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MEMORANDUM OF AGREEMENT

Under this cooperative agreement between the Topas unit of the War Relocation Authority and the Grazing Service of the Department of the Interior, it is proposed to set up a program for the training of certain qualified Japanese evacuees in topographic map making and the operation of a reproduction plant. This action is in accordance with existing policy of the Adult Education Department of the War Relocation Authority. The drafting room and reproduction plant are to be located at the War Relocation Authority Center at Topas, Utah.

It is understood and agreed that all maps and survey data used in connection with the training shall be those which have been generally available or which may have no critical military significance. Furthermore, all maps which are produced under this project, or which are reproduced in the plant, shall likewise be free from military significance.

PURPOSES AND OBJECTIVES.

To utilize the capabilities of the Japanese evacuees for training in the production and reproduction of topographic maps and in the performance of actual work along these lines during the course of training.

SUPERVISION.

At least one supervising draftsman will be provided by the Grazing Service to instruct and train the selected evacuees in topographic drafting, which will include the following:

- (1). Instruction in the basic principles of mechanical drawing, lettering, and map making for the production of quality maps;
- (2). Instruction and training in the assembly of survey data obtainable from the General Land Office, the Geological Survey, the Grazing Service, and other sources, into composite maps;
- (3). Instruction and training in the reproduction of maps and photographs.

MAP STANDARDS.

(1). The maps to be prepared in connection with this program will be compiled on a scale of 1 inch equals 1 mile, in sheets containing in general 32 townships. Each sheet will be 4 townships wide by 8 townships long or as near that size as possible;

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(2). Where sufficient data are available, maps will be constructed on a polyconic projection and will show all topographic contours on 100-foot intervals. Grading Service standards will be required for all map compilation under this project.

PREREQUISITES FOR STUDENTS.

(1). High school graduates with one or two years of training in mechanical drawing will be preferred;

(2). Vocees who have had practical experience in drafting or who have a special adaptability to this type of work will be accepted.

ORGANIZATION.

(1). The Grading Service will furnish one or more supervising engineer draftsmen to act as instructors and to supervise the drafting and reproduction work;

(2). The V.R.A. will provide especially qualified vocesses to serve as student instructors, who will assist the supervising draftsmen;

(3). The V.R.A. will select the vocesses who will become the students and workers in this training project;

(4). The V.R.A. will provide approximately 2400 square feet of floor space for the drafting room and reproduction plant, including light, power, heat and janitor service;

(5). The V.R.A. will provide suitable living quarters for the Grading Service representatives engaged in supervising the training;

(6). The hours per day and days per week devoted to training and work under this program will be agreed upon by the representatives of the V.R.A. and the Grading Service.

(7). Orders for reproduction work to be performed in this plant shall clear through the Director's office of the Grading Service, except as provided in item (1) under "Miscellaneous".

EQUIPMENT.

(1). The Grading Service will furnish the necessary drafting tables, drawing instruments, and reproduction equipment, including photo copy machine, B & W developer, print washing trays and stands, developing trays and tanks, photographic enlarger and contact printer;

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(2). In the event that this equipment is insufficient to complete the reproduction of any item, the Grazing Service reproduction plant in Salt Lake City may be used for the purposes of the project.

MATERIALS.

(1). All drafting supplies, drafting materials, and reproduction materials, will be supplied by the Grazing Service;

MAP DATA.

(1). All survey information and basic maps required for the project will be furnished by the Grazing Service and the Grazing Service will maintain custody of all such items which are not the property of the War Department or other governmental agencies;

(2). All maps compiled under this project will be available to interested Government agencies upon request, subject to such restrictions as may be imposed by the War Department for national security. The actual cost of reproduction will be charged to the receiving agency;

(3). All maps compiled or produced under this program will become the property of the Grazing Service and remain in its custody.

MISCELLANEOUS.

(1). The office of chief engineer of the Topas W.R.A. project may receive the services of the reproduction plant as needed, with the understanding that his office will furnish all materials required for such reproduction work;

(2). If lack of interest in the training project should develop among the evacuees, or if there should be changes in regulations or policies on the part of either of the cooperating agencies, which would make it necessary to augment, decrease, or terminate the project, such action would be taken upon 30 days' written notice submitted by one cooperator to the other;

(3). This project is hereby approved subject to existing regulations and restrictions having to do with the safeguarding of strategic military information.

Chas. F. Ernst,
Director, WRA Project,
Topas, Utah.

R. E. Rutledge,
Director, Grazing Service,
Salt Lake City, Utah.

Date _____

Date _____

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