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c

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 19, 1943

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

SUBJECT: Weekly Narrative Report

NO. OF PERSONNEL EMPLOYED:

- a. Permanent - 2
- b. Temporary - None
- c. Evacuees - 1,222 of which 492 are women
- d. Adequacy of Personnel

There are three positions vacant in the Steward's Dept:

- 1. Property Control Sr. Clerk, \$2600 per year
- 2. Asst. Project Steward, \$3200 per year
- 3. Sr. Steward, \$2040 per year

The Sr. Steward at present has a temporary appointment until April 7 and will be put on operations as soon as feasible. Two men are being processed through Washington for Asst. Project Steward.

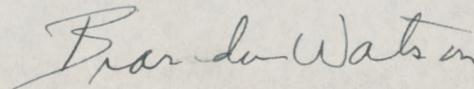
CURRENT PROBLEMS:

It has not been fully settled from Washington the method to be used for point rations. It has been indicated, however, that a bank of points will be established for mess operations and ration of foods will be drawn against these points. All information such as inventories, canned goods in points, et al, have been sent back to Washington.

A surplus list of canned goods at Heart Mountain was received, which made 3 or 400,000 cans available, but I have not requested any of this due to point rationing restrictions in the future.

FORECAST OF PROJECTED ACTIVITIES:

The tofu factory is still under advisement with Public Works and as soon as the CCC Buildings are available, instructions should be started at that time.



Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

March 25, 1943

*40-Mr Bondson
RWB*

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

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 2
- b. Temporary - 1
- c. Evacuees - 1227 of which 466 are women

There are now 16 Kitchens which are in line in having the correct proportion of men and women. The other 16 Kitchens offer the possibility of further replacing men with women, which shall be done. The saturation point is reached in each kitchen when the number of men is reduced below 20. In other words, Kitchens 19, 22, 35, and 36 have under 20 men now and it is found that this amount is too slim. Women cannot do the heavy lifting on both shifts necessary. The chefs are being over-worked in these kitchens and find the situation very trying.

It is self-evident that there shall have to be a certain point where further replacements of women cannot be made. The Topaz Project, in comparison to all others I have heard of, has at least four less people in each kitchen than any other.

2. PROGRESS OF CURRENT WORK:

Under the direction of the Cost Account and Audit Departments, a check of the physical inventory was made against bin cards and found on the whole to be okay. There was some difference between these two comparative records and what was on the cost ledger cards, which would make a slight differential in the ration per day. The charge for this difference shall be made and all records brought up to date. No glaring discrepancies were found.

Brandon Watson

Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

AKW

March 31, 1943

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

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 3
- b. Temporary - None
- c. Evacuees - 1170

3. ADEQUACY OF SUPPLIES AND MATERIALS:

After contacting Capt. Simonson of Salt Lake and Capt. Nelson of Ogden, we find that food will become more important and many items will not be available as the future comes upon us. Rationing really and definitely starts April 1 on many items. The Army is having difficulty in getting perishables for Army camps, and there is no fowl to be had whatsoever.

To this end it is suggested again 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.

4. CURRENT PROBLEMS:

Mr. Frank Harding, in charge of Mess Management, Washington, D. C., indicates that he soon will have many of the points for us to abide by in the new ration set-up. This should work no great hardship on us as the food department has put in rationing as soon as publicly announced by newspapers.

7. A FORECAST OF PROJECTED ACTIVITIES:

Kitchen #1 should be able to open Tuesday nite, April 6.

JFH
AKW

Brandon Watson

BRANDON WATSON
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

JH
RAV

April 8, 1943

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

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED

- a. Permanent - 2
- b. Temporary - None
- c. Evacuees - 1215

1154 in the Kitchens, of which 490 employees are women, making 42 $\frac{1}{2}$ % women in the Kitchens.

d. Adequacy of personnel:

There are now **13** Kitchens that have over 20 men, which in total indicates 45 men available for going into Agriculture or Public Works or for building up personnel in some of the other Kitchens that are very inadequately staffed with men; for instance, #30 has only 13 men and there has been no days off for sometime.

2. PROGRESS OF CURRENT WORK

Complete operations of the Commissary handling of food is being investigated, together with setting up permanent organization chart for work and responsibility at the present time.

3. ADEQUACY OF SUPPLIES AND MATERIALS

The perishable vegetable market is very poor for the next 60 days. Every attempt is being made to fill food wants by giving canned goods to the Kitchens and keeping the ration points within bounds.

4. CURRENT PROBLEMS

- a. That the Assistant Director may consider:

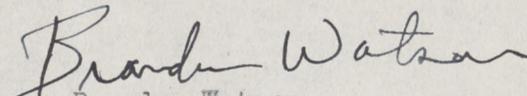
The 1200 vegetable dishes have been ordered through

April 8, 1943

Utah Quartermaster Depot in view of our desire to start family style service in the Dining Halls. I think the end of family style service will answer some problems on rationing and saving food. There may be growing pains in establishing it insofar as more dining hall help will be needed; since we are at a maximum of 35 per Kitchen now, and most other Projects have 5 to 8 more people in the Mess Halls than this figure.

b. 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.


Brandon Watson
Chief Project Steward

RMB

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 10, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 16
- b. Temporary - None
- c. Evacuees - 1278
 - Mess Management - 1215
 - Motor Repair - 60
 - Trans. & Supply - 3

2. PROGRESS OF CURRENT WORK:

Mess Management: Detailed report submitted by Chief Steward.

Motor Pool Section:

Plans are under consideration for re-establishing the Motor Pool. The separate yard will be fenced next week by the M & O adjoining the Garage Yard on the South. The personnel will be carefully chosen, and operations should be well organized by the latter part of next week.

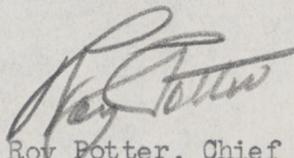
Motor Repair Section:

- a. Improvements for office space and new parts room are about complete, and a Motor Pool will be established with Regulation No. 162, Cost Accounts and Files.
- b. The personnel in this Repair Section appears better organized now than at any time, and the following statement of repair for the past week indicates that they are putting out considerable work: March 31 - April 6, 70 units turned into Garage for repair, of which 55 units were complete with only 15 remaining in the Yard for repair. During same period, 37 units were given fuel oil and grease service.

- c. Arrangements are being made for a meeting with all truck drivers once every two weeks for instruction and discussion.

4. CURRENT PROBLEMS:

- a. Some difficulties were experienced in obtaining parts, but a system is being worked out whereby we believe a fair stock of fast-moving parts can be placed in the storeroom, which will avoid a great deal of delay.
- b. We are again requesting the Public Works Division for construction of a suitable washrack. This is badly needed.
- c. The patrol which we have established on Project roads and highways is proving helpful in care and use of equipment.
- d. The second passenger-carrying bus will be delivered to the Project on Monday, April 12, and we have purchased in Denver one Sedan Delivery Chevrolet, 1939 Model, which will be converted into an ambulance. We anticipate that arrangements will be completed within the next week for the purchase of one ambulance in Salt Lake City. These additional units will release equipment for other assignments.



Roy Potter, Chief
Trans. & Supply Division

RP/s

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

RAH ✓

April 14, 1943

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

SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 2
- b. Temporary - None
- c. Evacuees - 1230, of which 505 are women

2. PROGRESS OF CURRENT WORK:

During this week, April 12 to 16, the Commissary and Mess Management Sections stayed on the job and made some of their own deliveries from Delta. The Administrative Kitchen #2 also stayed on the job.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

Practically the only meats obtainable during the next ten-day period will be pork products out of the Quartermaster Market Center in Salt Lake City. Veal, lamb and beef are practically unobtainable during this present period. The meat procurement officer, Mr. Sulzen, is contacting Mess Management almost daily from the Quartermaster Market Center in Salt Lake City, giving us information on other meat products available than pork, if and when in the market.

JFA

Brandon Watson

Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 22, 1943

MEMORANDUM TO: Mr. James F. Hughes

SUBJECT: Weekly Narrative Report

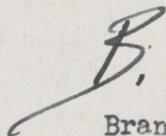
1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 3
- b. Temporary - None
- c. Evacuees - 1240
1183 in the kitchens, of which 42.3% are women.
- d. Adequacy of personnel:
At the Chefs' Meeting tonight, there is a chart drawn up so that if possible, those kitchens having too many men can transfer some of them to those kitchens having too few men.

4A. CURRENT PROBLEMS:

A directive has just been received from Washington, relative to those appointive staff personnel who eat 14 or more meals per week in Dining Hall #2. According to instructions from OPA, such people should surrender their ration books for any week in which 14 or more meals are eaten. I have recapitulated a list of the appointive personnel eating in Dining Hall #2 and find that out of 130 people, that in an average three-week period in March there have been 50 people eating 14 meals or more per week.

In further checking the list of these 50 people, it is found that approximately 23 people are eating 17, 18, 19 and 20 meals per week. The other 27 people are eating a mere 2 or 3 meals over the maximum allowed. Any instructions as to the administration of this order will be appreciated.



Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

April 28, 1943

JA
RA3

MEMORANDUM TO: Mr. James F. Hughes
SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 3
- b. Temporary - None
- c. Evacuees - 1103

3. ADEQUACY OF SUPPLIES AND MATERIALS:

Food situation is approaching a new low in poundage obtainable. It appears that ample ration points are on hand and will, in the future, be sufficient for needs for those foods which are rationed, but at present firms hesitate to bid through the Quartermaster Market Center on beef, lamb, mutton, veal, some fats, and even fish is very difficult to obtain. Capt. Simonson in Salt Lake is attempting to clarify the WRA perishable food situation through the War Department in Chicago. Any help through the WRA National Office in Washington, D. C. will be appreciated.

7. A FORECAST OF PROJECTED ACTIVITIES:

The Community Activities Section through Mr. Lamb wishes to establish a camp this summer at Antelope Springs, which is 40 miles from Topaz. It should be possible for the Commissary to furnish some simple foods for about 75 children weekly. It should also tie in with a chef from each dining hall, supervising the preparation of food for three days at a time and be replaced by the next chef in rotation.

B

Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

May 6, 1943

MEMORANDUM TO: Mr. James F. Hughes
SUBJECT: Weekly Narrative Report

1. NUMBER OF PERSONNEL EMPLOYED:

- a. Permanent - 3
- b. Temporary - None
- c. Evacuees - 1187, of which 1137 are in the dining halls, 508 are women which represents 44.6% women in the kitchens.

d. Adequacy of Personnel:

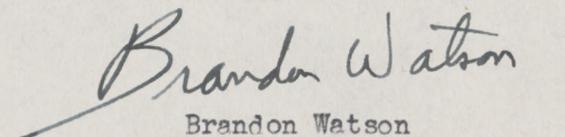
There are cooks wanted in two mess halls, and quite a few kitchen police and coalmen are desired. There are five dining halls in which the block strength is 240 or more and which have only 13 or 14 men working there respectively. This is a very low figure and is at present working a hardship on the incumbent crews.

3. ADEQUACY OF SUPPLIES AND MATERIALS:

Mr. Hunter of the Procurement Department is definitely getting us plates in the next two weeks. When these come in, family style can be organized.

7. A FORECAST OF PROJECTED ACTIVITIES:

Attempts are being made by the Department to obtain the 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. There is also an attempt being made to set up a school for cooks and bakers.


Brandon Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 11, 1943

MEMORANDUM TO: Project Reports Division

SUBJECT: Semi-Monthly Summary Report

1. NUMBER OF PERSONNEL EMPLOYED:

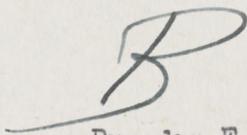
- a. Permanent - 4
- b. Temporary - none
- c. Residents - 1154

2. CURRENT WORK:

- a. Enclosed is a list as of 2 o'clock PM., Friday, June 11, 1943 of those kitchens doing, attempting, and refusing family-style service. This plan seems to be gathering momentum but it is definitely held back by some kitchens not desiring to have this family-style service both in the kitchen and block residents. Every attempt will be made to keep the movement going.

3. SUPPLIES AND MATERIALS NEEDED:

- a. Have requisitioned 600 wooden spoons from Mr. Hunter to maintain the family-style service. 500 metal spoons were discovered to be unusable in the warehouse.


Brandon E. Watson,
Chief Project Steward

Attachment
BEW:bk:6/11/43

TRANSPORTATION AND SUPPLY
STEWARD'S OFFICE
SUBJECT: FAMILY STLYE

June 11, 1943

Dining Hall

- 1 Trying for the 1st time this noon.
- 3 Not desired by the Block people, after 1 week try.
- 4 Tried without success, but will try again.
- 5 Started June 11th at noon.
- 6 Tried without success.
- 7 Trying for the first time this noon.
- 8 Started from June 1st. Still trying.
- 9 Started from June 10th afternoon. Still at it.
- 10 Started June 10, afternoon. Still at it.
- 11 Started June 10, afternoon. Not desired by the Block people.
- 12 Tried, but not desired by the people.
- 13 Have not attempted.
- 14 Tried for the 1st time June 10, afternoon.
- 16- Trying for the first time this noon.
- 19 Started June 9th. Still trying.
- 20 Started June 10, afternoon. Still trying.
- 22 Tried twice without satisfaction, but will keep at it temporarily.
- 23 Made 3 attempts which was unsatisfactory. Will make another try this noon.
- 26 Trying for the 1st time this noon.
- 27 Trying for the 1st time this noon.
- 28 Started June 10th without much success. Still at it.
- 29 Trying for the 1st time this noon.

TRANSPORTATION AND SUPPLY
STEWARD'S OFFICE
SUBJECT: FAMILY STYLE

June 11, 1943

Dining Hall

30	Trying for the 1st time this noon.
31	Tried sometime ago without much satisfaction. Will try again this noon.
33	Tried for one week which was very satisfactory.
34	Started June 1st, still continuing.
35	Trying for the 1st time this noon.
36	Trying for the 1st time this noon.
37	Trying for the 1st time this noon.
38	Trying for the 1st time this noon.
39	Still trying, but not approved by the people.
40	Satisfactory. Will continue.
41	Satisfactory. Will continue.
42	Trying for the first time this noon.

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

March 1, 1944

MEMORANDUM TO: Mr. Roy Potter

SUBJECT: Monthly Report of Mess Management

1. Principal Activities -- There is as of March 1, 1,028 employees in the Mess Management Unit. Activities during the month of February in Mess Management went fairly smoothly. Troubles in kitchens no. 7 and 41 have been ironed out satisfactory, I think. Foodstuffs from Quartermaster especially fresh vegetables during the winter months have been highly satisfactory even more so than last year at this time.

The Administrative Mess under the close supervision of Mr. Rogers and Chef Saito and due to the change in price schedules and reservations; it's working out very well. It is suggested that during the month of March that a meeting or meetings be held with the Personnel and representative individuals from the barracks to further clarify all features of the Administrative Mess.

2. The shoyu and miso and tea from the Japanese Red Cross on the liner, "Gripsholm," was distributed under the supervision of the Council and Mr. Nakashima to the residents.
3. Due to the Selective Service, it appears there will be some 30 to 35 men, we may possibly lose if they are accepted for the Army. Starting today, the Commissary is attempting to get new recruits through Placement for the training of the above Commissary workers.
4. It is hoped that definite authorization can be obtained from Washington so that when the Farm falls down on production of vegetables, beef, or pork due to any cause that funds can be obtained for the procurement of substitute foodstuffs from the Quartermaster.
5. Diet directives for Bland diets and Ulcer cases are being circulated to the kitchens for the Chef's

information. Diet kitchen to be established in Block 2 is still under advisement and no doubt, this innovation can be consummated when the dietician can be employed by the Hospital and when both Community Management and the Administrative Management Division are in the clear on this subject.

Brandon E. Watson
Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

April 28, 1944

MEMORANDUM TO: Walter Honderich, Supply Officer
FROM: Brandon E. Watson, Project Steward
SUBJECT: Monthly Report of Activities for April,
1944, Mess Management.

A. PRINCIPAL ACTIVITIES

Food stuffs for the month of April came in with good quality and sufficient quantity from Gila, from the Topaz farm, and from the Quartermaster. Plenty of fresh vegetables were available during this month to better extent than April a year ago.

B. PROBLEMS AND/OR SUGGESTIONS

The chief of Mess Operations, Mr. Harding, while at Topaz, recommended that Mr. Jones from warehouse unit be raised to acting assistant steward. He also corroborated raising Mr. Stahl to acting steward, which has been accomplished. Mr. Jones is being processed by civil service at Salt Lake. It has also been recommended that Mr. Barlow from warehouse be appointed as junior property and supply officer at the Commissary and this is being processed.

Fourth quarter budget from Washington cuts down Mess Operations to 999 resident personnel. This can be accomplished if the compensatory time situation is handled satisfactorily; as many of the residents due to spring relocation and those of draft age are taking their compensatory time before leaving Topaz; they are still on the pay roll however, and must be included in total budget commitments.

E. PROJECT ACTIVITIES

During the month, Dr. Pressman on detail here from Gila, suggested that a diet kitchen be set up for those

peptic ulcer, diabetic, and other cases needing special diets. After many consultations, it is proposed that Block #2 be refurbished so that fifty or sixty residents from the center can go there to obtain their lunch and dinner, which will be planned on a dietary basis. Supervision of this kitchen will be under the direct control of a dietitian with Mess Management furnishing food stuffs and requisitioning for necessary equipment. The medical department will recruit the necessary people, which will perhaps be women, for the cooks and kitchen helpers.

The Agricultural Section has suggested that a kitchen within the center be available for seventy-five agriculture workers for breakfast at 5:30 a.m., and for supper at 9:00 p.m. After several meetings with Mess Management and Agriculture, it is now proposed that the sandwich kitchen in Block #1 be utilized for this purpose. A proposed meeting with the sandwich kitchen chef will attempt to expedite this matter in the next ten days.

Brandon E. Watson
Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 29, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse, Deputy Project Director
FROM: Brandon E. Watson, Project Steward
SUBJECT: Monthly Report of Activities of Mess Management -
May 1944.

May 15th, a letter was received from Washington enabling the procuring of more milk and at a Food Committee meeting, Thursday, May 25, it was decided to obtain 200 gallons more milk for the project, making a total distribution of 650 gallons daily. The use of this extra milk just about satisfies the needs of the project, and it is hoped that we will be able to procure like amounts of milk also after July 15, when Washington will give us another decision on this matter.

As of this date, there are a total of 1008 working in Mess Management, male 487 and female 493 actually working; sick leave 6, compensatory leave 22.

The first quarter budget for 1945 was handed in by Mess Management with the understanding that Kitchens #8 and #41 would close, thereby enabling us to reduce our personnel in Mess Management by 33 people.

By June 5th, Mr. Barlow will be raised to storekeeper in Mess Management, thereby completing the appointive staff personnel for the first time since the project opened. It is intended that acting assistant steward, Mr. Stahl, will supervise warehouses and work which has relation to the Commissary, and that acting assistant steward Jones will supervise mess halls, inventories, and contact with several chefs.

It is understood that the diet kitchen in Block #2 has been refurbished and will be opened by the hospital sometime around the first of June. Foodstuffs will be given this kitchen on requisitions from the hospital as needed.

Complete actual inventories will be taken by acting project steward Jones in each mess hall, to assure that an accurate accounting of all equipment shall be had by the end of the fiscal year 1944.

Foodstuffs from Gila during the month of May were diminished as this is the end of their season. Foodstuffs from Army procurement has been very satisfactory during the month of May and no difficulties have been evidenced.

Brandon E. Watson
Project Steward

B. R.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

August 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Brandon E. Watson
Project Steward

SUBJECT: Monthly Report of Activities of Mess
Management - August, 1944

A. PRINCIPAL ACTIVITIES

1. Mess Operations, during the month of August, had five meetings of the Food Committee at which the regular representatives attended. Furthermore, we had the honor of the attendance of Mr. Mas Narahara, Chairman of the Council, Mrs. Mitchell, the chief dietitian at the hospital, and Mr. Roreback, fire chief.
2. At present there are 995 employed in Mess Operations and this will be cut down when and if Dining Halls 8 and 41 are closed at the suggestion of the Project Director.

B. NEW OR UNUSUAL FUNCTIONS

None.

C. TRANSACTIONS HANDLED

1. The usual incoming of foodstuffs and distribution to various mess halls.

D. PROBLEMS OR SUGGESTIONS

1. Standards for the payment of overtime will have to be set up at the suggestion of the Labor Committee of the residents in conjunction with Administrative overtime policies.

At present there is no definite basis of paying overtime in the kitchens or Commissary since the chefs have not come up with the relative number of workers in each kitchen depending upon block strength. There was quite a bit of dissatisfaction expressed by the 900 kitchen workers as to why some workers received overtime and others did not. This overtime problem, I understand, is being further handled by the Administration and the Manpower Commission.

E. PROJECTED ACTIVITIES

1. The writer, Mr. Hunter and Mr. Adams inspected the proposed slaughter house at Hinckley, owned by Mr. Talbot, and it appears that we should be able to slaughter hogs and cattle in some three weeks there. This should work out much better than sending the livestock to Fillmore since Hinckley is only 11 miles away. The Sanitary Department is making inspections of the water at present.
2. The diet kitchen is ready to be open as soon as the dietician may obtain personnel.

F. RELATIONS WITH OTHER DIVISIONS

1. The Farm Department from week to week is giving us an estimate of what they produce and during the month of August Mr. Enlow and Mr. Toda have cooperated very fine in that their deliveries are almost up to 100 per cent of their estimates. This is very much appreciated by the menu maker and Mess Operations as a whole.

G. GENERAL REMARKS

1. Some of the Food Committee of the Administrative Mess should like to employ Caucasian supervisors for their mess hall. If a strong continuing committee could be obtained from those appointive staff personnel regularly eating in the Administrative Mess, I feel they should perhaps have the right to hire and choose a Caucasian supervisor for the Administrative Mess. It is my understanding one of the other projects has such

a supervisor. Perhaps some local woman could be obtained who is experienced in kitchen work and would take an interest in the Mess. Under such an arrangement, if permission were granted by Washington, I think a strong committee could be given the responsibility of the Mess. As far as the Steward's Department goes, I see some pitfalls in hiring such a person unless she were very capable and all were assured she would get along with the resident employees. Meetings with the committee will be held on this matter soon.

Original Signed by
BRANDON WATSON

Brandon E. Watson
Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

September 27, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel status:

- A. Permanent employees (civil service) 4
- B. Temporary employees (civil service) none
- C. Evacuee employees 968 (actually working--
948), of whom 534 are women and 434 are
men.
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month 12
 - b. Seasonal leave 10
- E. Evacuee vacancies on staff In the Com-
missary there are two warehousemen needed
plus the services of 12 laborers. There
are a few kitchens, namely #4, #6, #13
and #19, that are a trifle understaffed.
- F. Narrative statement of Personnel Problem:

It is hoped that the Manpower Commission has written the letter to the evacuee labor representatives initiating the progress of the Mess Operation chefs suggesting proportionate labor count according to block strength.

At present overtime is not given to mess hall workers due to lack of information of who is duely to be credited with such overtime.

2. Main Activities During Month:

- A. After two meetings with the Chefs' Committee it was their desire to have a Mr. Ryuzaburo Ito to be the menu maker and the acting assistant steward helping Mr. Hata. There was much discussion regarding this appointment but it was felt that if the majority of the chefs desired Mr. Ito that the Food Committee would abide by their decision, except that Mr. Ito is on a trial basis and in an acting capacity until further notice. As far as Mess Operations have gone during the change-over of key personnel, it was felt that satisfactory operation is being maintained from day to day.
- B. The pickling houses have been started with kitchen #9 having assembled its own house. There should be 18 more houses to go, which will at least give half the kitchens a pickling house.
- C. Moneys were obtained from the Washington Office as a credit from Agriculture so that our budget allotments were satisfactory for the first quarter, 1945.
- D. Mr. L. T. Hoffman, the project director, inspected approximately half the kitchens Wednesday afternoon, September 20. He met with the respective chefs and gave a good inspection, particularly as to cleanliness, good housekeeping and fire hazards. This inspection was very much appreciated by the Steward's Department and I am sure by those chefs concerned. It is hoped Mr. Hoffman will be able to get the time for inspecting the other half in the very near future.

3. Supplies and Materials Needed:

Some supplies, other than food and equipment, will be needed for the second quarter, 1945, and this list is being worked on. Vegetables were ordered from the Quartermaster on a somewhat emergency basis during the last week in September when it was discovered that the farm could not produce quite enough.

4. Problems Considered:

Cooperation will be given the diet kitchen at Block #2 when it is in operation.

5. Plans for Next Month:

At that time that the Vocational Department wishes Mess Operations to assist in vocational training I feel sure some representative chefs will assist in these studies.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

The most crying need in Mess Operations is still the subject of sugar. Any efforts to increase the allotment of sugar from two to three pounds per person per month, it would assist greatly in the happiness of the people of Topaz.

Brandon E. Watson
Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

November 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 4

B. Temporary employees (civil service) None

C. Evacuee employees 960

D. Progress of Staff Relocation:

a. Indefinite leave during the month 20

b. Seasonal leave 6

E. Evacuee vacancies on staff None

F. Narrative statement of Personnel Problem:

a. The Manpower Commission and the project allotments as compounded by the Project Director is handling all personnel quotas for Mess Operations.

2. Main Activities During Month:

A. Pickling houses have been established at Blocks #9, #10, #11, #12, #13, #14, #29, #30, #31, #33, #34, #35, #16, #19, #20, #23, and #36. There will be two more pickling houses as requested by the Chefs' Committee to Blocks #26 and #27. The balance of the mess halls will have to wait until more houses are available.

B. The Diet Kitchen has started at Block #2 under the supervision of the hospital and I understand approximately 20 people are being given proper diabetic, ulcer, salt-free and other diets.

3. Supplies and Materials Needed:

A. Supplies other than foodstuffs are ample for the second quarter and 5,700 compartment plates have been ordered from the Treasury Department through the Washington WRA office. Foodstuffs on the whole are coming in very well, excepting hams and bacon and processed lunch meats.

4. Problems Considered:

A. None.

5. Plans For Next Month:

A. Reallocation of workers based on block strength will be initiated.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

A. No remarks.

Mr. Frank Harding, chief of Mess Operations from Washington, has been in residence in Topaz since Monday, October 30th, and will remain until Saturday, November 4th. Mr. Harding is assisting us in working out the mess hall allowances and observation of inventories.

Brandon E. Watson
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 1, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), None
- C. Evacuee employees, 959
- D. Progress of Staff Relocation:
 - a. Indefinite leave during the month, 10
 - b. Seasonal leave, 5
- E. Evacuee vacancies on staff, None
- F. Narrative statement of Personnel Problem:
 - a. The labor ceiling for Mess Operations has been put into effect. No new assignments are being made from Placement; only transfers within Mess Operations is in effect.

2. Main Activities During Month:

- A. Mr. Brandon Watson resigned his position as chief project steward and left the project on November 7th. Roy P. Stahl was designated by the project director to be acting project steward.

- B. Mr. Frank Harding, chief of Mess Operations in the Washington office, visited the project for one week, October 30th to November 4th.
- C. Thanksgiving day was observed with a Thanksgiving dinner of project-produced fried chicken.
- D. Stocks from Warehouse 108 were transferred to other warehouses and the warehouse was turned over to the property control unit to be used as a warehouse for evacuee property.

3. Supplies and Materials Needed:

- A. We received no supplies other than foodstuffs for the month. Vegetables from the Topaz farm were received in great quantities in November and were used for pickling. More beef and hogs were used than in previous months due to the Quartermaster not being able to supply us with lunch meats, ham and bacon.

4. Problems Considered:

- A. Consideration of the proposed allocation of workers from Washington and a new schedule for dining hall workers proposed by Mr. Harding were the main topics at all the chefs' meetings and manpower commission meetings.

5. Plans For Next Month:

- A. Transferring of mess hall employees within Mess Operations will continue in preparation for the Washington plan of re-allocation of workers, which is to take effect January 1st.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- A. No remarks.

Roy P. Stahl
Acting Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 30, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 940
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 6
 - b. Seasonal leave, 2
- E. Evacuee vacancies on staff, none
- F. Narrative statement of Personnel Problem:
 - a. No serious personnel problems occurred during the month. With the exception of two or three, the dining halls were all staffed with more than their quota.

2. Main Activities During Month:

- A. Main activities centered around the Christmas holidays. Each dining hall was decorated with Christmas and New Year's colors. Each block is having their New Year's celebration in the dining hall on December 31st.

3. Supplies and Materials Needed:

- A. We received no supplies other than foodstuffs for the month. Non-expendable materials, which were to be used for the next quarter, were cancelled.

4. Problems Considered:

- A. The closing of dining halls #8 and #41 and the reduction of personnel to meet the quota of workers set up by the Washington office were discussed at all Food Committee meetings and Manpower Commission meetings.

5. Plans for Next Month:

- A. The inventories and surveys of all dining halls will be one of the duties of the Project Steward and chefs.
- B. It is planned to continue the effort in the reduction of dining hall personnel to meet the quota set up by the Washington office.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- A. The hope that the present policy of the Project Director regarding Mess Operations may be continued and that mess problems be considered from a project level rather than from a Washington level.

Roy P. Stahl
Acting Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

March 2, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 892
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 11
 - b. Seasonal leave, 1
- E. Evacuee vacancies on staff, none
- F. Narrative statement of Personnel Problems:
 - a. Eleven dining halls are now down to, or under the quota set by Washington. Eight dining halls have only one in excess of the allotment. Relocation in March should bring the dining halls all within the Washington quota.
 - b. The Administrative Dining Hall will lose four of its staff members during the month of March, including the chef.

2. Main Activities During Month:

- A. The mochigome rice, which was to have been for New Year's Day, was served February 11 at all dining halls.

B. Mr. Dillon S. Myer visited the project February 22, 23 and 24 and visited the cold storage plant and butcher shop. He said he was very well pleased with the conditions found and commented on the fine appearance of the meat and the way it was stored.

C. The Chief Project Steward made a trip to Ogden and Salt Lake City and contacted the Quartermaster Market Center at Salt Lake and the Ogden Depot at Ogden regarding subsistence requisitions.

3. Supplies and Materials Needed:

A. Fifty barrels of soap powder was ordered so that the large supply of trisodium on hand in the warehouse could be mixed and used as a dishwashing compound.

4. Problems Considered:

A. The closing of warehouse 104 for the Evacuee Property Section will be made in the next 30 days. This will give the Evacuee Property Section two of our warehouses, #107 and #104, which are directly opposite each other, and in this way will be more satisfactory for the Evacuee Property Section.

5. Plans for Next Month:

A. Plans for next month will be developed as soon as the Chief Project Steward returns from the meeting at Denver on March 10.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

A. The Chief Project Steward will try to present at the Denver meeting some alternative plan for the closing of Mess ^{AREAS} Operations at our center rather than the mandatory procedures outlined by Washington.

Roy P. Stahl
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

April 3, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 864
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 23
 - b. Short Term leave, 24
- E. Evacuee vacancies on staff, none
- F. Narrative statement of Personnel Problem:
 - a. Terminations seem to be from the kitchens which have already reached their ceiling so that by making these new assignments, the over-all figure does not change.
 - b. One of the key positions in the Commissary, the job of requisitioning, is vacant.

2. Main Activities During Month:

- A. The Chief Project Steward attended the Denver meeting on March 5, where the policies and procedures to be used during the final period of center operations, contained in Administrative notice #233, were planned.

B. The Food Advisory Committee met in a joint session with the Food Committee of the Council to discuss the report made to the Spanish Council regarding food.

3. Supplies and Materials Needed:

- A. Due to an error by the Ogden Quartermaster in submitting our requisition for rice, our shipment of March rice was delayed, but as of this date one car has been shipped from Ogden and one car from California.
- B. Surplus supplies were sent to Poston, Heart Mountain and Minidoka. Surplus subsistence was exchanged with Granada, Heart Mountain and Manzanar.
- C. Seventy-five barrels of soap powder was ordered so that the trisodium on hand could be utilized by mixing the two.

4. Problems Considered:

- A. The Administrative Dining Hall seems to be the biggest problem in Mess Operations at the present time. We have given consideration to the thought of using vocational training students who are desirous of learning American cooking as a means of probably staffing the Administrative Dining Hall when evacuee help can no longer be obtained.

5. Plans for Next Month:

- A. Plans call for absolutely closing Dining Halls 8 and 41 with the probability of one or two more. It is also planned to bring Mess Operations to the Washington labor ceiling by May 1.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- A. Past policies and procedures are satisfactory.

Roy P. Stahl
Actg. Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 1, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *lyn*
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 834
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 30
 - b. Seasonal leave, none
- E. Evacuee vacancies on staff, 1
- F. Narrative statement of Personnel Problem:
 - a. The Administrative Dining Hall, with a new chef and a staff of 14, seems to be satisfying the personnel.
 - b. Dining Hall #11 has been late in preparing breakfast on three mornings a week. A memorandum has been sent to the chef of Dining Hall #11 from our office asking that the schedule in Office Letter #29, dated March 9, 1945, be followed.
 - c. As yet, no evacuee personnel has filled the key position of job requisitioner.

2. Main Activities During Month:

- A. During Mr. Roy P. Stahl's absence from the project, L. R. Jones is acting in his capacity as Chief Project Steward.

3. Supplies and Materials Needed:

- A. Seventy five barrels of soap was purchased, which should be sufficient to supply the project for a period of five months.
- B. We are shipping surplus supplies and materials to other centers.

4. Problems Considered:

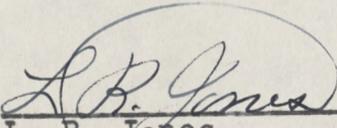
- A. None.

5. Plans for Next Month:

- A. A definite plan has been forwarded to the Block Managers and the Council in foraclosing Dining Halls #7, #8 and #41. Attached is a copy of the notice regarding the closing of Dining Halls and a chart explaining the plan of future closings of Dining Halls.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- A. Past policies and procedures are satisfactory.



L. R. Jones
Actg. Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

April 24, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

FROM: Roy P. Stahl
Actg. Chief Project Steward

SUBJECT: Closing of Dining Halls

The following procedures will be followed by Mess Operations Section regarding the closing of Dining Halls:

1. That the relocation of each 200 residents from the center be justification for closing a dining hall. The dining hall to be closed will be determined by the Chief Project Steward after discussion with the Food Advisory Committee, and subject to the approval of the Assistant Project Director, Administrative Management Division and the Project Director.
2. That dining halls be closed by following a plan so that residents will not have to walk more than one block to their meals.
3. This plan to be that dining halls #9, #10, #11, #12, #13, #14, #29, #30, #31, #33, #34 and #35 be the last to close as their location is such that by remaining open, they will eventually be able to accommodate the entire center, and still be within one block of any closed dining hall. Block #1 will have to be an exception because of its location and Block #2, being a diet kitchen.
4. The first dining halls to be closed under this plan are to be in Blocks #7, #8 and #41.
5. Residents in Block #8 to eat at Dining Hall #1. Residents in Block #41 to eat at Dining Hall #34. Residents in Block #7, barracks 1 - 6 to eat at Dining Hall #13. Residents of Block #7, barracks 7 - 12 to eat at Dining Hall #14.
6. The closing date for Dining Halls #7, #8 and #41 is to be after the evening meal on Sunday, May 6, 1945.
7. Notices concerning the closing of dining halls to be sent by the Project Director, April 26, 1945, to the Community Council, Chairman of the Block Managers and

the Block Managers of Blocks 1, 7, 8, 13, 14, 34 and 41, also the Topaz Times. Notices will be sent from the Chief Project Steward's office to the Chefs of the Dining Halls in the blocks mentioned above.

In the future when it is determined that a Dining Hall will be closed, 10 days notice of such closing will be given to the Community Council, Block Managers and others concerned.

8. The personnel of the dining halls to be closed will be transferred to other dining halls or referred to the Placement Office.

The attached chart explains the plan of future closings of dining halls.

1. Blue circles indicate dining halls to be closed.
2. Red squares indicate location of pickle houses which will not have to be moved by this plan of closure.
3. Red arrows indicate where residents of closed dining hall will go for meals.

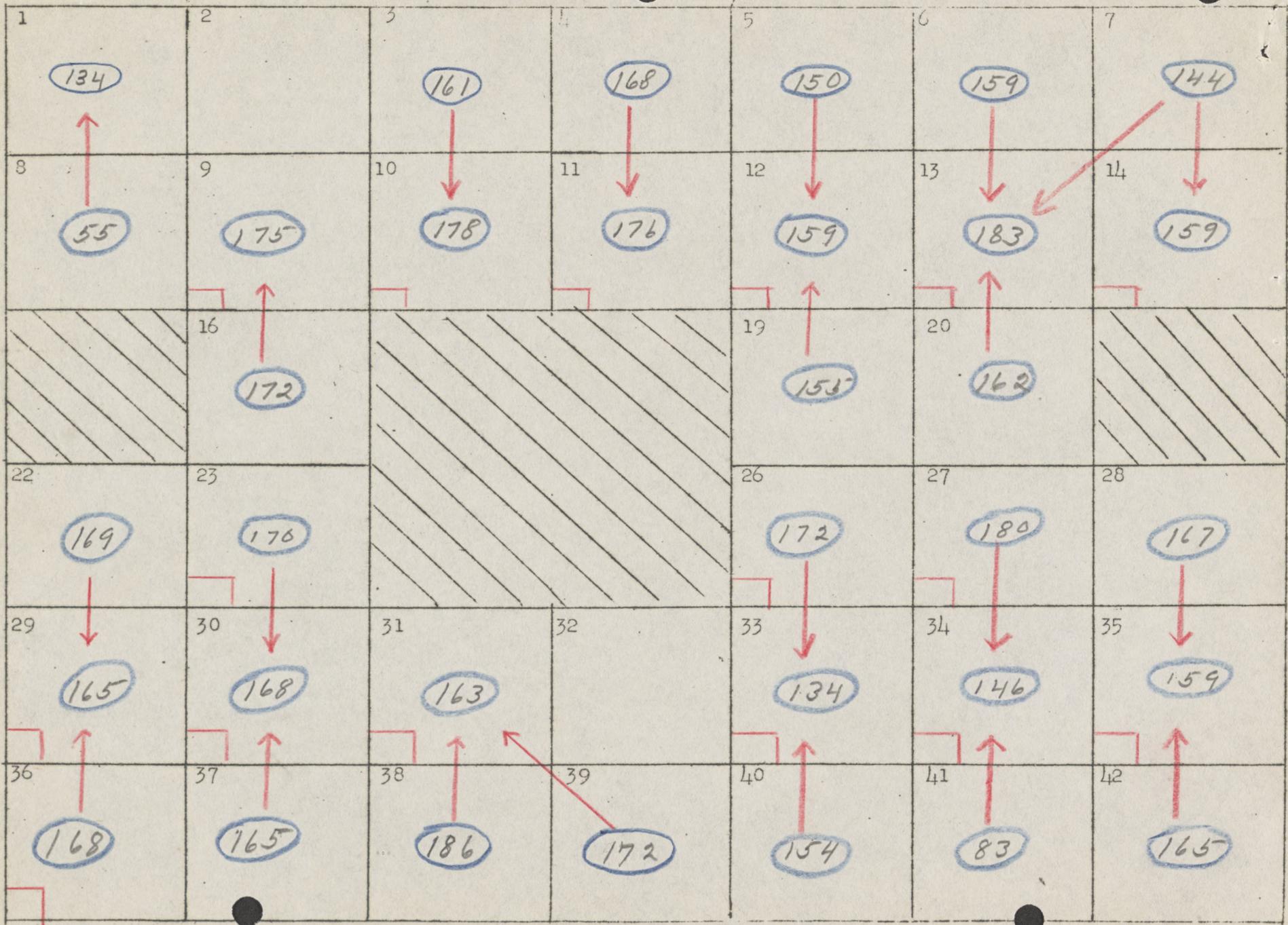
Roy P. Stahl
Actg. Chief Project Steward

Recommended by:

Gilbert L. Niesse
Assistant Project Director
Adm. Management Division

Approved by:

L. T. Hoffman
Project Director



WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

May 29, 1945

*Noted
927*

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

- A. Permanent employees (civil service), 3
- B. Temporary employees (civil service), none
- C. Evacuee employees, 762
- D. Progress of Staff Relocation:
 - a. Indefinite leave during month, 51
 - b. Short term leave, 12
- E. Evacuee vacancies on staff: 1 procurement clerk
- F. Narrative statement of Personnel Problem:
 - a. There are 13 kitchens that are exceeding the personnel ceiling, amounting to 36 workers. There are 7 kitchens that are under their ceiling, which totals 18 workers. Of the 13 kitchens that are exceeding their quota, two are only over one worker because of the recent drop of population in these blocks. It is recommended that workers in dining halls that are over their quota should not be terminated at this time since the problem that Mess Operations will soon have to face is a lack of workers instead of a surplus. Every effort will be made to transfer personnel from dining halls that are over their quota to those dining halls that are short-handed.

2. Main Activities During Month:

- A. Mr. Frank Harding, Chief of Mess Operations in Washington, visited the project from Monday, May 7, to Friday, May 11. In his report, he found the inventories, the ration bank account, and warehouses all in good order. His recommendation to the Chief Project Steward is to keep the orders for staples at a minimum and inventories down to a 30 days' supply.
- B. Dining Halls #8 and #41 were closed on May 9th. Six workers in #8 and #41 were transferred to Dining Halls #1 and #34 to provide adequate service because the residents of these two blocks are now eating at Dining Halls #1 and #34.
- C. The Chief Project Steward visited the Utah Army Service Forces Depot in Ogden and the Salt Lake Quartermaster Market Center on Wednesday, May 23.
- D. Mr. Hoover, Project Steward of Tule Lake, is expected to arrive at the Central Utah Project on May 30th on a 30-day trial.

3. Supplies and Materials Needed:

- A. No additional supplies and materials were ordered except for the regular needs of Mess Operations.

4. Problems Considered:

- A. The problem of ice deliveries for the summer months is being considered. The Quality Market has agreed to deliver the ice to the Topaz Commissary, but the problem is who is going to have the responsibility of deliveries to the various kitchens.

5. Plans for Next Month:

- A. Plans for next month call for the replacement of Mr. Shelton T. Barlow, head storekeeper, who has indicated his desire to resign before July 1st, and Mr. Laurence R. Jones, project steward, who is to resign as of July 4th. Unless Mr. Hoover is to remain for a period longer than 30 days, Mess Operations will have to secure the services of a project steward and a storekeeper.

B. Mess Operations anticipates the closing of several dining halls next month since the population of several kitchens is very near the closing ceiling.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

A. It is recommended that the past policies and procedures of the Project Director regarding Mess Operations be continued.

Roy P. Stahl

Roy P. Stahl
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 30, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse
Assistant Project Director *GN*

FROM: Mess Operations Section

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 4

B. Temporary employees (civil service) 0

C. Evacuee employees 712

D. Progress of Staff Relocation:

A. Indefinite leave during month 74

b. Short Term Leave 24

E. Evacuee vacancies on staff: 1 Procurement Clerk

F. Narrative statement of Personnel Problem:

a. During June, four key resident personnel in the commissary relocated and were replaced by high school girls who have had no prior experience.

b. Mr. Jones, project Steward and Mr. Barlow, Storekeeper resigned and Mr. Barlow was replaced by Mr. Edwin D. Hays as Storekeeper.

c. Miss Dorothy Henderson, who had been assigned to Mess Operations on May 21, actually became a member of the Mess Operations Staff on June 26, being assigned to the Stewards office as clerk stenographer, and office secretary. It is planned to utilize her services in the various positions which can not be replaced by resident personnel.

d. Mr. Hata resigned as Menu Maker and was replaced by Mr. Kami, formerly chef at Dining Hall 20.

- e. Relocation has finally brought nearly all of the kitchens within the labor ceiling.

2. Main Activities during Month of June:

- a. Main activities centered upon preparation of the closure of Dining Halls. On June 24th Dining Hall #7 closed and the residents of block 7 are now eating their meals at Dining Hall No. 14. The kitchen in block 7 has been partitioned off from the Dining Hall and the windows boarded. The subsistence was removed to block 12. All equipment except the stoves, refrigerator, and the meat block were returned to Warehouse 117 and transferred to Property Control Section. The kitchen and equipment that remains is now the responsibility of the Property Control Section. The Dining Hall portion of the building and it's contents are under the custody of the block manager.

3. Supplies and Materials Needed:

- a. No additional supplies and materials were ordered except for the regular needs of Mess Operations.

4. Problems considered:

- a. The problem of diets for babies since no more baby food can be purchased was solved by issuing vegetables, etc., from the kitchens to the mother's for preparation in their own homes.
- b. The hospital and diet kitchen are still supplying milk, fruit juices etc. Ice is being given to families with children under 18 months old by the chefs of their respective Dining Halls. In the blocks where the dining halls are closed a double amount of ice is being issued to the dining halls where the residents of the closed block are eating.

5. Plans for Next Month:

- a. Mess Operations are planning to close Dining Halls #5, #6, #19, and #40. The original plan of closure is being revised so that the residents of block 19 will eat at Dining Hall #26, instead of the original plan of having them eat at Dining Hall #12. Dining Hall #5 will close as of July 1.

- b. Mr. Leo Massey is expected to arrive July 4th to replace Mr. Laurence R. Jones, as Project Steward.
 - c. Mr. Harry Konda has planned to have his soy- bean milk sherbet manufacturing plant in operation soon after the 4th of July. This will provide the residents of the center with a very nutritious and healthy food, in addition to their regular diet and at a very nominal cost. It is planned to issue enough to each dining hall for servings each week.
6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:
- a. It is recommended that the past policies and procedures of the Project Director regarding Mess Operations be continued.

Roy P. Stahl

Roy P. Stahl
Chief Project Steward

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

July 27, 1945

MEMORANDUM TO: Mr. Gilbert L. Niesse *LN*
Assistant Project Director
Adm. Management Division

FROM: Mess Operations

SUBJECT: Monthly Narrative Report

1. Personnel Status:

A. Permanent employees (civil service) 3

B. Temporary employees (civil service) 1

C. Evacuee employees 672

D. Progress of Staff Relocation:

a. Indefinite leave during month 61

b. Short term leave 23

E. Evacuee vacancies on staff 12

F. Narrative statement of Personnel Problem:

a. Due to relocation the Commissary and Steward's Office have already, or will in the next 10 days lose several of the "key" resident personnel. The Resident Steward in charge of equipment, the Resident Steward in charge of subsistence, the Menu Maker, the Commissary Cost Accountant, the Clerk Stenographer in the Steward's Office, the Head Timekeeper for the Mess Operations Section, will all be leaving the Center by August. 15. The replacements for these positions are very doubtful.

b. The Personnel Problem in the Dining Halls so far has not been a problem except for one or two blocks where volunteers have provided man power.

2. Main Activities During Month of July:

- a. Mr. Leo Massey was appointed Project Steward and took over his duties on July 5.
- b. Dining Hall in Block 5 was closed after the evening meal on July 1. Residents of this block are now eating at the Dining Hall in Block 12.
- c. Dining Halls in Block 19 and Block 6 were closed after the Sunday evening meal on July 15. Residents of Block 19 are now eating at the Dining Hall in Block 26, and residents of Block 6 are eating at the Dining Hall in Block 13.
- d. Dining Halls in Block 40 and Block 37 were closed after the evening meal on Sunday July 22. Residents of Block 40 are eating at Dining Hall 35, and residents of Block 37 are eating at Dining Hall 30.
- e. The Mess Operations Section had scheduled the closing of more Mess Halls but the anticipated relocation of 1,158 persons did not materialize, only approximately 450 residents relocated in the month of July, so that the closure of any more than the mentioned Mess Halls was not necessary.
- f. The Induction Banquet for the Councilmen was held in the Dining Hall at Block 39 on Saturday July 21.
- g. The manufacture of ice cream for the center was begun on July 16 and all of the kitchens of the center were provided with ice cream for the evening meal on Saturday July 21.

3. Supplies and Materials Needed:

- a. A 30 day supply of Baby Food was ordered besides the regular subsistence.

4. Problems Considered:

- a. Ice Deliveries to the various kitchens were inadequate at first, but toward the end of the month sufficient ice was being delivered to insure all the families with young children enough ice for refrigeration of their milk and baby foods.
- b. The milk deliveries started by the Arden Dairy of Provo at first proved very unsatisfactory. The milk sometimes arrived at the center without enough

ice to cool it which resulted with the milk going sour.

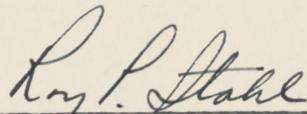
- c. The truck is now leaving Provo around 4 a.m. in the morning and is arriving at the center at 8 a.m. and now the milk is arriving in a much better condition, however, delivery service is not yet up to standard for the truck being used is not the proper type for hauling milk. Arrangements are being made with the Arden Dairy to have a refrigerated truck from the Salt Lake Delta Freight Lines haul the milk in the near future.

5. Plans for Next Month:

- a. Plans for next month will depend a good deal on the relocation of residents. If the relocation estimate is met it will mean that the center will only have 926 residents on September 1. This will mean that during the month of August a large number of kitchens will be closed. It will also call for emergency purchases instead of the usual requisitions which are prepared 45 days in advance. Except for perishables, nothing will be purchased until our stocks in the warehouses reach the point where purchases will become necessary.
- b. Mess Operations is to receive 4,000 chickens from the Agricultural Section during the month of August.

6. Recommendations and Suggestions to the Project Director on needed changes in policy or procedures:

- a. None.



Roy P. Stahl
Chief Project Steward