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HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY  
OFFICE OF THE COMMANDING GENERAL  
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

June 11, 1942

W. C. C. A. OPERATION MANUAL

THE FOLLOWING INSTRUCTIONS GOVERNING OPERATION AND  
MAINTENANCE OF ASSEMBLY AND RECEPTION CENTERS UNDER  
JURISDICTION OF THE COMMANDING GENERAL, WESTERN  
DEFENSE COMMAND, ARE PUBLISHED FOR THE INFORMATION  
AND GUIDANCE OF ALL CONCERNED. DESTROY ALL PREVIOUS  
ISSUES.

BY ORDER OF COLONEL BENDETSEN:

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- I. The matter contained herein covers the instructions to and the responsibility of the agency operating the assembly centers. Until such time as notice in writing is given to the contrary, the instructions will remain in force and will be strictly adhered to. These instructions are subject to changes therein, additions thereto and subtractions therefrom, as required.

#### Military

II. Establishment of sites.

- A. Assembly and reception centers under the authority of the Western Defense Command through the appropriate Division Engineers.
- B. Reception centers through the War Relocation Authority and appropriate Division Engineers for only those reception centers established in the Western Defense Command.
- C. Any additions, changes or revisions concerning projects under construction or already constructed in assembly and reception centers under Western Defense Command must be approved by the Commanding General, Western Defense Command.

III. Exterior Control - Functions of Military Police Units at Centers for Evacuees.

- A. The Military Police are assigned to the Center for the purpose of preventing ingress or egress of unauthorized



persons and preventing evacuees from leaving the Center without proper authority. (In this connection also see Civilian Restrictive Order No. 1, Headquarters Western Defense Command and Fourth Army, dated May 14, 1942). The Assembly Centers in the combat area are generally located in grounds surrounded by fences clearly defining the limits for evacuees in such places. The perimeter of the Center will be guarded to prevent unauthorized departure of the evacuees. In those Centers having no fences, and boundaries marked only by signs, military police will control the roads leading into the Center and may have sentry towers placed to observe the evacuee barracks. The balance of the area may be covered by motor patrol.

- B. The Center Manager will determine those persons authorized to enter the area and will transmit his instructions to the Commanding Officer of the Military Police.
- C. The Center Manager is authorized to issue passes to such evacuees as may be allowed to leave the Center.
- D. Evacuation Centers are not internment camps. Internment camps are established for another purpose and are not related to the evacuation program.
- E. In case of disorder, such as fire or riot, the Center Manager or interior police are authorized to call upon the military police for assistance within the center. When the military police are called into the center area, on such occasions the commander of the military police will



assume full charge until the emergency ends. The question of the disposition of unmanageable evacuees is not a responsibility of the military police.

- F. The commanding officer of the military police is responsible for the black-out of the evacuation center. A switch will be so located to permit the prompt cut-off by the military police of all electric current in the center. He will notify the Center Manager of his instructions relative to black-outs.
- G. The commanding officer of the military police is responsible for the protection of merchandise at the post exchanges furnished for the use of the military personnel.
- H. Enlisted men will be permitted within the areas occupied by the evacuees only when in the performance of prescribed duties.
- I. All military personnel will be impressed with the importance of the duties to which their unit has been assigned, the performance of which demands the highest standards of duty, deportment and military appearance.
- J. A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing. Should an evacuee attempt to leave the center without permission, he will be halted, arrested and delivered to the Center police. (In this connection, also see Civilian Restrictive Order No. 1 Headquarters Western Defense Command and Fourth Army, dated May 19, 1942)



K. The Military Police will interfere in no way with the internal organization or management of the center. The center is operated by civilian management under the Wartime Civil Control Administration, Headquarters Western Defense Command and Fourth Army. A civilian manager is in charge of each center.

L. The Military Police are not responsible for the search of individual evacuees and their possessions for contraband, nor are they responsible for the escort of the visitors and evacuees throughout the centers. This is the responsibility of the center civilian police.

IV. The control and supervision of the operations of assembly and reception centers are the responsibility of the Commanding General, Western Defense Command and Fourth Army.

V. Supply.

A. The U. S. Army will supply kitchen and cooking equipment and individual messing equipment as required; and an initial issue of cots and mattresses or bed sacks, on the basis of one each for every individual. Bedding will be issued on the basis of 70% for each 1000 persons. Maintenance of the initial issue of the equipment as described above will be the responsibility of the operation agency, excepting that the Army is responsible for the maintenance of cots, steel, and parts for No. 5 ranges.



- B. The U. S. Army, through supply depots, will furnish subsistence to the operation agency, initial stockage as required, subsequent stockage on requisition by the center manager. There will be no ration savings.
- C. The U. S. Army will supply the initial fire department equipment which may be augmented as required.

VI. All property for which regular Army funds are expended will remain the property of the regular Army and will be accounted for as such.

VII. Undertaking and Interment Facilities.

- A. The U. S. Army will contract for undertaking services required in connection with deceased evacuees. Services furnished will be those provided for by AR 30-1830 which allow \$85.00 for undertaking services and in certain cases an additional \$50.00 to the family or administrators of the deceased to provide cometary services.
- B. The U. S. Army will provide, on request of the family of the deceased or on request of the center manager for those evacuees having no family or other administrators, a plot for burial or facilities for cremation as indicated by the circumstances or requested by the deceased or his family or administrators. It will be understood that the furnishing of a burial plot or provision of facilities for cremation will be a responsibility of the Army only in the event it can be definitely proved that resources of the individual or his family or administrators are not sufficient to provide such facilities.



#### VIII. Funds.

Funds for the operation and maintenance of the centers will be furnished by the U. S. Government. The use of these funds by the agency operating the centers will be as outlined in a publication by the Wartime Civil Control Administration, entitled: "Instructions Governing Financial Procedure for Agencies Performing Services for the Wartime Civil Control Administration".

#### Agency Operating the Centers

- IX. Each assembly or reception center under the control of the Commanding General, Western Defense Command and Fourth Army, will be operated and managed by the W.P.A. Japanese evacuees will be used to the fullest extent practicable on jobs which they are capable of performing, compatible with good labor practice.
- X. A civilian staff at each center will be established, to be known as the "Executive and Administrative Staff". This staff will be responsible for the administrative operation of each center through the operations unit of the Wartime Civil Control Administration and the Civil Affairs Division of the Western Defense Command, to the Commanding General, Western Defense Command and Fourth Army. At each center the following services will be established with the least practicable delay:
- A. Supply Division.

This section will provide for a system of supply for each



project which will include the requisitioning, receiving, inspection and warehousing of all materials, supplies and equipment required by the operating division.

B. Works Division.

This division will be responsible for the following:

1. Disposal of garbage and rubbish.
2. Planning and supervision of construction work within the center, as authorized.
3. Maintenance of all physical facilities.
4. Management of works program, if any.
5. Operation of fire department and fire drills.

A fire department will be organized, using Japanese evacuees under the direction of the center staff. The center manager will be responsible for the coordination with nearby communities and the utilization of their facilities insofar as practicable in providing proper fire protection for his center. A school for instruction and fire fighting and protection will be instituted and all members of the department will be thoroughly trained in this phase of operation.

6. Salvage Department.

- a. A salvage department will be established for the purpose of reclaiming any article and also of collecting papers, cartons, tin cans, et cetera, for sale to agencies operating in nearby communities.
- b. Funds derived from the sale of any article turned in



for salvage will be turned over to the nearest U. S. Army Finance Office for deposit in miscellaneous receipts account of the U. S. Treasury.

C. Finance and Records Division.

This division will set up and maintain all accounting and records which may be required by the U. S. Army and also by the agency operating the centers. This will include:

1. Time-keeping and recording of all work performed by evacuees at the centers will be maintained by the W.P.A. Since there will be no charge for subsistence, shelter, et cetera, and payment for work performed will be made, such record will be for statistical purposes only and will reflect all transactions for each evacuee, including benefits received.
2. Upon removal of the evacuee from the jurisdiction of the Commanding General, Western Defense Command and Fourth Army, to that of the War Relocation Authority, balances will be prepared for each individual or family head and any monetary obligation due the individual or family head will be discharged before the evacuee departs from the center.
3. Maintenance of records and files of Japanese families and individuals.
4. Any other records as may be required.

D. Service Division.

1. Medical and Dental and Hospital Care
  - a. The technical supervision will be under the U. S. Public Health Service and the administrative operation



will be under the supervision of the center manager.

- b. No payment by evacuees to Japanese or other doctors in the centers.
- c. All special medical care requiring particular doctors to be arranged for by the U. S. Public Health Service as part of the service to evacuees.
- d. Administration instructions to doctors by the U. S. Public Health Service will be submitted to W.C.C.A. for transmittal to the doctors through the Operations Unit Headquarters at San Francisco.

2. Education

The educational operation will be set up under the technical direction of the U. S. Department of Education. Only the English language will be taught.

3. Public Health and Sanitation.

The center manager will be responsible that adequate measures are taken for the public health and sanitation of the Japanese evacuees. In this respect, he will be advised by the U. S. Public Health Service and will conform to their recommendation.

4. Recreational Activities.

The center manager will be responsible for all recreational activities and will make use of all facilities that might exist. In this respect, he will be assisted by a committee chosen from the Japanese evacuees.



5. Religious Activities.

Japanese evacuees shall be permitted to promote religious services. It will be the responsibility of the center manager to arrange with the religious orders for such services; to provide such facilities as are available for the conduct of such services; and to insure that such services are conducted properly and are not used as a vehicle to propagandize or incite the members of the center.

E. Lodging and Mess Division.

This division will be responsible for the allocation of shelter to all evacuees and the preparation of food and serving of meals at centers.

XI. Communication Facilities.

Installation of telephones for communications within the centers will be limited to that required for the successful operation and management of the center. It is not intended that there will be any widespread telephonic installation for the use of Japanese evacuees. Telephonic or telegraphic communication of Japanese individuals with localities outside the centers will be allowed only in case of emergency and then only with the express approval and under the direct supervision of the center manager. The operation of the switchboard will be under the direct supervision of a Caucasian member of the center staff.



XII. Transportation Facilities.

The use of motor vehicles for transportation purposes for Japanese evacuees within the centers will be limited to the immediate necessities as circumstances warrant and then only with the approval of the center manager.

XIII. Laundry and Cleaning Facilities.

The U. S. Government will not provide power and machinery for the laundry and cleaning for the Japanese evacuees. The facilities installed in the centers by the construction engineers will be used to the fullest extent. The Center Store is authorized to enter into contracts with civilian agencies located outside the centers for cleaning and laundry service for evacuees requesting same provided the evacuees have the funds available to pay for such service. It is understood and agreed that the U. S. Government is not to be a party to these contracts nor obligated therein in any manner.

XIV. Property Security and Interior Branch. Internal Security.

The Internal Security Branch, under Lt. Col. W. A. Boeckel, F.A., is charged with the responsibility for maintaining proper internal order and security at Assembly Centers and for the enforcement of all regulations relating thereto. Special regulations covering this subject will be supplied later.



XV. Center Stores.

- A. Center Stores will be established at all assembly centers by the W.P.A.
- B. Each store will be under the direct supervision of the center manager; the use of evacuees in its operation is authorized, if desired.
- C. Center stores must be prepared to supply the needs of men, women and children at the lowest possible cost. However, prices to be charged by center stores will not be lower than those charged for similar commodities at Army Post Exchange stores in the general vicinity, nor will the prices charged by center stores exceed the prices for similar articles sold in the neighborhood by civilian operated stores.
- D. The use of money as a medium of exchange in center stores is authorized only until such time as coupon books can be made available. Thereafter, no sales for cash will be permitted.
- E. Center stores will be operated by the W.P.A. under the procedure set forth in Center Store Regulation No 1 of April 22, 1942, issued by the Commanding General, Western Defense Command and Fourth Army. The Commanding General, Western Defense Command, will retain technical supervision of, audit and make recommendations through the Exchange Officer, Forward Echelon, Ninth Corps Area.



XVI. Accountable and Responsible Individuals.

For each assembly and reception center a representative of the civilian staff will be designated as: accountable and responsible civilian property officer and as such will account for all military property received at the center, in accordance with pertinent Army regulations relating to the care, use and safekeeping of such property. Army regulations may be supplemented by the prescribed accounting procedures applicable to the W.P.A., provided Army accounting records and vouchers are maintained in separate files. Approved official bond in the amount of \$5,000.00 will be procured before assuming duty as accountable and responsible officer. Application for bonding forms will be made to the Commanding General, Communication Zone and Ninth Corps Area, Fort Douglas, Utah.

XVII. Contraband Articles and Possession of Liquor and Drugs.

A. No Japanese evacuee will be allowed to take into any center contraband articles as described in Public Proclamation No. 3, paragraph 6, Headquarters, Western Defense Command and Fourth Army, dated March 24, 1942. These items are:

1. Firearms
2. Weapons or implements of war or component parts thereof
3. Ammunition
4. Bombs
5. Explosives or the component parts thereof
6. Short-wave radio receiving sets having a frequency of 1,750 kilocycles or greater, or of 540 kilocycles or less



7. Radio transmitting sets
8. Signal devices
9. Codes or ciphers
10. Cameras

Any item of contraband as aforesaid found within the center will be confiscated.

B. No alcoholic beverages of any kind will be allowed in any center, with the single exception of sacramental wine for use at religious services.

1. The sacramental wine will be kept only in the custody of the Mess and Lodging Division of each assembly center, and issued, when necessary, to the proper person.
2. Any member of the center staff found under the influence of intoxicating liquor will be discharged.
3. Any member of the center staff, with the exception of the Mess and Lodging Division, having in his possession any alcoholic beverages will be discharged.

C. The use and possession of drugs, except as authorized by Federal statute, is prohibited.

#### XVIII. Impounding of Automobiles.

All motor vehicles in the possession of Japanese evacuees at any center will be impounded. The impoundment of motor vehicles of Japanese evacuees is at the risk of the owners.



XIX. Postal Service.

- A. The nature and extent of postal service at centers must necessarily depend upon the local conditions. Postal authorities have signified their intention to establish Post Office Branches or classified stations wherever possible.
- B. At those centers where no branch or classified station is established, the center manager will designate mail orderly to distribute mail within the center.
- C. The center manager will arrange to deliver to and pick up from the nearest Post Office all incoming and outgoing mail.

XX. Maintenance of Evacuees.

- A. The Army will furnish without cost to the evacuees the following:
  - 1. Subsistence, shelter and hospitalization, medical and dental care.
  - 2. On application, a controlled clothing issue with a money value allowance per month not to exceed the following:

	<u>Cost per month</u>	<u>Cost per year</u>
Adult male	\$ 3.82	\$30.50
Male, 6 - 18 years	2.15	25.00
Children, 1 - 5 years	2.60	27.57
Adult female	4.61	42.19
Female, 6 - 18 years	2.85	26.81
- Total cost per family of five	16.03	162.07
Infant to one year	2.25	27.09

- B. The Army will make available, upon application, the following allowance for evacuees:



\$2.50 per individual per month  
4.00 per couple per month  
1.00 for each individual under 16 years old  
7.50 maximum allowance any one family

1. a. A couple is considered to be a man and wife, legally married, or common-law.  
b. An individual is considered to be 16 years of age or over, whether or not living with parents.
2. The above allowance will be issued in the form of a coupon book, which will be obtained from the center manager, having a cash value good for purchase of merchandise at the center stores.
3. Any evacuee may purchase a coupon book or books for cash, at any time.

#### XXI. Wages and Hours.

- A. The following schedules of grades and wages, based on a forty-four hour week, will be applicable to evacuees performing work at assembly and reception centers operated by the Army:

Unskilled	\$ 8.00 per month
Skilled	12.00 per month
Professional and technical	16.00 per month

B. Definitions:

1. Unskilled - which include common laborers, dishwashers, tray service at mess halls, junior clerks, assistant playground directors, cooks' helpers, and other similar occupations.
2. Skilled - which include nurses, accountants, senior clerks, playground directors, motion picture machine operators, cooks, et cetera.



3. Professional and technical - which include physicians and surgeons, dentists, chemists, engineers, teachers, et cetera.

- C. Payment for work performed will be made from appropriated funds retroactive to first assignment of evacuee to work after arrival at the center.

#### XXII. Banking Facilities.

- A. There will be no banks established in any center, nor will any of the civilian staff of the W.P.A. act as trustee for the evacuee.
- B. Any bank wishing to do so is authorized to provide armored car service to the various centers for the purpose of transacting business with any of the evacuees. Arrangements for such service will be made individually by the managers of the various centers.
- C. Banking by mail should be encouraged.

#### XXIII. Public Relations.

- A. All public relations in assembly centers and Manzanar reception center will be handled through the press relations man designated by T. N. Braun and Company, or any designated successor.
- B. No statements for publication will be made by the center manager nor any member of the administrative staff. Any such statements will be made through the press relations man.
- C. Requests, stating full particulars, by local citizens committees, any group or board or investigating committee or similar body,



to visit any assembly center or Manzanar reception center will be referred to the Commanding General, Western Defense Command, for approval.

XXIV. General Remarks.

No store, highway, public road, building, site or other object in any assembly center and Manzanar reception center will be named after any living military or naval person of the United States of America, nor after any foreign dignitary or notable, including military and naval persons.

XXV. Use of the Printed Japanese Language in Assembly Centers.

- A. No news publications of any kind will be prepared or issued in the Japanese language in any assembly center which is under the jurisdiction of the Commanding General, Western Defense Command and Fourth Army.
- B. Necessary instructions for the proper conduct of fire, sanitation and police regulations may be printed in the Japanese language upon approval by this Headquarters. Proposed instructions will be submitted to the Assistant Chief of Staff, Civil Affairs Division, this Headquarters, and necessary approval secured prior to posting in any assembly center.
- C. Japanese print of any kind such as newspapers, books, pamphlets or other literature, with the exception of approved Japanese religious books (Bible and Hymnals), are unauthorized in the



center at any time and are hereby declared to be contraband  
and will be confiscated by the assembly center authorities.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
WARTIME CIVIL CONTROL ADMINISTRATION

5 copies  
JULY 1, 1942

SUBJECT: SUPPLEMENT NO. 4  
to  
W.C.C.A. OPERATION MANUAL

Attached is Supplement No. 4 covering Policy Governing  
Transfer of Evacuees under jurisdiction of W.C.C.A.  
This Supplement is designated as Paragraph XXX, pages  
Nos. 42 to 44, inclusive, and becomes a part of the  
W.C.C.A. Operation Manual.

BY ORDER OF COLONEL BENDETSSEN:

ALBERT H. MOFFITT, JR.  
CAPTAIN, F.A.  
EXECUTIVE OFFICER



XXX. Policy governing transfer of evacuees under jurisdiction of W.C.C.A.

A. General:

1. The instructions contained below will govern for the transfer of evacuees between W.C.C.A. Assembly Centers and to W.R.A. Relocation Projects, except for those evacuees transferred to W.R.A. Relocation Projects under official numbered Transfer Orders issued by the Civil Affairs Division, Headquarters WDC and Fourth Army.

B. Conditions under which transfers will be authorized:

1. Except as noted in Paragraphs B-2 and D below, transfers will be made only for the purpose of reuniting immediate families, the members of which resided together prior to evacuation (see Paragraph 4 below for definition of the term "Immediate Families").
2. Consideration will be given to transfers of individuals who do not come within the classification given in B-1 above, only when such individual or individuals are physically or mentally dependent upon the family for maintenance.
3. Transfers between assembly centers will not be authorized when both assembly centers involved will be evacuated to the same relocation area within a reasonable length of time.
4. An immediate family is defined as follows: "Husband and Wife, their children and such other relations as actually resided with the family as a member of such family prior to evacuation". Except as indicated in paragraph B-2 above, this does not include persons unrelated to the family.



Neither does it include married children who prior to evacuation maintained a separate household.

C. Applications for Transfer:

1. Individuals desiring transfers for any reason coming within the purview of Paragraph B above, and Paragraph D below, will make application only to the Center Manager of the Center in which they are residents. In order to insure that applications are made only to Center Managers, the provisions of this paragraph of the Operation Manual will be placed on Center bulletin boards and otherwise disseminated so that all evacuees are acquainted with the contents thereof. At that time evacuees will be informed that requests received in this office from sources other than through the Center Manager will be returned, without action, to the Center Manager for proper investigation and submission.
2. Applications forwarded by Center Manager to this office will include the following information:
  - a. The name, age, sex, family number, height and weight of the individual or individuals concerned.
  - b. The reason why transfer is desired.
  - c. The point to which transfer is desired.
  - d. A statement as to whether or not those requesting transfer can and will meet the expenses of such transfer, including transportation costs of an escort.
  - e. The approximate date on which transfer is desired.
  - f. The approximate weight of household goods and personal



impedimenta in use by the individual or individuals at their present location, and which will be involved in the requested transfer.

g. If practicable, information as to the storage location and approximate amount of household goods and personal impedimenta (other than that in use in the center).

3. On receipt by the Center Manager the application for transfer will be carefully reviewed and where the reasons for transfer are other than those enumerated in Paragraph B, or when action as indicated in Paragraph D does not appear to be warranted, will be returned to the applicant disapproved. When approved by the Center Manager, the application will be forwarded to the Chief, TSO Division through the Chief, Operations Branch, TSO Division, for appropriate action.

D. When reasons for transfer other than those authorized in Paragraph B above are presented to the Center Manager, and when in his opinion such reasons have merit, the application may be forwarded as set forth above for consideration.



WESTERN DEFENSE COMMAND AND FOURTH ARMY 39  
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W.C.C.A. OPERATION MANUAL  
JULY 30, 1942

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XXVIII. Regulations Governing Evacuee Advisory Committee for W.C.C.A.  
Assembly Centers. (Revised August 1, 1942).

A. General.

1. No type of self-government organization is authorized in an assembly center.
2. Advisory committees which have no administrative, executive or judicial power or authority, but which serve as advisers to the Center Manager as hereinafter prescribed are authorized.
3. Immediately upon receipt of these instructions all reference on the part of the administrative staff to evacuee self-government in Assembly Centers will cease. Evacuee organizations constituted contrary to these regulations will be dissolved by the Center Manager immediately. His action will be evidenced in writing and in all cases by letter to evacuee officers concerned.
4. The contents of this entire Section (XXVIII) will be published, posted and disseminated so that all evacuees in each Assembly Center are informed of its contents.

B. Composition and Selection of Advisory Committees.

1. Advisory committees will be composed of evacuees with membership in the number indicated below:
  - a. Centers having a population of 5,000 or less - 7.
  - b. Centers having a population between 5,000 and 10,000 - 9.
  - c. Centers having a population of over 10,000 - 11.
2. Members of the advisory committee will be selected by the Assembly Center Manager from a panel to be elected as follows:
  - a. The panel will be composed of three (3) times the number of advisory committee members authorized for each center.
  - b. Both alien and citizen Japanese over 16 years of age are eligible for election to the panel.
  - c. All persons over sixteen (16) years of age, of sound mind, are eligible to vote.
  - d. Election to the panel will be by secret written ballot.



- e. The details of nomination and balloting will be as determined by the Center Manager. Each Center Manager will report to the Headquarters, WCCA, immediately the method and detail prescribed by him for nomination and balloting.

### 3. Selection of Advisory Committee.

- a. The Center Manager will select from the panel, elected as above, an advisory committee in the number authorized for the particular assembly center.
  - (1) In the discretion of the Center Manager, he may authorize the members of his advisory committee to select and organize sub-committees from among evacuees generally. Each such sub-committee will have the function of assisting the advisory committee member organizing it in some particular field. Examples of this are: Sub-committee on baseball or on recreation generally. Sub-committees may not sit with the advisory committee in its general meetings. The names of sub-committee members shall be submitted to the Center Manager for approval but need not be submitted to WCCA Headquarters.
- b. The advisory committee will be composed of English speaking Issei and Nisei in proportion to the total numbers (without regard to age) of Nisei and Issei within the respective assembly center.
- c. Should the panel elected not provide a sufficient number of Nisei or Issei for the selection by the Center Manager in the prescribed proportion, the Center Manager will select without further election from among evacuees generally a sufficient number of Issei and Nisei to provide proportionate representation on the advisory committee.

### 4. Appointment of Advisory Committee

- a. Subject to the approval required in the succeeding paragraph, the names of the evacuees selected by the Center Manager to serve on the advisory committee will be published and their appointment will be confirmed in writing to each member by the Center Manager.
- b. Prior to such appointment, the name, age, sex, place of birth, and information as to whether or not each was selected from the elected panel or at large will be submitted to this office for approval. No announcement of selection or appointment will be made of committee membership prior to receipt by the Center Manager of approval by this office.



- c. Members of the advisory committee will hold office at the pleasure and discretion of the Center Manager and may be removed by the Center Manager at any time.
- d. After appointment of the original advisory committee subsequent selections therefor will be made from the remaining members of the elected panel except when necessary to select from the center at large in order to maintain the prescribed proportion of Issei and Nisei. After exhaustion of the elected panel a new panel will be elected by the same procedure as in the case of the election of the original panel.

C. Functions of the Advisory Committee.

- 1. The advisory committee will have no administrative, legislative, executive or judicial power or authority. Its sole function is advisory to the Center Manager.
- 2. The following field of assembly center operations will be included in committee advisory functions:

- a. Recreation and Education.
- b. Health and Sanitation.
- c. Lodging and Messing.
- d. Employment and Personnel.
- e. Religious and Welfare Activities.
- f. Interior Security  
(Maintenance of good order and discipline and observance of Center rules and regulations).

- D. Meetings of the Advisory Committee will be held only when authorized by the Center Manager, and at all such meetings the English language will be used exclusively. The Center Manager and the Chief of the Interior Security Police, or their authorized representatives, will be in attendance at all such meetings. The above instructions apply equally to sub-committees appointed in accordance with B 4 e. above, except that it is not necessary that representatives of the Center Manager and Interior Police attend sub-committee meetings unless desired by the Center Manager as to his staff or by the Chief of Interior Security Police as to his staff. The Center Manager will provide for notification of all committee meetings to be communicated to Chief of Interior Security Police.



*concord*  
*9/2/42*

WESTERN DEFENSE COMMAND AND FOURTH ARMY  
WARTIME CIVIL CONTROL ADMINISTRATION

August 1, 1942

SUBJECT: SUPPLEMENT NO. 8

to

W.C.C.A. OPERATION MANUAL

1. Attached is paragraph XXVIII to the above mentioned Manual.
2. This paragraph will be made a part of the W.C.C.A. Operation Manual and superseded pages removed and destroyed.

By order of Colonel Bendetsen:

*Albert H. Moffitt, Jr.*  
Albert H. Moffitt, Jr.  
Captain, F.A.  
Executive Officer.



are not allowed into the assembly center.

8. When necessary in the interests of good discipline, the center manager may revoke privileges of an evacuee, however, such evacuee to be advised thereof at the time such decision is made.
9. Workers or individuals engaged in public work, work projects or other authorized religious educational or recreational activities to confine their visits to those places authorized by the center manager and to not be allowed in living quarters except when the nature of their business so requires.

\*XXVIII. Regulations Governing Evacuee Advisory Committee for WCCA  
Assembly Centers.

A. General.

1. No type of self-government organization is authorized in an assembly center.
2. Advisory committees which have no administrative, executive or judicial power or authority, but which serve as advisers to the Center Manager as hereinafter prescribed are authorized.
3. Immediately upon receipt of these instructions all reference on the part of the administrative staff to evacuee self-government in Assembly Centers will cease. Evacuee organizations constituted contrary to these regulations will be dissolved by the Center Manager



immediately. His action will be evidenced in writing and in all cases by letter to evacuee officers concerned.

4. The contents of this entire Section (XXVIII) will be published, posted and disseminated so that all evacuees in each Assembly Center are informed of its contents.

\* B. Composition and Selection of Advisory Committees.

1. Advisory committees will be composed of evacuees with membership in the number indicated below:
  - a. Centers having a population of 5,000 or less - 7.
  - b. Centers having a population between 5,000 and 10,000 - 9.
  - c. Centers having a population of over 10,000 - 11.
2. Members of the advisory committee will be selected by the Assembly Center Manager from a panel to be elected as follows:
  - a. The panel will be composed of three (3) times the number of advisory committee members authorized for each center.
  - b. Both alien and citizen Japanese over 16 years of age are eligible for election to the panel.
  - c. All persons over sixteen (16) years of age, of sound mind, are eligible to vote.
  - d. Election to the panel will be by secret written ballot.
  - e. The details of nomination and balloting will be as determined by the Center Manager. Each Center Manager will report to the Headquarters, WCCA, immediately



the method and detail prescribed by him for nomination and balloting.

✓ 3. Selection of Advisory Committee.

- a. The Center Manager will select from the panel, elected as above, an advisory committee in the number authorized for the particular assembly center.
  - (1) In the discretion of the Center Manager, he may authorize the members of his advisory committee to select and organize sub-committees from among evacuees generally. Each such sub-committee will have the function of assisting the advisory committee member organizing it in some particular field. Examples of this are: Sub-committee on baseball or on recreation generally. Sub-committees may not sit with the advisory committee in its general meetings. The names of sub-committee members shall be submitted to the Center Manager for approval but need not be submitted to WCCA Headquarters.
- b. The advisory committee will be composed of English speaking Issei and Nisei in proportion to the total numbers (without regard to age) of Nisei and Issei within the respective assembly center.
- c. Should the panel elected not provide a sufficient number of Nisei or Issei for the selection by the Center Manager in the prescribed proportion, the Center Manager will select without further election from among



evacuees generally a sufficient number of Issei and Nisei to provide proportionate representation on the advisory committee.

4. Appointment of Advisory Committee

- a. Subject to the approval required in the succeeding paragraph, the names of the evacuees selected by the Center Manager to serve on the advisory committee will be published and their appointment will be confirmed in writing to each member by the Center Manager.
- b. Prior to such appointment, the name, age, sex, place of birth, and information as to whether or not each was selected from the elected panel or at large will be submitted to this office for approval. No announcement of selection or appointment will be made of committee membership prior to receipt by the Center Manager of approval by this office.
- c. Members of the advisory committee will hold office at the pleasure and discretion of the Center Manager and may be removed by the Center Manager at any time.
- d. After appointment of the original advisory committee subsequent selections therefor will be made from the remaining members of the elected panel except when necessary to select from the center at large in order to maintain the prescribed proportion of Issei and Nisei. After exhaustion of the elected panel a new



panel will be elected by the same procedure as in the case of the election of the original panel.

C. Functions of the Advisory Committee.

1. The advisory committee will have no administrative, legislative, executive or judicial power or authority. Its sole function is advisory to the Center Manager.
2. The following field of assembly center operations will be included in committee advisory functions:
  - a. Recreation and Education.
  - b. Health and Sanitation
  - c. Lodging and Messing.
  - d. Employment and Personnel.
  - e. Religious and Welfare Activities.
  - f. Interior Security

(Maintenance of good order and discipline and observance of Center rules and regulations).

- D. Meetings of the Advisory Committee will be held only when authorized by the Center Manager, and at all such meetings the English language will be used exclusively. The Center Manager and the Chief of the Interior Security Police, or their authorized representatives, will be in attendance at all such meetings. The above instructions apply equally to sub-committees appointed in accordance with B 4 e. above, except that it is not necessary that representatives of the Center Manager and Interior Police attend sub-committee meetings unless desired by the Center Manager as to his staff or by the Chief of Interior Security Police as to



his staff. The Center Manager will provide for notification of all committee meetings to be communicated to Chief of Interior Security Police.



~~J. H. [unclear]  
[unclear] [unclear] [unclear] [unclear]  
[unclear] [unclear] [unclear] [unclear]  
[unclear] [unclear] [unclear] [unclear]~~

In a Review of H XXVIII of  
of the WCA named, as August 1, 1942

1 1 1 1



Wage Survey (7)  
Clothing allowance  
at 2,000,000 —  
E.S. amendment from  
4,000,000.

Weighted idea of 'young'  
clothing in kind & to young

Clothing given only  
workers + welfare —  
i.e., clothes a part of  
wages, not subsistence

Had absolutely no  
idea re: wage policies  
before WPA began  
thing.

It was what was  
added to Cliche's