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Colorado River Relocation Project
Poston, Arizona

May 16, 1944

MEMO TO: Jim Crawford,
Relocation Program Officer

SUBJECT: Weekly Report

For the purposes of the weekly report, it is only necessary that we have (1) number of indefinite leaves issued during the week, (2), number of seasonal and short term leaves issued during the week, (3) total number of indefinite leaves to date, (4) center's population.

In addition, any outstanding trend or happening.

The weekly report is the Project Director's report to the National Director and is held to one page or a very little more.

Pauline Bates Brown
Reports Officer

POLICY COVERING THE USE OF DOMESTIC SEWING MACHINES

This policy is drafted to clarify the various questions with regard to the use of Domestic Sewing Machines being procured from surplus by the War Relocation Authority and assigned to the Unit I of this Community.

Article I. Usage

Section 1. As it is stipulated in the Administrative Instruction No. 50 of War Relocation Authority, these machines will be used for domestic purposes, i.e., for the repair and make of garments for family use by individual residents, either in their own homes or in sewing centers, whichever seems more practical under the circumstances.

Section 2. All such activities will be under the direction of the Chief of the Community Services Division; the Chief of the Division may designate the custody of these machines to any employee of the Division if necessary.

Article II. Distribution

Section 1. The Block Manager or Assistant Block Manager will be responsible for the usage of the machines assigned to his block.

Section 2. In case these machines are assigned to any other department, the said department is requested to appoint or select a person who will be responsible for these machines; and the said is responsible for the loss and damages of these machines and their parts.

Section 3. The Chief of Community Services Division will decide upon the distribution after consultations with the representatives of those departments to which these machines will be distributed.

Article III. Custodian

Section 1. The Chief of Community Services Division will appoint a Custodian of these machines.

Section 2. The Custodian will be responsible for the up-keep of these machines; the Custodian may request for a crew of repairmen.

Section 3. It is the duty of the responsible person of the various Departments to which the sewing machines were allotted to make the monthly report of these sewing machines.

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to the Custodian stating the condition and whereabouts of these machines.

Section 4. The Division representatives responsible for these machines are requested not to transfer these machines to any other Department nor to any other section of his department other than those designated without the permission of the Custodian and approval of the Chief of the Community Services Division.

Approved by:

/s/ Masaru Kawashima
Masaru Kawashima
EXECUTIVE BOARD, V.C.

/s/ Nell Findley
Chief of the Community Services
Division

/s/ John C. Evans
Unit Administrator

EXHIBIT I

October 2, 1942

ADMINISTRATIVE INSTRUCTION NO. 50

Subject: Use of domestic sewing machines on relocation centers

This instruction is to clarify the policy with regard to the use of domestic sewing machines being procured from surplus and assigned to the Relocation Centers. These machines will be used for domestic purposes - i.e., for the repair and making of garments for family use by individual evacuees, either in their own homes or in sewing center, whichever seems more practical under the circumstances. All such activities will be under the direction of the Chief of the Community Services Divisions and are not related to the work of the Industrial Division.

The use of sewing equipment for the production of clothing and related goods for sale or distribution to evacuees is a responsibility of the Industrial Division.

John H. Provinse
Acting Director

SUGGESTIVE TRANSLATIONS

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The following are suggestive translations of the various offices and departments within the Poston Project, prepared by the staff of the Issei Information Bureau of Poston Unit I. Since these are merely suggestions, anyone with better translations of any of these may present them to Mr. Norris James. Press & Intelligence Officer, in order to set up uniform translations of same.

1. Project Director	轉住地域長
2. Associate Project Director	地域長 補佐
3. Press & Public Relations	新聞公衆部
4. Project Attorney	顧問辯護士
5. Law Department	法制部
6. Executive Assistant	轉住地域參典
7. Assistant Director	轉住地域次長
8. Chief of Internal Security	內務保安課長
9. Chief of Fire Department	消防課長
10. Administrator	轉住地域行政官
11. Budget Office	行政局豫算課
12. Mail, File, and Communication	郵務文書通信部
13. Stenographic Pool Department	速記科
14. Personnel Department	人事部
15. Fiscal Office.	經理部
16. Proprietary Department	財務管理科
17. Accounting Department	會計科
18. Disbursing Department	支出科
19. Property Department	財產科
20. Procurement Department	調度部
21. Transportation & Supplies Dept.	運輸供給部
22. Industrial Relations Division	產業公衆局
23. Employment Department	職業課
24. Statistics Department	統計課
25. Engineering Department	工務局
26. Engineering Design Department	工務企畫部
27. Senior Engineering Department	工務監督部
28. Subjugation Department	開拓科
29. Irrigation Construction Division	水道建設科
30. Road Construction Division	道路建設科
31. Building Construction Division	家宅建築部
32. Utility Operation & Maintenance Dept.	營繕部
33. Block Managers Supervisor	部落長監督
34. Council Chairman	市參事會議長

35. Community Council	市參事會
36. Judicial Commission	法務委員會
37. Sociological Research Department	社會調查部
38. Community Service	社會局
39. Public Assistance & Housing Dept.	扶助家宅部
40. Health & Sanitation Department	保健課
41. Professional Service	醫師部
42. Junior & Senior High Schools	ジュニヤー ハイスクール シニヤー
43. Elementary School	小學校
44. Curriculum	教務科(課程科)
45. Pupils Guidance Department	生徒輔導科
46. Agriculture & Industries Division	農業産業局
47. Senior Administration Assistant	農業産業局次長
48. Barber & Beauty Shops	理髮美容科
49. Radio & Electrical Shops	レデオ電機修理科
50. Manufacturing Department	製造課
51. Industrial Management Division	産業課管理部
52. Research & Statistics Department	調査統計部
53. Production Department	生産部
54. Agriculture Department	農業課
55. Farm Management Division	農業管理部
56. Law & Order Committee	市參事會法制部
57. Public Relations Committee	公 公民部
58. Social Welfare Committee	公 社會部
59. Recreation Committee	公 厚生部
60. Community Enterprise Committee	公 商業部
61. Education Committee	公 教育部
62. Public Health Committee	公 保健部
63. Food Committee	公 食料部
64. Work Projects Committee	公 企業部
65. Building & Landscape Committee	公 築園建築部
66. Housing Committee	公 住宅部
67. Community Council Issei Advisory Board	公 一在顧問會
68. Fair Practice Committee	職業均等 共進會 委員會
69. Block Council	部落評議員會

ABBREVIATIONS AND SUGGESTIVE TRANSLATIONS

SERIES I

Following are abbreviations appearing frequently in our daily newspapers, for which we have endeavored to give sources and suggestive translations in Japanese. We shall call this Series I, as we intend to print similar lists from time to time as new abbreviations appear.

1. AAA	Agricultural Adjustment Administration	農業調整委員會
2. AAAS	American Association for the Advancement of Science	米國化學振興協會
3. AFL	American Federation of Labor	米國勞動聯盟
4. AMC	Army Medical Corps	陸軍衛生隊
5. AOC	Army Ordinance Corps	陸軍憲兵隊(法務部)
6. AQM	Army Quartermaster	陸軍補給部
7. ARC	American Red Cross	米國赤十字社
8. ASME	American Society of Mechanical Engineers	米國機械技術工協會
9. ATS	American Territorial Service	米國領土課
10. AWVS	American Women's Voluntary Service	米國婦人補助軍
11. BBC	British Broadcasting Corporation	英國放送協會
12. CCC	Civilian Conservation Corps	市民資源保存隊
13. CGF	Coordinator of Government Films	政府映画調整官
14. CIO	Committee for Industrial Organization	工業團體委員會
15. DTD	Defense Transportation Department	國防運輸課
16. FA	Field Artillery	野砲隊
17. FBI	Federal Bureau of Investigation	聯邦檢察局
18. FEPC	Fair Employment Practice Committee	就職均等委員會
19. FHA	Federal Housing Administration	聯邦家屋委員會
20. GOP	Grand Old Party (Republican Party)	米國共和黨
21. GRB	Gas Rationing Board	瓦斯燃料統制委員會
22. IAA	Inter-American Affairs Office	米國內政事務局
23. ISCA	International Stewart & Caterers' Ass'n.	全國支廚司給仕人組合
24. IWW	Industrial Workers of the World	萬國工業從業者聯盟
25. MC	Maritime Commission	船舶委員會
26. MTC	Mechanized Transport Corps	機械化運輸隊
27. NAC	Naval Affairs Commission	海軍委員會
28. NAC	Naval Aviation Cadets	海軍航空候補生
29. NCO	Non-Commissioned Officers	下士官
30. NLRB	National Labor Relations Board	全國勞動調整委員會
31. NOD	Naval Ordinance Department	海軍法務部
32. NPA	Newspaper Publishers Association	新聞經營者協會
33. NRA	National Recovery Administration	全國(國民)復興委員會

34.	ODT	Office of Defense Transportation	國防運輸課
35.	OGR	Office of Governmental Reports	政府情報局
36.	OPA	Office of Price Administration	物價調整局
37.	OWI	Office of War Information	軍事情報局
38.	PA	Price Administrator	物價統制官
39.	PTA	Parents-Teachers Association	教師父兄會
40.	PWA	Public Works Administration	公共事業委員會
41.	RAF	Royal Air Force	英國航空隊
42.	RC	Rubber Coordinator	護獲均等官
43.	RFD	Rural Free Delivery	市外郵件配達
44.	ROTC	Reserve Officers Training Corps	豫備將校訓練隊
45.	SDMV	State Department of Motor Vehicles	州車輛局
46.	SPCA	Society for the Prevention of Cruelty to Animals	動物愛護協會
47.	TNT	Trinitrotolune	強爆藥
48.	UMW	United Marine Workers	合衆國船舶就働者
49.	USAC	United States Air Corps	全 航空隊
50.	USDA	United States Department of Agriculture	全 農務局
51.	USES	United States Employment Service	全 職業局
52.	USNF	United States Naval Force	全 海軍
53.	USNR	United States Naval Reserve	全 海軍豫備兵
54.	USNC	United States Naval Cadets	全 海軍士官候補生
55.	USO	United Service Organization	全 兵役團體
56.	WAAC	Women's Army Auxiliary Corps	婦人補助軍
57.	WADC	Women's Ambulance and Defense Corps	婦人國防救助軍
58.	WAVES	Women's Auxiliary Volunteer Emergency Service	婦人應急救護軍
59.	WCCA	Wartime Civilian Control Administration	戰時市民統制局
60.	WDIC	War Damage Insurance Corporation	戰時破損保險會社
61.	WHAMS	Women Homemakers Army Mobilization Service	陸軍家婦動員班
62.	WIB	War Information Board	戰時情報委員會
63.	WLB	War Labor Board	戰時勞働委員會
64.	WMPC	War Man Power Commission	戰時人力委員會
65.	WPB	War Production Board	戰時生產委員會
66.	WRA	War Relocation Authority	戰時轉住局