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Lamar, Colorado
October 26, 1942

MEMORANDUM TO: All Employees at the Granada Relocation Center
FROM: James G. Lindley
SUBJECT: War Savings Bonds

A report on the 10% allotment plan for War Savings Bonds for the period September 16-30 has been submitted to Washington. We find that only 59% of the employees of this Project are participating, and of those participating, only 6% of their salaries has been pledged. In view of the fact that most of the employees were just getting started on the job in this period and have had to make various personal adjustments, I have not felt I should request a stricter compliance with the request of the Government. You understand, of course, that the goals are established by the national Government and not by the War Relocation Authority.

It is now urged that each of us reexamine our pledges and make such readjustments as are necessary to meet the goal. If there is any employee who feels that it is impossible to meet the goal, I should appreciate having a personal understanding of the reasons. We cannot be unmindful of the fact that practically all of us have come into the services of the War Relocation Authority at increased salaries.

I am really very much disappointed with the showing to date, and hope that every employee will make arrangements to purchase bonds to the extent of 10% of his salary. I have before me a list of 45 names which has been mailed to me from the Regional Office, showing employees on this Project who have not executed pledge cards for the purchase of War Bonds as of September 30. This represents a very large portion of the total employees on the Project. I hope that I shall hear presently from every individual who is named on this list that some arrangement has been made to purchase bonds by salary deduction.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY
Anache, Colorado

Memorandum

Moore

November 3, 1942

To: All Drivers of Automobiles and Trucks
on the Granada Relocation Project

From: Mark W. Radcliffe
Transportation & Supply Officer

Subject: Driving Between Barracks

Landscape men are now grading and preparing to plant grasses and shrubs within the Granada Project.

To enable them to go forward with their work it will be necessary that in the future all trucks and passenger cars use only the "Service Road" while driving within the blocks. DO NOT DRIVE EAST OR WEST BETWEEN THE BARRACKS.

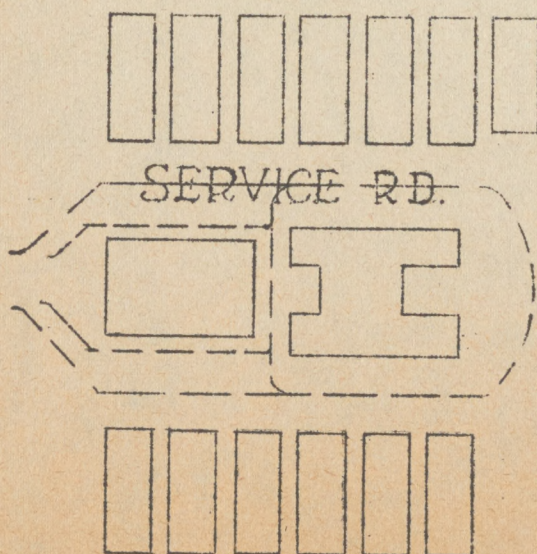
Coal delivery men are being instructed to dump coal on the inside of the block instead of the outside as in the past.

Your co-operation in this respect is urgently requested.

Below is a rough drawing of the "Service Road" for each block.

Mark W. Radcliffe

Mark W. Radcliffe
Transportation & Supply Officer



GRANADA PROJECT

OFFICE MEMORANDUM

TO: All Division Heads
FROM: A. O. Mead, Procurement Officer
SUBJECT: Requisitions
DATE: November 11, 1942

Knodel ✓

Janslan ✓

Vecchio

*Please check and
return. C.M.*

It appears that our Project has now been in operation long enough that we should have our emergency requirements quite well covered.

You are, therefore, respectfully requested to begin planning your needs of expendable items for a period of 90 days in advance. Your requisitions should be submitted in complete detail and as promptly as possible in order that the Procurement Division may have the needed information to secure the items required without unnecessary delay.

Anything in the way of non-expendable items should be secured at the earliest possible date, and your attention is invited to the fact that markets are extremely difficult at the present time and rapidly growing worse. Many items that heretofore have been taken for granted, we find, today, are not available from any source.

Your cooperation will be greatly appreciated by the Procurement Division.

A. O. Mead
H. W. Janslan

Moore

GRANADA RELOCATION CENTER

November 13, 1942

SUBJECT: Gate Passes and Leave Permits

The following is a list of passes to be used at the Granada Relocation Center.

- I. Permanent Pass for W.R.A. administrative employees and family members.
- II. Visitors Pass for all non-residents, both Caucasian and Japanese.
- III. Center Resident Permits as follows:
 - (1) Evacuee work passes for residents whose W.R.A. duties include work outside the Center.
 - (2) Leave permits for residents to be absent from the Center for more than three days.
 - (3) Commuter's Pass for residents commuting daily to private employment.
 - (4) Evacuee Passes for residents to be absent not more than three days for personal reasons.

The above passes will be issued by the leave officer in the Division of Employment on ~~Pass Request Form~~ ^{Pass Request Form}, submitted by persons designated by the Project Director.

The following instructions apply to the issuance and use of passes:

I. Administrative Employees

Permanent passes for W.R.A. administrative employees will be issued by the leave officer on request of the Project Director, Assistant Director, or Administrative Officer.

II. Visitors

Visitors Pass form W.R.A.-38 will be issued by the Leave Officer to persons who may be admitted at gate by the guard and sent with a pass request to the leave officer.

The Leave Officer will record each visitor's name and purpose of visit on the Log of Visitors at the time the pass is issued.

*advised
action title
accurate
as title*

II. Visitors (Continued)

Each visitor's pass must specify the length of validity by dates and will be taken up by the gate guard upon termination. Passes taken up at the gate will be delivered to the Leave Officer.

III. Center Residents (~~Small, red, pass~~)

- (1) Evacuee work pass (small red pass) will be issued to evacuee workers whose work requires them to pass through the gates frequently. This pass will be issued on the request of the department or section head employing the evacuee worker. The pass shall be issued for periods not in excess of thirty days. Evacuee work passes may not be used for personal business on penalty of permanent revocation. Passes must be returned to the leave officer on or before the termination of validity.

- (2) Leave Permit Form W.R.A.-75 shall be issued to authorize leave in cases of Center residents leaving the Center for employment, education or other reasons requiring absence from the Center in excess of three days.

Form 75 will be taken up by the gate guard upon re-entrance to the Center, even though the permit may not have expired. The permit will be delivered to the leave officer who may return un-expired permits to evacuees wishing to leave the Center again.

- (3) Commuter's Pass will be issued to each evacuee authorized to commute daily to employment outside the Center. Passes will not be issued for periods in excess of one month and must be returned to the leave officer on termination.
 - (4) An Evacuee Pass shall be issued to persons authorized to leave the Center during the day for personal reasons. This pass may be issued for periods up to three days in exceptional cases. The Evacuee Pass will be issued by the leave officer upon request of administrative persons designated by the Project Director.
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GRANADA PROJECT
AMACHE, COLORADO

DER:dm

File

November 17, 1942

MEMORANDUM

TO: ALL CAUCASIAN EMPLOYEES

Beginning the morning of November 18th all employees commuting between Lamar and the Project will ride in the Government Trucks that are put at the disposal of employees who do not choose to drive personal cars. All female employees will be transported in Government-owned Passenger Cars in so far as passenger car capacity is available. All female employees beyond the capacity of Government-owned Passenger Cars will have to ride in the trucks, unless they provide their own transportation.

All passenger cars and passenger carrying trucks will leave at 8:00 A. M. from in front of the WRA Warehouse in Lamar. The same vehicles will leave at 5:10 P.M. from the rear of the Administration Offices on the Project.

The passenger cars will be driven by the following:

Dodge by Mr. Sandvos
Nash by Mr. Mead
DeSoto by Mr. Lindley
Chevrolet by Mr. Harbison
Studebaker by Mr. Terry until such time as the Chevrolet now grounded is returned to service at which time Mr. Radcliffe will drive the Studebaker and Mr. Terry the Chevrolet.

No passenger car is to carry more than six adults.

D. E. Harbison
D. E. HARBISON
Acting Project Director

WAR RELOCATION AUTHORITY

GRANADA PROJECT
Amache, Colorado

December 2, 1942

MEMORANDUM

TO: All Division Chiefs and All Block Managers

During recent weeks commitments have been made in regard to providing government transportation for groups of evacuee employees to get to Lamar on week ends. These commitments were made with the thought that such transportation would serve as a reward to those employees who have been constantly employed in the various Project activities, and had no other time than week ends on which to go to Lamar for emergency shopping.

It now becomes necessary that we rescind all such commitments. This action is necessary in view of the stress which is being placed on the use of transportation, both private and government-owned. You are all aware that individuals throughout the country can use their privately owned motor vehicles only under very definite restrictions. This makes it doubly necessary that all government agencies lead the way in regard to use of vehicles so as to conserve the maximum amount of gasoline and rubber. Henceforth, no government transportation will be used for the express purpose of taking groups of employees or school children anywhere on trips other than strictly government business.

James G. Lindley
JAMES G. LINDLEY
Project Director

File

GRANADA RELOCATION CENTER
Amache, Colorado
December 7, 1942

B

STATEMENT OF POLICY CONCERNING EMPLOYMENT OF CHILDREN
REGULARLY ENROLLED IN SCHOOL

Inasmuch as the length of the regular school day in the schools at Amache is of approximately six hours' duration, the main work of all normal children who have not completed their high school education should be regular attendance at school, and so that school authorities may be adequately informed in order to do their best job in arranging class and pupil schedules, effective December 1, 1942, the established policy of the W.R.A. concerning the employment on the project of children who are regularly enrolled as students in the schools of the center shall be as outlined below:

1. All children who are regularly enrolled in school shall be considered as part-time workers when employed by any division, section or department on the project and as such shall not be entitled to full evacuee wages per pay period,
 - a. unless by mutual agreement with the employer, the Chief of Employment and the Superintendent of Education, unusual circumstances make it advisable to re-evaluate the number of hours for which any school child may receive pay.
2. Children regularly enrolled in school shall not work for pay in excess of four (4) hours per school day.
3. Any child regularly enrolled in school and desiring to work for pay between the hours of 8:45 A.M. and 3:45 P.M. on regular school days shall present to his employer a signed statement from his school principal stating that such employment leave has been included on the individual's record.
4. In no event shall children under 14 years of age be hired for pay on the project.
5. All children, ages 15 and 16, must have the approval of the principal of their school before accepting work of any type.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY

GRANADA PROJECT
AMACHE, COLORADO

December 11, 1942

MEMORANDUM

TO: All Project Employees
FROM: James G. Lindley, Project Director.

Some time ago an office memorandum was issued requesting that all Administrative personnel change their official mailing address to read:

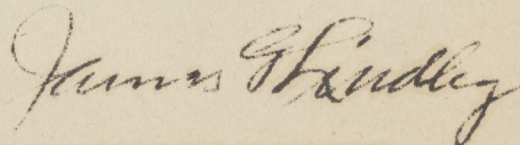
WAR RELOCATION AUTHORITY
GRANADA PROJECT
AMACHE, COLORADO

This change of address was intended to include not only all first class mail, but also parcels, insured and registered articles, or mail of any nature that might be serviced through a United States Post Office.

All Official mail should, without an exception, be addressed as indicated above.

We are in receipt of a letter dated, December 7, 1942, from the Post Master at Granada, stating that she is still receiving 15 to 20 sacks of mail per day for the War Relocation Authority. She states, further, that she is not equipped to handle this additional large volume of mail, without causing a delay that could be avoided if all mail carried the correct mailing address of the Granada Project.

It will be appreciated, if all offices and all individuals, of the Granada Project will cooperate in the effort to have all incoming mail addressed to the Amache Post Office.



James G. Lindley
Project Director

WAR RELOCATION AUTHORITY

GRANADA PROJECT

April 1, 1943

MEMORANDUM

To: All Division Heads

Subject: Employees Quarters on Koen Ranch

There have been members of various Divisions who have applied to this office for permission to occupy houses on the Koen Ranch. Their applications were denied pending a determination of the need for these buildings by the Farm Section.

I am glad to announce that the Farm Section, through Mr. Schmitz, has now released for occupancy by appointed personnel, the following numbered buildings:

1, 19, 26, 28, 63, 125, 126, 127, 128

with temporary reservations on houses No. 81 and 123.

Some time ago Mr. Hollingsworth, Mr. Runkle, Mr. Osten and Mr. Brown made application to me for quarters, if and when available on the Koen Ranch. Mr. Schmitz has today advised me that Mr. Hayes, Mr. Hixon have made inquiries of him as to availability of quarters. The above named parties should be given preference in selection of houses. However, the matter of which house is to be occupied by whom, will be left to the determination of the Housing Division as represented by Mr. Freier. If the persons named above, or any others, are still desirous of securing quarters on the ranch property, they should consult with Mr. Freier.

It is my understanding that most of these houses are in poor condition, but at this time we can not effect any repairs on them because of the press of other business, and should any one be permitted to occupy these houses they do so with the understanding that no repairs will be made by WRA until previously approved construction has been completed.

The rental rates to be charged for the use of these houses has not yet been determined, but will be soon. You may be assured that the rate will be held to the minimum insofar as it complies with administrative instructions now received. No WRA household equipment will be placed in these houses at this time.

James G. Lindley
James G. Lindley
Project Director

cc: Mr. Freier
Mr. Moore

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: (Each member)

Date: April 3, 1945

From: W. Ray Johnson

Subject: Meeting of Employee's Supply Club

There will be a meeting of the Employee's Supply Club at the Staff Recreation Hall at 3:30 p.m., Thursday, April 5, 1945. All subscribers are requested to be present at this time.

We have 120 subscribers. This was the goal we were trying to reach. We have over \$1000.00 in paid-in-subscriptions.

Mr. Halliday states that his group will be in a position to negotiate at our convenience.

Immediate problems for the group to act upon at the first meeting are:

1. Decide upon the type of organization desired.
2. Select incorporators. (3, 5, or 7)
3. Appoint an Auditing and Inventory Committee.
4. Appoint a Committee to draw up the By-Laws.
5. Give authorization to Board of Directors to negotiate with Mr. Halliday for stock and equipment now at the PX.

WAR RELOCATION AUTHORITY

GRANADA PROJECT

April 13, 1943

MEMORANDUM

To: All Division Heads
and
All Block Managers

From: Mr. James G. Lindley
Project Director

Subject: Clean-Up-Week

Beginning Saturday morning, April 17th, all divisions will organize and carry on the general clean-up program. Transportation facilities will be organized to take care of the clean-up program and will continue on the program until the job is done.

This year, 1943, should record a Clean-Up Campaign effort redoubling that of any former year. Tons of metal scrap, rubber, paper, silks and other products should be brought out of useless storage and put to work for Victory. It is unusually vital that we intensify this feature of our campaign. Every person on the Project should enlist in this worth-while program --- your supreme effort is needed.

The week of April 17-24 has been designated as Clean-Up-Week for this Project, and it is proposed that this program be carried out in the following manner:

1. All private dwellings, including apartments and barracks in general should be given a thorough renovation, both inside and out. Particular attention should be given to disposing of all food scraps and other items of refuse that will tend to attract ants, flies, and other pests. The area outside of the barracks in most cases is now covered with all kinds of wood scraps and various piles of material which should be disposed of insofar as possible to eliminate the fire hazard. The area around the mess halls and bath houses should be cleaned as a community project.
2. By definite designation of transportation facilities to take care of drayage and hauling of all refuse and all other surplus materials from the blocks, administrative areas, hospital area, and other areas of the project in need of being cleaned.
3. That each block and area be organized into a working group to collect all refuse material, and place it in a designated spot within the block, to be picked up with the available transportation and hauled to garbage dumps, material yards, or equipment areas.

- 2 -

All Division Heads
and
All Block Managers

April 13, 1943

4. Scrap heaps have been designated both on the center and in the farm area, and all metals and other materials of this nature should be taken to these designated areas.

It is absolutely necessary that each division, section and block cooperate in this program in the interest of health, sanitation and fire protection.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY
GRANADA PROJECT

May 3, 1943

*Tracy
Justice*

MEMORANDUM TO: ALL WRA PERSONNEL

Subject: Employees' Quarters on Koen Ranch

The Farm Section has released the following houses for occupancy by appointed personnel:

1, 179, 25, 19, 26, 28, 63, 123, 135, 126,
127, 128 and 67. Numbers 128, 67, 25, and 26 have been occupied.

I. The dwellings listed above, except No. 179, will be charged for at the rate of Fifteen Dollars (\$15.00) per month unfurnished. A barrack-style coal heater will be furnished if needed. Electric refrigerators will be furnished when available for an additional charge of \$2.00 per month. No other WRA furniture or furnishings will be provided for these dwellings.

II. The rental rates quoted above will include payment for coal for cooking or heating purposes, water, and electricity, but no installation of special wiring, gas or water lines or other special installations will be made at WRA expense in order to provide facilities other than those already in place.

III. Elemental repair or replacement of electrical fixtures or plumbing will be undertaken by the WRA if the necessary supplies are on hand and if labor is available.

IV. Dwelling No. 179 (red brick house) will rent for Twenty Dollars (\$20.00) per month unfurnished, or Twenty-two Dollars (\$22.00) per month if a refrigerator is furnished. These rates include the cost of coal, water and electricity. A barrack-type heater will be furnished without additional cost if needed.

V. Applications for Koen dwellings should be made with the Housing Section in charge of Paul Freier.

VI. Rents will be collected by payroll deduction and will be collected semi-monthly. One-half the monthly rate will be deducted from each semi-monthly pay check. Charges become effective on the date the dwelling is made available to the applicant regardless of actual occupancy, and shall cease on the date the quarters are fully vacated, with complete removal of all personal belongings. Vacancies occurring without giving notification to the Housing Section will continue to accrue charges until such notice is furnished and the quarters are inspected for damage and accountability for Government property.

VII. Any occupant wilfully destroying government property, dwellings, or furnishings will be held financially accountable for the damage or defacement. Each dwelling, when vacated, shall be left with premises clean and in a neat condition. The dwelling shall be swept and locked, and all trash normally accumulating when vacating shall be removed and disposed of.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY
GRANADA PROJECT

May 3, 1943

MEMORANDUM TO: ALL APPOINTED PERSONNEL

Subject: Personnel Apartments in Center

- I. One-bedroom apartments will rent for \$20.00 per month, with services. By 'services' is meant that the cost of all heating, fuel, water and electricity will be included in the charge. The apartment will be furnished with necessary furniture as determined by the War Relocation Authority, and a range and refrigerator.
- II. The two-bedroom apartments will rent for \$25.00 furnished. Furniture shall consist of minimum essentials as determined by the War Relocation Authority. No dishes, bedding, or cooking utensils or similar items will be included.
- III. The one-bedroom apartments will rent for \$14.00 per month unfurnished. An unfurnished apartment, however, will be provided with a refrigerator and a range with the utilities.
- IV. The two-bedroom apartment will rent for \$18.50 per month unfurnished, but will have a range and refrigerator provided.
- V. Occupants desiring only partially furnished apartments will be charged the unfurnished apartment rate, plus a pro-rated rate by furniture item. Any occupant may rent as little furniture with his apartment as he desires. The minimum charge shall be \$1.00, and a full month's rate will be charged for any such furniture when it is used for a period of less than thirty days during any calendar month.
- VI. Actual date of occupancy shall be the date the dwelling is made available to the applicant.
- VII. Rents will be charged by payroll deduction and will be collected semi-monthly. One-half the monthly rate will be deducted from each semi-monthly pay check. Charges become effective on the date the dwelling is made available to the applicant regardless of actual occupancy, and shall cease on the date the quarters are fully vacated, with complete removal of all personal belongings. Vacancies occurring without giving notification to the Housing Section will continue to accrue charges until such notice is furnished and the quarters are inspected for damage and accountability of Government property.
- VIII. Any occupant wilfully destroying or defacing government property, dwellings, or furnishings will be held financially accountable. Each dwelling, when vacated, shall be left with premises clean and in a neat condition. The dwellings shall be left sanitary, swept, and locked, and all trash which normally accumulates when vacating shall be removed and disposed of.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY
GRANADA PROJECT
ANACHE - COLORADO

M E M O R A N D U M

May 9, 1945

To: All Project Personnel

From: James G. Lindley
Project Director

Subject: Pay Roll Deduction for Meals and Quarters

It has been the policy up to this time to deduct from the pay roll meal's and quarter's charges which accrue during the previous pay roll period.

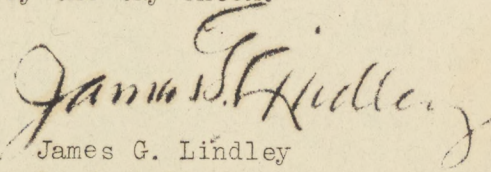
For example: The pay roll period March 16 to 31 covered deductions charged for the period March 1 to 15.

This lag in deductions was formerly necessary inasmuch as the pay roll had to be in the Disbursing Office in Denver, Colorado at least five days prior to the close of the period for which the pay roll covered.

Under the present procedure, pay day comes 12 days after the close of the pay period. In view of this, it is now possible to get the quarter's and meal's deductions on a current basis. In order to accomplish this change:

- (1) Your pay for the period June 1 to 15 will have deducted therefrom meals charged to you during the period May 16 to June 15.
- (2) Your pay for the period July 1 to 15 will have deducted therefrom quarters for the period June 16 to July 15.

Thereafter, your pay will have deducted from it meals and quarters for the period covered by the pay check.


James G. Lindley
Project Director

GRANADA PROJECT
AMACHE, COLORADO

OFFICE MEMORANDUM

TO: ALL DIVISION CHIEFS

DATE: June 8, 1943

FROM: A. O. Mead, Sr. Procurement Officer *Mead*

Shown below is a list of the several divisions of this Project, together with the sections within the respective divisions. You are requested, when preparing requisitions, to show thereon, the DIVISION in CAPS, followed by the section within your division to which the items are to be charged, in small type. This information is necessary that proper allocation of charges may be made by Property and the Cost Section. Any requisition without this information will be returned to be completed.

PROJECT MANAGEMENT

Office of Director & Assistant
Director
Office of Project Attorney
Project Reports Division
Statistical Division

ADMINISTRATIVE SERVICES

Office of Sr. Adm. Officer
Procurement Section
Budget & Finance Section
Warehousing & Property Control
Personnel & Office Services
Internal Mail Services

AGRICULTURE

Office of Chief
Agricultural Production
Livestock Production
Processing and Marketing
Storehouse

COMMUNITY SERVICES

Office of Chief
Housing
Community Welfare
Community Activities
Community Self-Government
Community Police Protection

CONSUMER ENTERPRISES

EDUCATION

Superintendent's Office
Instruction - Supervision
Instruction - Teaching

EMPLOYMENT

Office of Chief
Occupational Coding & Records
Placement
Leave

HEALTH

Administrative
Dietary
Household & Property
Professional Services
General Out-Patient Service
Storehouse

INDUSTRY

Office of Chief
Manufacturing
Storehouse

MESS OPERATIONS

Office of Chief
Evacuee Mess
Administrative Mess
Storehouse

PUBLIC WORKS

Office of Chief
Construction
Planning
Building Maintenance
Maintenance - Operating Services
Community Fire Protection
Storehouse

TRANSPORTATION OPERATIONS

Office of Chief
Motor Pool
Motor Repair
Storehouse

GRANADA PROJECT
AMACHE, COLORADO

N O T I C E S

July 16, 1943

TO: All Appointed Personnel

The "Amache Recreation Association" cordially
invites you to attend the Shibai "Yagai-Geki" (Outdoor
Drama) on July 16th & 17th, 7:30 P.M., at the Outdoor
stage - 9F Block. Present this at the gate.

GRANADA CENTER
Amache, Colorado
July 22, 1943

✓ Ch. Morse
AK7

MEMORANDUM

To: ALL APPOINTED PERSONNEL
From: D. E. Harbison, Assistant Project Director
Subject: Visit of Dillon S. Myer

DEW

The Director, Dillon S. Myer, will visit this Project July 28 and 29. It is proposed to give the Director an opportunity to address the staff, the hour tentatively set is 6:30 P.M. the 28th.

It is hoped that the majority, if not all, of the appointed personnel will want to hear Mr. Myer. Should this be the case, it is necessary that we know the number of employees staying over for the 6:30 o'clock meeting. This is in order that we may arrange dinner for those wishing dinner, and also to provide for transportation.

I wish you each would report to your division chief not later than Monday, July 26, your decision and also whether or not you will want your evening meal at the employees mess and whether or not you wish Government transportation furnished. The number of employees remaining for the evening meal will determine the place in which the meal will be served.

Please give this your early attention. The division heads are requested to advise me as to the number of employees remaining Wednesday night to hear Mr. Myer, the number wanting dinner and the number requiring Government transportation. This information should be in my hands not later than Monday afternoon, July 26.

H17

WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

July 22, 1943

TO: ALL PROJECT STAFF PERSONNEL

FROM: James G. Lindley, Project Director

SUBJECT: Meal Charges, Staff Mess Hall

The Finance Section reports that the cost of operations of the Staff Mess for the month of June reflects a cost of 64¢ per meal. Deductions on payrolls were made at the rate of 35¢ per meal. The difference of 29¢ is made up by a partial liquidation of an accrual of profits realized from prior months' operations. The current balance of this accrued profit reserve, will be exhausted by approximately August 15, at which time we shall be forced to increase the meal cost charge to a point wherein the Staff Mess will again be on a self-sustaining basis, based on costs of operation. This is in compliance with administrative instructions from the Washington office.

Inasmuch as the Staff Mess was established for the use and convenience of the War Relocation Authority appointed Project personnel, and payroll deductions support the operation, the following is a brief resume' of the method of calculating the cost for each meal.

The charges include food supplies and issuances, the wages of the mess hall evacuee employees and a pro-rated share of the Mess Section overhead cost, i.e., salaries of the steward and his assistants, which include evacuees. Credit is taken for cash collections and a pro rated portion of food for the Staff Mess evacuee employees at a 45¢ a day rate per evacuee employee. The resultant balance is then divided by the number of meals charged to the Staff Personnel represented by the usage of the Meal Identification Cards for the calendar month involved.

Past operations have proved that as the volume of meals served increases, the unit cost decreases proportionately. June operations reveal an average meal attendance of 48 persons. This is less than one-half of the attendance of four months ago. Thus 48 employees would pay the aforementioned cost.

Certain economies can possibly be effected if the number of participants remain fairly constant. The Staff Mess is compelled to comply, and is complying, with the regulatory food ration requirements based upon the average daily attendance.

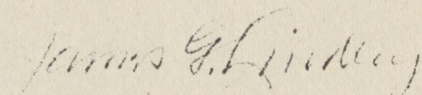
This is a report to the Project Staff with the hope of being

able to continue the mess hall and reduce the cost per meal through increased patronage.

Therefore:

1. Meal Identification Card holders must take at least three meals a week during the period from August 1 to 15 inclusive, or their meal cards will be cancelled. Absences from the Project will of necessity be considered.
2. This cancellation does not preclude or deny to the Personnel the right to pay cash at the prevailing charge. Such a charge will be based on meal costs and will not be less than 50¢ per meal.

It is believed that the cost of meals can be kept to a minimum, if we can be assured of participation averaging 70 or 80 people at each meal. Employees are urged to consider seriously the advantages of cooperating as much as possible in order that the Administrative Mess Hall may continue to operate at the lowest possible cost.



James G. Lindley
Project Director

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

Miss Zalda
2-1-33

September 28, 1943

To The Army Team:

We have exceeded the quota set up for the Army Team by some six or seven per cent. I should like to give to you a review of what we have done at this time in the way of purchasing bonds and in helping out in the war effort. You have doubtless heard that the prime objective of each individual was to buy that Extra Hundred Dollar Bond. Some of us have been able to meet this challenge, and some have not. It might be appropriate for each of us to review our purchases with the idea in mind to make that Hundred Dollar Bond, if possible.

At present, eight of our team have not seen fit to purchase a single bond.

Sixteen have purchased \$25.00 bonds.
Twenty-nine have purchased \$50.00 bonds.
Eleven have purchased \$75.00 bonds.
Thirteen have purchased \$100.00 bonds.
Five have purchased more than \$100.00 in bonds.

We, of course, feel proud as a team in meeting our quota; but inasmuch as many of the members of that Great Team who are operating in Africa, Italy, the South Pacific, and other areas are giving their all that we here might be protected in our jobs and our way of life and even in life itself, we wonder if we have made any sacrifice in lending to the government that we could be justly proud of in the face of what they are giving on the field of battle.

If you can raise your bond purchase or in some instances make a purchase, please do so within the next two days in order that our showing might be satisfactory to ourselves and to those who are making far greater sacrifices than we.

W. Ray Johnson
W. Ray Johnson
Assistant Project Director

WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

October 7, 1943

M E M O R A N D U M

TO: ALL PROJECT PERSONNEL

FROM: James G. Lindley

SUBJECT: Health Service in Relocation Center

Appointed employees and their families should utilize the services of physicians and hospitals in neighboring communities. However, in emergencies or when facilities for such medical or hospital care are at such a distance that delay or movement is detrimental to the welfare of the individual, such medical or hospital care will be made available at the Center hospital.

If need arises for medical attention as outlined above, home service within the confines of the Project (which includes appointed personnel living at the Koen Ranch) may be obtained by calling the business office at the hospital, Extension 45 between the hours of 8 a.m. and 4:30 p.m. At all other times call the outpatient ward, Extension 44. State the nature of the illness and the doctor on call will respond. Office calls may be made at the Center hospital from 10 a.m. to 11 a.m., Monday through Saturday.

The medical facilities in this Center are similar to those in most of the other communities throughout the country, in that the work load is taxing the country of the doctors, nurses, and hospital facilities. Every effort will be made to give our personnel the best available service possible. However, the Administrative personnel should not request any special services.

Collections for services rendered will be made in cash by the Finance Office. The following schedule will govern the payment of billing:

Bills up to \$10 -- Payment to be made within 10 days of receipt of bill. Billings will be made on the first of each month after services are rendered.

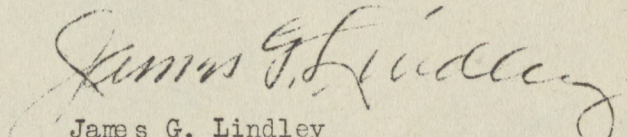
Bills of \$10 to \$20 -- Payment to be made not less than 2 equal installments to be paid during the month following the service rendered.

- 2 -

Bills of \$20 to \$50 -- Payment to be made in full within 2 months following the services rendered.

Bills of \$50 and over- Special arrangements may be made with the Finance Office relative to the payment of such bills.

There is attached hereto the schedule of rates covering the various medical and hospital services.


James G. Lindley
Project Director

MEDICAL CARE CHARGES FOR APPOINTED PERSONNEL

1. Per Diem Hospital Rates

Ward Rate	\$3.00
2-Bed Ward without Toilet, Rate	3.50
2-Bed Ward with Toilet, Rate	4.00
Single Room without Toilet, Rate	4.00
Single Room with Toilet, Rate	5.00

Above rates include general duty nursing, commonly used medicines, and diet. Special medications and prescriptions, X-rays, laboratory work, special therapy, and physicians and surgeon fees are extra charges.

2. Professional Service

a) Hospital Patients

Admission history and physical examination for any one illness (unless completed in OPD)	\$2.50-4.00
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Surgery Cases - after 15th day in hospital	1.00 per day
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Medical Cases - from 2nd through 10th day in hospital	2.00 " "
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after 10th day in hospital	1.00 " "
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b) Outpatient Department

Physicians

Initial visit with history, physical examination for any one illness, and report including necessary treatment not specifically listed elsewhere in this fee schedule as a separate charge.	\$2.50 - 4.00
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Successive visits for same illness	1.50
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Special treatment or diagnostic service - according to service (see under proper heading hereafter.

Dentists

According to Service (see Page 4)

Optical

Examination (with or without mydriatics) and report \$2.50

Prescription for lenses (filled off Center at patient's own handling and expense) No charge

c) House Calls

Day \$3.50

Night 5.00

d) Surgical Fees Including Fractures

Minor Cases \$5.00 - 35.00

Major Cases 50.00 - 125.00

Above fees include one day's post-operative professional service for dressings and routine care for each \$5.00 of the fee charged up to fifteen days.

e) Fee for Medical and Surgical Diagnostic or Thereapeutic Procedures

(Special drugs, serums, etc. required in these procedures are extra)

Spinal punctures, cystoscopy, bronchoscopy, proctoscopy, etc. \$5.00 - 35.00

Venipuncture, hypodermic, hypodermoclysis
If other charge is made for laboratory work, OPD visit, or hospital per diem No charge

f) Obstetrical Fees

Normal delivery \$35.00

Instrumental, manipulative or surgical delivery 50.00 - 100.00

Above fees include one day's post-operative professional service for dressings and routine care for each \$5.00 of the fee charged up to fifteen days.

g) <u>Anaesthesia Fees - All Types</u>	
Major Surgery	\$7.50
Minor Surgery	3.75
Obstetrical	3.00 - 7.00
Local	No charge
h) <u>Operating Room and Delivery Room Fee</u>	
Major Surgery	\$10.00
Minor Surgery	5.00
Obstetrics	5.00 - 10.00
i) <u>X-Rays</u>	
Fluoroscopy without film	\$2.00
Single 14 x 17	4.00
Additional 14 x 17, each	1.75
Single 10 x 12	3.25
Additional 10 x 12, each	1.25
Single 8 x 10	2.50
Additional 8 x 10, each	1.00
Complete Serial Examination	10.00 - 15.00
Teeth, Single	1.50
Teeth, each additional up to 5	1.00
Teeth, 5 films up to and including full mouth	5.50
j) <u>Dental Fees</u>	
Examination and report	No charge
Prophylaxis	\$2.50 - 5.00
Emergency Palliative	1.00

Extractions	\$1.00 - 3.00
Fillings	
Amalgam	1.00 - 3.00
Gold	2.50 - 8.00
Silicate Cement	1.00
Crowns	
Porcelain	7.50 - 12.00
Gold	5.00 - 8.00
Extirpation of pulp and root canal	1.00 - 3.00
Bridgework	3.00 - 8.00
Dentures	12.00 - 21.00
Repairs	1.00 - 9.00
k) <u>Physiotherapy</u>	
Minimum - any treatment	\$1.00
Maximum - any one day	2.50
1) <u>Laboratory Examination</u>	
<u>Urinalysis</u> , routine chemical and microscopical	\$1.00
routine partial	.50
<u>Blood Count</u> , routine, complete	2.50
, " , hemoglobin	.75
, " , R.B.C.	.75
, " , W.B.C.	.75
, " , differential	1.00

Bacteriology

Microscopic slide examination	\$.75 - 1.50
Cultural examination	2.50 - 5.00
Animal inoculation and preparation of autogenous vaccine	7.50

Serology

Complement fixation tests	2.50
Precipitation tests	1.50

Chemistry

Blood, spinal fluids, urine (except routine) gastric contents, other body fluids, etc.	2.00 - 5.00
Minimum for single determination for single specimen	2.00
Maximum for 3 or more determinations for single specimen or for single determination 3 or more specimens in series (Ex. glucose tolerance test)	5.00

Allergic Tests

Per test up to 10 at one visit	\$.25
Each additional 10 tests at same visit	1.00

Special Instrument Tests

Electrocardiogram, basal metabolism rate, etc.	5.00
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m) Ambulance Service

Per mile, one way (minimum charge - \$1.00)	.25
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n) Prescriptions

Cost plus 10% - Minimum	.50
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o) Dressings

Cost of material plus 10% for outpatient cases. No charge if hospital inpatient and per diem rate paid.

3. Off-Project Service Charges

When any work is sent off-project to be done by a private source, the fee charges by that private source shall determine the service cost.

WAR RELOCATION AUTHORITY
Granada Project

M E M O R A N D U M

November 8, 1943

To: Residents of Administrative Quarters

From: James G. Lindley
Project Director

Subject: Disposal of Garbage

Our Sanitation Department advises that little or no attention is being given to the proper separation of garbage and rubbish by families living in the administrative quarters.

As you are aware, three cans are furnished for disposal of garbage and rubbish. One is marked "Wet", the other "Dry", and the third one "Ashes". It is requested that rubbish and garbage be sorted so that the garbage which is suitable for hog feed may be used in that capacity. Garbage which cannot be used for hog feed should be placed in the can marked "Dry".

Both the Sanitary Department and the Farm Section will appreciate your cooperation in sorting garbage and rubbish and placing it in the appropriate cans. May I have your support in this seemingly minor detail, but which is in fact very important to the Sanitation and Farm Sections.

James G. Lindley

Mr. W.R. Johnson

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: All Appointed Personnel

From: Lloyd A. Garrison, Chairman
Committee on Personnel Feeding

Subject: Organization of Feeding Program
for Appointed Personnel

Date: July 18, 1944

All of us are aware of the need to provide a satisfactory method of providing meals for Project employees. For some time several members of the staff have been investigating ways and means for the accomplishment of this purpose. The most attractive possibility is outlined below for your examination and consideration.

Please remember that this proposal makes the management of this undertaking entirely yours. WRA and the Project administration will cooperate in every way possible to make the plan succeed. Success can come, however, only as you who derive the benefits work together toward that end assuming your just share of responsibility. It seems apparent that a group of intelligent adults can make a cooperative work. College groups and workers in many places have been able to successfully operate feeding enterprises with far less support.

THE GENERAL IDEA

It is proposed to form an association composed of the voluntary membership of all members of the appointed staff of the Project. This association will elect representatives to a Board of Managers who will be responsible for the employment of a competent supervisor, the general planning for foods and feeding, financial control, and general administration.

The Board of Managers will be required to employ a competent supervisor capable of organizing and administering a feeding and training program which will meet the approval of the Vocational Training Committee of our Washington office. The training program will do three things:

1. provide training in the food trades at apprentice pay for learners (paid from WRA funds),
2. provide the association with the help necessary to operate the program through utilization of trainees,
3. insure a high standard of planning leading toward better food and service under the direction of the high school homemaking instructors and a trained supervisor.

July 18, 1944

The costs will be borne by the members in two ways:

1. Through a membership fee to be used as capital and reserve for the purchase of foods and the payment of the supervisor's salary and other operating costs. This fee will be refunded as money derived from profits become available.
2. Through payment for meals based on actual food and operating costs.

The Project will furnish and renovate the Military Police messhall, light, heat, water, power, and all available or necessary equipment and utensils. In addition, the association will be allowed to purchase at cost such foods as are available in the Project warehouses. It should be pointed out that the association may also purchase from any vendor on the open market.

After considerable inquiry it is estimated that good lunches can be provided for about 35 cents and that dinners can be served at a cost of about 60 cents. This cost appears to be extremely reasonable in view of present food costs. It can be held at this figure and still pay the salary of the supervisor, incidental expenses, and foods yet provide considerable variety to appeal to individual tastes and needs. Unless conditions change, breakfast probably will not be served.

IN CONCLUSION

The proposed plan appears to offer these advantages:

1. Control by patrons,
2. Reasonable cost,
3. Provision of training for evacuees, and
4. Attractive, clean facilities.

What do you think?

There will be a meeting of all interested personnel in Terry Hall at 3 o'clock Saturday, July 22, to discuss this, or other proposals, and to formulate definite plans. Be sure to be there.

WAR RELOCATION AUTHORITY

Granada Relocation Center
Amache, Colorado

GR: CA: JDN

October 14, 1944

MEMORANDUM

TO: All Appointed Personnel

FROM: James G. Lindley

SUBJECT: National War Fund, 1944 - 1945

As you doubtless know, the National War Fund appeal is being made now to the people of the United States. The funds raised will be used to finance the activities of the U. S. O., War Prisoner's Aid, the Seaman's Service Fund for the Merchant Marines, and a group of National Agencies engaged in giving aid and relief to exiles from occupied areas.

I think there can be no question of the worthiness of such an appeal, nor its urgency, and I feel you will regard your part in raising this money as a privilege as much as it is a duty or responsibility.

For the first time our Center will participate in the distribution of the Fund. Our quota is \$500.00. Through agreement with the Chairman of the Prowers County Committee, the first \$500.00 raised on the Project will be forwarded to cover our quota of the National Fund, and the balance will be retained and divided between our own Blue Star Club and the U. S. O.

As you know, these two organizations are equipping a Soldier's Lounge which will be used exclusively for the benefit of our members of the Armed Forces and their immediate relatives. It seems to me this should be an added inducement to give generously to a cause that no patriotic citizen could resist.

I have asked Mr. John D. Neal, Community Activities Supervisor, to make arrangements for this solicitation. He will have the cooperation of nine team captains, through whom you will be asked to make your contribution next week, beginning October 17, 1944. Mr. Donald T. Horn will serve as Vice-Chairman.

I believe this is an appeal not only worthy of some sacrifice but one to which we, as Government employees, should respond generously. It is a small sacrifice to make in behalf of our men and women who stand ready to sacrifice all they have--even their lives.

James G. Lindley
James G. Lindley
Project Director

GIVE-TO WIN!



UNITED WAR CHEST OF COLORADO

[The NATIONAL WAR FUND in Colorado]

OCTOBER 9-31, 1944

USO • UNITED SEAMEN'S SERVICE • WAR PRISONERS AID • BELGIAN WAR RELIEF SOCIETY
 BRITISH WAR RELIEF SOCIETY • UNITED CHINA RELIEF • UNITED CZECHOSLOVAK RELIEF
 NATIONAL AMERICA DENMARK ASSOCIATION • FRENCH RELIEF FUND • GREEK WAR
 RELIEF ASSOCIATION • AMERICAN RELIEF FOR ITALY • FRIENDS OF LUXEMBOURG
 AMERICAN RELIEF FOR NORWAY • POLISH WAR RELIEF • QUEEN WILHELMINA FUND
 RUSSIAN WAR RELIEF • UNITED YUGOSLAV RELIEF FUND • REFUGEE
 RELIEF TRUSTEES • U. S. COMMITTEE FOR THE CARE OF EUROPEAN CHILDREN

We can't let them down Now!

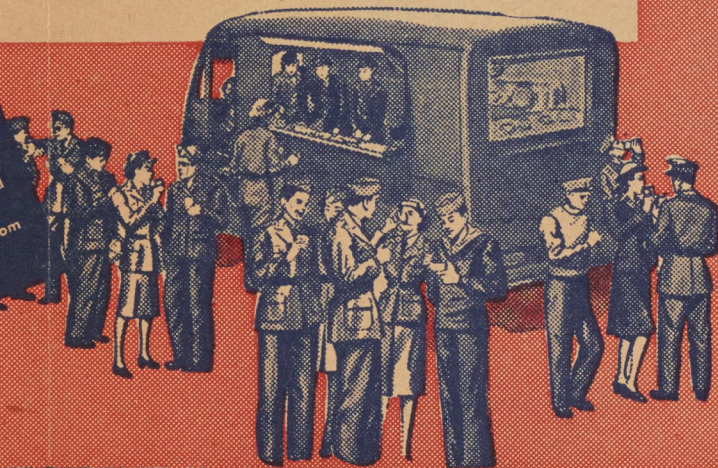
Give as freely as *they* give. Victory starts here—in the hearts of men. Humanity is on the march.

Everybody *wants* to give—and nearly everybody *does*. For this is the big campaign of the year. Ours is one of ten thousand community campaigns being held throughout the country that will raise a total of \$250,000,000 for war fund and home front agencies. The goal is big—but so are our hearts!

Yes, of course you're going to give. Because *they* share, you will too... Because *they're* giving their all, you'll give your utmost... Give now and give enough... *for our own — for our allies.*

Thanks to You—

- USO operates 3,035 service units for our armed forces. Monthly attendance over 30,000,000.
- USO-Camp Shows have 87 troupes giving performances in combat zones overseas. In hospitals and camps at home they entertain over 1,600,000 service men a month.
- United Seamen's Service follows the invasion forces, operates 82 rest centers and clubs throughout the world. 800,000 services to merchant seamen in 1943.
- Over 300 tons of recreational and educational supplies shipped to prisoners of war.
- Aid for nearly 25,000 Chinese war orphans and 20,000 families in famine-stricken Honan Province.
- 8,400 medical kits for Yugoslavia.
- 200 different kinds of operating instruments for Russian army surgeons.
- Canteens for 5,000 homeless children in Athens.
- \$108,000 worth of dried milk for undernourished Norwegian child-en.
- 3,795,530 pounds of seed to replant scorched earth of Russia.
- 2,500,000 anti-malaria tablets flown to Yugoslavia.
- Aid to many of the 2,500,000 Polish refugees scattered around the world.
- American homes provided for 2,000 children evacuated from Europe.



**FOR OUR
OWN FORCES**



GOOD TIMES AT THE USO



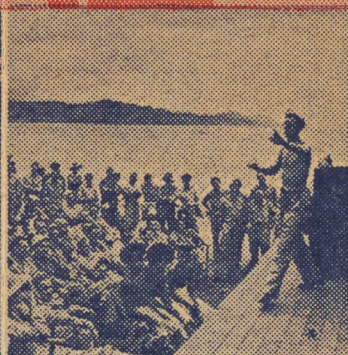
... OFF-DUTY RELAXATION



... A HOME AWAY FROM HOME



USO-CAMP SHOWS KEEP 'EM LAUGHING - AT HOME AND OVERSEAS



FOR MERCHANT SEAMEN



... REST AND RELAXATION



AID FOR PRISONERS OF WAR

**FOR OUR
★ ALLIES ★**

Your Gift Starts at Home ➡



AID FOR WAR'S VICTIMS



FOOD FOR THE HUNGRY



SHELTER FOR THE HOMELESS



BEFORE

AFTER

CHILD CARE



MEDICAL SUPPLIES



GARMENTS FOR FIGHTERS



TRANSPLANTED INDUSTRIES



HAVENS FOR REFUGEES

➡ *But Goes Round the World*

Give - to Win!

thru our local
campaign . . .

Oct. 9-31, 1944

UNITED WAR CHEST
of COLORADO, INC.

[The NATIONAL WAR FUND in Colorado]



WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

TO: DIVISION, SECTION and UNIT HEADS
FROM: Joe McClelland; Reports Officer
SUBJECT: PERSONAL and PROJECT FINAL REPORTS

Date: March 26, 1945

YOUR ATTENTION IS CALLED TO HANDBOOK RELEASE NO. 199 dated February 28, 1945. It is a revision of the final report section of the Handbook on Center Closure, supplementing Section 140.10.1B of the Manual.

TWO types of reports are required under the new handbook. One is a personal final report from staff members, which must be submitted PRIOR TO TERMINATION AT A CENTER. The second report is of the work of each Division, by sections, units, etc.

The outline included in the new handbook will serve as a guide for both these reports. Much of the work can be started NOW; let's not wait until the last month before the center closes and try to do a three-month reporting job then.

If you do not have handbook release No. 199, be sure to get a copy immediately. Read it and make plans to begin this reporting job early. It will save you some headaches later on!

Joe McClelland

Joe McClelland
Reports Officer

WAR RELOCATION AUTHORITY
GRANADA PROJECT

OFFICE MEMORANDUM

DATE: March 29, 1945

TO: All Personnel
FROM: James G. Lindley
SUBJECT: Seventh War Loan

Advance information is at hand that the Seventh War Loan Drive will run from April 1 to June 30th and that the quota is set at 18% of your total Gross Earnings for the whole three-months' period. We are also informed that present indications are that there will be only two War Loan Drives in 1945 instead of three as in 1944.

As usual, payroll deductions and cash purchases will apply to the quota. You can spread your purchases over the three months' period by signing up for payroll deductions to meet or exceed your quota. Now is the time to increase YOUR SAVINGS by buying Bonds! Let's top the WRA Drive again!

You will be contacted by Minute Men as heretofore, but you don't have to wait for that. The Personnel Office will accept your increased payroll deduction pledges now.

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

May 10, 1945

MEMORANDUM TO: All Appointed Personnel

FROM: James G. Lindley, Project Director

SUBJECT: Closing of Staff Mess Hall

The Staff Mess Hall will be closed all day Saturday, May 12, 1945, on account of the Field Day. Therefore, those depending upon it for meals will need to make other arrangements.

Field Day events go on from 9:30 a.m. to 6:00 p.m. on the playground opposite the High School. A booth designated as "Block 30" has been set aside for the use of the Appointed Personnel. Many families are arranging to prepare picnic lunches and dinners for that day. There will be tables and chairs in "Block 30" booth for your convenience if you wish to bring your lunches.

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Granada Project
Amache, Colorado

A meeting of all children in "Block 30" above the age of six will be held Friday afternoon at 4:30 p.m. in the Rainbow Room, at which time full instructions regarding the athletic events will be given and registrations will be taken for those who intend to participate. We urge all children to be present at this meeting.

MEMORANDUM TO: All Appointed Personnel

FROM: James G. Lindley, Project Director

SUBJECT: Closing of Staff Mess Hall

The Staff Mess Hall will be closed all day Saturday, May 12, 1945, on account of the Field Day. Therefore, those depending upon it for meals will need to make other arrangements.

Field Day events go on from 9:30 a.m. to 6:00 p.m. on the playground opposite the High School. A booth designated as "Block 30" has been set aside for the use of the appointed Personnel. Many families are arranging to prepare picnic lunches and dinners for that day. There will be tables and chairs in "Block 30" booth for your convenience if you wish to bring your

UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Granada Relocation Center
June 19, 1945

M E M O R A N D U M

To: All appointed personnel, janitors and stokers, administrative area
From: L. G. Temple *L.G.T.*
Subject: Disposal of Dry Rubbish

Due to the shortage of labor, it has become necessary to discontinue the collection of dry rubbish.

Wire incinerators have been installed throughout the administrative area and staff quarters for the purpose of burning all dry rubbish.

Unless certain precautions are taken by all concerned, these incinerators may become fire hazards. Listed below are some of the precautions to be taken:

1. Do not pile rubbish higher than the incinerator when burning.
2. Do not dump your rubbish in the incinerator and expect someone else to burn it for you.
3. Do not throw wet garbage, or other material which will not burn, into the incinerator.
4. Do not burn wood or other material which will hold fire for a long period of time.
5. Do not burn rubbish when a high wind is blowing.
6. Do not burn rubbish late in the evening or at night.
7. Be sure the fire is out in all incinerators before nightfall.
8. If you have an accumulation of rubbish, burn it as soon as possible.

Your full cooperation is respectfully requested in maintaining these incinerators in a usable condition.

Approved: *W. B. Wroth*

Sr. Engineer

Approved: *Paul W. Newland*

Fire Protection Officer

MEMORANDUM

June 27, 1945

TO: All Appointed Personnel

FROM: Joseph L. Buckley, Statistician

SUBJECT: Census - Sunday, July 1, 1945 - 8:00 a.m.

A center-wide census will be taken Sunday morning, July 1, 1945 at 8:00 a.m. Approximately sixty workers will be needed.

All members of the appointed staff who plan to assist in this enumeration are requested to attend a meeting to be held

SATURDAY, JUNE 30, 1945 AT 11:30 A. M.

IN THE RAINBOW ROOM.

Four hours of compensatory time will be credited to personnel participating in this work.

Your cooperation will be appreciated.

To All Members of the Employees' Supply Club:

Please note that on each Saturday in July your ration coupon will be good for one 2-pound package of soap chips at the cost of fifty cents per package.

Coupons valid for soap are numbers 7, 14, 21, and 28.

Also, beginning July 9 you can get two packages of cigarettes on each coupon until further notice.

Those who have empty bottles and cases are urged to return them to the canteen immediately to enable us to buy an adequate supply of drinks. We must return bottles to the bottling companies promptly or they will not sell us their products.

Verl E. Seyfried, Manager,
Employees' Supply Club

To All Appointed Personnel:

Mr. Easton announces that the library in the High School building is now open on week days from 8:00 a.m. to 4:30 p.m. There are thousands of good books there available to staff members and their families.

You are urged to take advantage of the facilities of the library.

35 Optical
39 Jim Saw Power m.
57 Cassa m.
27 Chet
WAR RELOCATION AUTHORITY
GRANADA PROJECT
AMACHE - COLORADO

MEMORANDUM

IMPORTANT NOTICE

August 29, 1945

To: All Section Heads

From: James G. Lindley
Project Director

The War Relocation Authority will be on a 40-hour work week effective September 9, 1945, the regular tour of duty to be five days, 8 hours each, Monday through Friday.

It is realized that there are certain classes of employees who will have to work in excess of the 40 hours, such as Telephone Operators, Internal Security force, nursing staff, boiler firemen, fire protection personnel, pump operators, gate clerks and guards. We are requesting authorization to increase the regular work week for the above classes of employees from 40 to 48 hours. You will be notified when approval of this request is received.

In addition to those employees for whom we are requesting a normal 48 hour week schedule, there will be sections who will have to work emergency overtime. This will be covered, as in the past, by submitting a request for overtime work for such employees to the Project Director for prior approval on Form WRA-GRANADA-81. Such overtime when worked will be compensated by time and one half. It will be your responsibility to see that all overtime is approved in advance in accordance with Project Instruction No. 15 before it is recorded on the attendance report, and that the form approving such overtime, properly signed and completed, is filed in your office. THIS IS IMPORTANT, as the form is needed to support the attendance report and must be produced for examination in case of audit of our attendance records.

Monday, September 3, 1945, Labor Day, will be observed as a legal holiday, and no charge will be made on the employee's leave record for absence on that day. Those employees ordered to work will be paid time and one half for services performed. Section Heads ordering employees to work on this holiday should obtain advance approval of the Project Director in accordance with Paragraph 3 of this memorandum.

James G. Lindley
James G. Lindley
Project Director