

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT

October 26, 1942

MEMORANDUM TO:

SUBJECT: Additional Instructions to Supervisors and
Foremen in Marking Performance Reports

In order to assist you and to eliminate or minimize your individual responsibility as a supervisor or foreman in marking the performance reports, the following is suggested:

In conference with certain groups of supervisors and foremen, consensus of opinion favor the formation of a committee of three to five individuals, including the supervisor or foreman, to mark the performance reports. They also favor showing the individual report to that individual after the reports are in the Merit Board files; therefore, please follow the following instructions:

1. Each supervisor or foreman will form a committee composed of himself and two, three or four additional individuals in his particular crew of workers, and this committee will make out performance reports for each individual under your supervision. Those who are in the committee shall be marked by the other members of the committee. Supervisors who have other supervisors or foremen under them may also designate such a committee composed of individuals who will know the performance of those being rated. (Wardens already have such a Supervisory Board, whose logical task will be to make the ratings. Other groups with similar committees or boards may use such bodies for this purpose.)
2. You may show the blank forms to individuals working under you, but the completed forms should not be shown to the individuals. These forms, after they are filed in the Merit Board Office, will be shown to the respective individuals if they ask to see their own report. (The value of these reports in promotional training would be lost if they should be kept strictly confidential.)

The Merit Board will appreciate your cooperation.

*Al Koga
Miguel Ichoji
Kiyoshi Yumbe*

The Merit System Secretariate

Secretary

P.S. Please keep in mind that all performance reports are due on or before November 5.

Suggest adding reliability as substituting it for 5

Ramsey

WAR RELOCATION AUTHORITY

MERIT RATING BOARD

Instructions to Supervisors and Foremen

Introduction:

Every member of the Work Corps upon the completion of three months' employment, if his conduct and the quality and quantity of his work for that period are certified to the Project Director as outstanding by the Merit Rating Board, may be cited by the Project Director for special recognition and accordingly be made a member of the "ORDER OF MERIT," which was established in the contents of the Administrative Instruction No. 27.

The Work Performance Report, that you are asked to mark from time to time for each person working under your supervision, will be the basis upon which the "ORDER of MERIT" and promotions shall be conferred on the worker. Applications for permanent relocation from this select group will receive first consideration, and promotions will depend on the ratings; therefore, the Merit Rating Board asks your cooperation in marking these Work Performance Reports carefully and conscientiously. These Work Performance Reports will also be the basis upon which recommendations will be made to prospective employers after the war.

Promotions:

Many individuals who are now working may deserve promotions into better or more desirous positions. Recommendations for such promotions will be based upon the compiled work performance sheets. Accurate and true reports are necessary in order that only deserving persons may receive such promotions.

Make out report for recent termination

Relocation:

The WRA is now accepting applications from the "Issei" as well as "Nisei" for permanent relocation outside of the Western Defense Command. Special and preferential consideration will be given to those applicants who are members of the "ORDER of MERIT." It is, therefore, important that these reports are marked conscientiously. Remember that the first ones to go out from this Project, to be relocated permanently in the Middle West or East, should be those whose conduct will be accepted without question in the community in which they relocate. The impression they will make on the Caucasians in the Middle West and East will determine whether persons leaving later will be accepted or not. It is very important that the first ones who go out have good character and will conduct themselves properly. They are the ones that must make the path easier for the rest of us.

In marking these performance sheets, it is very important that you observe the following:

1. Make your judgment on facts, not opinions.
2. Be impartial.
3. Do not consult anybody else.
4. Take your time.

Instructions for Filling Out the Report

Frequency of Report:

The reports will be prepared every two months beginning with month ending October 31, December 31, February 28, etc.

How to Make Out Report:

1. On the first line, write the last name of the individual, followed

by the first name. Please write legibly; preferably, print the name.
Fill in the family number and barrack number.

2. On the second line,

- a. Check one of the three cash-advance classifications.
- b. Fill out after "Period" the date the individual started the work covered in this report up to and including the date this report was made. (A special designated period may be set, in which case, use the dates given to you.)

3. On the third line,

- a. Under "Section" find out the correct name of your Administrative Section and fill in. For example, "Construction"; "Motor Pool."
- b. Under "Nature of Work" write briefly the sort of work the individual is doing. For example, "Putting up wall board" or "Driving food supply truck."

4. The items marked, "A," "B," "C," "D," and "E" in reverse order, pertain to the brackets on the right hand side of the sheet indicated by lines leading to them. As you go down to the items listed under "Workers Only," mark by an "X" in the proper bracket that describes the individual's performance for that particular item. For example, No. 2 item is "Attendance is regular."

Going over to the brackets,

the first column will be marked with an "X" when the individual has never been absent; in other words, his attendance is outstanding, because he has never been absent.

If he has been absent one or two days or because he has been ill, and his illness has been substantiated, you will

mark in Column No. 2, because his attendance has been entirely satisfactory.

If, however, the individual is absent without explanation a few times, and his absence is not particularly important in his work, mark in Column No. 3, because his attendance has been generally satisfactory.

If the person, however, is absent from his work unnecessarily, and his absence creates a problem to the functioning of your Section, mark in Column No. 4, because his attendance is unsatisfactory now and then.

If the individual's attendance is poor and definitely unsatisfactory, and he holds up work of others because of his absence, then his attendance is unsatisfactory and must be so marked in Column No. 5.

Please note that the first group of ten items are to be marked for workers only. For workers, do not fill in the second division of five items (Roman Numerals) titled "Supervisors and Foremen Only (also Professionals)."

If the individual to be rated is a supervisor or a foreman or in the professional classification, use only the lower five items, I to V. Do not fill in the upper ten items for this type of individual.

If there is any question as to who is a worker and who is a foreman or supervisor, please clear this point with the Merit Board, Building 708, before proceeding.

Under "Remarks and Recommendations," you will note any points not covered in the preceding items that may give a better picture of the worker's performance. For example, note any special attention that should

be given a worker such as; "This man is skilled in his job but does not turn out good work, because he does not listen to instructions." (Please do not make any recommendations for the individual to be placed in the "ORDER of MERIT"). If the individual merits a promotion, you may write something to the effect such as; "I believe this person deserves promotion to such and such a position because" and then explain why he deserves this promotion. (Use the reverse side of the form for this sort of remark.) Perhaps, he is skilled in another type of work and deserves a change to that work. Although this may not necessarily be a promotion, such suggestions may be made on the reverse side of the form.

The person making the report will sign his name at the bottom of the page where it says "Signature of Reporting Officer." State title and the date and then turn over the report to your immediate supervisor for approval.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

January 25, 1943

MEMORANDUM TO: Mr. J. O. Hayes

FROM: C. J. Benz

SUBJECT: Mr. Sear's Memorandum to Mr. Coverley on
Tent Factory Equipment

We have been abiding by Mr. Stancliff's wishes since receiving his telegram on December 19, 1942, with instructions not to uncrate any and all tent factory equipment.

Most of the equipment and material is now stored on one end of the new tent factory building. The sewing machines, tables, and transmitters that were uncrate for Mr. Luebert's inspection (previous to December 19, 1942) are stored in Warehouse #349.

The 2" x 4" x 8' sleepers had been accidentally misplaced, but were found with the aid of one of the Japanese workmen.

Due to the stage occupying the entire end of the building, and the New Year's Carnival activity taking up the remaining space, it was impossible to stack the canvas as per Mr. Sear's request. As soon as the stage was torn down (Thursday, January 7, 1943), my furniture finishing crew started stacking the canvas on Friday, January 8, 1943. They finished stacking all the canvas on Monday, January 11, 1943.

All incoming tent factory shipments will be stored in the new factory building.

C. J. Benz

C. J. Benz
Associate Mfg. Superintendent

Emp. & Housing
R 5-63

Employment
of Joe
Hayes

WAR RELOCATION AUTHORITY

TULE LAKE PROJECT

OFFICE MEMORANDUM

Date: Jan. 23, 1943

TO: Mr. Joe Hayes, Ass't. Project Director
FROM: Frank D. Fagan, Placement Officer
SUBJECT:

Following is the record of the total people registered in the project at the time Census was taken. This does not take into consideration any who may be employed in the beet fields or who have gone out on private employment.

This record is therefore approximately but gives you a picture of the registered people at the time of census.

^{15 to} Under 18 yrs. of age	435 (male)	419 (females)	854 total
18 yrs. to 65 yrs. of age	5651 (male)	4777 (females)	10428 total

There are 224 (females) who are ^{registered} employable unemployed and 186 (male) unemployed. These figures change from day to day due to termination and assignment.

Frank D. Fagan
PLACEMENT OFFICER

FDF:mj

PRELIMINARY REPORT

MARITAL STATUS FOR 3454 JAPANESE MALES

BETWEEN THE AGES OF 15 AND 39 AT TULE LAKE RELOCATION PROJECT

MARITAL STATUS	TOTAL	15 - 19	20 - 24	25 - 29	30 - 39
TOTAL	3454	1196	1146	678	434
Single	2772	1195	1075	398	104
Married	666	1	70	277	318
Widowed	6	0	1	0	5
Divorced	4	0	0	1	3
Separated	6	0	0	2	4
Unknown	0	0	0	0	0

Source: Individual Records (WRA Form No. 26)

These figures were obtained from a tally using 15,347 WRA 26 records for evacuees who have been at Tule Lake. The present population of the center is 15,022, since some evacuees have been transferred to other projects or else have gone out on leave.

January 23, 1943

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

OAPD

*labor
coal crew*

May 13, 1943

MEMORANDUM TO: Planning Board

Attention: Mr. Harry Mayeda

SUBJECT: Volunteer Coal Crew Workers

This will confirm my telephonic conversation with Mr. Mayeda on Thursday, May 13, concerning volunteer coal crew workers. The point in question specifically was as to whether or not workers were to be excused from their post of duty to assist in the volunteer work being done. The answer was a definite affirmative--yes.

Some time back when we were using volunteer workers, all Division Chiefs were notified that, if any of the workers within their Division wanted to volunteer to assist in unloading coal, they were to be excused and given credit for having served at their post during the days they were with the volunteer coal crew. This still holds true. It is only right that it should be done in this way. Obviously, in a community problem of this type, it may be expected that everyone would be willing to do his share.

Of course it would not be expected that the entire farm crew, for example, would be used on a given day. On the other hand, a representative number from the farm crew could be excused without causing too great an inconvenience in farming operations. Likewise, the same would hold true in the case of wardens, public works activities, etc.

I hope that this answers your question. If it does not, please feel free to call upon me for any further clarification that may be needed.

/s/J. O. Hayes
Assistant Project Director

C
O
P
Y

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

*labor
coal crew*

June 10, 1943

MEMORANDUM TO: Messrs. Urashi and Dote

SUBJECT: Coal Crew

This will acknowledge Mr. Urashi's memorandum of June 7. For your information, it is not anticipated that we will receive further kindling wood or coal shipments for some four or five months. In view thereof, it is not proposed to continue the coal crew as such and other employment, therefore, must be found.

Temporarily at any rate, it is proposed to transfer the coal crew en masse to the Transportation and Supply Division to assist in the movement of warehouse materials. It is proposed that Mess Management warehouses occupy the tent factory. This requires handling of a great volume of materials. It is felt, therefore, that the size of the coal crew is none too big for the job that is to be done. In all, it is thought that the work in question will perhaps require one week. At the close of this, it is felt that perhaps 20 or 25 men will be transferred to the Maintenance Section where they will be employed by Mr. Lauritzen not as a coal crew but as a labor gang. At such time as it becomes necessary, it is thought that they will, in connection with their other duties, distribute coal from stock piles or kindling wood from stock piles, whichever the case may be. The balance of the crew will be given employment elsewhere and plans are under way at the present time to find jobs for them.

/s/ J. O. Hayes
Assistant Project Director

Copy

June 10, 1943

Memo: To: Messrs. Urashi and Dote
Subject: Coal Crew

contains proposal not to continue the coal crew as he did not expect to receive further kindling wood or coal shipments for 4 or 5 months. Members of the coal crew were to be transferred to Transportation and Supply Division. He also proposed that the Mess Management warehouses occupy the tent factory.

from J.O.Hayes

Attached to this was a copy of a letter from ~~S.~~ S. Urashi to Hayes dated June 7, asking about what would happen to the coal crew ~~as~~ as follows:

MR. Joe Hayes
from S. ~~Mr.~~ Urashi
Subject, coal crew

Some of us, coal crews, are worrying because of rumors going around regarding us.

Please clarify the following so that I could assure them of their future:

1. What would happen to coal crew? They say there won't be any more coal crew.
2. How long we would stay home and yet receive regular pay?
3. Do we get work compensation if we couldn't find job?

S.Urashi

Copy

Date: June 12, 1943

Memo to: Mr.J.O.Hayes
From: Ralph E.Peck
Subject: Coal Crew

I left word in your office yesterday with reference to my inability to contact the coal crew. Late yesterday afternoon it was left in the hands of Harry Mayeda and Dan Sakahara.

This morning the latter called me and told me that the coal crew had been terminated and he would have no control over them, and thought that it was up to the Placement Office to get them together. I told them that they had not been terminated, that I had the assignment papers on my desk, but he still insisted that they had been terminated.

Therefore, it looks as though we are stymied until we can locate these people and recruit them for the work we have laid out for them

EMPLOYMENT PROCEDURE MEMORANDUM

June 18, 1943

To: All Division Chiefs and Field Personnel
From: Placement
Subject: Placement Procedure

The following memorandum is revised of August 26, 1942, which was issued in an effort to clarify established employment procedure and facilitate the assignment of personnel to the various divisions with a minimum of delay.

The following officially proved forms are used for all placement purpose.

- I. Requisition for workers. (Mimeographed--original and one copy.)
- II. Notice of assignment, WRA 21. (Printed--original and four copies--white, yellow, green, pink and red.)
- III. Division to Division and Classification Transfer Slip. (Mimeographed--original and four copies.)
- IV. Termination Notice. (Mimeographed--original and four copies.)

THE REQUISITION FOR WORKERS

The requisition for Workers shall be originated by the division requesting the assignment of workers in various classifications and signed by the Division Head or his designated representative. The form shall be prepared in an original and one copy and both copies routed directly to the Placement Office. The form may be used to requisition individual workers, any number of workers in the same classification, or any number of workers in various classification.

It is urged that workers be requested in crews with all the necessary classifications to be required, as so far as possible.

NOTICE OF ASSIGNMENT, WRA21

This form shall be prepared by the Placement Officer in an original and four copies, and routed directly to the requisitioning division. The division will require the worker to sign the document on the last line in the lower left hand corner and the Division Head or his designated representative sign on the last line of the lower right hand corner. Responsibility for the proper routing of the form will rest with the division who has signed the requisition.

Copy

Mr. F. W. Slattery

June 29, 1943

C.M. Busselle, Chief, Administrative Division

Coal

Members of the coas^h crew were terminated as of June 11, which period included seven days' notice to all workers, who were advised of their termination on June 4. It has been ~~xxx xxxxxx~~ determined that the receipt, unloading and distribution of coal is a maintenance function, therefore, the Administrative section will not be further involved with the coal situation .

For your ~~information~~ information, the Quartermaster Corp is executing contract for approximately 25,000 tons of coal for delivery to this project and have requested that they be notified 45 days in advance of when shipments are to begin. The present stock of coal on the project, it is believed, will last until Novemeber or December.

C.M.Busselle

Chief, Administrative Division

CMB:ek

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

July 6, 1943

To: All Division and Section Heads
From: Frank C. Smith, Employment Officer
Subject: Placement Procedure effective at once

The following procedure is to be followed by all divisions and their sections in the assignment and termination of workers.

REQUEST FOR LABOR

When any labor is required, a request made on standard request forms should be sent to the Placement Office signed by the division head unless the Placement Office had been advised to accept the signature of specific section heads. If section head wishes to interview the evacuee before selection, same must be stated on the request. No request shall bear the name of an evacuee for a job unless he has been given a referral for interview from the Placement Office. In other words the selection of employees should be made by the Placement Office unless upon interview by section heads. Each request must carry division account number, otherwise it will be returned. Description of duty should be in detail. When the evacuee is assigned by the Placement Office, one copy of "Assignment to Job" is given to the evacuee, another copy held by the Placement Office. Other copies will be distributed by the timekeeper as follows: Fiscal, Section to which assigned and office of Division Head. (We suggest division heads set up complete file of all employees on payroll in their division.)

If the section requiring the labor has for some good reason an individual in mind for the position, a brief note giving the name and project address of the person should be sent to the Placement Office. Names of people for the position must not be placed on the request. If Placement finds the person available and qualified, he will be given a referral card for interview or assigned, whichever is desired.

TERMINATION NOTICE

Any evacuee who is to be terminated should be terminated at the request of the Section Head through the Division Office so that the Division Office files may be kept up to date. When the evacuee's copy of the termination is delivered to him, he must turn over his button to the one delivering the termination.

The Placement Office copy of the termination together with the button must be returned to the Placement Office immediately so that the evacuee may be reassigned to another job. No time shall elapse between the delivery of the termination and the delivery of the button. If button is lost it should be stated on the termination.

In order to keep the payroll to a minimum and all records straight, the above outline will be followed to the letter. Any questions concerning the above procedure should be taken up with Mr. Fagan of the Placement Office.

Thanking you for your cooperation,

Frank C. Smith
Employment Officer

JOB OPPORTUNITIES

BULLETIN BOARD SERVICE

Tule Lake Center
Newell, California
November 23, 1945

INQUIRE AT RELOCATION HEADQUARTERS, HIGH SCHOOL GROUNDS, ABOUT THESE OPPORTUNITIES

PENRYN DISTRICT RANCHES NEED 100 TO 150 WORKERS

JOB NO. 68-1---Mrs. Sumi Goto of the Penryn Hostel is contracting with various companies for farm labor, and has openings for 100 to 150 workers, either families or single persons, on small ranches in the vicinity, at wages of 75 to 90 cents per hour, with housing arrangements available.

PERMANENT EMPLOYMENT FOR 40 MEN---HOUSING

JOB NO. 68-2---Yuke Tukiage, foreman for the Gilbert A. Grennier Ranch at King Hill, Idaho, 75 miles south of Boise, will be at Relocation Headquarters and at 2404-D until Thursday, November 29, to recruit 40 men, which may include family units, for year-around work in potatoes, tomatoes, onions, lettuce, cantaloupes, strawberries, etc., at maximum prevailing wages with 85 cents an hour guaranteed. Hotel housing available for single men; apartments for families.

TWO MALE NURSERY WORKERS---HOUSING ASSISTANCE

JOB NO. 68-3---Kay Fujii seeks two male workers for his nursery at Reno, Nevada, at the prevailing wage. Fujii, who is here in person and may be contacted at Relocation Headquarters, will provide temporary housing and assist in finding of permanent housing.

TWO WOMEN IN RENO HOME

JOB NO. 68-4---Tom Craven, prominent Reno attorney, seeks two women---mother and daughter, sisters or friends---to take complete charge of his household. He will pay \$175 to \$200 a month, plus complete maintenance. Kay Fujii is at Relocation Headquarters as his representative.

CONGENIAL HOME OFFERED COUPLE

JOB NO. 68-5---Mr. and Mrs. Kenneth Coonse of Harvard, Massachusetts, 35 miles north of Boston, offer a congenial home to a couple, the wife to do general housework, no cooking, and the husband to care for a small farm, limited amount of livestock. They will pay \$125, more if the couple is experienced. They are willing to train an inexperienced couple.

AFTER TODAY---NOVEMBER 26---ONLY 18 MORE DAYS REMAIN FOR RELOCATION PLANNING

JOB OPPORTUNITIES

BULLETIN BOARD SERVICE

72
Tule Lake Center
Newell, California
November 27, 1945

INQUIRE AT RELOCATION HEADQUARTERS, HIGH SCHOOL GROUNDS, ABOUT THESE OPPORTUNITIES

TWO FARM FAMILIES---SHARE BASIS

JOB NO. 69-1---An Opportunity for two Tule Lake farm families to operate two 100-acre farms near Auburn, New York, either jointly or separately on a share basis, is offered by Paul Cotter of Washington, D. C., friend of Joseph DeWitt, former Tule Lake Chief of Internal Security. This is a special Tule Lake opportunity.

RENO JOB FOR SINGLE MAN IN HOME

JOB NO. 69-2---Mr. and Mrs. George Springmyer of Reno, Nevada, both of whom are attorneys and home very little, want a single man to act as handyman and chauffeur and live in their home. Kay Fujii now is at Relocation Headquarters as their hiring representative.

NISEI COUPLE IN ROCHESTER

JOB NO. 69-3---Pay of \$125 to \$150 a month, plus meals, private bedroom, bath, living room, is offered a Nisei couple, preferably childless, in a Rochester, New York, home. Permanent.

STUDENT SNACK BAR OPPORTUNITY

JOB NO. 69-4---A couple interested in operating a student snack bar is needed at Western College, Oxford, Ohio. Housing, consisting of two rooms and bath, is available.

GREENHOUSE FAMILY---HOUSING

JOB NO. 69-5---A Cleveland greenhouse operator with five acres under glass seeks a Tule Lake family with three or four workers, 75 cents per hour for men, part-time work for women. Apartment available December 1. First qualified applicant will be employed.

HUSBAND, WIFE, FATHER OPPORTUNITY

JOB NO. 69-6---A farm worker will be employed near Rochester, New York, at \$100 a month plus eight-room house with bath and electricity, milk and garden plot, with part-time work for wife as house worker and for father of either husband or wife as handyman.

AFTER TODAY---NOVEMBER 27---ONLY 17 MORE DAYS REMAIN FOR RELOCATION PLANNING

10.11.3

Tule Lake Project High School
October 8, 1942
Administrative Bulletin No.-6

TO: Supervisor for Potato Harvest
FROM: Floyd Wilder
SUBJECT: Procedure for "Potato Harvest"

PROCEDURE FOR
"POTATO HARVEST"

- I. Tell all workers to report outside assigned room and that roll will be taken at 7:50. Anyone not present will be replaced, and absentee must return to classes for duration of "potato harvest".
- II. Anyone absent will be dropped from work list and visiting nurse will follow up and visit his home. As soon as he is well, he'll return to classes.
- III. Groups are to remain by stations until released to line up by groups along edge of road in front of school in the fire break.

Any group not ready, out of line, or attempting to load trucks, will be sent to end of line where they may be eliminated if trucks aren't provided.
- IV. Be responsible and report that evening to the front office anyone who doesn't cooperate; then, he will be eliminated and returned to classes the next day.
- V. Report any who wish to withdraw from farm work that evening in front office and tell them to report to classes the next day.
- VI. Supervisor will be responsible for behavior, safety, and protection of group. Be sure to caution students to be careful aboard trucks and not to "yell" at people along the way.

10.11.3
Tule Lake Project High School

October 7, 1942

Administrative Bulletin Adm.-5

TO: All Teachers
FROM: Floyd Wilder
SUBJECT: Policies for Students
Harvesting Potatoes

POLICIES FOR STUDENTS HARVESTING
POTATOES

The following policies have been formulated to guide the assistant teachers in their handling of student problems in connection with part-time work on the farm.

1. No 7th and 8th grade pupils are allowed to go with the group. Any such 7th or 8th grade student will be considered truant from school and be apprehended.
2. No student holding another job on a project is eligible to be paid for potato picking.
3. No student may be added to increase the size of your group above your assigned number of twenty.
4. As soon as your assigned group assembles at 7:50 A.M., check roll and send in the absence report via the attendance messenger who will call just before 8 o'clock. She will keep the list separate from the regular class list.
5. All student workers will be paid for their work in the potato fields.
6. You remain in rooms assigned to you for transportation until it arrives, vacating your rooms before 8 o'clock so that the first period class also assigned to your room can convene.
7. Let us all get behind our advisors in the field and turn in as good a day's work as a regular farm employee, as this is our first experiment with student labor
8. Lunches will be served in the field so you will not need to ask your mess hall chef for a pack lunch.