough to prepare worthwhile program.

From the Head of Community Welfare Section:

- a. Welfare consult with Block Managers regarding general problems that are existent within their respective blocks.
- b. Some publicity be given to residents regarding the desirability of using only one name, i.e., consistency in use of first or middle name or both together. Also, inquiries regarding clothing be directly referred to Clothing Department of Welfare. Method of interpreting administrative policies to the residents necessary.

From the Head of Education Section:

- a. Change in method of handling the absentee list of the high school. Establishment of registry class for each of the appointive teachers the first 15 minutes of the school day each morning. This class to serve as place for announcements, checking of absentee list, statement of problems by students, etc.

The Chief of Project Reports Division:

- a. With removal of TOPAZ TIMES to Block #1, which is of considerable distance from the administrative area, it seems absolutely necessary that a telephone be installed in the new quarters.

From the Chief of Administrative Division:

- a. Recommend that Mr. Owen act in the capacity of Safety Officer.
- b. Favorable consideration be given to idea of requesting the Soil Conservation Service at Albuquerque, N.M. to detail Mr. Walter Garrick, Safety Engineer, for a period of about one week, for the purpose of assisting us in safety matters.

Russell A. Bankson,
Chief

CENTRAL UTAH PROJECT
January 29, 1945

Project Reports

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of January 28, 1945, submitted by various division chiefs and section heads, were a number of recommendations or problems directed to the attention of the Project Director. These have been abstracted and listed below.

From the Chief of Employment:

- a. Additional typewriters promised Placement Section not received.
- b. Fire exit doors requested for each end of Placement Office not provided.

From the Senior Engineer:

- a. In need of at least 100 resident workers for new construction, maintenance and operations, and irrigation and drainage work.
- b. Suggest that Washington office be contacted to see if there is a possibility of making arrangements whereby Grazing Service would supply blue print equipment -- complications by Army Intelligence.
- c. If some means could be devised which would help the resident labor feel at ease in mind and spirit, it is felt that considerable more work could be accomplished with the labor at hand.

From the Chief of Agriculture:

- a. An immediate effort be made to clear parolees for work in Project area.
- b. Educational work be initiated now to get all available male workers in farm work.
- c. The building on Section 12 be prepared for use as a field dining room.
- d. Expansion of pens on Section 16 and building the pens, sheds, and equipment necessary to receive more hogs.
- e. Immediate repair of the farm roads, especially those leading to Sections 3 and 10 and up the center of Sections 14, 11, and 2.

From the Chief Medical Officer:

- a. Need for additional medical and nursing personnel is acute.
- b. Lack of furniture for doctors' and nurses' quarters -- recommend that furnishings be purchased on the open market.

From the Project Attorney:

- a.. Need of notaries public on the Project is acute; clear that WRA cannot pay the cost of bonds for person receiving notary commissions here on Project. It is suggested that an adjustment of salary be made in the case of two or three qualified persons so that they may procure the necessary bond. For example, Mr. Ball of Internal Security has expressed his willingness to serve in that capacity.

From the Head of Education:

- a. Problem of outlining the summer elementary school program be discussed soon in order that teachers and students may be made familiar with the program before the time school is over.
- b. Shortage on high school library shelf space.
- c. Adult Education - Knitting Class staff discussing advisability of issuing membership card, at a nominal fee, for a given period. Proceeds to be used to buy books and materials, sample displays, and help finance monthly or bi-monthly class exhibits of completed work.
Sewing Classes also discussing registration fee for new semester to purchase necessary equipment and materials.
- d. Partitions should be constructed in Rec. 35 so that Sewing Classes will be uninterrupted. A fitting room is also necessary.
- e. Music School - Shortage of pianos. Blackboards urgently needed. Tuning and repairing of pianos.
- f. Flower Arrangement - Arrangement for obtaining shrubs and trees for classes held during the week.

From the Head of Community Welfare:

- a. More Family workers are needed.
- b. Family division greatly in need of a consultation room for discussion of confidential matters.
- c. Suggest, if possible, some sort of bus service for school children.
- d. Importance of directing all requests and confusion regarding clothing allowances for subsequent months to Clothing Section.
- e. To expedite opening of Block 1 for assignment, Housing recommends that shower rooms and stoves be put in order even before winterization is started.
- f. Lack of soap particularly distressing to mothers who feel children are neglecting cleanliness due to this lack. Residents requesting possibility of having soap made within the Center.
- g. Scarcity of really good jobs disturbing the residents in regard to relocation. When there are residents leaving the Project on good employment, some publicity on this might help to encourage the residents in this respect.

From the Head of Community Government:

- a. Personnel is reported inadequate.
- b. A memorandum clarifying the administrative functions of each department as differentiating from the functions of the Community Council may be of aid in clearing the present confused concept of self-government.

From the Head of Community Activities:

- a. Still desirous of obtaining a public address system.
- b. Library still looking forward to addition of a branch library, especially to service the older Japanese speaking groups.

From the Head of Community Enterprises:

- a. Immediate steps be taken for establishment of a Community Forum so that the younger people will take a more active interest in the affairs of the Cooperative, and a larger percentage of Nisei will be represented in the various policy forming committees of the Cooperative.

From the Chief of Project Reports:

- a. Recommend that all Weekly Narrative Reports be in at the Project Reports Office by 10 A.M. each Friday morning.

From the Chief of Administrative:

- a. Evacuee employees of the Cost Unit who work in the various sections and divisions are not receiving good cooperation from the personnel in the various activities. My belief that some of the appointive personnel look upon the keeping of cost records as a "necessary evil." However, the fact remains that we are required to account on these cost records for every dollar spent in this project.

Russell A. Bankson
Chief, Project Reports Division

Ernst

CENTRAL UTAH PROJECT

FEBRUARY 27
1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: R. A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

The following recommendations were taken from the weekly narrative reports for this week:

CHIEF PROJECT STEWARD

Would like to have the matter of establishing a tofu factory brought up at the Cabinet Meeting.

AGRICULTURE

Farm machinery is still inadequate; heavy tractors are needed. Application has been made to the WPB for approval. Priority not received.

Building material is still inadequate although some used lumber was purchased from Salt Lake City to be used in construction of irrigation structures and hot beds.

It is recommended that each farm truck carry some kind of a fire extinguisher. As summer comes on, there will always be the danger of grass fires on the farm.

EDUCATION

Reports the need of outdoor equipment in order to carry on nursery school program in an adequate manner.

R. A. Bankson *RAB*
Chief, Project Reports Div.

SUPPLEMENT TO A COMMUNICATIONS

ADMINISTRATIVE

An adding machine is urgently needed as only one adding machine is available for the use by more than five persons. The great need for filing cabinets and more office furniture is reported.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 5, 1943

MEMORANDUM TO: Mr. Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of March 4, 1943 received from the various division chiefs and section heads were a number of recommendations and problems directed to the attention of the Project Director. These have been abstracted and listed below.

From the ADMINISTRATIVE Division:

- a. In urgent need of a resident Cost Accountant; two appointive personnel Cost Clerks; at least two accountants; to be properly trained for emergencies; at least two more appointed personnel for the Accounts Unit, not only to supervise resident workers but to handle important accounting transactions as well.
- b. In urgent need of office space; also a covering for the cement floor (Cost Unit working at Agriculture Division--illness resulting); also a more efficient lighting system to be installed in the administration buildings. Residents badly in need of mail boxes with locks in which to mail their outgoing letters.

From the AGRICULTURAL Division:

- a. Office, Research and Technical Sections need one agronomist; Agricultural Production needs one assistant farm superintendent and more Irrigation workmen; and there is a need for one marketing and processing specialist.
- b. Agriculture, the only economically productive enterprise on the project, will be a failure unless the irrigation system is put in condition for use immediately--it is recommended that development of the Irrigation system be given priority over all other types of construction work.

From the EMPLOYMENT Division:

- a. Recommend that agricultural opportunities (e.g., La Salle Land and Livestock Co. of Southeastern Utah)

- be given wide publicity.
- b. We think it might be proper to inform the Washington office that the relocation offices should try to find offers of employment in fields other than domestic, as we are unable to fill them.

From the COMMUNITY GOVERNMENT Section:

- a. Great need: Messenger boy, and one more secretary.
- b. Essential that a telephone be installed immediately.

From the COMMUNITY ACTIVITIES Section:

- a. Immediate need for additional personnel on our maintenance crew to keep all outdoor facilities in proper condition.
- b. Awaiting approval on the editing and publishing of a recreational weekly bulletin.

From the EDUCATION Section:

- a. Survey of Project personnel so that transfers can be made of those who are qualified to teach from jobs others might do.
- b. Thorough health check-up be made of Topaz High School students.

From the INTERNAL SECURITY Section:

- a. Those responsible for making pass requests adhere closely to Office Letter No. 21 (self explanatory).

From the COMMUNITY WELFARE Section:

- a. Very much in need of social workers.
- b. Major Housing Dept. problem--single men returning during late night hours not checked in--correct recording necessary as other records affected.
- c. Necessity for accurate data so that there will be no delay in clothing allowances--records from other visions and sections very incomplete.
- d. Residents concerned about the problem of securing a doctor's statement after the third day of absence due to illness not serious enough to warrant a doctor's visit.

From the Chief Medical Officer, Hospital:

- a. Urgent need for additional registered nurses.
- b. A clear written statement to the appointive personnel of the policy in regard to health services available is urged.

- c. We should welcome suggestions and comments from the Project Director and Chief of Community Services on last week's proposal of a factual summary of deficiencies within the Health Department written by members of the Health Department.

From the COMMUNITY ENTERPRISES Section:

- a. Still awaiting word as to when shoe stamps and certificates will be issued.

From the PUBLIC WORKS Division:

- a. Construction Section in need of more laborers for ditch digging, etc. Twelve plumbers needed at once. Carpenters will be needed when new construction materials arrive.
- b. Suggest that there be a general order on work hours, also a more uniform lunch and dinner hour in all mess halls.
- c. It is desired that a memorandum from Mr. Hughes or Mr. Ernst be issued to all Division and Section Heads to the effect that the Design Section will not and cannot accept any but approved directives for designing for individual groups. This means in all cases, prior to Design Section taking a job under its wing, it must be cleared through the group's Division head and approved by the Senior Engineer.

Russell A. Bankson

Russell A. Bankson
Chief, Project Reports Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

March 12, 1943

IN REPLY, PLEASE REFER TO:
Reports

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of March 11, 1943 submitted by the various division chiefs and section heads were recommendations and problems directed to the attention of the Project Director. These have been abstracted and listed below.

From the Office of the Project Attorney:

- a. One additional stenographer needed.

From the Chief of the Agricultural Division:

- a. Needed: 1 Agronomist; 1 marketing and processing specialist.
- b. Road improvement badly needed in Project area.
- c. Lumber be made available so that Army volunteers can make their families more comfortable in their living quarters before they leave.
- d. An attempt be made to obtain re-hearings for interned members of families of men who have volunteered for military service.

From the Chief of the Employment Division:

- a. That steps be taken immediately to establish a policy with respect to farm employment; to be worked out cooperatively with the Manpower Commission of Millard County with the assistance of Mr. Roscoe Bell and the Project Attorney.
- b. Opportunity to change registration answers to be provided for those who make a sincere and understanding request (e.g., female citizens and some aliens).



From the Senior Engineer (Public Works Division):

- a. Needed: Plumber Foreman for M & O; resident workers for Irrigation and Drainage; 3 stakemen and 1 experienced architect draftsman for the Design Section.
- b. "We have repeatedly requisitioned lumber from the Procurement Division and have located lumber which can be purchased without priorities. We have at the present time ample priorities to purchase lumber but have been unable to get delivery of sufficient lumber for construction through the local markets. The only purchase orders which we have been are those which have been issued to Richfield on which complete delivery was not made."

"The Public Works Division about a month ago lined up and turned over to Procurement for handling, several WPA buildings that were available for purchase and these are needed badly for office and storage space at our Project."

From the Head of Education Section:

- a. Needed: Storage for supplies. Until such times as locks and keys can be furnished for the classrooms, neither the teachers nor the school can be held responsible for the loss and destruction of materials and equipment from school rooms.
- b. That the showers now being used for sprouting beans be made available for the Physical Education Division, under Mr. Crowton, Director, and also that soap and towels be made available to the students in the washroom.

From the Head of Internal Security Section:

- a. Recommend that the Volunteers be given every consideration possible during the remaining time that they spend in this Center.

From the Head of Community Activities Section:

- a. Registration of all wide-scale Center-wide events regardless of sponsorship.
- b. Need for recreational bulletin.
- c. Would like to volunteer for the establishment of the rumor clinic proposed by this section some time ago.

From the Head of Community Welfare Section:

- a. Personnel inadequate.

Comm. Welfare (cont'd):

- b. There is much confusion regarding the policy that residents must be working 15 days or more in order to secure their clothing allowance, and also that surplus clothing will be deducted from their monthly allowances. Clarification regarding these two matters to residents will be appreciated.

From the Head of Community Enterprises:Section:

- a. Most pressing problems -- personal service in Block 2, and private enterprises in general.
- b. Our belief that the cooperative congress and the City Council should review the whole problem of private enterprises and assume a major responsibility for whatever decision is agreed upon.

From the Chief Medical Officer, Hospital:

- a. Urgently needed: Additional registered nurses; an experienced and capable dietician.
- b. Closer supervision of students' health in the schools desirable.
- c. Pressing need for telephones in the Pediatrics Ward, the Central Supply Room, and the boiler house. Also, a telephone will be mandatory in the two standard wards as yet unopened if they are to be properly maintained.
- d. Items 2, 7, 8, and 9, in report to Comm. Services last week, remain in statu quo.

From the Head of the Community Government Section:

- a. Personnel inadequate -- messenger boy very essential.
- b. Installation of telephone very essential.

From the Chief of Project Reports Division:

- a. Needed: more space. When this is available, a typist is desired in the Documentation Section. Needed immediately: worker to be responsible for photography and clipping books, etc.

Russell A. Bankson
Chief, Project Reports Division

Russell A. Bankson

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

MARCH 12, 1943

1. PERSONNEL

- (a) Permanent - 1
- (b) Temporary - 0
- (c) Evacuees - 35

2. PROGRESS OF CURRENT WORK:

Mr. Francis Stewart, photographer for the WRA, Denver, came to Topaz during the week. Considerable assistance was given him in his photography work. One picture was taken of the Reports and Documentation Sections while at work.

TREK was completed this week and distributed throughout the center and to various addresses outside the Project. Many favorable comments were received by this publication.

A directory containing all the names of workers in Topaz was completed this week. Also daily changes of addresses, etc., are being kept up in the Topaz residents' directory.

(No further comments this week.)

R. A. Bankson
Chief, Project Reports Div.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 20, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of March 18, 1943, submitted by the various division chiefs and section heads, were recommendations and problems and comments directed to the attention of the Project Director. These have been abstracted and listed below.

From the Senior Engineer (Public Works):

- a. Needed: A plumber foreman for the M & O Section;
An architect draftsman for Design Section.
- b. Would like to have permission to reconstruct the large basketball standards and replace them by more simple, practical standards.
- c. To efficiently carry out our construction program of high school and administrative dwellings, we must control the small jobs which break into the construction crew.
- d. To carry out efficient construction operations, it is necessary that we have our men on duty at least 8 hours per day -- must have the cooperation of the dining halls so they do not open until the scheduled time, and the cooperation of the timekeeping department which we have requested to dock these men for the hours they are not on duty.

From the Office of the Project Attorney:

- a. An additional stenographer needed in the Administration building office.

From the Agricultural Division:

- a. Needed: One agronomist; an assistant farm superintendent and more field workers; a marketing and processing specialist.
- b. That, if possible, those who are now getting lunches get something more substantial. They cannot work hard on what they are now getting and do justice to the job.

From Community Welfare Section:

- a. New work hours source of some dissatisfaction to the workers. Preference: only one hour at noon and dismissal at 5:30 instead; or, if an hour and 15 minutes necessary for lunch, would prefer the extra 15 minutes to occur at 15 minutes after the hour rather than before, inasmuch as lunch is still served during the same hour.
- b. Workers have also requested the possibility of having the merchandise canteen open during after-dinner hours, if possible.
- c. We note that many recommendations of past reports have not been followed through--such as a public statement as to the now classic "soap situation," etc. We recommend, therefore, that the suggestions submitted previously and which are still pertinent be reconsidered and some action taken.
- d. Recommend to the proper division for U.S. mailing bags to be placed in block managers' offices to protect mails of residents. In all of the 33 blocks, only two blocks have wooden boxes. A few have carton boxes but they are not weather proof.
- e. Is it possible to have block managers or the canteen accommodate residents by selling stamps, envelopes and postal cards - or have a branch office in a centralized location.

From the Internal Security Section:

- a. We recommend that a licensing system be established to more adequately handle and control dogs in this Center.
- b. Speeding in automobiles in the Center seems to be on an upward grade. Our lack of any ordinances properly prepared and published handicaps our curtailment of same.

From Community Enterprises Section:

- a. A separate corporation for the purpose of handling funds is urgently needed in this area. Any steps that can be taken to expedite the granting of our Credit Union charter will be greatly appreciated.

From the Project Hospital Section:

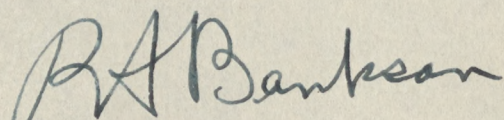
- a. Urgent need for additional registered nurses.
- b. Need for clear and happy understanding between resident doctors and the Acting Chief Medical Officer.

Project Hospital (cont'd):

- c. An item in the Weekly Report for March 4 dealing with the Out-Patient Department and the Medical Director carries a critical and perhaps unjustifying inference and it is, therefore, strongly recommended that this paragraph be stricken from the record as being unconstructive and irrelevant.
- d. Need for a liaison officer between the Chief Medical Officer and Section Heads on one hand, and Property Control and Procurement on the other, has become apparent.
- e. It is this office's opinion that with the increasing passage of time, the psychological strain of confinement however slight tends to increase rather than diminish. We cannot help but feel that the prompt relocation of a substantial number of residents is essential to retain the integrity and optimism of the majority. Almost from day to day there appears to be more concern among the people regarding how a thing is done rather than whether it is in itself of merit.

From the Administrative Division:

- a. Recommend that each Division Chief discuss the Efficiency Rating procedure (forms distributed) with supervisory personnel who have occasion to prepare said forms for appointive personnel. Instructions contained in Efficiency Rating Manual booklet attached to Adm. Instruction 13 should be read thoroughly by all interested appointive personnel. Anticipated we will be required to submit completed Efficiency Rating forms to the Washington office around the first of April.
- b. Losing many of our resident workers to outside employment. Glad to see them go but we feel that some relocations are not for the benefit of the individual, inasmuch as mechanics are going to farm work, accountants to labor, and stenographers into domestic service. Possibly, a little more patience on the part of the resident to obtain the right job before leaving would tend to relocate them to a job for which they are actually fitted and, at the same time, keep the operation of the Center maintained to the better advantage of the Government and the residents.



R. A. Bankson,
Chief, Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 26, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: R. A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of March 25, 1943, submitted by the various division chiefs and section heads, were a number of recommendations, problems, etc. which were directed to the attention of the Project Director. These have been abstracted and listed.

From Transportation and Supply Division:

- a. Necessity of again establishing a Motor Pool, operated on considerably different lines than previously, apparent. Believe we should have a yard separate from the Repair Shop where all units in operation could be stored, to permit closer check on all units.

From the Chief Project Steward:

- a. Self-evident that there shall have to be a certain point where further replacements of women in the kitchens cannot be made. Saturation point reached in each kitchen when number of men reduced below 20; women unable to do the heavy lifting on both shifts necessary.

From the Fire Protection Officer:

- a. Construction of an incinerator in area east of the Hospital to assist in the disposal of rubbish accumulations is necessary.

From the Agricultural Division:

- a. Needed: 1 agronomist; 1 assistant Farm Superintendent and additional field workers; 1 marketing and processing specialist.
- b. Recommend that the proposed road be opened along the eastern boundary of Sec. 11. It was stated that the bridge crossing the drain of the NE corner of Sec. 15

would be built. Bridges and culverts on the section lines running east and west between Sec. 27 and 34 and 4 S and 33 are in poor condition--these repairs should be made to avoid accidents.

From Public Works Division:

- a. Needed: Trainees for all groups.
Additional (50-100) men in the construction program.
- b. Request that other divisions retard and curtail all requisitions for small remodeling or new construction jobs for continuous maintenance of entire crew on construction.
- c. Should like to have the director consider means of rewarding good workers, the men who produce on the job, to stimulate more interest and encourage better production in all organizations. Attitude now taken among most residents on the Project more complex and hazardous than is realized. If Division Heads or an independent board (e.g., Merit Rating Board) could authorize and designate special privileges, such as, shopping in Delta or special educational trips to be reserved only for efficient and true workers, it may be a means of stimulating all residents into a state of mind of efficiency and productiveness which existed prior to evacuation.
- d. Several articles written for Project paper never published. Would like to keep the public informed, particularly on high school construction progress. Very desirous that a reporter be assigned to this division as this service has been missed.
- e. The Sanitation Section inspected the Commissary Meat Shop and recommends screen doors and the removal of open latrine from the warehouse district.

From Administrative Division:

- a. Needed: A sufficient number of stenographers or clerk-typists; additional laborers.
- b. Request that Efficiency Rating forms for all appointive personnel be completed by March 31.

From Community Government Section:

- a. Personnel inadequate.

From Education Section:

- a. "We do not permit the program suggested by the dentists and doctors to carry on the program at the (high) school to be delayed. Something seems to be holding the whole thing up."
- b. "Our suggestion that the boys be given shower facilities should be carried out. There is an urgent need for these."
- c. Needed: At least two, probably more, drinking fountains on the (high) school grounds.

From Community Welfare Section:

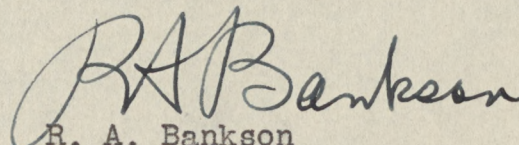
- a. Transfers between centers are a vital part of the section's responsibilities. Recommend that at the time transfers are approved, we be notified of the time of arrival of the transferees. Usual wire not forwarded to the section for perusal and to complete case files, it is hoped that future wires will be routed to us as part of the routine.

From Community Enterprises Section:

- a. New suggestions received weekly for added services required by residents. Since, in many cases, the City Council or the Block Managers are also involved, we recommend the formation of a joint committee composed of representatives from each of these three groups to discuss ways and means of providing certain essential services that are not definitely the responsibility of any one of them.

From Project Hospital Section:

- a. Urgently needed: Additional registered nurses.
- b. "The need for increased professional service within the Project Health Division, from whatever source is apparent. It is not felt that the service of the military police surgeon in any way alleviates this need."



R. A. Bankson
Chief, Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 3, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of April 1, 1943, submitted by the various division chiefs and section heads, were a number of recommendations, problems, and suggestions which were directed to the attention of the Project Director. These have been abstracted and listed below:

From Fire Protection Division:

1. In connection with Safety Program, necessary that a competent full-time resident employee be designated to follow up on details of accidents, injuries, and reports. Recommend the selection and appointment of such an employee.
2. Report received indicating an indisposition and failure of Medical Officer to handle line of duty injury cases of appointive personnel. Also apparent, lack of sympathetic advice on how or where to secure treatment.
3. There is a medical staff bottle-neck in making compensation reports which needs breaking to prevent injustice to employees and unfavorable reaction to administration.

From Agricultural Division:

- a. Needed: 1 agronomist, 1 Assistant Farm Superintendent and 100 additional field workers, 1 Marketing and Processing Specialist.
1. Recommend immediate start on construction of poultry houses.

From Chief Project Steward:

1. That the Project get back to the base of distributing food to the 35 block kitchens and that all picnics, parties and other functions not be served from the Commissary.

From Employment Division:

- a. In need of simple duplicating machine to make necessary copies of employment offers. Suggest hectograph ribbon

be purchased and a hectograph pad be secured, unless there are some simpler duplicating devices with which we are not acquainted.

From Administrative Division:

1. Efficiency ratings for appointed personnel received to date: Public Works and Administrative Division.
2. Although appeal made to various divisions for orderly requisitioning of mimeograph work, many emergency orders (especially from CAS) continue.
3. Announcement be made in Dining Hall #2 requesting employees to identify themselves upon entering the dining hall so that the cashier (new) can enter their names on the daily meal records.
4. Recommend that future public assistance grants be made in the form of U.S. Treasury checks--difficulty experienced in delivering cash to individuals certified for same.

From Senior Engineer (Public Works Division):

- a. More men needed on Topaz irrigation system. 100 or more men could be used on new construction.
- b. Should like to employ additional ~~permanent-carpenters~~ men and cut the employment of temporary Caucasian carpenters until such time as approval is granted from Washington for the permanent positions.
 1. Serious consideration should be given to a storage place for janitorial supplies. A space of 4' x 4' in the laundry rooms should be provided.
 2. Recommend that Agricultural Division cook garbage before feeding it to the hogs.
 3. Should like to have an expediting set-up service in securing needed materials if possible...highly advantageous to the efficient operation of our Project.
 4. Desirous that we maintain a control on the use of money (allocation of priority ratings for maintenance--money applied for and granted for the purchase of pump repair parts for the wells has been applied to any type of pump repair) so that when parts are needed, the money will be available.
 5. As responsibility for maintenance and operation of the hospital rests with the Public Works Division, unless the transfer is effected, responsibility for same cannot be accepted by this division.
 6. Suggest that Public Works, Procurement, and Project Warehouse meet with Mr. Hughes and make definite division lines regarding follow-up and carrying out of needed requisitions for construction.

7. "The Procurement Division has given the inference that the Public Works is intending to take away their jobs. It is well known that Construction and Design are the only people who actually know what items are needed. It is therefore requested that this be brought to a head and taken up with those concerned.
8. If 25 to 50 additional laborers were supplied to the Irrigation work in constructing the irrigation system for the Project, running water could be had in the city within two weeks.

From Office of Project Attorney:

- a. Needed: Additional Secretarial help.

From Transportation and Supply Division:

- a. Difficulty in replacing mechanics who are leaving and as more leave it is anticipated that it will be necessary for us to request additional positions for Caucasian mechanics.

From Project Reports Division:

- a. Needed: TOPAZ TIMES: Reporters, technical workers, departmental editors.
HISTORICAL: Office worker.
ADM. OFFICE: Worker for Photography & Clipping Section; Public Relations man.
- b. Also needed: More typewriters and typewriter desks.

From Project Hospital (Comm. Services):

- a. Urgent need for additional registered nurses.
1. Visit of Dr. Thompson and Miss Joy Stuart made clear that: A professional and constructive attitude should be expected of all physicians here as elsewhere. A failure to act professionally could not be tolerated. A more closely integrated Hospital Administration and Hospital-Project relationship was desirable. The National office would be prepared to give any necessary support to the Project Health Department.
2. Need for clarification of the relationship of the time-keepers working in the Hospital but on the Fiscal Department payroll. Also, there should be a closer integration of the needs and wishes of the Project Property Control office and the Hospital Administration.
3. The Project Health Department should have a more intimate knowledge of and the authority of approval of Project sanitation, Safety Program, and Community Hygiene.

4. Further steps are in order for the liquidation of the Project Formula Kitchen.

From Community Welfare (Comm. Services Division):

1. Clothing work greatly hampered by delay in receiving reports from various divisions. Waiting for statistical records of marriages, births, and deaths that have taken place in the last 3 months and notices of returning residents. Continued delay only retards the clothing allowance to those who are in need.
2. A suggestion has been brought up concerning the matter of summer vacations for those who will be eligible as has been the custom followed on the outside.

From Community Activities (Comm. Services Division):

1. Need for public address system. Still awaiting clarification relative to possibility of obtaining same to be used in conjunction with our activity programs.

From Community Government (Comm. Services Division):

- a. Personnel inadequate.
 1. Install telephone immediately.
 2. Method of cashing government issued checks.

From Community Enterprises (Comm. Services Division):

- a. Now organized to the point where quite a number of part-time high school students can be used in the office to type, mimeograph and do some of the elementary bookkeeping. Will welcome applications from above part-time workers immediately.

From Education (Comm. Services Division):

1. Increasing number of absentees in our Pre-Schools. Recommend that physical check-ups of all the children of our department be undertaken as soon as possible.
2. We should not permit the program suggested by the dentists and doctors to be delayed. This program has to do with making a careful check up of all boys and girls of the High School.
3. Shower facilities should be re-instated for the boys in Block 32. The school needs at least two drinking fountains on the school grounds.

R. A. Bankson

R. A. Bankson^a.

Chief, Project Reports Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT
Topaz, Utah

IN REPLY, PLEASE REFER TO:

Reports

April 10, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of April 8, submitted by the various division chiefs and section heads, were a number of recommendations, problems, and comments directed to the attention of the Project Director. These have, for the most part, been abstracted and are listed below.

From FIRE PROTECTION DIVISION:

1. Noticeable increase in the number of chimneys in the boiler-room being ignited from accumulation of soot. Suggest that the remedy of this is periodical cleaning of the soot from these chimneys.

From AGRICULTURAL DIVISION:

- a.. Needed: 100 additional field workers, 1 marketing and processing specialist.
1. Immediate repair on: Bridge on the northern boundary of Sec. 4 S, also bridge at Reeds corner Sec. 27, and bridge farther west on the same road.
A bridge across the drain and a new roading extending south from the swine plant to the intersection of the Delta Highway would be very desirable and economical.
- 2.. Immediate construction of: Shed in the implement lot; yard 3 is recommended for assembling farm equipment.
3. Interested in: Loading places or platforms to facilitate hauling large equipment and machinery on trucks at Sec. 11, 14, 22, project repair shop and other places where equipment will be used to a large extent -- to save time and equipment. Farm machinery repair shop and a forge on the farm area in Sec. 14 to accommodate minor repairs of the farm equipment -- to eliminate unnecessary delays.
4. Necessary that equipment purchases be expedited.



From SENIOR ENGINEER (PUBLIC WORKS):

- a. Needed: Trainees for Design Section, 2 Field Survey Party men, more men for Topaz irrigation system, 100 more men for construction.

From CHIEF PROJECT STEWARD:

1. A little difficulty may be expected in establishing family service style as more dining hall help will be needed.
2. Current problem that the Washington Office must determine: "Correspondence is being held with the Washington WRA office daily in getting clear-cut ration details, "excesses" of ration points for Hospital and Military Police, and full allowances of current ration points to us from Washington so that we will have ability to pay vendors for current purchases."

From ADMINISTRATIVE DIVISION:

1. Traffic Violations -- considerable driving of cars and trucks between buildings in the Administrative area, although signs are posted between buildings. This creates a great deal of unnecessary dust and is also a safety hazard. With approaching warm weather, we will need to have our windows wide open and this situation will be even more undesirable.

From EMPLOYMENT DIVISION:

1. Await the setting up of four bulletin boards and benches at locations specified, to advertise job opportunities.

From WELFARE SECTION:

- a. Needed: More workers.
1. That Placement Office be advised of the value of publicity. The Family Division encountering numerous residents who do not understand the basis for eligibility for unemployment compensation. Residents have been going to Placement to inquire of job possibilities but are not always informed of the necessity of making application for unemployment compensation.
2. Installation of window screens for the entire community. Increase of flies and other insects will make it very important that the precaution for diseases be undertaken immediately.
3. There have been comments made by some of our residents that some of the translations that have been made in the

Topaz Times concerning WRA policies which are of vital interest to the residents themselves have been given a misleading interpretation or not clarified enough.

From EDUCATION SECTION:

- a. Decrease in the number of teachers, particularly appointive. Teacher shortage having a distinct negative effect on the tone of the school.
- 1. Shower facilities for the boys and drinking fountains for students on the grounds are our current needs.
- 2. Women instructors of the Evening School request carrier service for returning to their homes after teaching at night.

From ACTIVITIES SECTION:

- 1. Contemplate on showing outdoor movies for the benefit of residents during the warm summer season. In order to do this, it will be necessary to obtain 35 mm. projection machines inasmuch as the present available 16 mm. machines will be inadequate for outdoor performances. Desire some clarification as to the feasibility of such a plan.

From GOVERNMENT SECTION:

- a. Personnel inadequate.
- 1. Baby formula -- immediate clarification pertaining to this problem necessary.

From ENTERPRISES SECTION:

- a. Needed: 10 more employees to serve as store clerks, shoe repairmen, and office assistants.

From INTERNAL SECURITY SECTION:

- 1. Recommend that all Caucasians in the Project assist in giving the Internal Security any information that may come to their knowledge more quickly and completely.

From OFFICE OF PROJECT ATTORNEY:

- a. Additional secretarial help needed.

R. A. Bankson

R. A. Bankson
Chief, Project Reports Division

SUPPLEMENT

From TRANSPORTATION AND SUPPLY DIVISION:

"We are again requesting the Public Works Division for construction of a suitable washrack. This is badly needed."

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 17, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Comments

Given below are the comments which were contained in the various weekly narrative reports of April 17, 1943, concerning the Wakasa incident.

FIRE PROTECTION

"The evacuees in this department have stood by us one hundred per cent and have not taken any active part in the "sit-down" strike. I believe a letter of praise from the Director to the evacuee members of this department for their loyalty and trust to their position and for the stand they have taken in this emergency would be in order."

A GRICULTURE

Swine Section -- "Due to last Sunday's incident, the workers have stopped going out of the City except for feeding. As soon as this problem is settled, they say they will be back on the job as before."

Truck Crop -- "Due to the trouble which developed in the Center as the result of the death caused by the Military Police, we are quite concerned about the safety of our workers who go into the project farm. We hope to see an early settlement on this matter."

Quoted from an evacuee section chief's report: "Within the last three or four weeks, the sentries in the watch towers were noticed by the Landscape men, carrying bolt-action army rifles. It is felt that this change from carrying shot-guns (mostly 12 gauge pump guns with about 28" barrels) to rifles should be investigated. It is felt it should be determined whether or not such changes were absolutely necessary in the light of all absence of disturbances among the evacuees, and whether such change was within the authority of Lieutenant Miller."

"If the sentry who shot the evacuee had a shot-gun instead of a powerful rifle, the whole incident of Sunday might have been averted."

SENIOR ENGINEER

"Due to the recent disturbance, our crews of evacuees, as you know, have not worked for the past three days."

ENTERPRISES

"There has been no evidence of slowing down or demoralization due to the incident of last Sunday, although it was quite obvious that there was deepfelt concern and resentment."

WELFARE

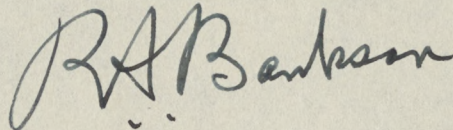
"There has been a feeling of unrest due to the recent Wakasa case but, on the whole, the community reaction seems to be a healthy one with judgment toward the incident being held in abeyance until further facts are forthcoming."

EDUCATION

"In spite of the unfortunage incident of last Sunday, the general morale at the high school is to be highly commended."

ADMINISTRATIVE

"Absentees. There were 10 resident employees of the Budget & Finance Section who were absent from work on April 12 from 2:00 to 5:45 p.m. without giving notice to unit heads or to the section head. They explained their absence later, stating that they had gone to attend a meeting at Block 1, in connection with the Sunday night incident. There were approximately 20 employees of the Project Warehouse who worked only $\frac{1}{2}$ day on April 14. So far as I know, practically all resident employees in the Administrative Division are on the job today."



R. A. Bankson

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT
Topaz, Utah

IN REPLY, PLEASE REFER TO:

Reports

April 17, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of April 15, 1943, submitted by the various division chiefs and section heads, were a number of recommendations and problems which were directed to the attention of the Project Director. These have been abstracted to a certain extent and are listed below.

A separate sheet containing comments and suggestions regarding the Wakasa incident is attached hereto.

Hw
From FIRE PROTECTION DIVISION:

1. Until an approved type incinerator is constructed, request that rubbish be picked up twice a day and burning of same be discontinued in the Hospital area -- great hazards. ✓

From TRANSPORTATION & SUPPLY DIVISION:

1. To relieve difficulties experienced in handling freight at the railroad, a sufficient number of Caucasians are being employed to take care of same; we might review results after a month's experiment with this crew to determine if this should be made a permanent arrangement. Believe that savings on demurrage would nearly cover the increased cost. Besides, cars which are badly needed to serve other war interests should be released promptly.

From AGRICULTURAL DIVISION:

- a. Needed: 100 additional field workers; 1 marketing and processing specialist.
1. Necessary that the irrigation system in the E $\frac{1}{2}$ of the Project north of Delta highway be put into shape.
2. Essential: Improvement of road leading to hog ranch in Section 10.
3. Also, improvement of water supply at hog ranch (above).



From PROJECT REPORTS DIVISION:

1. Increased work in documentation, reports, etc. makes it imperative that office quarters be enlarged to permit additions to staff -- move west partition to include one more window now in the Welfare Section -- Welfare's west wall to be removed westward to include one more window in the Education Section.

From SENIOR ENGINEER:

- a. 300 more men could be used on construction alone.
1. During the past six months there has been a great deal of damage done to the electric and telephone systems by trucks running into poles, guy wires, and overhead lines with some damage resulting almost every day. This also a definite hazard to human lives. Urge that action be taken to stop this practice whenever possible.
2. Hazard to pedestrians -- seems advisable to have a system worked out whereby people walking on roads will walk on the left side of the road, facing approaching traffic.
3. A definite directive be completed for the operation and maintenance of the Hospital to assure harmonious and efficient activities there. Under the existing dual control system, resident employees should clearly understand their responsibilities and where the authority rests.

J.F.H.
F.B.
Planning

From ENTERPRISES (COMM.SERVICES):

- a. Employee shortage steadily becoming critical. ✓

From WELFARE (COMM.SERVICES):

- a. Personnel becoming increasingly inadequate. ✓
1. Recommend that some special comforts, such as, arm chairs, be provided for the five blind adults in this Center. ✓
2. A more thorough orientation course be given to residents who are preparing to go out. ✓
3. The 2 home housekeepers, provided for residents in cases of special need, are ill and we are unable to secure replacements. ✓
3. Last-minute requests for leave clearance recommendations make it difficult to adequately check on the family's financial position. ✓

Unsupervised
new
P. Marking

From EDUCATION (COMM.SERVICES):

- a. Acute shortage in teaching personnel. ✓
1. Would like very much to inaugurate a program in which we can have the cooperation of the PTA in encouraging mothers to help as assistants in the Pre-School on a part-time basis.
2. A spring vacation be planned for students of the High School of at least two days.

ED
May 6-7

From INTERNAL SECURITY (COMM.SERVICES):

- a. Needed: Trained office help at Field Headquarters. ✓

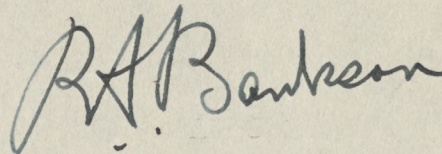
From GOVERNMENT (COMM.SERVICES):

- a. Personnel inadequate.

1. Continued cooperation of the Administration is needed in the settlement of the incident to the satisfaction of Topaz residents. ✓

From ADMINISTRATIVE DIVISION:

- a. Inadequate personnel. Definite need of added resident personnel in the Property Control Section and Cost Unit.
1. Recommend that the Hospital provide needed desk space for the Hospital cost unit.
2. Also, that Hospital effect employment of 2 resident personnel to replace the 2 detailed to the Hospital from the Property Control Section. }



R. A. Bankson

Att.

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT
Topaz, Utah

IN REPLY, PLEASE REFER TO:

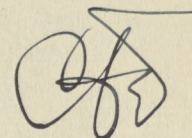
April 24, 1943

Reports

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations



Included in the Weekly Narrative Reports of April 22, 1943, submitted by the various division chiefs and section heads, were a number of recommendations, comments, and problems which were directed to the attention of the Project Director. These have been abstracted somewhat and are listed below.

From the ADMINISTRATIVE DIVISION:

- a. Recommend that certain Sections and Divisions be granted priority with respect to obtaining resident personnel.
1. Technical assistance by the Property Control Section and the Cost Unit in setting up records is available to all divisions need it.
2. Lumber -- source of supply located at Richfield but, due to the shortage of trucks and labor, unable to obtain delivery.
3. Recommend that efficiency ratings for Community Services be completed this week without fail.

From the AGRICULTURAL DIVISION:

- a. Needed: Warehouseman, additional field workers.
1. Recommend that the Hospital prepare a statement for distribution to the Agricultural Division and Public Works Division laborers on the use of salt tablets.
2. Recommend that spotted fever serum be administered without further delay to all field workers.
3. Immediate steps be taken to improve the irrigation and drainage system even if it is necessary to hire a considerable amount of equipment from the outside.
4. Immediate steps be taken to channel all Inter-Divisional transfers through the Placement Office; these transfers to be initiated by Placement after careful consideration of the respective needs in various divisions.



AGRICULTURAL DIVISION: (Cont'd)

5. Essential: road improvement in Project area. Every rain which occurs makes certain roads so hazardous that we are criminally liable for accidents.
6. Critical: Water supply for hog farm. Hauling water from the city is costly and does not permit the essential increase in efficiency in use of manpower.

From the SENIOR ENGINEER:

- a. Needed: Carpenters, architects, field construction workers, operators for student grader, tractor, etc.
1. Maintenance Section awaiting grates for boiler room and for Ideal hot water heaters for the kitchens since December. Advisable that these grates be made up in a foundry, if not procurable, as heaters in some cases are being fired on the concrete floor of the kitchens.

From PROJECT REPORTS DIVISION:

1. Uncomfortable dining hall table used by members of Documentation staff; desks or tables upon which they can work with some degree of comfort seem only fair. These will require chairs.
2. It is hoped that action can now be taken to move one partition to permit a little more working space and an increase in personnel.

From EDUCATION SECTION:

- a. Needed: Typing instructor for Adult Education. Help in recruitment of teacher personnel. The teacher shortage is having a negative effect on the tone of the school as well as overburdening the present teaching staff.
1. The high school still anxious to have dental and physical check-up of students.
2. Need to have bean germination removed from the boys' shower room.

From WELFARE SECTION:

- a. Lack of personnel felt in every department but especially in the Student Relocation and Youth Guidance Divisions. With the coming of summer, there will be a tendency to an increase in juvenile delinquency and the one worker in the latter division may not be sufficient to cope with all the problems which might arise.
1. Housing has received requests from residents of Block 1 for moves to other blocks.

From ENTERPRISES SECTION:

1. Immediate and most careful consideration must be given to prevent bidding up classification without increasing the supply of employable people, thereby jeopardizing performance.

From TRANSPORTATION & SUPPLY DIVISION:

1. Suggest that, in view of our recent experience in obtaining barrels to be used in the resident dining halls for ice water, before any property is advertised as surplus a list of such property be prepared and circulated to the division chiefs. This is prompted by the fact that the Property Division recently declared surplus a number of 50-gallon barrels, and these were sold to some firm in Salt Lake City.

From CHIEF PROJECT STEWARD:

1. Directive just received from Washington relative to those appointed staff personnel who eat 14 or more meals per week in Dining Hall #2. According to OPA instructions, such people should surrender their ration books for any week in which 14 or more meals are eaten. Recapitulation made of appointed personnel eating in Dining Hall #2; out of 130 people, in an average 3-week period in March, 50 people ate 14 meals or more per week. In further checking the list of these 50 people, it is found that approximately 23 people ate 17-20 meals per week. The other 27 people ate a mere 2 or 3 meals over the maximum allowed. Any instructions as to the administration of this order will be appreciated.

R. A. Bankson

R. A. Bankson
Chief, Project Reports Div.

WAR RELOCATION AUTHORITY

In reply, please refer to:
Reports

CENTRAL UTAH PROJECT
Topaz, Utah

ApMay 1, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of April 29, 1943, submitted by the various division chiefs and section heads, were a number of recommendations, problems, and comments which were directed to the attention of the Project Director. These have in part been abstracted and are listed below.

From CHIEF PROJECT STEWARD:

1. Any help through the WRA National Office in Washington, D.C. regarding the food situation will be appreciated.
2. Summer camp planned by CAS for establishment at Antelope Springs -- it should be possible for the Commissary to furnish some simple foods for about 75 children weekly. It should also tie in with a chief from each dining hall, supervising the preparation of food for three days at a time and be replaced by the next chef in rotation.

From ADMINISTRATIVE DIVISION:

- a. Resident personnel needed immediately:
 - Mails and Files: 1 messenger
 - Property Control: 2 stenos, 7 typist-clerks, 6 general clerks, 12 laborers, 2 storekeepers, 1 sr. clerk.
 - Budget & Finance: 2 cost accountants
1. Property Control & Warehouse Section -- Personal property of residents cannot be stored in accordance with existing instructions (separated in family lots). With shortage of storage space and expected arrival of 4 additional carloads of evacuee property, this condition will become increasingly difficult.
2. It is anticipated that with the arrival of the CCC buildings, now enroute, the Finance Section will be allotted a building of sufficient size to house all 3 units of the section.
3. Files Unit -- Whenever telephone conversations are had regarding matters about which there might be subsequent correspondence, suggest that a memorandum be written to Files Unit confirming this conversation so that any subsequent correspondence may be



routed to the persons concerned.

From SENIOR ENGINEER:

- a. Needed: Additional evacuees for field construction and student equipment operators; unlimited number of skilled and unskilled men for construction, architects for Design Section.

From AGRICULTURE DIVISION:

- a. Needed: An additional warehouseman.
1. Recommend that immediate steps be taken to install a pump and water tank at the hog ranch in Section 10. There is a well on the property, pumps and engines are in the warehouse. Preference ratings are available for plumbing fixtures. A small tank is available and the Agricultural Division will furnish laborers to assist in construction. Recommend that 1 large tractor be acquired to handle the land plane (believe a Cat. 60 or 75 will do the job).
2. Some arrangements be made to provide good nourishing lunches for field workers. Suggest that food be prepared in Topaz and carried out to field crews while hot. Urgent that field work be done now -- if workers are expected to do a full day's work they must be provided better lunches in some way.
3. A system be started whereby crates of vegetables or goods in sacks will be left at the dining halls only when an empty container is returned.
4. That the Public Works Division make necessary surveys to lay out the irrigation system in Section 11 without delay.
5. Processing plants be located north of the Hospital steam boiler. Suggest sufficient sewer and steam pipe be obtained to serve buildings.
6. Mosquitoes are very numerous and bothering the workers very much.

From PROJECT REPORTS DIVISION:

1. Americanization page in Saturday TIMES will be dropped as a result of Adult Education section members working on same are leaving the center -- it seems desirable that the page be continued if Adult Education can obtain workers who can produce the material and cut the stencils.

From WELFARE SECTION:

- a. Needed: New workers.
1. It has been suggested that residents be informed through the press, the location and specific services of the Attorney's office.
2. Vitally necessary that each division give thought to an orientation program for relocation. Talks should be given to stress the importance of attitudes, and responsibilities.

From GOVERNMENT SECTION:

- a. Personnel inadequate.

From ENTERPRISES:SECTION:

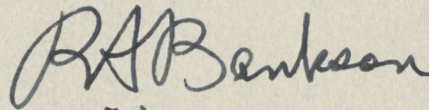
- a. Due to shortage of help, it may be necessary to shorten store hours in order to reduce the overtime of the present employees.

From EDUCATION SECTION:

- a. Teacher shortage.
Elementary School -- getting teachers necessary if the schools are to remain open for the balance of the school year and open again in the fall.
1. High School -- still anxious to have all students given a thorough dental examination and physical examination in order to safeguard their health.
2. Urgent need of having the bean germination removed from the boys' shower room.
3. Adult Education -- Would appreciate screens on the windows of classrooms in Block 8, Bldgs. 1 and 12-EF and in Block 31-7-ABCDEF.

From HOSPITAL SECTION:

- a. Nursing situation is becoming increasingly critical.
1. With community concern over the subject of Dr. Kondo, there are continuous and increasing resignations from the nurses' aides.
2. There remains a need for a ventilator in the Eye, Ear, Nose, and Throat Department.
3. The milk-shed at the Brooklawn Dairy, which supplies approximately 900 gallons of milk daily to the Project, has need for closer supervision -- this supervision is to be asked from the State Agricultural Department.



R. A. Bankson
Chief, Project Reports Division

WAR RELOCATION AUTHORITY

CENTRAL UTAH PROJECT

Topaz, Utah

May 8, 1943

IN REPLY, PLEASE REFER TO:

Reports

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Russell A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of May 6, 1943, submitted by the various division chiefs and section heads, were a number of recommendations, problems, and comments which were directed to the attention of the Project Director. These are listed below:

From the Chief of TRANSPORTATION & SUPPLY DIVISION:

1. Recommend for the staff meeting next Monday morning, a general discussion with division chiefs and section heads of the proposed operation of the Motor Pool under supervision of Mr. Homer.

From the Chief of EMPLOYMENT DIVISION:

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

From the Chief of FIRE PROTECTION DIVISION:

- a. Personnel: Inadequate at present.
1. Community acceptance and observance of fire prevention regulation is fair. Some reluctance in stopping the practice of open rubbish fires is evident. The problems of rubbish disposal which are increased by lack of manpower are probably responsible for this condition.



From the Chief of AGRICULTURE DIVISION:

- a. Needed: An additional warehouseman.
- 1. Most serious problem -- having the irrigation and drainage system put into serviceable condition by the Public Works Division.
- 2. The surplus garbage cannot be consumed by hogs until they have been immunized against cholera. Therefore, large quantities of garbage are going to waste.
- 3. Recommend that the appoint of Mr. Adams as Assistant Farm Superintendent be consummated, if possible, as a necessary measure.
- 4. Lay gravel on the road leading to Section 10, hog ranch, and improvement of water supply on hog ranch and poultry farm.

From CHIEF PROJECT STEWARD:

- a. Needed: Cooks in two mess halls, and several kitchen police and coalmen. There are five dining halls in which the block strength is 240 or more and which have only 13 or 14 men working in each; this is a very low figure and is at present working a hardship on the incumbent crews.
- b. Also needed: Services of a resident with capabilities of being a contact man for the Steward's Department and working on personnel relations between the various dining halls and the Steward.

From the Head of GOVERNMENT SECTION:

- a. Personnel: Inadequate.
- 1. Telephone still urgently needed.

From the Head of WELFARE SECTION:

- a. Personnel: Insufficient.
- 1. The sum of money retained at the Fiscal Division is not always adequate to meet the demand -- this has been a source of inconvenience to those who had made plans to leave on a designated date.
- 2. Perhaps more could be done about publicity regarding the favorable attitudes taken by those on the outside regarding relocation. Such publicity might provide encouragement to all and might aid parents in realizing that there is no cause to fear for their children when they venture out. Some parents seem to think that anything from murder to mayhem might be committed on the youngsters.

From the Head of INTERNAL SECURITY SECTION:

- 1. Recommend that the Administrative Personnel, when going out on the bus, should make prior reservations for themselves.

From the Head of ACTIVITIES SECTION:

1. Desirous of obtaining a small bandstand in the Central High School plaza for the purpose of holding activities during the warm summer months.
2. Inasmuch as there is a tremendous demand for regulation baseball, there is an acute need for an adequate backstop on one of the baseball diamonds. Before such an activity can be sponsored, adequate safety precautions must be provided for in order that the residents may enjoy the game without having the possibility of being injured.

From the Chief of ADMINISTRATIVE DIVISION:

- a. Shortage of personnel due largely to resident employees being ill. However, the over-all shortage consists of:

Mail & Files.....1 messenger.

Property Control..... 2 stenos, 7 typist-clerks, 6 gen'l clerks,
12 laborers, 2 storekeepers, 1 sr. clerk.

Finance..... 2 cost accountants, 7 cost or time clerks.

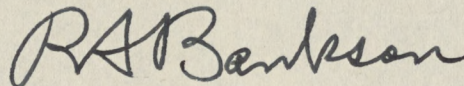
- 1.
1. Resident pay checks -- there are approximately 25 checks (clothing allowance and salary) on hand for periods prior to January, 1943, which have not as yet been called for at the Pay Station.
2. It is hoped that during the meeting of May 7, in the allocation of the ventilation equipment, steps will be taken soon thereafter to place this equipment into operation.
3. On May 5, U.S.E.S., Salt Lake City, advised that a branch office of this service was established in the Pace Building, Delta with June Hinckley in charge. It will be necessary for prospective employees to clear through this office prior to employment offered by the WRA.

From the SENIOR ENGINEER:

- a. Needed: Additional evacuees for field construction and for student equipment operators. Also, electricians as soon as construction of the schools gets under way. (To expedite construction of staff housing and schools, imperative that we have a minimum of 50 additional men who can be trained to do carpenter work. Additional personnel also needed in Irrigation work.)
1. Seems advisable that the garage establish grease service to service field equipment with grease and gasoline -- if possible, such service to be initiated immediately.
2. Summary of the report of the action taken to the current instructions to save tin cans accumulated at the Project:
In November, a crew was organized to prepare cans for salvage purposes. Of the two carloads crated, one and a half now are at the Delta warehouse. Property Control has advised that the #10

tin cans be separated from all others, even those now stored at Delta. Transportation must be considered whether a crew is sent out to open the cases, remove any labels that are present (10-15 percent), make the separation, and re-pack, or the cans are returned to Topaz for processing here. (Many of the tins at the Delta warehouse were accumulated at the can dump from the kitchen operated by Daley Bros. and many of the labels were on the cans)

Mr. Potter has expressed willingness to maintain on his payroll one Caucasian foreman if the proper arrangement could be worked out for a crew to salvage sacks, cans, boxes, crates, cardboard, or any other thing of value. It is felt that this would be a very desirable arrangement and we could cooperate with and support such a movement to the limit. We have now four men working daily on the cans (cutting the bottoms and mashing the cans), continuing until the present supply is exhausted.



R. A. Bankson
Chief, Project Reports Division

Attachment - 1

WAR RELOCATION AUTHORITY

Central Utah Project
Topaz, Utah

IN REPLY, PLEASE REFER TO:
Reports

May 22, 1943

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: R. A. Bankson
Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Weekly Narrative Reports of May 20, 1943, submitted by the various division chiefs and section heads were a number of recommendations, problems, and comments which were directed to the attention of the Project Director. These have been abstracted in part and are listed below:

From the CHIEF OF EMPLOYMENT DIVISION

1. The bulletin board at the Agricultural building should be moved to somewhere in the vicinity of the Administration Building Canteen. The bulletin board needs repairs.

From the FIRE PROTECTION OFFICER

1. The fire-fighting force personnel should not be reduced below the present 30 members or 10 in each crew and this force should be kept upon the basis of high priority.
2. Numerous technical problems are resulting from the new requirement for operation of the fire reporting system, and the project telephone system. We are trying to solve this in cooperation with the electrical engineers.

From the SENIOR ENGINEER

1. Additional appointive personnel is needed on a temporary basis for construction work such as painters, carpenters and others. Additional resident personnel is needed for field construction, also 100 carpenters are needed.
2. A request has been forwarded to the Signal Corp at the Presidio, San Francisco, for materials necessary for the installation of two telephones for gentry houses requested by the Military Police.



3. Leaks are continually appearing in the water lines, causes for which have not yet been learned.
4. No special provisions are made for unloading coal, so that frequently coal crews are unable to handle incoming coal due to lack of manpower.
5. A list of electrical materials necessary for revamping wiring in the N.Y.A. shops has been prepared and submitted.
6. With the exception of a few small items, adequate materials are now on hand for the schools and staff housing construction.
7. A supplement to Administrative Instruction No. 81 calls for revamping the telephone system so that all fire reporting phones will terminate in a special switchboard. This is a large and difficult order to fill.

From the Chief of TRANSPORTATION AND SUPPLY DIVISION

1. At least 50 additional employees are needed in the dining halls. In the Motor Pool, about 6 additional drivers are needed.
2. The Motor Pool is not functioning smoothly at this time. All personnel in the Motor Pool and group sections are being brought together to work out the difficulties.
3. Many motor trucks used in hauling gravel over the weekend are found to be out of service on Monday morning. Much time and use of truck is lost as a result. We believe there would be a net gain if we can get the regular gravel project into operation.

From the CHIEF OF THE AGRICULTURAL DIVISION

1. An additional warehouse man is needed.
2. The water supply at the swine, poultry and turkey plants is inadequate.
3. A green feed chopper is needed by the poultry men. They also need materials for turkey roosts, range shelters, feed hoppers, water troughs, etc. Need materials also to build four portable brooder houses immediately to house 600 growing chickens.
4. Lumber urgently needed at the nursery to finish construction of hot beds.
5. In the agricultural production section, road surfacing to Section 10 should be done without delay.
6. It is recommended that since the test made on wells has shown inadequacy of water at Section 10, another well be drilled without delay.

From the CHIEF OF PROJECT REPORTS DIVISION

1. Additional technical workers are needed for the "Topaz Times."

2. Two desks and two typewriters are needed to complete the equipment for this office.

From the CHIEF OF THE ADMINISTRATIVE DIVISION

1. Delays have been encountered in the flow of billing documents and paid vouchers through the section.
2. Personnel is entirely inadequate as to appointive staff. Requests have been made for an allocation of a new position CAF-8, \$2900.
3. Accounts Control Unit states that additional resident personnel has been requested but not supplied, also Property Control and Warehouse Section.
4. It is suggested that Administrative Instruction No 70, Paragraph 5, Section A, be followed in supplying the needs for housing of the appointive personnel.
5. The Personnel Section is unable to utilize to full extent the four resident positions allotted to this section, because two of their personnel spent each forenoon in the N.Y.A. training school and the remainder of the day they work in the section. It is hoped that a more satisfactory arrangement can be worked out as soon as possible.
6. Recommended from the Procurement Section that a detailed memorandum be put out to all division chiefs giving more detailed information than Office Letter No. 8 and supplements thereto, and also cover specially the rental contracts that have to be renewed prior to June 30.

From the CHIEF OF INTERNAL SECURITY DIVISION

1. An Associate and two assistant internal security officers are urgently needed.
2. Due to lack of forms from Washington, unable to install the proposed report system that the National Chief of Internal Security has set up for us.

From the Head of GOVERNMENT SECTION

1. Replacement of various vacancies caused by members leaving the center needs immediate attention.

From the Head of ENTERPRISES SECTION

1. Awaiting permission from local ration board to apply for commercial sugar which can be turned over to manufacturers to supply fountain syrup, ice cream, etc.
2. Manpower shortage is number one problem. Need of increased number of volunteers to help construction of icehouse, ~~storage~~ install facilities for soda fountain, etc.

From the Head of EDUCATION SECTION

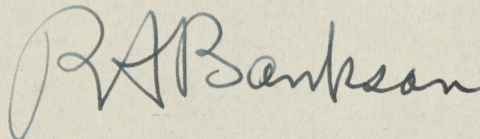
1. Shortage of teachers in every schools felt.
2. Pianos and other facilities needed for Music School.
3. Form periodical report of expenditures and unincumbered budget balance for elementary schools to plan school programs and order supplies and materials.
4. Publicity to the community of the personnel situation as far as schools are concerned.

From the PROJECT HOSPITAL

1. 60 more Nurses' Aides needed.
2. Clarification of the administrative responsibilities for the laundry attached to the hospital.

From the Head of WELFARE SECTION

1. Allow residents to purchase tickets atleast one day ahead ahead or advise them to leave the center in the morning rather than in the afternoon. This is to allow relocatees ample time to catch their trains and check their baggages.
2. Youth Unit recommends that a children's day care service be established to function after the regular Nursery and Kindergarten hours for children whose parents desire to work, but no other members in the family are available.
3. Recommend that more information be made available to residents to increase relocation.



R. A. Bankson
Chief, Project Reports Division

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

CF

IN REPLY, PLEASE REFER TO:

June 12, 1943

Reports

MEMORANDUM TO: Charles F. Ernst
Project Director

FROM: Ralph C. Barnhart
Acting Chief, Project Reports Division

SUBJECT: Recommendations

Included in the Semi-Monthly Summary Report of June 10, 1943, submitted by the various division chiefs and section heads were a number of recommendations, problems, and comments which were directed to the attention of the Project Director. These have been abstracted in part and are listed below.

From the SENIOR ENGINEER

1. Many of the working men are complaining about the insufficient breakfast they receive which consist of one cup of coffee, mush and two pieces of toast. They receive one egg a week, usually on Sunday. This existing condition seems to cause the lack of energy and lessen the efficient operation of the center.
2. Need for temporary personnel as carpenters on Staff Housing, High School, Poultry & Hog Ranch. Need resident carpenters and laborers.

From the CHIEF OF ADMINISTRATIVE DIVISION

1. Some transport trucks are still being parked in the center at noon-time. Present instructions provide that loaded trucks be parked in front of Warehouse #121 where watchman is on duty at all times.
2. Request for Mimeographing be made more orderly and complete requisitioning for this type of work be effected.
3. Following paragraph incorporated in letter sent to all division chiefs and section heads on June 10, 1943: "Since all accounting records for the 1943 fiscal year must be closed the evening of June 24, it is necessary that all contemplated purchases of materials, supplies and equipment be processed by that date. In order to effectuate full utilization of the remaining funds now available for the purchase of needed supplies and equipment, requisitions for purchases must be submitted to the Procurement Section not later than Tuesday,



June 15. If the requisitioned items are available in the market, we should be able to effect purchases by June 24. It will not, however, be possible to effect any purchases between the 25th and the 30th of June, inclusive, except for absolute emergencies."

From the PROJECT REPORTS DIVISION

1. Need for a more efficient re-routing of news from various divisions to Topaz Times so that the stories will be in the papers on time.
2. Need for in-service training program to train reporters for Topaz Times staff.

From the Head of Education Section

1. The Child Day Care problem and summer training program are receiving consideration at the present time.
2. Problems facing the elementary schools are the recruitment and training of personnel for the school year to begin in September.

From the Head of the Project Hospital

1. Recommend that the possibility of many of the medical personnel relocating be kept in view so that the hospital might not be handicapped by shortage of personnel.

From the Head of INTERNAL SECURITY SECTION

1. General discussion be held^{as} to the effectiveness of the presence of policing program.

From the Head of ENTERPRISES SECTION

1. Clarification of WPB restrictions delaying building of the ice house next to Gen. Merchandise Store.
2. Need for a water cooler.

From the Head of ACTIVITIES SECTION

1. Window screens are needed for the Recreation Halls and the Topaz Library.

From the CHIEF OF TRANSPORTATION AND SUPPLY DIVISION

1. Additional employees needed at the dining halls.

From the CHIEF OF EMPLOYMENT DIVISION

1. Am enforcing rule that employable persons must be working or they will not be recommended for leave.

2. Working out of a closer coordination of the activities in the Placement Office between the placement in the Project and the Relocation Offices.

From the CHIEF OF AGRICULTURE DIVISION

1. A tractor drawn - but hand operated type of cultivator is needed immediately by the Truck Crop Section. It has been impossible to obtain them as yet.
2. A barometer, anemometer and psychrometer are needed at the Weather Bureau. All attempts to buy or borrow have failed so far.
3. Water system still badly needed at the Swine, Turkey and Chicken farms.
4. With the rush of seasonal work and the need for overtime, several foremen have requested that consideration be given to a changed employment policy permitting compensation for overtime work. Compensatory leave offers no attraction in cases where relocation is anticipated. We request a change of employment policy--permitting pay for overtime or that we continue to pay for accumulated overtime after a person leaves the center.
5. Surplus farm equipment on the project and local equipment shortage makes it desirable to sell some equipment.
6. As lack of gravel on roads in project makes work hazardous during rainy weather, recommend that immediate steps be taken to rig up gravel pit so we can put some efficiency in the gravel haul.

From the CHIEF PROJECT STEWARD

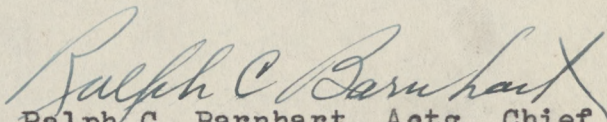
1. Requisitioned 600 wooden spoons to maintain family-style service.

From the Head of WELFARE SECTION

1. Students going out on Indefinite Education Leaves are not at present eligible for travel grants. It is hoped that some action could be taken for their interest, as most students go out to spend what meagre funds they have and work part-time to see their way through college.

From the Head of GOVERNMENT SECTION

1. Recommend that proper housing for aged residents be made.


Ralph C. Barnhart, Actg. Chief
Project Reports Division