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c

PORTLAND CEMENT ASSOCIATION
816 West Fifth St.
Los Angeles

March 26, 1942

File 3-1

Clayton Triggs, Regional Director,
W. P. A.,
Manzanar, California

Dear Mr. Triggs:

Sometime ago, through the Indian Service several machines for the manufacture of hollow concrete masonry blocks were purchased for the Indians at Bishop, Lone Pine and Big Pine. With these machines they manufactured light-weight hollow concrete masonry units and built their own homes under the supervision of the Indian Service representative, Mr. Green.

The homes and buildings so built are fire-proof and insulated against heat and cold, partially due to the pumice aggregate used in the manufacture of the hollow blocks. Pumice is available in almost unlimited quantities in the vicinity. It also might be a way to employ Japanese labor to produce very low cost homes or building, which, when the war emergency is over, could be utilized by veterans returning to that area or taking up residence there.

If this idea appears to you to have practical merit, we would only be too glad to assist in developing it.

Yours very truly,

Hugh Barnes
Acting District Engineer

A.T.R.-JH

Mr. S. M. Banks

April 6, 1942

Memo #1

Ralph S. Brooks

Item I

Plans to be prepared:

- Studies for landscaping designs between buildings.
- Studies for use of service area.
- Design for street and landscaping treatment in front of buildings.
- Prepare a layout of entire camp, showing all buildings.

Item II

Surveys:

- The electric connected, load for buildings.
- The electric connected, for street lights.
- Electric power load for motors.
- Buildings completed, showing these buildings under their particular classifications, such as; barracks, men and womens' toilets, laundries, recreation halls, mess halls, and etc.
- Oil storage tanks: the location of these tanks should also be shown on the camp layout plan.

Item III

Request for work orders:

Please prepare request for work orders for the following facilities:

- Service roads
- Walks between buildings
- Walks in service area
- Streets

Ralph S. Brooks

Clear, tentative

*Left by Postman and to keep.
Letter has been answered.*

NEVADA MINERALS COMPANY

315 WEST FIFTH STREET
LOS ANGELES, CALIF.

April 21, 1942.

Mr. Ralph Merritt,
Independence, California.

Dear Mr. Merritt:

During my last visit to Independence, we discussed the various possibilities as to the use of local building materials, such as might be available in or near Owens Valley, for various construction projects in the Valley. I promised to get you some information as to pumice, and how it could be used.

There are some large deposits of pumice in the Owens Valley Region. The use of this material as an aggregate in making portland cement concrete is considered good engineering practice for various types of buildings, and it has many very definite advantages. Pumice has been widely used in various ways, but the cost usually ranges higher than gravel aggregate or brick. The situation in the Owens Valley, where the available deposits are near by, produces a very favorable situation, both as to relative cost and ease of handling for immediate use.

A recent bulletin, I C 7195, by Forrest T. Moyer, of the U S Bureau of Mines, entitled Lightweight Aggregates for Concrete is an interesting publication on the subject.

I have been going over the specific uses to which pumice can be applied in the types of building construction work you described to me, and have discussed the matter with an architect here, whom we have retained for the purpose. As a result, I have the following ideas to suggest for your consideration:

Pumice Brick: These can be made either of the standard size of a building brick, or an oversize, say 8 x 4 x 4, of cast portland cement-pumice concrete. These bricks can be used to good advantage for veneer covering over wood construction on buildings at Manzanar where the Japanese camp is being built. For this purpose, they afford fire protection, insulation against heat and cold, protection against high wind and present a substantially improved appearance. It is suggested that every fourth or fifth house in that villiage be so veneered with pumice brick as a fire break and to provide better accommodations in some buildings than can now be afforded.

Pumice Brick

Page 2.
Mr. Merritt.
4-21-42.

Pumice Brick, continued: Likewise, pumice brick can be used to very good advantage for house construction, following conventional brick construction designs and methods. In this way new houses could be built at Manzanar, using pumice brick for outside walls, inside walls and foundations. Standard sized brick, or the suggested oversize brick could be used. The type of construction would not be much different from that used in making concrete block residences for the Indians in the Valley, except that the aggregate could be pumice and the dimensions adapted to suit Manzanar requirements.

These brick could be made in quantity at a very low unit price, approximately $1\frac{1}{4}$ cents each, or \$17.50 per 1,000 for the oversize and about \$16.00 per 1,000 for the standard size. The chief item of cost being the cement which is figured at \$18.00 per ton delivered to point of use, but this can likely be reduced by purchase in bulk.

I propose that we obtain the pumice from known deposits near Coso, in the Coso Mountains which we now have under option, and which deposits are nearly the natural size of pumice that is required, and nearer in point of distance than others. I propose that we truck this pumice directly to Cartago, where we have facilities and space to build a suitable grading, mixing and casting plant, where the bricks or blocks can be made. From this manufacturing point, we could deliver bricks to Manzanar and any other point of use in the Valley.

If permissible, I propose to use Japanese labor for the entire job, other than actual trucking and direct supervision. Since a large proportion of the production would be, or could be hand labor, it would make an ideal occupation for men who are not necessarily skilled in concrete work. About two men per 1,000 bricks made.

A plant for the production of pumice brick would be simple to construct. The initial steps could be started in two days after being given instructions to proceed, and actual delivery could be begun in two weeks. The plant could then be expanded to any desired output.

Pumice Shingles: The fine material resulting from the grading of aggregate for brick could then be used for the making of a suitable light weight, fireproof shingle that can be laid directly over tar paper roof or over stone faced roof, or directly on sheathing as desired. This would add fire protection and reduce heat transmission.

Page 3.
Mr. Merritt.
4-21-42.

Both the brick and the shingle can be laid with ordinary unskilled labor, with a little initial instruction, and I have no doubt can be done with Japanese labor without difficulty.

Pumice Building Blocks: For many years there have been standard light weight pumice blocks manufactured, having an approximate dimension of 16 x 8 x 8, with hollow sections cast to reduce the weight. These are practical for new construction of sizable buildings and can be made at Cartago if equipment for doing so is provided. However, the use of the large block does not seem to lend itself to the needs at Manzanar as well as the smaller brick, and will require more machinery with less labor.

Pumice concrete floors: These can be used in place of wooden floors, poured same as concrete, and of a mix that need not necessarily have wire or steel reinforcement. It would be thoroughly sound engineering and would produce a good job.

Pumice concrete beams and roof slabs for building construction could be made as precast shapes at Cartago, but have discounted their use, because of the necessity of steel reinforcing. Poured walls of buildings made of pumice concrete would have the same objection, and would require skill in placement that would probably be too troublesome unless there happened to be experienced concrete men among the foreign labor available.

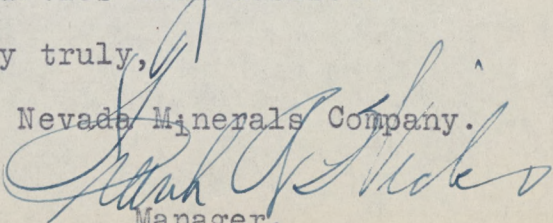
It seems to me that the quickest, easiest and best plan would be to start at once and make pumice concrete brick at Cartago, in the most primitive way possible, and after these are in place on an experimental building, then we could expand production in whatever way seemed to be indicated.

Subject to the approval of my company after all requirements are known, which approval I believe could be had promptly, I would propose that the Nevada Minerals Company undertake to do the work of making and delivering the pumice brick or shapes required, and that we do the work under government supervision as may be desired, and on a cost-plus basis of approximately 15% over actual direct cost, in which case we would furnish all equipment and operating capital needed.

Will be pleased to go into further detail with construction engineers or other interested parties when desired.

Yours very truly,

Nevada Minerals Company.


Manager.

WAR RELOCATION AUTHORITY
Manzanar, California

May 28, 1942

FROM: Director of Works Division
TO: Bob Brown, Public Relations
SUBJECT: Termites

Sir:

It doesn't seem possible that termites could be working on these buildings already unless, they were brought in with the lumber. However, we shall investigate this and I would suggest that the people that reported this be instructed to put some of them in a bottle, if possible, so that we may be able to determine whether they are termites.

RSB/li

*Termites
Pub. Rel.*

WAR RELOCATION AUTHORITY
Manzanar, California

June 12, 1942

FROM: Works Division
TO: Mess Section
SUBJECT: Lunch hour

The following are the office employees in
the administrative section who are eating at Mess Hall
No. 1:

| | |
|------------------|----------------|
| Kiyoshi Maruyama | Lillian Ito |
| Tom Ichien | Min Yasuda |
| Hiroshi Masuda | Joe Nishimura |
| Saburo Sugitani | Sachio Saito |
| Shoichi Samura | Bob Oda |
| Geo Furutani | Geo Nonoshita |
| Tatsumi Ajisaka | Henry Fukuhara |
| Gen Nakamura | R. F. Kado |
| Louis Kado | Dike Nagano |

Hervey Brown Jr.

Mr. H. Brown

WAR RELOCATION AUTHORITY
HAWAIIAN RELOCATION AREA

June 12, 1942

FROM: Assistant Project Director
TO: All Department Heads
SUBJECT: Lunch Hour

All office employees in the administration section who are eating in Mess Hall No. 1 go at 11:30 a.m. to lunch. The Mess Hall must be vacated before 12:00.

Submit list of employees eating at the Mess Hall to the Mess Section immediately.

The above ruling will become effective Monday,
June 15, 1942.

HHH/bd

WAR RELOCATION AUTHORITY

In reply, please refer to:

Econ. Mgt.

June 22, 1942

MEMORANDUM TO: Mr. Roy Nash, Project Director,
Manzanar War Relocation Area.

With reference to your recent letter concerning the desirability of painting the interior of mess halls white or some light color, we must first realize that paint, particularly paint contain lead, is listed as one of the critical war materials. War Relocation Authority should, in every way possible, avoid using any more critical materials than is absolutely necessary. The problem involved, however, is one that the project director should carefully consider from an operations standpoint, and if painting is absolutely necessary for such operation, we would suggest that you furnish us your recommendations. In addition, please furnish a brief statement showing how such painting will facilitate the operations of your center.

E. R. Fryer
Regional Director



WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:
Econ. Mgt.

July 10, 1942

MEMORANDUM TO: Mr. Roy Nash, Project Director
Manzanar War Relocation Authority

SUBJECT: U. S. Post Office, Manzanar

With reference to your letter of July 2 to Mr. Fryer and wire from Mr. Campbell concerning utilities for administrative quarters, we are making investigations with the Army concerning the toilet facilities in the Post Office. We will see that either the materials for utilities for living quarters for administrative personnel are furnished by the Army or we will purchase same and have them to you as rapidly as possible.

(SIGNED)

R. B. Cozzens
Assistant Regional Director



RDO

July 24, 1942

MEMORANDUM TO: Mr. Roy Nash, Project Director
Manzanar War Relocation Project

SUBJECT: Park facilities at Manzanar

If you have not previously been advised then you may be interested to know that we have requested the Farm Security Administration to prepare a design for a park facility at Manzanar to accomodate at least a thousand persons.

We will advise you of any further action taken.

R. A. Petrie
Asst. to Regional Director

C

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P

Y

List of materials requisitioned for Manzanar to
be used in installing intermediate partitions in
individual family apartments in evacuee
family barracks

| | <u>required</u> |
|---|-----------------|
| Wall board, sheets 4' x 6' $\frac{1}{2}$ " thick, wall SLS sq ft | 100,000 |
| Studs and plates, 2" x 4", No. 2 Common D.F. as listed in accordance with W.C.L.A. Grading Rules, addition #11 dated April 1, 1942 as per paragraph #196 7,000-2x4-10' long 9,600 2x4-16' long | |
| Bases and head strip, 1"x2" Select common, dry, S4S Lin ft | 180,000 |
| Estimated cost - \$12,194.00 | |

The above material is to be used for partitions in apartments.
There are approximately 1500 individual apartments that require
partitions. The above list of materials is based on the partition
being 30'-0" x 6'-0"

Delivery: As soon as possible

July 27, 1942

MEMORANDUM TO: W. L. Hall, Mess Division

SUBJECT: Lunch for fence crew

Please permit fifteen (15) men from our Fence Crew
to pass to Mess Hall #2, during lunch only, until
further request.

Hervey Brown Jr.

Hervey Brown Jr.
Sr. Engineer

permitted

Public Works

JUL 28 1942

MEMORANDUM TO: Mr. Roy Nash, Project Director
Manzanar War Relocation Project

SUBJECT: Partitions for Evacuee Barracks

We are attaching a list of materials that has been ordered for your project to be used in installing intermediate partitions in the individual family apartments in your evacuee family barracks.

When this material arrives it should be stored under cover if this is possible; at the same time a study of the housing situation should reveal the blocks and barrack buildings in which partitions will be required because of the overcrowded condition and the need for privacy where more than one family or a large family is occupying one of the 20 x 25 single room apartments.

Some control will have to be exercised and supervision will have to be furnished when these partitions are installed. A uniform plan for these installations should be prepared by your construction force. If additional lighting is going to be required because of these installations, this work should be delayed until the Chief Electrician can ascertain whether or not the power and light distribution system will handle the additional load without danger of fire or damage to your utilities.

((SIGNED))

R. B. Cozzens
Assistant Regional Director

CHPowers: TB 7-27-42

Enclosure 4489

cc Mr. Fryer

638

MANZANAR WAR RELOCATION PROJECTAdditional Items for Plumbing

For

Schools, Sotres, Warehouses, Laundries, 4-Family
Units, Dormitory, Sewage & Water Supply Systems

| | | |
|---|----------|------|
| Angle stops, $\frac{1}{2}$ " Standard VII668, or equal | Ea. | 31 |
| Bends, 4" $1/4$ bend, C.I. | Ea. | 97 |
| Bends, Double quarter 2" x 2" Crane No. C-36170, Cat. 614-C page 115-1, Aug. 11, 1941, or equal | Ea. | 16 |
| Bibbs, hose, $3/4$ ", Mueller No. H-8290, or equal | Ea. | 22 |
| Brackets, side beam, size 2, Grinnell or equal | Ea. | 10 |
| Caulking Lead | Lb. | 1435 |
| Couplings, black - 1" | ea. | 14 |
| 6" | Ea. | 17 |
| Cross, 4" x 2", Crane C-36352 Cat. 614-C page 117-1 Aug. 11, 1941, or equal | Ea. | 32 |
| Ells, M. I. black | | |
| $1/4$ " | Ea. | 199 |
| $1/2$ " | Ea. | 35 |
| $1-1/2$ " | Ea. | 18 |
| 2" | Ea. | 15 |
| Faucets, Standard VI-11144 or equal | Ea. | 8 |
| Faucets VI-929, Standard or equal | Ea. | 1 |
| Ferrule & Plug, 4" | Ea. | 26 |
| Lavatories, P4205, Othello or equal, 19" x 17" Standard, well type | Ea. | 2 |
| Nipples, M. I. 1" x 6" | Ea. | 1 |
| $1-1/4$ " | Ea. | 22 |
| $1/2$ " x 6" | Ea. | 2 |
| Nut, friction ring $1\frac{1}{2}$ " | Ea. | 2 |
| Pipe, black steel, $1/4$ " | Lin. Ft. | 1590 |

| | | |
|--|----------|-----|
| Pipe, black steel | Lin. Ft. | 88 |
| 1/2" | " " | 130 |
| 1" | " " | |
| Pipe, Galvanized 3/4" | " " | 100 |
| Pipe, C. I. 4" | " " | 285 |
| Plugs, drain, VI 997E or equal, Tail Piece | Ea. | 1 |
| Plugs, C. I. 2" Tail Piece | Ea. | 35 |
| Reducers | | |
| 1 1/4" x 1 1/2" C. I. black | Ea. | 1 |
| Sinks, P-7780 or equal, 20" x 22" | Ea. | 10 |
| Tees, M. I. Black | | |
| 1" | Ea. | 2 |
| 1-1/4" | Ea. | 10 |
| 2" | Ea. | 27 |
| 1" x 1" x 3/4" | Ea. | 2 |
| 1-1/4" x 3/4" x 1-1/4" | Ea. | 2 |
| 1-1/2" x 3/4" x 1-1/2" | Ea. | 1 |
| Tees, M. I. black | | |
| 3" x 3" x 1-1/4" | Ea. | 7 |
| Traps, P-trap, 1 1/4" x 1 1/2" V970 Standard or equal | Ea. | 8 |
| Traps, 4" C. I. P-7782 or equal | Ea. | 8 |
| Traps, Shower, 2" C. I. | Ea. | 6 |
| Unions, black 1/4" | Ea. | 147 |
| 1/2" | Ea. | 30 |
| 1-1/4" | Ea. | 11 |
| Urinal, "Bering" P-6281 Standard or equal | Ea. | 3 |
| Valve, stop & drain, brass 3/4" | Ea. | 15 |
| 1-1/2" | Ea. | 16 |
| Valve, Gate, standard, Brass 1/4" | Ea. | 102 |
| Valve, Unit, shower, pepcal S-123 or equal, P 1/2" less bead | Ea. | 60 |

ESTIMATED TOTAL COST \$2370.00

PUBLIC WORKS DIVISION

August 20, 1942

MEMORANDUM TO: Mr. B. Wilson

SUBJECT: Purchases

To expedite purchases of materials requested by the Public Works Division at Manzanar, please send them to the Regional Office for the attention of Mr. R. B. Cozzens, Assistant Regional Director. I have been advised that this will be the necessary procedure to fore-stall having them buried in a huge pile in the Regional Office.

Hervey Brown Jr.
Sr. Engineer

HB/11

Purchase letter

WAR RELOCATION AUTHORITY
MANZANAR RELOCATION AREA
Manzanar, California

August 25, 1942

FROM: Ned Campbell, Asst. Project Director

TO: Hervey Brown, Public Works Division

SUBJECT: Heating stove for apt of M. L. Deputy.

As you know, we are supplying one apartment to Mr. M. L. Deputy, supt. of the Manzanar Post Office. Mr. Deputy is furnishing his quarters, however I believe we should supply him with the same type of heating stove that we will put in the other apartments, placing one in his apartment at the same time we place the others.

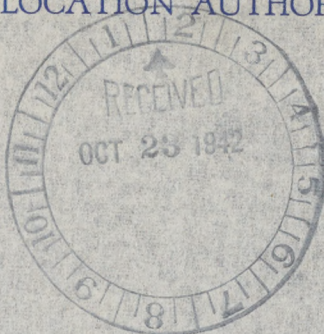
Ned Campbell
Asst. Project Director

Post Office

WAR RELOCATION AUTHORITY

In reply, please refer to:

Econ. Mgt.



OCT 20 1942

MEMORANDUM TO: Mr. Harvey M. Coverley, Acting Project Director
Manzanar War Relocation Area

SUBJECT: Obligations to Manzanar Post Office

In reply to your memorandum of October 15, it is the responsibility of WRA to maintain all buildings within the Center. Therefore, I believe that it will be necessary to lay the flooring in the Post Office. I further do not see how we can let the people in the Post Office freeze, yet I believe they should take this matter up with their own postal authorities.

We are today forwarding a letter to Washington requesting that they confer with the Post Office Department and arrive at an understanding concerning our responsibilities with the Post Offices in all the centers.

(SIGNED)

R. B. Cozzens
Assistant Regional Director

4578



WAR RELOCATION AUTHORITY
MANZANAR RELOCATION AREA
MANZANAR, CALIFORNIA

file: Project Director

October 22, 1942

MEMORANDUM TO: Mr. Thomas Temple
Chief, Community Services Division

SUBJECT: Sanitary Measures necessary for
the Children's Village

During a recent inspection of the Children's Village, following an outbreak of gastric disorders among the children, Dr. Little found certain sanitary conditions which require improvement. Among these are the following:

1. All water used to rinse dishes and other kitchen utensils should be chlorinated.
2. The dishpans now used in cooking rice and other food which are rusty and have holes or crevices in them, should be replaced at once.
3. The common drinking cups in the boys' section should be replaced with a sufficient supply so that each child may have his own cup.

I will appreciate it if you will take such steps as may be necessary to correct the conditions indicated.

Harvey M. Coverley
Acting Project Director

Mess 7

cc: Dr. Morse Little

WAR RELOCATION AUTHORITY

Manzanar Relocation Area

November 6, 1942

MEMORANDUM TO: Solon T. Kimball
Acting Project Director

SUBJECT: Unfinished Projects

The following is an attempt to outline very briefly the work that has to be done on buildings and utilities to bring up the required standards.

1. Water Main

Approximately 400 yards of the main water line between the steel storage tank and the concrete reservoir is yet to be covered. There are also about three culverts to be placed and filled in the washes that bisects this water line. The contractors advise that this work will be completed in four or five days if the repair parts requested for the shovels being used to cover the water line arrives. The culvert being placed in the arroyos that bisects this water line appears to be too small.

2. Warehouses

Material will be furnished by the U.S. Engineers to double the floor in the present storage warehouses. A part of this lumber has been delivered. We are advised that the balance will be delivered in the near future. Some of the underpinning required to support the warehouses has been placed. Mr. Brown will make an estimate of the material required to underpin all of these warehouses. From this total, will be subtracted the amount that has been delivered by the U.S.E.D. and they will make arrangements to have the material shipped to the project to complete this job.

Solon T. Kimball
November 6, 1942
Page 2

3. Employee's Mess Hall

The material for the lining of this building should be provided by the U.S.E.D.

4. Administration Building

Material should be supplied by the U. S. Engineers to line both Administration buildings.

5. Recreation Buildings

Electrical material required to provide ten (10) outlets in the recreation buildings should be furnished by the United States Engineers.

6. Community Store Buildings

The material for the community store buildings should be supplied by the U. S. Engineers. The construction of these buildings will be done by the W.R.A.

7. Visitor's Building

The U.S.E.D. should provide the material for a Visitor's building. The building will be constructed by the W.R.A.

8. Baggage Inspection Building

The U.S. Engineers should furnish the material for the Baggage Inspection Building. The W.R.A. will construct the building. (This building is being requested by the Regional Office.)

9. Roads

A supply of liquid or water bound asphalt should be furnished by the U.S.E.D. in order that W.R.A. can do the maintenance on roads within the project area.

10. Fire Station

Material should be furnished by the U.S.E.D. to line the fire station and to provide suitable storage and drying

Solon T. Kimball
November 6, 1942
Page 3

facilities for fire hose. W.R.A. will supply the labor and supervision to finish the building.

11. Sewage Disposal

It appears that the pump arrangement between the clarifier and the digester will have to be adjusted before satisfactory service can be expected. I believe recommendations are being made to remove the present pumps and install centrifugal pumps instead. The contractors' local representative recommends that sand traps be installed in the main line somewhere between the disposal plant and the relocation center. Several other minor changes will no doubt, have to be made during the trial run period after this plant is put into operation, after the centrifugal pump has been installed.

12. The Children's Village

These buildings are in excellent shape as is the equipment in the building. The H.C. Little Water Heater that is installed in the kitchen is too small to meet kitchen requirements. This is a No. 30 Aqua Thermo Unit with a 28 gallon capacity. Its capacity of hot water is 40 gallons per hour.

13. Military Police Area

These buildings are in excellent shape with the following exceptions:

- a. The repair shop needs winterizing.
- b. It is requested that two large circulating oil furnace be installed with the capacity of 150,000 - 170,000 BTU to heat this building properly.
- c. Some sealing will have to be done on the sliding doors.
- d. The roof ventilation should be closed for the winter.
- e. Larger stoves should be provided in some of the buildings and at least one more stove is needed in the barracks.

14. Hospital

Additional refrigeration storage of about forty cubic feet will apparently be needed for the hospital kitchen. Stock pots and frying equipments should be installed. Ventilators should be installed in the ex-ray room. The

Solon T. Kimball
November 6, 1942
Page 4

developer has not been installed. The lights in the operating room should be adjusted. Operating lights must be provided. A ventilating fan should be installed in the laboratory. Ventilating fans should be installed in each of the seven wards. One 4 burner electric range with ovens should be provided for each of the wards.

Clyde H. Powers
Head, Construction Section

CHP/fu

WAR RELOCATION AUTHORITY
Manzanar War Relocation Area
Manzanar, California

December 24, 1942

FROM: Arthur H. Miller, Chief of Employment
TO: Mr. Bob Brown, Assistant Project Director
SUBJECT: Repair of Equipment

Confirming our conversation of this morning, it is my understanding that:

1. All mechanical equipment used in production activities, including sewing machines used by families as well as by the recreational sewing groups, will be repaired and kept in good condition by the manufacturing division.
2. All ^{other} mechanical equipment with the exception of motor vehicles will be repaired and kept in good condition by the public works division.

The employment office has referred the ten men working in the sewing machine repair shop in the ironing room at Block 5 under the Community Services Division to the manufacturing division to be interviewed for possible employment. Such employment would depend entirely on the qualifications of the workers and the requirements of the program as reorganized in the manufacturing division.

Arthur H. Miller
ARTHUR H. MILLER

AHM/ao

J. M. H.

February 5, 1943

MEMORANDUM TO: Heads of Departments

SUBJECT: Priorities

Approved priority assistance for the current quarter has been received. It is most unfortunate that the W.F.B. and G.P.A. has seen fit to allow approximately 3 1/2% of the total amount requested; as we realize that a real need exists for many things.

We are now in the process of preparing requests for priority assistance for all types of maintenance materials for the quarter beginning April 1st. Please turn in your list to the Public Works Department, who prepares all requests for priority, not later than 12 noon Monday, February 8th.

Care should be exercised in selecting only those materials and supplies which are absolutely essential to the operation of your department. A good justification must accompany your list of materials and supplies.

Some 500 items are now on the list of essential war materials and your cooperation in cutting your needs to the minimum will be appreciated.

RLB
Robert L. Brown
Acting Project Director

HB/11

May 29, 1943

MEMORANDUM TO: Free Press, Public Works, Relocation,
Welfare, Community Activities, Educa-
tion, Consumer Enterprises, Property
Control, Evacuee Property, Manufactur-
ing, Mrs. Adams, Mr. Robert Brown, Mr.
Hooper, Internal Security, and Fire
Department

FROM: Robert L. Brown

SUBJECT: Ice Deliveries

Arrangements have been made to secure ice for drinking water.
The ice will be delivered to the various offices by the Warehouse
Section.

However, it is not the responsibility of the Warehouse Section
to fill the cans. The matter of cleaning and filling the cans is the
individual responsibility of each office receiving this service.

If you are in need of ice, please contact the Warehouse Section.

s/ Robert L. Brown

Robert L. Brown
Acting Project Director

16.000

Operation

MANZANAR RELOCATION AREA
Manzanar, California

October 12, 1943

Mr. D. S. Myer, Director
War Relocation Authority
Barr Building
Washington, D. C.

Dear Mr. Myer:

For the past six months we have been making a continued survey of the use of motorized equipment at this project, in an effort to save mileage and operating expense through the use of correct types of equipment for each job. We have been very fortunate in having a number of new and nearly new passenger cars and several new panel trucks for our use here; but since the beginning of this project we have had no heavy trucking equipment, no large vehicles with which to carry passengers nor any large earth-moving pieces of equipment.

By watching the surplus lists we were able to obtain enough dump trucks to satisfy our needs with this one item. We have hoped to obtain from these surplus lists the other types of equipment needed, but it now appears that equipment is getting harder and harder to get and that other agencies are not listing motorized equipment on any of the surplus lists.

The project was visited last week by Mr. Fred C. Wutschel, representing Col. Fiero. Mr. Wutschel had a great many recommendations to make which I am sure will help us in bettering maintenance procedure at this project. He also recommended that we secure immediately a mountain-type passenger bus seating 12 to 14 people, another station wagon, a semi-trailer and a bulldozer. Mr. Wutschel wired this recommendation to his office in Washington and asked if it would be possible to transfer this equipment from some other center to Manzanar. We have just received a wire from Mr. Utz saying that it is impossible to transfer any of this equipment to Manzanar.

We would appreciate your giving serious consideration to our request for authority and funds to purchase a 12 or 14-passenger mountain-type bus, an additional station wagon, a semi-trailer truck

and a bulldozer. Justification for the purchase of this equipment is as follows:

1 - Bus: At the present time we use our station wagon and as many as three passenger cars and two panel trucks to transport persons to Reno and Barstow who are relocating from Manzanar. Both of these railheads are approximately 250 miles from Manzanar. It is impossible to secure seats on the Inland Stage bus that runs from Los Angeles to Reno past Manzanar, as all seats are sold either at Los Angeles or Reno before the bus leaves and the stage company will not give us priority on seats. Mr. Wutschel points out, and we agree, that a great saving in tires and gasoline could be effected by the use of a bus, and we further point out that a great saving could be accomplished in actual money in operating our own equipment as against buying seats with the public carrier servicing this area IF those seats were available. Our needs in the matter of passenger carrying equipment to take persons who are relocating from Manzanar to the railhead at Reno or to the railhead at Barstow, have been discussed with you and Mr. Holland and Mr. Cahn. We were authorized several months ago to purchase one station wagon. You will be interested to know, I am sure, that the use of this station wagon has effected a saving of over \$600 in three months' operation from the old method of sending evacuees by bus, if and when seats were available from Manzanar to Reno.

2 - Station wagon: The one station wagon we have purchased has travelled 30,000 miles in the three months it has been in operation, and is in such constant use that we do not have time to service it adequately when it returns to the center. An additional station wagon is asked for to take the place of passenger car equipment and to relieve the one now in use; it also is to be used in transporting persons from Lone Pine to Manzanar and from Independence to Manzanar, where it can be substituted for at least two cars. In this regard, we know that station wagons are very difficult to find on the market. We have found one locally, a Ford 1941 Super DeLuxe model with a Columbia axle, that has travelled 22,000 miles, is in excellent condition and can be purchased for \$1650.

3 - Semi-trailer truck: We do not have any truck with a carrying capacity greater than $1\frac{1}{2}$ tons on the project. This has meant in the past that when we have had heavy loads to move we have had to use 5, 6 or 7 trucks to do the work one could have done if we had had one of the right capacity. Much of the incoming freight for Manzanar comes routed only to Lone Pine, 10 miles away; the transfer charge by the trucking lines is very expensive and in our opinion is an unnecessary expense. On all outgoing shipments of evacuee freight, baggage and furniture we use as many as fifteen of our small trucks. On some pickup work we must do at Camp Haan and in Los Angeles it is sometimes necessary to use two or three trucks. And on the work of distribution within the center, many unnecessary miles are run because we must use a number of

trucks to do the work of one large one. We would be willing to transfer a number of our smaller trucks to another center that might need them if we could obtain a semi-trailer truck with a capacity of ten or twelve tons.

4 - Bulldozer: This project never has been fortunate enough to own a bulldozer. Up until the time the U. S. Engineers left this area we were able to borrow one from them to dig garbage and trash pits, make necessary roads and level our land. We have tried recently to borrow or rent a bulldozer from the County and State for necessary use here at the center, but have been unable to do so. Last winter we were fortunate in not having any snow at Manzanar, but records indicate that snow does fall here, sometimes to a depth of 2½ feet. If we have a snowfall this winter we must have a track laying tractor with an angle dozer to keep our streets open. We also have agreed to improve several of the back roads through the boulders and sagebrush for the military's use, but we have been unable as yet to do this because of the lack of equipment. It will be necessary for us to dig a new garbage and trash pit in the near future and to keep this in a sanitary condition by filling it with dirt, and for this we do not have a bulldozer. Mr. Lowe, Mr. Utz and Mr. Thunberg on their visits here recommended to us that we obtain a bulldozer before the winter season sets in.

We are conscious here at Manzanar of the scarcity of motorized equipment and the great need of it in the war effort, and purposely have refrained from requesting this equipment until we had an opportunity to discuss it with several of the men travelling to the various projects from Washington. In the light of these discussions with Mr. Lowe, Mr. Wutschel, Mr. Utz, Mr. Holland and Mr. Thunberg, we feel that the saving in gasoline, tires and equipment which will accrue from the purchase of this equipment will justify its purchase and therefore urge that consideration be given our request so that this equipment may be purchased before our bad weather sets in in the next thirty to forty-five days.

Sincerely,

Ralph P. Merritt
Project Director

By _____
Robert L. Brown
Acting Project Director

February 26, 1943

Please issue a pass for Jimmy Araki and 10 men.

Date: February 27 and 28

Time: 8 a.m. to 5 p.m.

Number of men going: 11

Reason for going: To saw fallen trees in the
farm area. WITHIN THE AREA

Hervey Brown Jr.
Sr. Engineer

Mrs D'Alle

June 28, 1945

MEMORANDUM: To all department heads

FROM: Ralph P. Merritt

SUBJECT: Maintenance.

*Please give
me any such
names -
M D'Alle*

During the past few months there has been a growing tendency on the part of some of the departments to do all or part of their own maintenance work. In the long run, this is poor administrative procedure, as it accounts for duplication in ordering and in some instances in a duplication of manpower.

Effective July 1st, all maintenance in the Center will be done by the maintenance section under Public Works. A requisition and request for repairs and maintenance should be addressed to Mr. Sandridge, Acting Senior Engineer. If you are carrying any evacuees on your payroll whose duties are maintenance work, either in whole or in part, will you please arrange either to have them transferred to the maintenance division or assign them to other duties. ✓

RALPH P. MERRITT
Project Director.

MANZANAR RELOCATION AREA
Manzanar, California

October 14, 1948

Mr. S. S. Myer, Director
War Relocation Authority
Barr Building,
Washington, D. C.

Attention: Mr. E. J. Utz

Dear Mr. Myer:

This is in reply to your letter of October 2nd asking some very pertinent questions about the Industrial program. As an introduction to this letter let me state that we were glad to get your letter as it furnished the necessary impetus to complete a survey of the Industrial program we have wanted to make for a number of months. On the basis of this letter I would recommend that you disregard both the August monthly report and the September monthly report which was mailed you a few days ago. Further reports will be more in detail and will contain many of the points discussed here.

I think it is well to keep in mind when considering the industrial program at Manzanar three conditioning factors. First, we are not producing goods for profit and we are not competing with other manufacturing firms for the "outside" market. Second, our industrial program is as much a training program for workers as it is straight production. Of the 202 people employed in the Industrial Department less than 10% of them had had any training in this work prior to coming to Manzanar. Through this training program we have been able to develop people who are able to relocate successfully in the middle West, doing jobs for which they were trained at Manzanar. Third, we are confronted with a \$16 top in pay. Therefore the personal profit motive is lacking for our workers.

Further, here at Manzanar, as is undoubtedly true in the other centers, we have shifted a few functions from one department to another when it has become apparent to us that the appointed personnel head of one department has certain qualifications which may make him more apt in supervising the work to be done than the head of a department under which the function might normally fall.

80,000
RLB

Therefore, for smoother administration and more efficient production, 18 women who are seamstresses and who used to work for the Welfare Department, have been transferred to the Industrial Division under the watchful eye and supervision of Mr. Haberle, who is an expert on clothing production. The duties of these women are to remodel garments which have been issued by the Welfare Department to indigent families in the center from our surplus clothing warehouse. When the women were employed under the Welfare Department they did not receive adequate supervision and there were rumors around camp that they were accepting fees or gratuities from the residents to finish their work. The remodeling of this clothing is necessary because the clothing is old army stock built for a normal Caucasian and will not fit the average Japanese.

Our August report shows a total dollar value of products for this unit of \$300 and in your letter of October 2nd you question, justifiably, the basis of this figure. It will be noted on the August report that these 18 women turned out a total of 240 units. Your letter goes on to say, "Figuring entirely on the basis of labor, it would amount only to \$11 per person to the government while the pay schedule would be running \$16 to \$19." 18 people paid \$16 per month is \$288. The \$300 figure shown is the cost of thread, buttons and other items needed to recondition the 240 units plus \$288 in labor.

In placing a dollar value on the work done, I understand our cost accounting division has taken the cost of labor, plus the material, as its figure for dollar value. In my estimation that is one value which we might term "cost value". If this alteration work had been contracted for on the outside, I am informed a reliable tailoring firm would have charged between \$1200 and \$1500 to do the work on these 240 units. This "value" may be termed "market value".

This community alteration unit and the domestic sewing machine repair unit are the only two divisions of our industrial program which are not out and out producing units, as we commonly understand the term. The domestic sewing machine repair shop was put under Mr. Haberle because he is an expert with sewing machines and because prior to the time he was given supervision our domestic sewing machines were so misused as to be practically useless. As with the alterations department, domestic sewing machines are used by the Welfare Department in its various activities and in Domestic Science classes in the High School. The repair men are merely a service agency to keep the machines in operation and further facilitate the overall efficiency of the center. Here again the total dollar value of the work is listed as \$100. This is the total of labor cost plus the materials purchased to repair the machines. It again is the cost value. If we were to contract for this on the outside, as we have been forced to do with our typewriter repair, the work done by these 6 men would cost approximately \$400 for the month of August. In both of these units our people are being given constant

training and Mr. Haberle tells me that people have relocated from both of these departments and are now successfully working at these new trades in the middle West.

So much for the two units which we might term service departments for the center. The other divisions of Industry I shall discuss in the order as they appear on the August report, with this brief note of explanation. Prior to August Mr. Haberle had three boys who kept close check on the production records and cost accounting. All three of these boys have relocated. With your letter in hand, Mr. Haberle personally went over the reports and found a great number of errors in them. He is now training another crew and will do the reports himself until these boys are capable of taking over.

GARMENT FACTORY: In August the garment factory employed 67 people, producing a total of 2548 items, which were billed either to the Co-op store or to various divisions here at Manzanar, for \$2655.80. This amount is the cost of the material plus the labor plus 10% overhead charge which is added to cover lights, heat, power and similar items. If we had had to buy this merchandise in the open market at wholesale prices, our purchasing division states the cost would have been \$3871.95. Looking at this production in another light, we are instructed by Washington that we must operate this center on the basis of \$1.20 per evacuee per day. The 67 people employed in the garment factory cost the government \$2492.40 for the month of August. They produced goods having a "cost value" of \$2655.80 or a wholesale market value of \$3871.95. In addition to this, only 10% of the 67 people would be considered skilled workers at the trade; the rest were in various stages of training. I think it also should be pointed out that August was a small month in our garment production in that we did not have orders from other centers to fill.

WOODCRAFT SHOP: In August this unit employed 21 men, who turned out a total of 257 items which were billed to the various departments here at Manzanar and to the Co-op, for a total of \$830.25. This figure represents the labor cost, cost of material plus 10% for overhead. If we had had to purchase these items in the open market, our procurement division informs me we would have had to pay \$1526.25 for them. Many of these items are now unobtainable, such as filing cabinets, typing desks and executive desks. Again on the basis of \$1.20 per evacuee it cost the government \$781.20 to keep these people. They produced on a cost basis \$830.25 worth of goods and at the same time saved the government \$696.25, assuming that we would have had to buy these items on the outside.

CABINET SHOP: This unit has been a problem to the administration at Manzanar since before the riot. It has a long history of labor troubles and maladministration which I shall not go into here. On the basis of your letter and a further check into the activities of the men employed

there, we have issued orders to discontinue this department as of the 1st of November, and are turning the equipment over to the Public Works Division for its use at that time. Briefly, this used to be the work shop of the Public Works Division. We transferred it to Mr. Haberle and he hoped to put matters right. After several months he recommended that the shop be discontinued. The correct figures for August indicate that 30 men were hired; they produced at cost items worth \$361.54 which, if purchased on the outside market, would have cost us \$685.28. Disbanding this unit and turning the equipment over to Public Works immediately will strengthen our industrial position and eliminate a bad headache for all concerned.

SIGN SHOP: The sign shop in August employed 4 men, 3 of whom were unskilled trainees, and produced a total of 23 units with a cost value of \$63.77 and a market value of \$191.00.

FOOD PROCESSING: This unit did its first work during August and was not geared to full production. It employed 28 people and processed a total of 55,600 pounds net, which was billed to the Mess Division at \$1975.00. The wholesale market value of this produce, that is, if we had to purchase it on the outside, would amount to \$5925.00. The cost to the federal government of the 28 people employed in this unit is \$1041.60. This, therefore, might be considered one of our most profitable units.

SHOYU: Employed 2 men, produced 348 gallons of the product at a cost value of \$153.12. To buy this on the open market, our Procurement Department states, would cost \$635.20.

TOFU: Employed 8 men and produced 6870 cakes at a cost value of \$416.55. To purchase these on the open market would cost \$1050.50.

APIARY: It is my understanding that on your recent visit here you questioned the value of an apiary. 5 men were employed during August at this work; their main occupation was hatching bees. We now have 56 hives. As of the 1st of September we have reduced the number of men employed to 2. Next month we will reap the honey. We will then be in a position to give you some actual figures on production. I anticipate that we will not have anyone regularly employed at this after we have once harvested our honey. One man employed in some other department will be able to take care of the bees as a part time assignment and our production record for the following year probably will show the activity to be worth while. We do use this, however, as a training program and as an educational feature for the school children; and in the light of overall project management both Mr. Merritt and I feel that it is a worthwhile project.

We will continue in our future reports to give you an actual cost value of goods produced and the outside market value of these goods. I also have in mind that as soon as our new reports officer

arrives one of his first assignments shall be to make a report of the training program as practiced by the Industrial Division and the results of this program as seen in our relocation figures. We have had a feeling here at Manzanar that much more can be accomplished in training our people in worthwhile trades which will fit them for relocation, and we hope from time to time to be able to expand the industrial program along these lines. We will keep you informed of our progress.

Sincerely,

Ralph P. Merritt
Project Director

By _____
Robert L. Brown
Acting Project Director

rlb/egh

109
Mr. R.B. Cozzer

WAR RELOCATION AUTHORITY

(3)
SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:

Engineer

OCT 20 1943

Mr. Ralph P. Merritt
Project Director
Manzanar Relocation Project
Manzanar, California

Subject: Report on my visit of October 9-12 inclusive.

Dear Mr. Merritt:

My visit to Manzanar this time was primarily concerned with your construction and maintenance activities and I was certainly pleased to note the improvement in the Public Works Section. Everyone, with one exception, which we have discussed, seemed to have taken a new interest in their jobs.

In my opinion the construction program is proceeding very well with the staff housing units scheduled to be completed in another six weeks or two months, and the chicken project well on its way. I believe the hog project could be speeded up if a little more supervision can be given it. When I visited that job with Mr. Sandridge the motor equipment was standing in the field with motors running but the crews were resting in the warehouse, playing cards I suppose. In the case of the root cellar I would recommend that you request the Washington office for the latest plans on ventilating those buildings. Your present system of slat type or open air ducts may operate at Manzanar, but the latest method approved by the Department of Agriculture calls for air tight ducts in all cases. The new idea being to cool the building walls rather than to ventilate the potatoes or other root crops stored. An addition now to this root cellar to accommodate a sorting crew, etc., would involve considerable extra work principally in changing the entire grade of the approach ramp. I suggested that the sorting be done in the field or some other place before the crops are brought to the cellar. It is to be hoped that the WFB will approve the building. Mention was made of lights for the latrine building now being built in the warehouse area. I believe the lights could be dispensed with as these buildings will only be used during regular working hours and daylight should provide sufficient light. We discussed the proposed second floors in the net buildings. With the changing conditions at Manzanar and the great amount of material required for this remodeling job in mind, I recommended



that the whole thing be postponed indefinitely. More and more room will become available as construction material is used out of the Public Works warehouse and certainly a great deal of room could be provided if the pickle barrels were consolidated.

The maintenance of the camp was suffering, and I suggest that the maintenance unit be tightened up considerably. I noted at least two warehouses whose floor systems had failed completely (due to overloading) and had been in that condition for months with no repair. Roofs and sidewalls of buildings needed patching, chimneys should be guyed to keep them in position as well as to prevent destruction of the roof jacks. Window screens as well as doors also were in need of repair. A big winterizing job is ahead for this maintenance unit in removing and draining the various water supply pipes to coolers. Considerable insulating and winterizing of pipes, etc., at the sewage disposal plant will be necessary to prevent serious conditions due to freezing. Stoves needed now as the weather cools should have been cleaned and overhauled long ago instead of now as the demand increases.

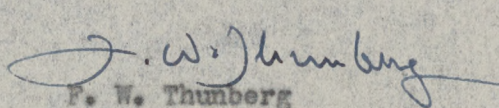
The pit which was excavated between the garment factory foundations presents a very serious hazard for the children of the project. It should be back filled as soon as possible as these children play and dig in the overhanging banks which could cave in and cover them without warning. I have recommended to Washington that your request for a bulldozer or at least a blade be approved. This would be handy to back fill this pit as well as many other necessary jobs around the Center. However, in the meantime, since it seems impossible to keep the children out of the hole, that at least sufficient material be replaced to prevent the banks from caving. This could be done by hand if necessary.

The various warehouses were in apparent good order. All surplus material, however, in the possession of the original sections, should be delivered to the project warehouse in order that Mr. Lorinzino can properly fill and complete the requests on hand from other projects for surplus material.

I have discussed all of the above with Mr. Bob Brown and the various section heads concerned and this is for the purpose of setting it all out for your information.

I certainly enjoyed my visit to Manzanar, as I always have, and I wish to thank you and your entire staff for the cooperation and assistance given me.

Very truly yours,


F. W. Thumberg
Senior Engineer

Mrs. L'ille

MANZANAR RELOCATION AREA
Manzanar, California

January 13, 1944

MEMORANDUM: To All Department Heads

FROM: Robert L. Brown

SUBJECT: Establishment of a service department in Public Works Division

Effective immediately, there is established in the Public Works Division a service department. The duties of this department are to take all incoming telephone calls and Personal requests having to do with service, maintenance and repair in the center. Fred Causey, Office Engineer in Public Works, will be in charge of this department. The purpose of this move is to take the burden of personally answering telephone calls on matters of repair and maintenance and service from Sr. Engineer Sandridge. We all have fallen into the practice of calling for Mr. Sandridge personally every time a water faucet leaks or a roof needs repair or an electric light bulb goes out. Under the new system Mr. Causey will be the man to call and if he is away from the office he will delegate this work to his secretary. Therefore the call should be made to "Service Department-Public Works". On Sunday these calls should be directed to the appointed personnel officer in charge of the police station.

Please call this memorandum to the attention of all your staff, evacuee and appointed personnel.

Robert L. Brown

Robert L. Brown
Acting Project Director

Manzanar, California
January 31, 1944

MEMORANDUM TO: All Department Heads

FROM: E. H. Hooper

SUBJECT: Return of materials to Project Warehouse

In accordance with the Administrative Instruction No. 70, and in order to clarify any misunderstanding in regard to property being returned to the Project Warehouse for shipment, please be guided by the following:

"When any type of property is transferred from one division to another, or returned to the Project Warehouse, the transfer will be accomplished on Form OPM 61, Transfer of Property. It is the responsibility of the division releasing custody, to prepare the transfer".

There has been numerous instances in the past, where property has been returned to the Project Warehouse for shipment without any written instructions accompanying the shipment. These instructions should be shown on the Property Transfer and must include the name of the Vendor, reference to the Purchase Order, and authority for the return of the property.

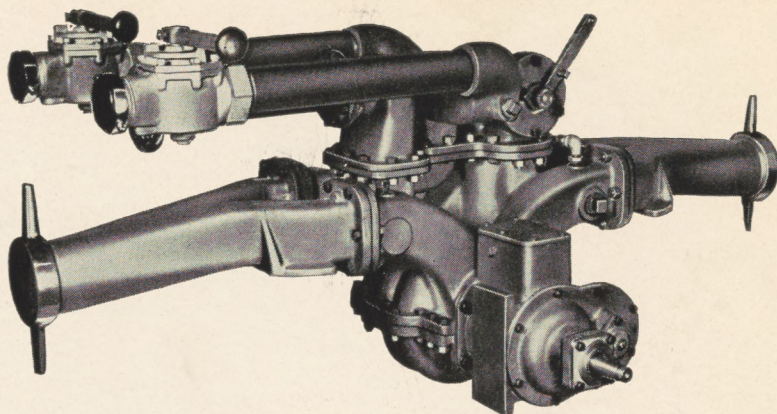
The Property Transfer should be in the original, and two copies to be received and approved by the Property-Control and Warehousing Section upon receipt of the property.

Yours very truly,

Edwin H. Hooper
Edwin H. Hooper
Assistant Project Director

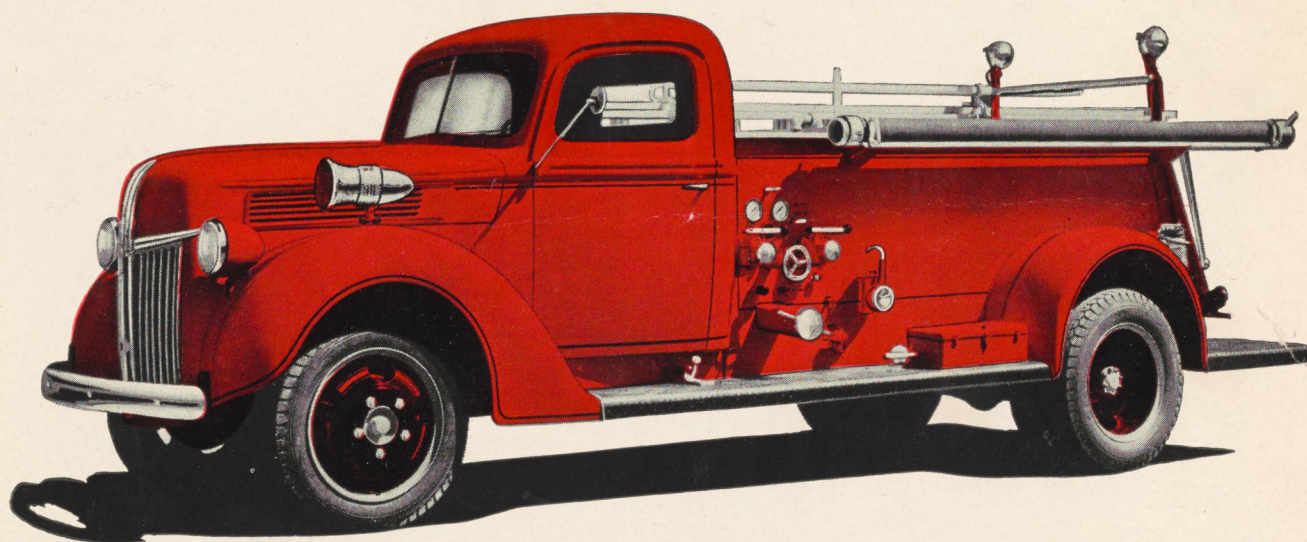
RJS:tl

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ENGINEERS and MANUFACTURERS

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