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### Memorandum for Field Officers

United States Department of the Interior, Office of National Parks

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UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of National Parks,  
Buildings and Reservations  
Washington

Emergency Conservation Work  
(N.P.S. Circular No. 65)  
(Also SP Circular No. 29)

October 23, 1933

MEMORANDUM FOR FIELD OFFICERS:

Winter Camp Construction

Information on this subject has formerly been sent to the field, but in order that the record may be complete and clear the approved policy and procedure are restated as follows:

- (1) The Army is to build the winter camps and has been instructed by Director Rechner to employ civilian labor for the construction of the buildings instead of using enrolled personnel. Enrolled personnel may be used for clearing the site or similar jobs other than building construction.
- (2) The War Department has issued instructions to the Corps Area Commanders that it is part of the Army's responsibility to furnish shelter, rations and bedding for "the foremen and technical supervisors of the State and Federal services charged with responsibility for the work to be done." The Army is expected to provide the necessary buildings for this purpose out of the funds allotted to the War Department for the winter camps.
- (3) With reference to such other buildings at the winter camps as are needed by the technical services, the War Department has sent the following radio to Corps Area Commanders:

"With reference to War Department instructions sent to you to the effect that the furnishing of separate or special buildings at C.C.C. camps is a function of the technical service which requires them, it is not intended to forbid the inclusion of such buildings in War Department contracts in cases where corps area commanders deem such action practicable and advantageous. Such inclusion will be only by mutual agreement and upon arrangement for appropriate reimbursement to War Department allotments by the technical service concerned."

The effect of this is to authorize the Corps Area Commander to include in his winter camp contract or program the construction of buildings needed by the technical services other than those for housing their technical and supervisory personnel where the Corps Area Commander is willing to do this and where the technical service regards this as the most satisfactory arrangement. Wherever such an arrangement will be cheaper than separate construction by the technical services themselves, the plan should be followed if agreeable to the Corps Area Commander, and arrangements made for charging the cost against the procurement authority of the technical service concerned.

(4) In the event that the technical service decides to construct its own buildings, the work must be done with hired civilian labor paid at the going rate of wages in the locality, which, of course, should be coordinated with the rates paid by the Army.

(5) It is of the greatest importance to exercise economy in the matter of buildings erected by or for the technical services. We want to have whatever building space is necessary for storage of equipment which must be protected from the weather, for work shops, office space, etc., but no more than is essential. Wherever practicable, joint use with the Army is desirable to save expense. National Park Superintendents, Acting Superintendents, and Camp Superintendents are expected to exercise such control over this feature in all camps under their jurisdiction as will meet the requirement of economy.

#### ECW Inspectors

Director Rechner has notified us of the appointment of Mr. J. B. French, home address 1314 Duncan Ave., Chattanooga, Tenn., as an Inspector.

#### Release of Men for Field Work

The following quotation from a recent letter from the field gives, first, a quotation from an order issued by a Corps Area Commander and, second, the comments of a Forest Service inspector. Once again it is made obvious that there are two parts to the story: first, what the Army does to help us, and, second, what we do to help ourselves.

#### (Corps Area Commander's Order)

"In only a few cases is the percentage of men actually at work in the forests satisfactory. This has been made the subject of comment in two of these letters and in communications from Washington and this headquarters. It is realized that mess halls, recreation halls, and water supply are pressing necessities. In some cases, however, unnecessarily large details are being kept on this work. In other cases, there are a number of men kept around camp on questionable fatigue parties. Although not observed by me on this trip, two extreme cases have been reported to me. In one case, a physical inspection was scheduled at such an hour as to necessitate the loss of some half hour or more actual work in the forests. In the second case, a large detail was kept on work in building a baseball diamond. Physical inspections must not interfere with work. Baseball diamonds must be constructed out of hours, or on Saturdays and Sundays. Sick call must be held so as not to interfere with work. It is impossible to make general rules to fit all camps. But I desire all officers to give this immediate attention and to get the maximum practicable percentage of men at work in the forests. As a means to this end, company commanders will make out daily statements showing, by number, the men employed on various jobs in and out of camp. Each day's statement will show, in addition, the percentage of actual strength turned over to the camp superintendent. The camp commander will, from time to time, go over these statements with the superintendent and discuss ways and means of getting maximum percentage on useful work."

(Forest Service Inspector's comments):

"General ---- tells me his chief difficulty is in getting his inspection officers to bear down on this point. While I was there, he relieved a Major from inspection duties because he had not been functioning satisfactorily. I suggested to General ---- that I might furnish him monthly a summary of the reports from the camp Superintendents as to the number of men turned over to them for Forestry work. He requested that I do so by camps and I will do so. I think that may help him out.

"General ---- is frank in saying that a certain number of men have to be kept around camps. I think that number is judged to be somewhere between 25 and 30. The orders for this region are now that not over 25 shall be kept in camp for the regular duties. He claims that all camps are not just alike, that more men are needed in some than at others. I think that is perfectly true. The camps very often reflect the ability or the interest of the Commanding Officers. They also reflect the aggressiveness and ability of the Camp Superintendents. I sometimes think the Camp Superintendents are about as much to blame for not reaching a satisfactory agreement with the Captains as the Captains are themselves. After all, it is a rather involved setup and there has to be give and take between the Superintendents and the Captains or we won't accomplish what we want to even if Army orders are rather strict and definite."

Prior Approval of Invitation for Bids on Proposed Contracts Exceeding \$2,500

Hereafter all proposed invitations for bids covering the purchase of supplies, materials, equipment and construction projects contemplated under Emergency Conservation Work which amount to sums in excess of \$2,500 must be approved by Director Rechner before circulating. It is believed the resulting delay can be held to within one week if the proposed invitations for bids are forwarded to and returned from Washington via air mail.

All field officers and parks contemplating contracts which may involve sums exceeding \$2,500 will please follow this procedure. Approval by the Secretary of all contracts of \$1,000 or more will be required as in the past.

THOSE NATIONAL PARKS AND MONUMENTS IN WHICH ECW CAMPS HAVE BEEN ESTABLISHED OR FOR WHICH CAMPS ARE APPROVED WILL PLEASE ACKNOWLEDGE RECEIPT OF THIS MEMORANDUM.

STATE PARK PROCUREMENT OFFICERS PLEASE ACKNOWLEDGE.

A. E. DEMARAY

Associate Director