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WAR RELOCATION AUTHORITY

Tule Lake Project
Tule Lake, California

June 9, 1942

MEMORANDUM TO: All members of the Staff

SUBJECT: Project Instructions #11 - Method of
Handling Outgoing Mail and Telegrams

Please note the Regional Office instructions regarding the method of handling outgoing correspondence from this Project.

All letters leaving this Project for the Regional Office are to be prepared for the signature of the Project Director. This correspondence will be routed to Miss Young's desk and she will be authorized to sign my name, referring to me any matters which are out of the ordinary.

No telegrams will be sent without being initialed by the Project Director, or, in his absence, by Miss Young.

Elmer L. Shirrell

Elmer L. Shirrell
Acting Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

July 30, 1942

MEMORANDUM TO: The Staff

The Regional Office has submitted an advance copy of proposed Regional Office Circular Letter No. 3, setting forth regulations proposed for collection of rentals from Administrative employees regularly on duty at this Station.

In order to be prepared for this directive when issued, the Budget and Finance Section, Administrative Division, should at once be given a schedule of occupancies from July 1, 1942, to present time showing building numbers, apartment numbers and names of occupants.

Indicate dates of occupancy, changes, removals, new occupants, etc.

Those who were living in the Military barracks must indicate dates they moved into personnel dormitories. Indicate any change whatsoever in your housing for month of July.

Rates are as follows:

Family Apartment	\$17.50 per mo.
Bachelor Apartment	
Single occupancy	12.50 per mo.
Double occupancy each	7.00 per mo.
Barracks	5.00 per mo.

Please submit this information to Mr. Hayes so payroll deduction for the month of July may be made correctly.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

7/30/42

I have lived in 204-2, with Miss Robinson, since July 1, 1942 continuously

J J Francis

IMMEDIATE ACTION

VIA AIR MAIL

WAR DEPARTMENT

In Reply Refer To United States Engineer Office
QM 012.2-F 74 New Montgomery Street
(Oakland) San Francisco, California

December 26, 1941

SUBJECT: California Sales and Use Tax.

TO: Chief of Engineers
Washington, D. C.

1. Transmitted herewith is bulletin of the Board of Equalization of the State of California on Sales and Use Tax Rules and Regulations as applied to cost-plus-a-fixed-fee contractors engaged in construction of national defense facilities.

2. This bulletin is dated December 3, 1941, and refers to the decision of the Supreme Court of the United States in State of Alabama vs. King and Boozer.

3. Accompanying the bulletin mentioned above is copy of memorandum of the Director of Purchases and Contracts dated December 2, 1941, and copy of an undated letter to Neil H. Durkee of the Army, Port Contractors, contractors for the Oakland Port and General Depot, from their attorneys, advising those contractors to pay sales taxes on all purchases made on or after December 2, 1941.

4. It is requested that this office be informed of the policy of the War Department in regard to reimbursements to cost-plus-a-fixed fee contractors for California sales taxes on purchases made both prior to December 2, 1941 and after December 2, 1941.

For the District Engineer:

/s/ C. M. CLIFFORD
Captain, Corps of Engineers
Assistant.

- 3 Incls.
Incl. #1 - Board of Equalization Bulletin
Incl. #2 - Copy of letter from Thelen & Marrin
to Neil H. Durkee
Incl. #3 - Copy of Memorandum of Director of
Purchases and Contracts

IMMEDIATE ACTION

Office, C. of E., January 8, 1942.- To the Division Engineer, South Pacific Division, SAN FRANCISCO, CALIFORNIA.

1. The basic communication raises a question which effects all projects being performed on a cost-plus-a-fixed-fee basis. All District Engineers and cost-plus-a-fixed-fee contractors exercising jurisdiction over projects within the State of California should be advised of the contents of this indorsement and instructed in accordance herewith.

2. The position of the War Department in regard to reimbursements to cost-plus-a-fixed-fee contractors for California sales taxes on purchases made after December 3, 1941, is set forth in P & C General Directive No. 76, from the Under Secretary of War, dated December 3, 1941. A copy of the directive is enclosed.

3. Payment of California sales taxes on purchases made prior to December 3, 1941, and reimbursement therefor is not authorized. These items will be considered in further directives. The California sales tax has been construed as imposing a tax upon the vendor. The purchaser is not required, by operation of this law, to pay the tax. Unless some contract obligation exists between the purchaser and the vendor for payment of the tax, there is no basis in the California law for the vendor to seek recourse against the contractors in the event the vendor is required to pay the tax to the State. Hence, in the absence of contract obligation created at least contemporaneously with the sale, the matter is purely one for the State and the California vendors to adjust between themselves. This represents the present position of the War Department and you will be governed accordingly pending the release of additional directives with respect thereto. If the representatives of the State of California attempt to enforce collection of the taxes on purchases consummated prior to December 3, 1941, this office should be so advised.

By order of the Chief of Engineers:

/s/ A. T. W. MOORE,
Lt. Col., Corps of Engineers,
Chief of the Contracts and Claims Branch

4 Incls.

3 Incls. n/c,

1 added: #4.- P & C General Directive No. 76 (in dup.)

STATE OF CALIFORNIA
BOARD OF EQUALIZATION
SALES AND USE TAX RULES AND REGULATIONS

INTERPRETATION OF SALES TAX RULING NO. 11 AND USE TAX RULING NO. 4

RE: Contractors and Subcontractors

As Applied To: Cost-Plus-A-Fixed-Fee Contractors Engaged
in Construction of National Defense Facilities

(Supplement A to Interpretations issued July 8, 1941)

UNITED STATES SUPREME COURT DECISIONS

On November 10, 1941, the Supreme Court of the United States in State of Alabama V. King and Boozer, 72 Sup. Ct. 43, 86 L. Ed. (Adv. Op.) 1, and Curry V. United States, 62 Sup. Ct. 48, 86 L. Ed. (Adv. Op.) 6, held that the Alabama sales and use taxes applied with respect to the sales to, and the use of, materials furnished to cost-plus-a-fixed-fee contractors engaged in the performance of construction of national defense facilities. In the former case, the Court held that purchases of tangible personal property made by the contractor and not by the United States and therefore were subject to the Alabama sales tax imposed upon purchases made within the State. In the latter case, the Court held that materials purchased by the contractor were used by the contractor and not by the United States, and that such use was subject to the Alabama use tax.

ATTITUDE OF STATE TAX AUTHORITY

From these decisions, the State Board of Equalization, as the administrative agency for California sales and use taxes, has been inclined to the view that these taxes would apply in similar instances here and that no further litigation should be required to reach such a determination. Before making any formal statement to this effect, however, it was deemed desirable to ascertain the attitude of the Federal authorities concerned.

FEDERAL ADMINISTRATIVE ACTION

Memoranda have now been issued by the United States Maritime Commission and the War and Navy Departments indicating that each of these agencies deems the United States Supreme Court decisions above cited applicable with respect to California sales and use taxes. By memorandum of November 27, 1941, the Maritime Commission quotes from a letter of November 17, 1941, addressed to its General Counsel by Samuel O. Clark, Jr., Assistant Attorney General of the United States, expressing the view that no constitutional immunity attaches to purchases made through the medium of contractors. By memoranda dated December 2, 1941, the War and Navy Departments have authorized deletion of statements heretofore required upon all vendors' invoices rendered to cost-plus-a-fixed-fee contractors to the effect that "state or local taxes are not included" in the amount billed.

TAX MORATORIUM TERMINATED ON CURRENT TRANSACTIONS

Such action on the part of the Federal administrative agencies is deemed to have terminated the moratorium applying to the payment of sales and use taxes with respect to these transactions under Chapter 681, Statutes of 1941. It will be recalled that Section 4 of the Act cited requires that in order to avail himself of the moratorium the person liable for the tax must establish that he has refrained from seeking reimbursement therefor "only because of the insistence of those representing the United States with respect to such transactions". That insistence has now been withdrawn and as to all deliveries made to cost-plus-a-fixed-fee contractors on and after December 2, 1941, as to which the sales or use tax is applicable, tax returns and payments should be made in the usual way.

NOTATIONS ON INVOICES REGARDING TAXES

As already stated, Federal authorities have indicated that contractors' vendors are no longer required to incorporate in their bids and invoices any statement with respect to the exclusion of State sales or use tax reimbursement from the price of the property with respect to which the bid or invoice is made. It is anticipated that specific instructions covering this point will be issued through contracting officers. Meanwhile, we have been advised that both the War and Navy Departments desire a separate statement of the amount of sales or use tax reimbursement included in the purchase price of any property furnished to cost-plus-a-fixed-fee contractors and that a certificate concerning the amount of such tax reimbursement is to be made a part of the invoice rendered.

EFFECT ON PRIOR TRANSACTIONS

We are not prepared to state at this time the effect of the judicial decisions and federal administrative rulings upon California sales and use tax liability arising out of deliveries made to cost-plus-a-fixed-fee contractors prior to December 2, 1941. It is anticipated that it will be possible to issue an interpretation on this point reasonably soon. All sellers and contractors are warned to comply with the requirements to be observed by sellers and contractors as set forth in the interpretations of Sales Tax Ruling No. 11 and Use Tax Ruling No. 4 issued July 8, 1941, to the effect that all sales to, and purchases by, cost-plus-a-fixed-fee contractors must be reported to the Board in prescribed schedules. Failure to comply with these requirements may be productive of serious complications and the Board solicits the cooperation of all sellers in prompt observance of the filing of the reports. These schedules should cover all transactions occurring prior to the quarter beginning October 1, 1941, as well as transactions occurring during the current quarter prior to December 2, 1941. This is not a request for re-filing of any schedules already submitted, but is directed only to those sellers who have as yet failed to comply with our earlier request.

State Sales Tax Administrator

Attest:

Secretary, State Board of Equalization

Sacramento, California
December 3, 1941.

Thelen & Marrin
Balfour Building
San Francisco, Calif.

Mr. Neil H. Durkee,
Army Port Contractors,
1501 Maritime Street,
Oakland, California.

Dear Neil:

I enclose herewith memorandum issued by the direction of the Undersecretary of War dated December 2, 1941.

You will note in paragraph 2 that cost-plus a-fixed-fee contractors are authorized to pay sales tax on all purchases made on or after December 2, 1941, if the certificate provided for in paragraph 3 has been first received.

In accordance with the enclosure, you should pay sales tax on all sales with respect to all purchases made on or after December 2, 1941, and the same applies to the California use tax.

As to purchases made prior to December 2, 1941, you should continue to withhold the tax, pending further advice from the War Department.

If there are any questions, kindly advise.

Very truly yours,

Robert E. Bridges

RLB:FWC
Enclosure
CC: Mr. J. P. Yates

C O P Y

PC-L 02.2 (Taxes)
P & C General Directive No.

December 2, 1941.

MEMORANDUM for The Chief of the Air Corps
The Chief, Chemical Warfare Service
The Chief of Coast Artillery
The Chief of Engineers
The Chief, National Guard Bureau
The Chief of Ordnance
The Quartermaster General
The Chief Signal Officer
The Surgeon General

Copy to: The Judge Advocate General

Subject: California State Taxes.

1. A number of inquiries have been received from cost-plus-a-fixed-fee contractors and from contracting officers supervising the administration of such contracts on projects in the State of California, concerning the reimbursable character of invoices presented by material men to cost-plus-a-fixed-fee contractors, where the materialman includes in the price of his goods retail sales, and/or use taxes imposed by the statutes of California upon the vendor or materialman.

2. Pending further instructions and subject to the provisions of applicable directives concerning direct purchases in relation to state taxes, contracting officers will inform fixed-fee-contractors that such taxes, imposed with respect to purchases made on or after the date of this memorandum, will be reimbursed to the fixed-fee contractor in cases where such taxes have formed a part of the price paid by the fixed-fee contractor. Reimbursement will also be made to cost-plus-a-fixed-fee contractors for California gasoline taxes paid by them for gasoline purchases made after the date of this memorandum.

3. Retail sales and/or use taxes, although forming part of the total price of the goods, must be separately listed on the materialman's or supplier's invoice. The statement now required to be stamped or otherwise placed upon all vendors' invoices, "State or local sales taxes are not included in the amounts billed", should be deleted, and there will be added in its place the following:

"In case it shall ever be determined that the foregoing tax was not required to be paid by the vendor, the vendor agrees to make prompt application for the refund thereof, to take all proper steps to procure the same, and when received, to repay the same to the United States."

4. Contracting officers will require that fixed-fee-contractors take advantage for the benefit of the United States of all statutory tax exemptions and refunds, including among others, the exemption of or refund of the tax on gasoline used elsewhere than on the highways.

By direction of the Under Secretary of War:

John W. N. Schulz,
Brigadier General, U. S. Army,
Director of Purchases and Contracts.

ABS Jr:sy

WAR DEPARTMENT
Office of the Under Secretary
Washington, D. C.

PC-L 012.2 (Taxes)

P & C General Directive No. 76

December 3, 1941

MEMORANDUM For The Chief of the Air Corps,
The Chief, Chemical Warfare Service,
The Chief of Coast Artillery,
The Chief of Engineers,
The Chief, National Guard Bureau,
The Chief of Ordnance,
The Quartermaster General,
The Chief Signal Officer,
The Surgeon General.

Copy to: The Judge Advocate General.
The Chief of Finance.

Subject: California State Taxes.

1. A number of inquiries have been received from cost-plus-a-fixed-fee contractors and from contracting officers supervising the administration of such contracts on projects in the State of California, concerning the reimbursable character of invoices presented by materialmen to cost-plus-a-fixed-fee contractors, where the materialman includes in the price of his goods retail sales, and/or use taxes imposed by the statutes of California upon the vendor or materialman.

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By direction of the Under Secretary of War:

/s/ John W. N. Schulz,
Brigadier General, U. S. Army,
Director of Purchases and Contracts.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

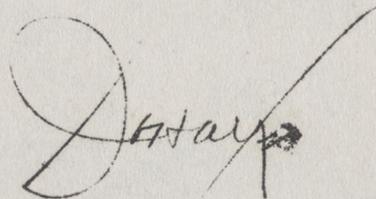
MEMORANDUM TO: All members of the Staff Date: August 19, 1942
SUBJECT: Staff Meeting

Following is copy of wire received this afternoon:

"CALL CAUCASIAN STAFF MEETING FOR MONDAY NIGHT 7:30 REQUIRED
ATTENDANCE.

E. L. SHIRRELL"

Please be present.

A handwritten signature in dark ink, appearing to read "E. L. Shirrell", with a large, sweeping flourish that extends upwards and to the right.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 7, 1942

I.

MEMORANDUM TO: Staff Members

SUBJECT: Staff Meeting

Staff meeting for all Caucasian staff members will be held Wednesday evening, September 16, 1942 in Administration Building. Staff members' families are always welcome.

Guest speaker will be Father Whitlow, who is Catholic chaplain for the Project, and who has spent many years in Japan.

Attendance required, unless excused in advance.

Elmer L. Shirroll
Elmer L. Shirroll
Project Director

II.

MEMORANDUM TO: Mr. Elmer L. Shirroll

SUBJECT: Dance Tuesday Night, September 8, 1942
Time: 8:00 P.M.

The men in this Company are giving a dance at the above time and date in the building next to our field exchange.

This is an urgent invitation from this Company to you and your family and the Caucasian Employees of your Organization to attend the dance.

William F. Patterson, Jr.
Capt., CMP
Comdg.

Henry H. Miller
Executive Officer
320 MP Escort Guard Co.

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

September 9, 1942

MEMORANDUM TO: All Staff Members

SUBJECT: Classification of Workers

The following is a memorandum received today.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

"Memorandum to: Project Directors Date: 9-4-42

Subject: Classification of Workers

Effective September first, you are authorized to
classify workers in the following three categories:

- a. \$12.00--apprentice workers, trainees
- b. \$16.00--intermediate workers, including
common laborers engaged in hand
work
- c. \$19.00--professional workers

Further details will be supplied you when the
policy statement covering this subject is issued
by the Washington Office.

(Signed) E. R. FRYER

E. R. Fryer
Regional Director"

ckd/jp--9/3/42

STAFF MEETING IS TONIGHT

September 9, 7:30 P.M.

Administration Building

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 15, 1942

MEMORANDUM TO: Division Chiefs, Section Heads, Secretaries and
Stenographers

Following is a memorandum received September 14, 1942:

"Memorandum to: Project Directors

Subject: Acting Regional Director

Effective September 9, 1942, Mr. E. M. Rowalt, Deputy Director of the War Relocation Authority, will assume the responsibilities of the Regional Director of the Pacific Coast Region.

/s/ E. R. FRYER
Regional Director"

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 15, 1942

MEMORANDUM TO: Division Chiefs and Section Heads
SUBJECT: Termination and Reclassification Signatures

There is a growing tendency on the part of the Division Chiefs and Section Heads to let the timekeepers make terminations and reclassifications without authority of the Division Heads.

In the future, terminations and reclassifications will be accepted by the Placement Office only when signed by the Section or Division Heads personally. If any individual is authorized to sign the terminations or reclassifications, other than the Division or Section Heads, please advise Placement Office so that they may expedite the terminations and reclassifications.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

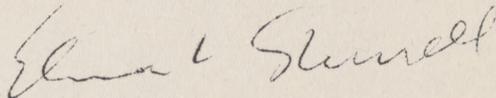
WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 15, 1942

MEMORANDUM TO: All Caucasian Employees

SUBJECT: Charge for Children's Meals

In the absence of specific instructions from the Regional Office, I am setting up a flat rate of \$.20 for meals furnished in the Employees' Mess to children under twelve years of age.



Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 19, 1942

MEMORANDUM TO: All Caucasian Personnel

SUBJECT: Personnel Mess

On my return from a week in San Francisco, I was unpleasantly surprised to hear that Caucasian members of the Administrative Staff are criticising service in the administrative mess.

It can be readily observed that we are making every effort to make things as comfortable as possible for the people who eat in this mess by virtue of the fact that we have enlarged both the kitchen and the dining room. We are making further improvements as time and materials are available. The members of this mess hall work longer hours than do the members of any other mess halls in the project and the pay is no higher.

We have no steam table for keeping foods hot, and I have been told of very severe criticisms on the part of some of the people who are eating in the mess with reference to the service they receive from this or that particular waitresses.

Inasmuch as the people who are taking care of us in the mess hall are working under severe handicaps, it is hoped that open criticisms in the presence of others or other people who are working in the mess will be discontinued.

I personally will be happy to listen to complaints, but please do not embarrass the mess workers who are doing their utmost to take care of us.

Ralph E. Peck
Ralph E. Peck
Project Steward

Approved:

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 24, 1942

MEMORANDUM TO: All Caucasian Staff

SUBJECT: Firearms and Ammunition

Inspection of quarters reveals great carelessness on the part of the staff with firearms and ammunition. They must be under lock and key or deposited in the Project vault. Any violations will result in denial of permits.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

TULE LAKE PROJECT
NEWELL, CALIFORNIA

September 21, 1942

TO: ALL STAFF MEMBERS

SUBJECT: Visitor's passes

Every visitor to this project must receive a gate pass. This means that any staff member bringing in a friend or acquaintance must stop at the front gate for official W.R.A. pass for the visitor. A separate pass should be secured for each person.

If you are expecting friends, especially if they are arriving after 8 p.m., word to that effect should be left at the front gate.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

September 29, 1942

MEMORANDUM TO: All Members of the Staff

SUBJECT: Appointment of Committee to Investigate
Charges Against Caucasian Staff Member

In accordance with Project Instruction #17, I am withdrawing from the Merit Committee and its associates the recent complaint relative to Mess Hall conditions. This complaint is directed against a Caucasian staff member and therefore falls under the last paragraph of that instruction.

I am hereby appointing a staff committee to investigate and recommend action to me. This committee will consist of:

Paul Fleming, Chairman
Fred Conner
Frank Fagan

This committee will meet on Wednesday at 2:00 P. M., in the Personnel Recreation Building to hear all who wish to be heard.

Elmer L Shirrell
Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

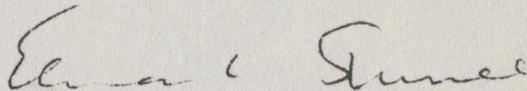
October 1, 1942

MEMORANDUM TO: All members of the staff

SUBJECT: Discussion of Tule Lake problems outside the project

Various reports are coming back to the Project Director regarding open discussion in public places of such problems as the labor stoppage at our project. May I caution the staff once more that Tule Lake problems should not be discussed outside the project, particularly in public places.

It may be necessary for me to warn individuals if this group warning is not taken seriously.



Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

October 2, 1942

MEMORANDUM TO: All Staff Members

Following is a copy of a memorandum from D. S. Myer received October 2, 1942:

"MEMORANDUM FOR: Regional Directors and Project Directors.

SUBJECT: Use of the terms "Japanese", "Camps" and "Internment".

The words that we use in correspondence, in reports, and in conversation with the evacuees exercise a great deal of influence in determining the attitude of the evacuees and of the American public toward the activities of the War Relocation Authority. It is, therefore, distinctly worthwhile for employees of the Authority to make an effort to avoid using certain terms that are misleading and inappropriate.

It is inaccurate to refer to the persons who have been evacuated from the West Coast as "Japanese." The Japanese are the people who live in Japan. The persons who have been evacuated from the West Coast are people of Japanese ancestry, but they are not "Japanese" in all cases. With a few exceptions, they have come to the United States because they want to live here, and two-thirds of them are citizens of the United States.

It is even more objectionable, of course, to refer to the evacuees as "Japs". They do not like the word; nor would you if they were an American of Japanese ancestry. "Japs" means the subjects of the Japanese Emperor, living in Japan.

The term "camp", when used to refer to a relocation center, is likewise objectionable. It leads people to confuse the relocation centers administered by the War Relocation Authority with the detention camps and internment camps administered by other agencies.

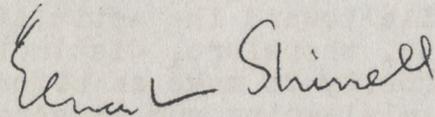
The evacuees are not "internees". They have not been "interned." Internees are people who have individually been suspected of being dangerous to the internal security of the United States,

who have been given a hearing on charges to that effect, and have then been ordered confined in an internment camp administered by the Army.

In lieu of the misleading, question-begging, and emotion-laden terms "Japanese", "Japs", "camps", and "internees", employees of the War Relocation Authority should refer to the persons who have been evacuated from the West Coast as evacuees, and to the projects as relocation centers. Some people have been referring to the evacuees as "colonists". This term is not objectionable, but the term "evacuee" seems preferable. Where the context makes the meaning clear, the term "resident" is, of course, also acceptable.

I should appreciate your calling the contents of this memorandum to the attention of the members of your respective staffs.

/s/ D. S. Myer
Director"

A handwritten signature in cursive script that reads "Elmer L. Shirrell". The signature is written in dark ink and is positioned to the right of the typed name below it.

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project

OFFICE MEMORANDUM

October 8, 1942

To: All the Staff

I have instructed Mr. Peck that in the future no short orders will be served in personnel mess at lunch or dinner. If the main dish to be served is not to your liking, the only alternate choice will be sandwiches. Please do not ask for anything else. The dining hall is not a restaurant.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

October 15, 1942

MEMORANDUM TO: Members of the Staff

SUBJECT: Hunting Season

I note with some concern that the hunting season opened today. Please bear in mind there is absolutely no hunting by anyone inside the project area. Also, please remember the rules relative to personnel keeping guns in their apartments. They must be kept under lock and key at all times.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

October 30, 1942

MEMORANDUM TO: Project Personnel

Due to the Harvest Festival on Saturday, this will be a Project holiday for all personnel. Caucasian personnel will have to make up the time if they take Saturday off. Colonists will have put in 190 hours so there will be no necessity for making up time if they have worked every day during October. The Construction and Agriculture Divisions are still under strain of work to be done so will probably have to work Sunday in order to make up lost time.

There will be certain booths with items for sale and the attention of the staff is called to the opportunity to buy unusual and unique Christmas gifts.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

November 22, 1943

MEMORANDUM TO: All Appointive Staff

SUBJECT: Personnel Change

Announcement is made of the appointment of Mrs. Frances
Appleton to be Acting Head Counselor of the Welfare Section,
effective November 23, 1943.

R. R. Best
R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

December 22, 1942

MEMORANDUM TO: All Division Chiefs and Section Heads

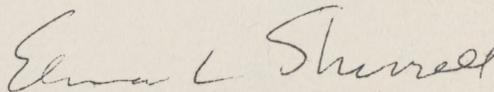
SUBJECT: Official Correspondence

Repeated carelessness on the part of division chiefs and section heads in returning official mail to Central Files has come to my attention.

As you know, Central Files Department has been set up for the convenience of the project staff as a whole. Unless it receives the cooperation of all divisions and sections it cannot function as an Office Service. Therefore, I would once again emphasize the importance of routing official mail back to Central Files once it has been received and acted upon by those concerned.

In cases where frequent reference to the correspondence is thought necessary and its length or content makes copying impracticable, the proper procedure consists of detaching the complete assembly of index slips, writing "retained by (blank) Division or Section" across its face, and returning only the index slips to Central Files. In all other cases, only one of the index slips should be detached for filing within the section or division, while the correspondence itself, with the rest of the index slips attached, is returned.

Besides making it possible for the Office Services Section to maintain a complete and working record of all project correspondence, this practice will no doubt eliminate some of the criticism we have been receiving from Regional Office for our neglect in answering incoming official mail.



Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT

O F F I C E M E M O R A N D U M

Date: 12/30/42

TO: All the Staff

FROM: Joe O. Hayes
Asst. Project Director

SUBJECT:

Hereafter all outgoing mail will be prepared for
Mr. Harvey M. Coverley's signature.

Joe O. Hayes

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

December 30, 1942

MEMORANDUM TO: All Staff Members

Beginning with the evening of December 31 there will henceforth be no night restrictions on access by evacuees to the Administrative and staff residential areas.

As soon as an appropriate fence can be constructed the warehouse, packing shed, industrial and lumber areas, and the garage will be enclosed and will be accessible after 7 p.m. only by means of a pass. This enclosure will be entirely under the jurisdiction of the War Relocation Authority.

The military police activities after December 31 will be confined to maintenance of original project center boundary line.

Elmer L. Shirrell

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Project Director

We have had a tragic situation develop with the fatal shooting of one of the evacuee workers by a military police sentry. There are a few things which the members of the WRA staff should know and understand thoroughly. That is the reason this meeting was called.

First: Let it be understood that the circumstance surrounding the shooting is not to be discussed because it is being thoroughly investigated by the board appointed by the military authorities and includes Mr. Black as WRA representative. The statement has been made to the residents of the colony that this investigation is under way and that proper disciplinary action will be taken.

Second: We want to tell you that the brother of the man who died has asked in a statement to the Newell Star that the investigation be thorough and impartial and that there be no protest action on the part of the people of the center. This is a broadminded and commendable position for the brother to take. We appreciate this fairness.

Third: We want everyone connected with the WRA to continue in their jobs and do their best to treat their work objectively. By all means refrain from personal comment on the developments and do not repeat unauthorized rumors or reports which you may hear. Official statements will be made through proper channels but the spreading of rumors or giving personal opinions will not aid in the proper administration of this project.

The Project Director has issued a statement to the residents of the colony which is printed in full in the issue of the Newell Star.

We are not going to indulge in any controversies with the Army or anyone else. There should be no discussion of events, except that of reporting anything of significant interest to your section or division chief. Let us all be sure not to spread unauthorized gossip.

By all means stay on your jobs and treat your work in an objective manner. Do not be influenced or sidetracked by anyone or anything except on proper notification by your superior. You can make a definite contribution to the proper administration of this center by following these suggestions.

We do not anticipate any demonstrations on the part of the colony residents, but if there should be anything of this kind we must remember that it is their right to express themselves as long as violence does not develop. The Internal Security and the military if needed will be able to cope with any such situation. Trust them to do so.