

GRANADA PROJECT

AMACHEE, COLORADO

October 21, 1944

OFFICE MEMORANDUM

To: All Appointed Personnel (Education)

From: Lloyd A. Garrison

Subject: National War Fund

The computation of your contributions to the National War Fund has given me a sense of gratification and pride and a very definite feeling of disappointment. I say this because a number of you have made contributions of such size that I am certain that it means a real sacrifice. On the other hand a few of you appear to have failed to catch the spirit of either the Education Staff or the American people which this cause has engendered in these times.

The quota for the local WRA appointed staff is \$600. This requires an average contribution of about \$3.75 per employee. People in the higher salary brackets should exceed the average in their contributions. Won't some of you examine your pocketbook and your conscience to see if you can't give more?

Lloyd A. Garrison

The average contribution in high school was \$4.50.

Herbert E. Walther

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Granada Project  
Anache, Colorado

November 6, 1944

M E M O R A N D U M

To: All Appointed Personnel  
From: Personnel Management Section  
Subject: Authorized Absence for Voting

Administrative Notice No. 177, issued over the signature of Mr. Dillon S. Myer, Director of WRA, provides for authorized absence from duty for a "reasonable time" on election day for voting purposes.

In accordance with the provisions of this instruction, it has been administratively determined that for Granada Project the following hours of absence from duty are "reasonable" for participating in the national election on Tuesday, November 7:

Four (4) hours authorized absence will be permitted for employees who will cast their ballots in Lomar and Holly. Two (2) hours absence will be permitted those voting in Granada. A maximum of one (1) day will be allowed for those who must travel a considerable distance to reach their legal voting residence. Time in excess of one day will be charged to annual leave.

In any exceptional case not covered by the above schedule, the Personnel Officer should be consulted.

IN ALL CASES, ARRANGEMENTS MUST BE MADE FOR SCHEDULING THIS ABSENCE WITH THE EMPLOYEE'S IMMEDIATE SUPERVISOR.

Walter H. Hoers  
Personnel Officer

*See me*

*HW  
25*

Lindley

WAR RELOCATION AUTHORITY

GRANADA PROJECT  
Anache, Colorado

November 7, 1944

PROJECT INSTRUCTION NO. 30

To: All Appointed Personnel  
From: James G. Lindley, Project Director  
Subject: Employees' Quarters on Koen Ranch

The following is a re-issue of our unnumbered memorandum of May 3, 1943. It is being re-issued in order to incorporate it in our numbered instructions and in order to make minor corrections in the text.

The Farm Section has released the following houses for occupancy by appointed personnel: 1, 19, 25, 26, 28, 61, 63, 67, 123, 126, 127, 128, 135, 163, 178, and 179. Numbers 25, 61, 63, 67, 127, 129 & 179 have been occupied.

I. The dwellings listed above, except No. 179, will be charged for at the rate of twelve dollars (\$12.00) 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. Any other WRA furniture or furnishings provided for these dwellings will be charged for at prescribed rental rates.

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 eighteen dollars (\$18.00) per month unfurnished. If a refrigerator is furnished, an additional charge of \$2.00 will be made. These rates include the cost of coal, water and electricity. A barrack-type heater will be furnished without additional cost if needed.

*Lindley*

WAR RELOCATION AUTHORITY  
Granada Project

MEMORANDUM

November 30, 1944

To: All Appointed Personnel  
From: H. F. Halliday  
Acting Project Director

Effective Monday, December 4th, the accommodation service of allowing appointed personnel to secure meals at the workers' mess and at the hospital mess will be discontinued. As heretofore only members of the hospital staff will be permitted to utilize the facilities of the hospital mess hall.

*H. F. Halliday*  
H. F. Halliday  
Acting Project Director

Lindley

WAR RELOCATION AUTHORITY  
Granada Project

MEMORANDUM

November 30, 1944

To: All Appointed Personnel  
From: James G. Lindley, Project Director  
Subject: Staff Mess

The new staff mess will open for the noon meal on Monday, December 4, and will operate thereafter seven days a week, three meals per day, until further notice.

Menus, hours, and rates are as follows:

<u>Breakfast:</u>	<u>7:15 to 8:00 AM</u>		
	Special (daily) - Doughnuts or rolls or toast and coffee		10¢
	Regular - Club Breakfasts		30¢
<u>Lunch:</u>	<u>12:00 Noon to 12:30 PM</u>		
	Special (daily) - Consisting of sandwich, salad, dessert, and coffee or tea		25¢
	Regular - Lunch		45¢
<u>Dinner:</u>	<u>5:30 to 6:00 PM</u>		
	Specials - As announced will be served		75¢ to \$1.00
	Regular - Dinner		50¢

(No substitutions will be made on meals)

Special plates will be served for children 8 years of age and under for 25¢ at lunch and dinner. If regular portions or specials are desired for children, the regular adult prices will be charged.

Sunday and Holiday hours will be announced at staff mess bulletin board.

Employees who do not have meal identification cards are requested to secure them from the Finance Office in order that payroll deductions can be made; otherwise, meals must be paid for in cash.

(over)

*Lindley*

WAR RELOCATION AUTHORITY  
Granada Project

MEMORANDUM

November 30, 1944

To: All Appointed Personnel

From: James G. Lindley  
Project Director

Subject: Staff Meeting - December 2nd

Sound movies of the Normandy Invasion will be shown at a general meeting of all appointed personnel in Terry Hall, Saturday, December 2nd, at 2:00 P.M. Every staff member is expected to be present unless definitely excused by his division chief or section head. Please be prompt so that we may start on time and finish early.

*Garrison*

WAR RELOCATION AUTHORITY  
GRANADA PROJECT  
Amache, Colorado

MEMORANDUM

Date: November 30, 1944

To: All Appointed Personnel-- Education Section

From: Lloyd A. Garrison

Subject: Leave During Christmas and New Year Holidays, 1944

All of you have received Administrative Notice No. 183 from Mr. Myer in which it is stated that the policy of the War Relocation Authority shall be not to grant leave for the period December 15 to January 8, where travel would be involved, except in cases of extreme emergency.

All of us understand the reason for this notice and I am certain that all of us will cooperate in every possible way. None of us would willingly prevent the travel of service men and women on holiday leave or enroute to official stations.

I know that several of you have already made plans which involve travel by public carrier. To change your plans would be a real disappointment and an actual sacrifice. If you are planning a trip by train or bus won't you please think the matter over very carefully before you go?

Travel by private automobile appears to be a matter of personal decision and planning. Persons who have conserved their A gas coupons for such use are, in my opinion at least, free to use them as they see fit. It would be, of course, dishonest to use gasoline allowed for other uses merely for holiday pleasure travel.

Your cooperation will be greatly appreciated by the administrative staff here and by the many travelers for whom urgently needed space is needed.

*Lindley*

WAR RELOCATION AUTHORITY  
Granada Project

December 4, 1944

PROJECT INSTRUCTION No. 7  
Supplement No. 1

To: All Appointed Personnel  
From: James G. Lindley, Project Director  
Subject: Personal Long Distance Telephone Calls

In Project Instruction No. 7 dated October 13, 1942, it was requested that administrative employees who wish to place personal long distance calls place them by using the telephone booth which is located in the lobby of the North Administrative Building.

Through special arrangements made with the Telephone Company, personal telephone calls have been accepted through the switchboard with proviso that payment be made at the pay station later. This system has worked rather unsatisfactorily because often times payments made are not tied in by the Telephone Company with the calls made and in other cases no payments have been made. As a result, in many instances duplicate billings have resulted while in others payments have been made by persons other than those who placed the calls in order to avoid unpleasantness involved in collections. The Telephone Company has now discontinued this service.

I wish again to request employees to cease using Government facilities for personal calls except in real emergencies. Telephone calls to hotels for the purpose of making reservations even for official visitors are considered personal. The telephone operators are being instructed not to accept prepaid station-to-station calls to hotels or any other calls, except emergency calls, which are identified as of a personal nature. It is requested that employees whose personal calls are declined by the operator realize that the operators are under instructions on the matter, and cooperate. When emergencies require the use of official facilities for personal long distance calls, employees will be given one notice of the amount due and, if it is not paid, the amount will be deducted from the succeeding payroll.

*James G. Lindley*  
James G. Lindley  
Project Director



*Halliday*

WAR RELOCATION AUTHORITY  
Granada Project

MEMORANDUM

December 12, 1944

To: All Appointed Personnel  
From: H. F. Halliday  
Acting Project Director  
Subject: Sale of Christmas Seals

The center-wide sale of Tuberculosis Association Christmas Seals is being sponsored on the Center by a girls' club, the "Las Allégrias".

It will be appreciated if the employees living on the Center will make their purchases through this organization in order that Amache might receive credit for sales made on the project.

*H. F. Halliday*

H. F. Halliday  
Acting Project Director

WAR RELOCATION AUTHORITY

Washington

December 11, 1944

ADMINISTRATIVE NOTICE NO. 198

*Deferred  
Pay Days*

Subject: Deferred Pay Days

Distribution: CO

We have received from the Bureau of the Budget a notice prescribing deferred pay days and a change in pay periods. Briefly the changes are:

1. Effective January 1, 1945, uniform semi-monthly pay periods ending on the fifteenth and last days of the month shall be established.
2. Payrolls shall be prepared after the close of the pay period. Payment shall be made within 12 days thereafter, in accordance with a schedule of pay days to be established by the Secretary of the Treasury.

The Secretary of the Treasury has prescribed for the Department of the Interior pay days on the 12th and 27th of each month. In order that employees will be inconvenienced as little as possible, the deferred pay days will be instituted gradually in successive steps until the deferred pay day is reached. The payroll periods and pay day therefor are as follows:

<u>Pay Period</u>	<u>Pay Day</u>
December 18-31, 1944 (Wash.)	January 1, 1945
December 16-31, 1944 (Other)	January 1, 1945
January 1-15, 1945	January 17, 1945
January 16-31, 1945	February 5, 1945
February 1-15, 1945	February 21, 1945
February 16-28, 1945	March 9, 1945
March 1-15, 1945	March 24, 1945
March 16-31, 1945	April 11, 1945
April 1-15, 1945	April 27, 1945
April 16-30, 1945	May 12, 1945
Thereafter the 12th and 27th of each month.	

Note that the paychecks for January in Washington will be smaller by two days' pay.

The adoption of the procedure prescribed by the Bureau of the Budget will extend and make uniform a practice that has already been established in 14 departments and establishments which employ over 70 per cent of the civilian personnel in the Federal Government.

*A. S. Meyer*  
Director  
OM-1867

Garrison  
Re - closing  
relocation

December 26, 1944

To: All Appointed Personnel (Education Section)

From: Lloyd A. Garrison

Subject: Plans and Obligations

This memorandum has been written to clarify some of the misunderstandings which appear to have grown out of our meeting the afternoon of December 21. I regret that my statements were in any way misleading or the cause of misunderstanding for I had intended that they have the opposite effect.

1. No employee of WPA, including teachers, is "frozen" on the job. As in the past you may seek and contract other employment. When a bona fide offer is received the administration will cooperate with you in securing the position. However, you have a professional responsibility here and employees who leave without due notice (usually 30 days) or without proper clearance may be denied transfers and recommendations.
2. You are assured employment until June 1, 1945 in your present assignment as an elementary or secondary school teacher or supervisor. Conditions existing at that time will determine whether or not a summer school program is offered. Even though there is no summer school, those who wish can be retained in new assignments but in the same position and salary until August 30. If you wish you may contract today for employment beginning after June 1, 1945 for your present employment does not preclude such a contract.
3. The school administration now has three paramount responsibilities:
  - A. To continue to provide the best educational opportunity for boys and girls of school age residing here that circumstances will permit.
  - B. To carry out instructions for the orderly and systematic closing of the schools and the project.
  - C. To assist every employee in every way possible to secure satisfactory employment and make the change to new position.

Only with the continued cooperation and good will of every teacher, supervisor, and principal can these responsibilities be discharged. We have not failed in the past. For this reason I look forward to the future with confidence.

*Lindley*

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

December 28, 1944

PROJECT INSTRUCTION NO. 32

TO: All Appointed Personnel  
FROM: James G. Lindley, Project Director  
SUBJECT: Unlawful Use of Government Vehicles

For the information of all employees, there is cited below the WRA Manual section dealing with the unauthorized and unlawful use of Government vehicles:

"The Independent Offices Appropriation Act, 1945 (Public 358, 78th Congress), stipulates that any officer or employee of the Government who uses or authorizes the use of any Government-owned or leased motor-propelled passenger-carrying vehicle for other than "official purposes" does not include the transportation of officers and employees between domiciles and places of employment. The word "uses" has been defined to include not only the driver of the vehicle but also passengers as well, if it is determined that they knowingly were using a car for other than official purposes. This law is applicable to the War Relocation Authority and to ALL employees. Each Project Director or head of a field office who discovers one of his staff violating the law shall take immediate steps to secure the offender's dismissal."

*James G. Lindley*

James G. Lindley  
Project Director

WAR RELOCATION AUTHORITY  
GRANADA PROJECT  
Amache, Colorado

January 5, 1945

INSTRUCTIONS TO CENSUS ENUMERATORS

The Block Manager of the block to which you have been assigned has prepared Roster Sheets listing the names of all residents in his block with the following information:

Name  
Family Number  
Center Address  
Age; and  
Sex

This data is adequate for the present census as it will provide the essential information necessary to check each person with our Master Roster.

When you enter each apartment, ask each person seen if he (or she) is a resident or a visitor. If a resident, mark "R" in Column 1; if a visitor, mark "V" in Column 1.

If a person is not listed and is a resident, note the above information on the roster sheet; if a visitor, name alone is sufficient.



THE SECRETARY OF THE INTERIOR  
WASHINGTON

DEC 19 1944

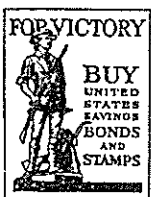
MEMORANDUM for the Staff of the War Relocation Authority.

With the issuance of the order permitting most of the Americans of Japanese ancestry to reenter the West Coast, the work of the War Relocation Authority enters a new phase. Before you is the task of carrying out the desire of the President to continue and intensify the effort to relocate as many of these people as possible in places other than the West Coast area, as well as the tasks of continuing orderly administration of the centers and of regulating the return of those persons who choose to go back to the West Coast. These are undertakings which will require the greatest loyalty, devotion and skill on your part. I know that you will do them faithfully and well.

Behind you is a record of accomplishment of which you may all be proud. You have efficiently and devotedly carried out one of the most difficult and trying jobs that has been entrusted to an agency of Government. You, and particularly Mr. Dillon Myer, the Director of the War Relocation Authority, have been subjected to a good deal of abuse from persons who could not or would not understand the problem with which you were dealing. But in spite of this, you have carried through a carefully devised program with regard not only for the conditions imposed by military authority, but also for the human values concerned.

I am taking this unusual step of addressing this memorandum to all of you because I think that you should know that I and the thoughtful people of this country appreciate the job that you have done and the sacrifice that some of you have made. I know that you will continue to carry on until the program is completed.

*Harold L. Ickes*  
Secretary of the Interior.



WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado

January 6, 1945

TO: All Appointed Personnel  
FROM: WRAnglers Club  
SUBJECT: Square Dancing Class and Social Dancing

You will be interested to know that the results of the questionnaire recently circulated named square dancing and social dancing as first choice. We are, therefore, arranging such dances to be held regularly at the Staff Recreation Hall.

Every Thursday night, from now on, there will be a class of instruction in square dancing from 7:30 p.m. to 9:30 p.m.; and from 9:30 p.m. until 11:00 p.m. there will be social dancing. You are cordially invited to come for either or both of these sessions. The first class will be held January 11, 1945, and the activity is under the supervision of the following committee: Miss Roxine Everetts, chairman, Miss Maida Campbell, and Mr. Charles E. Hinman.

Square dancing has become one of the most popular activities on a national scale. We have arranged for capable leaders and good music, and we want all members of the appointed personnel and their families, the members of the Service Command and the Post Office employees to know they are cordially welcome.

Because of the Census this week and the meeting of the Evaluation Committee next week, the Sunday afternoon record recitals will be discontinued until further notice.

*Garrison*

DEPARTMENT OF EDUCATION

January 20, 1951

All Education Appointed Personnel

Subject: Use of School Calendar

The principals have been advised that the school calendar for 1951-52 will not be in effect until the first of September. In reference to the school calendar, a memorandum is being prepared.

The school calendar was planned to give the teachers and staff periodic opportunities to complete quarterly reports, plan school work, and carry out other necessary school duties. School is dismissed for this purpose. It is not a vacation period for any staff member. If these periods are not needed they will be cancelled and the closed school reached at an earlier date.

All leave requests covering these periods will be considered in the same manner as at other times. All employees have very definite leave privileges. Leave can be granted to teachers, however, only upon the approval of the supervisor, in this case the principal. The supervisor must determine whether or not the request for leave is justified and whether the teacher can be spared from duty.

Leave requests for leave have exceeded the leave time allowed. It is essentially the responsibility of the applicant to file applications which cover only accumulated leave credits. The personnel office can always furnish this information.

Your cooperation in these matters will be greatly appreciated.



February 1, 1945

To: Appointed Personnel

Subject: Entertainment

Because many people have never seen the film, "The Birth of a Nation", and many others would like to compare this first important production with modern achievements, you will be interested in knowing that it will be shown at the Administrative Recreation Hall, February 7, at 7:30. You may see it by buying a membership in the Apache Literary Club at 30¢ per person (children will not need memberships). The Membership Committee consists of Mr. McClelland, Mr. Halliday, Mr. and Mrs. Walther, Mr. Drummond, Mr. Jackson, and Dr. and Mrs. Dumas.

"The Birth of a Nation" was produced in 1914 under the direction of D. W. Griffith and starred Lillian Gish, Mae Marsh, and Henry B. Walthall. The story is taken from the novel, The Clansman, by Rev. Thomas Dixon. Because of the race attitudes displayed, the picture started riots and much controversy. But in spite of its implications, the method of expression is magnificent. The film lifted the motion picture out of social contempt.

WAR RELOCATION AUTHORITY

Washington

March 17, 1945

MEMORANDUM

To all Employees:

I have just returned from a visit to all of the Relocation Centers, and I wish to add my congratulations to those expressed by Secretary Ickes a few months ago on the fine work you have been doing as a member of the WRA staff.

Naturally you have had some concern about just how long you will be needed to assist in the work of closing out the program. Our plans call for the greater part of a year's work ahead for most of the staff. A few positions may be abolished but the incumbents of those positions may be transferred to other positions that they are qualified to fill.

To those who wish further government employment, we plan to give every assistance possible in locating a suitable position. In order that we may begin work at once to that end we should like to have you complete the enclosed questionnaire and submit it to your Personnel Officer or field office chief as soon as possible. If you do not plan further government employment, the form should be checked accordingly and returned so that we can be sure that no one is overlooked who wishes assistance. Centers and field offices will forward the forms to the Washington Personnel Officer not later than May 1.

The Authority will work very closely with the Department of the Interior, the Civil Service Commission and other agencies in order to obtain the transfer of employees to positions they wish in the Government. Wherever possible, arrangements will be made for transfer well in advance so that the employee can finish his work with the Authority in the secure knowledge that a new assignment in the Government is awaiting him when this one is completed.

The Authority will attempt to assist employees who have reemployment rights in other agencies in establishing their return to such agencies if the employee so desires. Please indicate at the bottom of the form what reemployment rights you have and the agencies with which you hold them.

It is my request that those employees who get offers for other positions in the coming months which they feel that they cannot afford to overlook, discuss them with their Project Director or field office chief in order to work out a plan for their release or transfer. This office will be glad to assist in making a transfer or release effective at a time suitable to all concerned.

You, who have been with us all these months, are the ones upon whom I shall have to rely to complete the program. I am sure that you will find it the most interesting phase of the work and one from which you will derive considerable satisfaction. I am confident that I can count on you in the future as I have in the past.

*D. L. Meyer*  
Director.

Enclosure

WAR RELOCATION AUTHORITY  
GRANADA PROJECT  
AMACHE, COLORADO

March 19, 1945

MEMORANDUM TO: Appointed Personnel  
FROM: W. Ray Johnson  
SUBJECT: Canteen

Dear Fellow Workers:

I believe that you are aware of the conditions under which the canteen has been operating the last few weeks. The letter from Mr. Halliday to me, reprinted below, states the desire of the present operators to liquidate. If we desire a canteen, and I believe that we do, it has been proposed that at least 120 of the appointed personnel subscribe \$10 toward a membership certificate in a group association or cooperative to be organized. With capital from this source the group could take over the canteen and operate it. If this proposal is agreeable to you, my office is willing to receive a \$10 deposit from each interested individual and proceed with a proposal for an organization. If you are interested, please leave your deposit with Mrs. Lanker during the period March 20 - 24th.

Amache, Colorado  
March 10, 1945

MEMORANDUM FOR: W. Ray Johnson  
FROM: H. F. Halliday  
SUBJECT: Operation of Employee's Supply Club

As you know the Underwriter's Group which is now operating the Employee's Supply Club was organized for the purpose of carrying on the business while an employee's association was formed. This situation has continued for three weeks and members are extremely anxious to withdraw from the enterprise. There is a mandatory provision in our mutual agreement which permits a member to withdraw by giving 15 days notice of intent to the other members. Already 3 members have considered giving such notice but were prevailed upon to stay in long enough for a final effort to continue the enterprise under the proposal which follows:

1. A resolution was offered and accepted at today's meeting that the Underwriter's Group close out the business by April 1, 1945, on such terms and under such conditions as may be possible.
2. The Underwriter's Group is willing to sell out on a cash basis to an organized employee's association on terms as follows:
  - A. Stock of merchandise on hand at invoice cost on date of transfer. (Estimated \$525).
  - B. Equipment and fixtures at cost. The phonograph is owned by the Under-

writer's Group but is subject to an agreement which gives custody and use rights to the Military Personnel as long as the company is here and must be included in the sale on the same terms. (Estimated value of fixtures \$410).

- C. The purchaser is to assume obligations for and will accept undelivered merchandise on order. (At present this is estimated at \$400).
- D. The Purchaser will reimburse the Underwriter's Group for the pro-rated unused portion of Insurance and license fees, some of which are probably transferable. (Estimated \$65.00).
- E. Inventories of merchandise can be reduced to permit handling of transaction with approximately \$1000 if desired.
- F. If the terms of the transaction are not completed by March 25th the Underwriter's Group will liquidate the Employee's Supply Club by April 1, 1945.

We have been notified by the ration board that ration points are available to permit purchase of canned milk, meats, and other processed foods if desired.

Will you please advise whether or not the Underwriter's Group can expect a cooperative group to take over operations as proposed?

By Order of the Underwriter's Group:

H. F. Halliday, Treasurer.

writer's Group but is subject to an agreement which gives custody and use rights to the Military Personnel as long as the company is here and must be included in the sale on the same terms. (Estimated value of fixtures \$410).

- C. The purchaser is to assume obligations for and will accept undelivered merchandise on order. (At present this is estimated at \$400).
- D. The Purchaser will reimburse the Underwriter's Group for the pro-rated unused portion of Insurance and license fees, some of which are probably transferable. (Estimated \$65.00).
- E. Inventories of merchandise can be reduced to permit handling of transaction with approximately \$1000 if desired.
- F. If the terms of the transaction are not completed by March 25th the Underwriter's Group will liquidate the Employee's Supply Club by April 1, 1945.

We have been notified by the ration board that ration points are available to permit purchase of canned milk, meats, and other processed foods if desired.

Will you please advise whether or not the Underwriter's Group can expect a cooperative group to take over operations as proposed?

By Order of the Underwriter's Group:

H. F. Halliday, Treasurer.

War Relocation Authority  
Granada Project

Memorandum

To: All Appointed Personnel  
Education Section

March 28, 1945

From: Lloyd A. Garrison

Subject: Overtime allowances

Some irregularities have existed in reporting and granting time beyond the regular eight-hour work schedule. The following instructions are issued to clarify and standardize this procedure.

1. All allowances for overtime must be arranged in advance of the time worked.
2. No allowances will be made unless the overtime is one half hour or more. Time must be reported in units of one-half or one hour.
3. Non teaching activities, which in general require no advanced preparation, (social affairs, rehearsals, clubs, music, gatekeeping, etc.) will be granted overtime at the rate of hour for hour. Teaching activities requiring no preparation will be credited at this same rate.
4. Teaching activities requiring preparation, will be compensated for at the rate of one half-hour of preparation for each hour of teaching. Thus a class meeting two hours will be given two hours credit for teaching, and one hour, for preparation.
5. All regularly assigned activities should be arranged for in advance each month, and reported by the supervisors.
6. All arrangements for overtime work outside the Education Section must be approved in advance by your supervisor. The Education Section will not recognize overtime which has not been approved. The other project activities now compensate for extra-hour work at the rates described in paragraphs 2, 3, and 4 preceding.

During the remainder of the school year, many activities (school) will require extra work. Supervisors are instructed to spread the responsibilities for these activities as far as possible. Workers must accept certain added duties, and they should not expect compensatory time for a few minutes work.

Your cooperation, understanding, and assistance is especially necessary to insure our success during the remainder of the year.

12th  
W.R. G. Wash  
L. v. R. G. Wash  
Chapman

... usual American city—Cleveland, Minneapolis, St. Paul, Des Moines, Detroit, Pittsburgh, Philadelphia, Baltimore, etc.

... laundry, room, service, and barber shop service, ... concerning the use of ... to find street addresses of ...

... Cleveland, Minneapolis, St. Paul, New York, Boston, New Orleans, St. Louis, New Orleans, etc.

... laundry, room, service, and barber shop service, ... concerning the use of ... to find street addresses of ...

... need ... books, ...

... laundry, room, service, and barber shop service, ... concerning the use of ... to find street addresses of ...

1. To get along with your superior:  
 a. Work cooperation; don't be too quick to take offense, but give the chronic groucher and trickster the same treatment your fellow does a very good shoulder. Don't show cooperation at all times, and set the example yourself.  
 b. Off-time conversation and activities  
 c. Social relationships  
 2. How to get along with your fellow-employees:  
 a. Work cooperation; don't be too quick to take offense, but give the chronic groucher and trickster the same treatment your fellow does a very good shoulder. Don't show cooperation at all times, and set the example yourself.  
 b. Off-time conversation and activities  
 c. Social relationships

#### 4. How to get along with fellow-employees:

- a. Work cooperation; don't be too quick to take offense, but give the chronic groucher and trickster the same treatment your fellow does a very good shoulder. Don't show cooperation at all times, and set the example yourself.
- b. Off-time conversation and activities
- c. Social relationships

#### 5. How to get along with your neighbors:

a. To get along with your neighbors:  
 1. Be a good neighbor. Don't be too quick to take offense, but give the chronic groucher and trickster the same treatment your fellow does a very good shoulder. Don't show cooperation at all times, and set the example yourself.  
 2. Off-time conversation and activities  
 3. Social relationships

#### 6. How to get along with your neighbors:

1. To get along with your neighbors:  
 a. Work cooperation; don't be too quick to take offense, but give the chronic groucher and trickster the same treatment your fellow does a very good shoulder. Don't show cooperation at all times, and set the example yourself.  
 b. Off-time conversation and activities  
 c. Social relationships



If you are working under a union agreement, it is your duty to report to your employer any violation of the agreement. It is also your duty to report that it would be a good thing to report to the union business agent or the shop committee on labor relations. Don't get into a quarrel between the employer and the employee. Don't be the goat—you can't afford to be. If you want to make a call for leadership, don't be backward about it. Don't be afraid to talk or about discussing the problems with them. Don't get the facts before you take a stand definitely.

#### 7. How to get along with the press:

Be yourself.

1. Don't emphasize the hardships and difficulties you are being asked to work under. Present a well balanced picture of the whole economic situation, and of your own if you're talking about that. Emphasize the need for democracy and racial equality throughout the world and United States in your speeches, and show the relationship between the rights of the other fellow, to whom you are talking, and your own rights--that if yours are violated, he can expect that his will be also. By some other pressure group which is trying to advance itself unjustly at other's expense. Tell them that the war we're fighting all over the world is vitally connected with your effort to maintain your freedom and keep your part in a free world.

#### 8. How to get along with other groups:

Church groups: Join them, talk to them, become an officer, expand the acquaintanceships you make in them, show them that you are an able person, and that you are just as American as they and their parents are.

School groups: Be yourself. Go out of your way to make friends, and to take advantage of opportunities to mix with the many social groups open through them.

Lodges and other fraternities and societies: Sit in, but keep an eye on which are dominant in the community and try to find those of alternatives are open, and if they give you as good a break as you can get. Don't get too close to them. Stay clear of the "insiders" and their "insiders" and keep your own independence.

Smoking clubs, such as the "Cigarette Club" and the "Cigarette Club" if you get chance, join them at the first opportunity, and if you get a chance, join them at the first opportunity, and if you get a chance, join them at the first opportunity.

#### 9. How to eat, drink, and be merry gracefully.

Table manners--do you remember your silverware?

Dress: for street, work and play

Dining out: How to behave, how to sit, how to order, how to leave, what to say.

The theater: How to go, what to admire, ignore, etc.

Handicraft and when to buy for it.

10. Taxes—how to pay them:

Types of taxes: sales, income, and other. What they are and how to pay them.  
How to avoid them.  
Tax deductions: charity, victory, etc.  
Pay taxes by keeping on the job.

11. Insurance:

Hospital insurance, medical service, if possible  
Accident, sickness, and life insurance  
When to take out life insurance, what to buy, and how much to buy.

12. Savings:

Bonds and stamps  
Investments  
Postal savings and bank savings accounts

13. Banks—how to use them:

Six services commonly given by banks in the United States: Checking accounts, savings, credit, trusts and escrows, safety deposits, financial advice and information.

14. How to budget your income:

Living on your income and saving some for an emergency

What to buy, and where to find out the truth about quality and values:

Consumers' Union, Consumers' Research, Consumers' Guide, Federal Bureau of Standards, Bureau of Home Economics, Women's Bureau, Children's Bureau, Fair Security Administration, Department of Agriculture, Pure Food and Drug Administration, Department of Commerce, Bureau of Foreign and Domestic Commerce, PM, Chicago Sun, etc.

Standard of living: What part your income should you spend for each type of commodity you need or want? How the Consumer spends his income, Department of Agriculture budgets on four levels of income, etc.

ABC's of budgeting: a simple account book; a habit of writing up expenditures and receipts promptly and regularly; keeping the balances up to date; predicting your expenditures several months in advance; factors to watch.

Rationing—or how to use your points to best advantage.

ABC's of Rationing

Rules and regulations—food, shoes, gas, tires, etc.

Budgeting your points—point bargains.

15. Trouble and how to meet it:

A. Ill Health: Hospital insurance, and if possible medical insurance:

How to select the right doctor

How to select the right hospital

When to call the doctor, when to stay home from work, what to do when you have to stay home.

Home remedies and first aids.

- B. How to get help, financial, helpful advice, and help in general: Use your social agencies, especially the Social Security Administration, nearest you, the Family Welfare Association, the United States Veterans, the Community Chest and its member agencies, the American Red Cross, the Transient Aid Society, the National Student Reliance Society, the Girl Scouts, the British War Relief Society, etc. If you are ill or injured, the Public Welfare Department, your union, if it is good, your church, the personnel department of your employer, if the company or plant is a large one.
- C. How to use each social agency: what each one tries to do, and what you might do for you.
- D. How to give aid: Join some Civilian Defense Hospital Society, Ladies' Aid, or Red Cross chapter, do as much as you can in your spare time, and get acquainted with your fellow-workers while you're doing it. Look for chances to do someone a good turn--they'll remember it--and you--with gratitude.

16. How to make Friends and Avoid Loneliness:

Pay attention to your companions, talk with them, tell them about yourself, encourage them to talk of themselves and their problems. Be a good listener, and sympathetic fellow-employee, diner, traveler, church member, etc. Invite them to your room or home, and be natural about it. They'll soon write you to theirs. Even if they didn't, you have the benefit of their company, information, and the good impression that your hospitality makes on them. Persistence will win friends, when joined with courtesy, consideration, and a friendly attitude. Go to it!

EMPLOYEES' SUPPLY CLUB

Staff Rec Hall  
Amache, Colorado

All appointed Personnel are invited to a meeting of the Employees' Supply Club next Saturday, April 28, 1945, at 3:00 p.m., in the Rainbow Room. You will be welcome at this meeting whether you are a member or not.

This meeting is important to you. By-laws will be presented for adoption, a permanent organization will be set up, rules and regulations governing the canteen will be proposed, and other equally vital matters will come up for discussion.

This is your club and your organization. This meeting is your opportunity to express yourself and to help have things the way you want them. Please come and give your officers the benefit of your suggestions.

*Ruby C. Fuller*  
Ruby C. Fuller  
Secretary-Treasurer

Gladys Jones Seevers

WAR RELOCATION AUTHORITY  
GRANADA PROJECT  
APACHE - COLORADO

MEMORANDUM

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

Gladys Jones SeEVERS

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY

Granada Project  
Amache, Colorado

May 9, 1945

MEMORANDUM TO: All Appointed Personnel  
FROM: Community Activities Section  
SUBJECT: Field Day, May 12th

You are cordially invited to attend and participate in the Field Day next Saturday. Elaborate plans have been set up to make this the big spring festival for the whole project. It will probably be the final center-wide celebration, and it is hoped that the appointed personnel will join with the residents in making it a success.

The Field Day will be held on the playground opposite the High School from 9:30 a.m. to 6:00 p.m. There will be all kinds of novelty races, contests and similar events, all of which are open to you. Among other events is a kite-flying contest, the rules for which have been published in the Pioneer and are available in the Community Activities office.

The Administration area has been designated as "Block 30", and we hope there will be one representative from "Block 30" in each event. There will be free refreshments, and it is suggested that families bring a picnic lunch.

We particularly request that parents discuss this with their children and encourage them to choose the particular events in which they wish to participate.

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.

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.

*Lindley*

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



Granada Project  
Amache, Colorado

January 26, 1945

M E M O R A N D U M

TO: All Appointed Personnel

FROM: The WRAnglers Club

SUBJECT: WRAnglers Club Activities

There will be movies in the Rainbow Room (south room of the Staff Recreation Hall) next Monday, January 29, 1945, at 7:15 p.m. The picture will be "The Informer", an HKO picture featuring Victor McLaglen, Heather Angel, and Preston Foster. McLaglen gives a remarkable performance as the informer who, under pressure, betrays his best friend and suffers the torments of a bad conscience until finally events catch up with him.

Beginning Monday, January 29, 1945, the Staff Recreation Hall will be open from 6:30 p.m. on. Pool, ping pong, cards and other games will be available for those who wish to play. The WRAnglers Club hopes you will find it convenient and pleasant to use the Club rooms as a lounge in the evenings hereafter.

The hosts and hostesses at the WRAnglers Club are as follows:

January 29	Monday	John D. Neal	(Movies)
30	Tuesday	Mr. & Mrs. Dumas	
31	Wednesday	Mr. & Mrs. Gerrild	
February 1	Thursday	Miss Everetts	(Square Dance)
2	Friday	Mr. & Mrs. Leibel	(Movies)
3	Saturday	Mr. & Mrs. Vatcher	
4	Sunday	Mr. & Mrs. Chamberlain	
5	Monday	Mr. & Mrs. Vecchio	
6	Tuesday	Mr. & Mrs. Walther	(Movies)
		Mr. & Mrs. Michaud	
7	Wednesday	Mrs. Laverick & Mrs. Wilson	
8	Thursday	Miss Everetts	(Square Dance)
9	Friday	Mr. & Mrs. Reeves	
10	Saturday	Mr. & Mrs. Hanson	
11	Sunday	Mr. & Mrs. Barton	
12	Monday	Mr. & Mrs. Easton	
13	Tuesday	Miss Fraker	
14	Wednesday	Mr. & Mrs. Tigges	(Movies)
15	Thursday	Miss Everetts	(Square Dance)
16	Friday	Mr. & Mrs. Spencer	
17	Saturday	Mr. & Mrs. Lindley	
18	Sunday	Mr. & Mrs. Hinman	(Movies)

On Mondays and Thursdays from 4:30 p.m. to 5:30 p.m. the Japanese Language Class meets under the instruction of Mr. Sakaiyawa. While the

class has had four sessions, it is not too late to join if you wish. Those who have enrolled are finding this most interesting and worth while.

Square Dancing occurs every Thursday evening from 7:30 p.m. on. Those who have not attended these square dances are really missing out on a lot of fun. You are cordially welcome at any time, of course.

The card party was so successful that the WRanglers Club has been asked to repeat it regularly. Therefore, we plan to have bridge and pinoche parties on the first and third Mondays of each month. The next one will be at 8:00 p.m., Monday, February 3, 1945.

Movies will be as follows:

January 20	Tuesday	"The Informer"
February 2	Friday	"Home Before Dawn"
6	Tuesday	"Trade Winds"
14	Wednesday	"The Prisoner of Zenda"
18	Sunday	"Jane Eyre"
26	Monday	"Standing Room Only"

(The movie schedule is tentative and may have to be changed from time to time. You will receive regular notices as in the past.)

The facilities of the WRanglers Club are available to any member for private parties. The calendar of engagements is kept by Mr. Neal, and you should clear through him if you wish to use the Club.

WAR RELOCATION AUTHORITY  
Granada Project

October 2, 1944

MEMORANDUM

To: All Appointed Personnel  
From: James G. Lindley  
Project Director  
Subject: Availability of Surplus Vegetables

Our memorandum of September 9th announcing availability of vegetables is revised as follows:

TIME WHEN VEGETABLES MAY BE PICKED: Tuesday & Friday - 4:30 PM to 7:30 PM

VEGETABLES AVAILABLE AND PRICES:

Tomatoes	\$1.00 per bushel
Beets	.85 per bushel
Dry Onions	.65 per 50 lb. sack
Water Melons	.15 each
Cantaloupes	.03 each
Honeydew Melons	.05 each

LOCATIONS AND SUPERVISORS IN CHARGE:

Tomatoes (Mr. M. Nakano)	Field north of main gate south of highway.
Beets (Mr. Osaka)	South side of highway, southeast of entrance to Koen headquarters.
Dry Onions (Mr. M. Nakano)	Left side of main highway approximately one mile west of "G" Street.
All Melons (Mr. Sugita)	One mile west of main gate, turn south to Wolf Creek neck.

All other instructions concerning billings and picking will remain as heretofore.

*James G. Lindley*

WAR RELOCATION AUTHORITY  
GRANADA PROJECT  
ALACHE, COLORADO  
Sept. 9th, 1944

TO: All Appointed Personnel  
FROM: James G. Lindley  
SUBJECT: Availability of Surplus Vegetables

Reference is made to Project Instruction No. 26 outlining the procedure for sale of surplus farm vegetables.

The Farm Section has today informed me that because of the man-power shortage, it will not be possible at this time to provide vegetables as originally proposed. However, they advise that arrangements have been made to authorize appointed employees to harvest crops as listed below and under the conditions cited. The items available, prices, and time set for picking will remain as stated below until further notice.

Any employees who wish to avail themselves of the specific items listed, may do so effective today. No other vegetables will be made available until further notice.

TIME:

Saturday afternoon - 1:00 P.M. to 3:30 P.M.  
Sunday - 9:30 A.M. to 10:30 A.M.  
Wednesday - 6:00 P.M. to 7:30 P.M.

LOCATIONS AND SUPERVISORS IN CHARGE:

Tomatoes (Mr. K. Nakano)	Field north Main Gate, south of highway
Table Beets (Mr. Osaka)	South side of highway, southeast of entrance to Koen headquarters
Zucchini Squash (Roy Nakatani)	One-quarter mile east of main entrance on highway to Granada. Squash will be sold only Saturday afternoon. Mr. Nakatani can be located at the farm office by the main entrance.

PRICE:

Tomatoes	- \$1.00 per bushel basket
Beets	- .35 " " "
Zucchini Squash	- .65 " " "

INSTRUCTIONS:

Containers to be furnished by buyer and all vegetables to be harvested by buyer according to instructions received from field supervisor. Sale tickets will be furnished by field supervisor. Charges will be billed by the Finance Office. Please handle vines with care.

UNITED STATES  
DEPARTMENT OF THE INTERIOR

WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado

January 13, 1944

TO: All Appointed Personnel  
FROM: The WRAnglers Club  
SUBJECT: Japanese Language Class

The class in Japanese language will start Monday night, January 15, 1945. The class will be held twice a week regularly from 4:30 p.m. to 5:30 p.m. in the Staff Recreation Hall.

The course will be in Japanese language and no effort will be made to learn reading and writing--certainly not at the beginning. It will be a conversation course and we do not plan at the beginning to use text books although we may find later that this is desirable.

The class is open, of course, to all members of the WRAnglers Club, which includes the Appointed Personnel and any members of their families, the Service Command and their families, and Post Office employees and their families.

The cost of the course will be prorated among the students. The exact amount can not be determined now since we do not know as yet how many will enroll nor what the expenses will be, but we expect it to run between 20¢ and 30¢ a lesson. Those taking the course should expect to be serious about it and really set in to learn a practical Japanese conversation language, even in the time remaining before we leave the Center.

This hour was set to make it as convenient as possible for those living in Lamar. The committee thought if there were a few from Lamar who wished to take this course they might arrange to return on Mondays and Thursdays an hour later than usual in the same car. Of course, there is also on Thursday nights the Square Dances from 7:30 p.m. to 9:30 p.m.

Those wishing to take this course should be present at one of the first two classes if possible.

DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado  
September 5, 1944

M E M O R A N D U M

To: All Appointed Personnel  
From: Personnel Management Section  
Subject: Revision of Application for Federal Employment  
(GSC Form 57)

It is requested that all appointed personnel whose Form 57 does not presently reflect their complete background and experience, call at the Personnel Office at once and fill out new forms.

Your Form 57, on file in the Personnel Office, is an important consideration in cases of promotions, so it is essential that they contain a complete history of your educational and technical background and work experience. It is to the advantage of each and every employee that these records are complete and brought up-to-date.

Any additions or modifications to the Form 57 now on file in the Personnel Office **MUST** be accomplished before October 1, 1944. No alterations of these records will be permitted on or after this date.

If you feel that the Form 57 now a part of your personnel record is complete, please sign the statement below and return to the Personnel Office as soon as possible.

*Walter N. Moers*  
Walter N. Moers  
Personnel Officer

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Date \_\_\_\_\_

Personnel Management Section  
Granada Relocation Center

This will certify that the Form 57, now on file in the Personnel Office of this Project, reflects my complete educational and technical background as well as my work experience.

Signed \_\_\_\_\_

WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado

To: All Appointed Personnel  
From: Superintendent of Education  
Subject: Rescheduling of Hours for  
Night School Instruction

Date: September 7, 1944

During the past two years, members of the appointed teaching staff have been urged to teach classes of adults meeting at night. Hours of duty were rescheduled to encourage this service which has been extremely valuable. It is hoped that again this year a number of teachers, both elementary and secondary, will find it possible to render this service.

In the past, one hour of preparation was allowed for each hour of teaching, and time-off duty was given on Saturday. For example, a teacher meeting classes four hours during the week was given eight hours off on Saturday. This was a very generous allowance of time for preparation which nearly everyone admits. Very few teachers actually spend one hour in preparation for one hour of teaching.

At the same time, other members of the staff were asked to assume added responsibilities for non-instructional activities amounting to several hours each week. No rescheduling of hours was allowed, nor can it be allowed, for this work. This is an obvious distinction in favor of night class instructors.

For this reason, principals are now authorized to make reasonable allowances for staff members under their supervision who contribute to essential school activities beyond the normal work-week of 48 hours. Such time-off duty must be requested and granted in advance in an amount and at a time to be determined by the principals.

Another factor to be considered is the availability of the staff for Saturday meetings and duties. Previously, several members have not been able to attend since they were off-duty on Saturday. Assuming that these meetings are important, all staff members should be in attendance. If these meetings are not worthwhile, you should make sure that your principal knows how you feel. At the same time, I am asking the principals to call meetings only when they are necessary and to make sure that they are worthwhile.

In view of these considerations and because more teachers will live on the Project, the amount of time allowed for preparation for night school teachings is now reduced one-half. For each hour of class work, one-half hour of preparation will be allowed. For example, if you teach a night class two hours on Monday and two on Thursday, you will be granted six hours off-duty on Saturday. This will permit you to attend staff meetings for two hours on Saturday or to perform other assigned duties. The principals are instructed to schedule meetings or assign duties to provide for the maximum use and enjoyment of hours off-duty.

*Lloyd A. Garrison*  
Lloyd A. Garrison  
Superintendent of Education

WAR RELOCATION AUTHORITY  
Granada Project  
Amache, Colorado

October 7, 1943

MEMORANDUM

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.



## 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
Surgery Cases - after 15th day in hospital	1.00 per day
Medical Cases - from 2nd through 10th day in hospital	2.00 " "
after 10th day in hospital	1.00 " "

#### 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

Successive visits for same illness 1.50

Special treatment or diagnostic service - according to service (see under proper heading hereafter.

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*  
James G. Lindley  
Project Director

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 Therapeutic 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) Anaesthesia Fees - All Types

Major Surgery	\$7.50
Minor Surgery	3.75
Obstetrical	3.00 - 7.00
Local	No charge

h) Operating Room and Delivery Room Fee

Major Surgery	\$10.00
Minor Surgery	5.00
Obstetrics	5.00 - 10.00

i) X-Rays

Fluroscopy 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) Dental Fees

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
l) <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.