

H2.27

67/14

c



WAR RELOCATION AUTHORITY

Central Utah Project  
Topaz, Utah

AED

June 1, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell  
Acting Project Director

SUBJECT: Gate Control Procedure

Procedures outlined in the attached Office Letter No. 42 are intended to carry out instructions and requirements as prescribed in Manual Release No. 68.

It is suggested that a careful scrutiny be made to determine necessary changes and adjustments to adapt this procedure to local conditions.

Certain procedures will remain the same, but any contemplated changes must be submitted before June 6 in order that the final instructions regarding this procedure may be issued.

/s/

Gilbert L. Niesse  
Assistant Project Director

Attachments - 3



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

May 31, 1944

OFFICE LETTER NO. 42

SUBJECT: Gate Control Procedure

1. Purpose

A method of Gate Control is being inaugurated, to be placed in effect shortly, at all WRA Centers. It is designed to insure adequate protection necessary for an effective administration; to co-ordinate all functions involved in the issuance of passes; to designate officials responsible for issuing and authorizing the requests and passes; to provide the Statistical Section and Relocation Division with adequate records of all admissions and departures from the Center, and to expedite efficiently the flow of traffic.

2. The following regulations will be applicable to all admissions and departures from the Center Area.

- A. All off-the-Project travel must enter and depart from the Main Gate.
- B. All travel within the Project Area may enter or depart from any of the three Gates so long as it remains open and attended by Gate Clerks. The three Gates which will be used are the Main Gate, North-West Gate, and the South-East Gate.
- C. All personal shopping trips to Delta by residents will be arranged by the respective Block Manager not more than two persons from each block per day. These trips are limited to weekdays not including Saturdays and Sundays. The bus schedule will remain the same.
- D. All arrangements for group activities will be scheduled by the Community Activities Section and authorized by the Internal Security Section. Educational Field Trips will be scheduled by the Adult Education and authorization will be effected by the Internal Security Section.



- E. This new procedure will be controlled by the exchange of a pass for a badge. Delay in the return of or loss of the badge will indicate the person as missing or lost and will entail unnecessary searching upon the part of the Internal Security Section. Therefore, it is necessary that every person exercise care and responsibility in the prompt return of the badge.
- F. Every motor vehicle operator must have in his possession a valid Trip Ticket covering vehicle assignment.
- G. Every resident is required to have his Identification Card at all times, which must be properly signed.
- H. Men having been inducted into the United States Army may use their "special privilege" card as a gate pass. This will enable them to go to Delta or other destination during the day without further necessity of obtaining a regular pass. It will, also, enable them to remain out of the Project after 7:00 P.M. without an escort.

3. Work Pass, Form WRA-139

- A. Work Pass will be prepared by the Internal Security Section upon receipt of a pass request from the Section or Unit Head concerned. Work Passes will not be valid for a period in excess of thirty days.
- B. Worker will exchange his Work Pass at the Gate for the proper colored badge -- Red Badges for Project Area workers and Blue Badges for off-the-Project workers.
- C. Upon each exit from the Center, the worker will receive a badge in exchange for the pass; upon re-entering, a reverse change will be made--the worker will surrender the given badge and pick up his Work Pass.
- D. Exceptions to the above will be in the case of agricultural workers recruited upon call from the school or Center to help out during a rush season. Such a worker will exchange his Identification Card for a badge at the Gate upon departure. A reverse exchange will be effected upon the return of the worker to the same Gate from which he departed.



4. Official Trips Governed by Travel Authorization

A. Absence less than twenty-four hours

The Request for Travel Authorization (OEM-39) will originate with the Section or Unit Head concerned and will be forwarded to the Finance Section for issuance of a Travel Authorization (OEM-71). This Travel Authorization will be routed to the Internal Security Section for issuance of a Gate Pass, WRA-139, which will be exchanged at the Gate House for a Blue Badge.

B. Absence in excess of twenty-four hours

Procedure as outlined above will be followed except that an Outgoing Gate Slip, Form WRA-339, will be issued by the Internal Security Section. This Outgoing Gate Slip will be accepted by the Gate Clerk as clearance from the Project and no badge will be issued. The Outgoing Gate Slip will be placed in a tickler file pending the return of the traveler, at which time it will be removed and routed to the Internal Security Section.

5. Authorization for Departure on Personal Activities --

A. Delta Block Shoppers

Personal shopping trips are scheduled Monday through Friday and will be arranged through the respective Block Manager. They will schedule shopping pass requests with Block Managers Headquarters who will submit the transmittal list of all intended shoppers to the Internal Security Section for authorization. (Form WRA-139A will be used as transmittal sheet.)

The Internal Security Section will forward the transmittal list to the Main Gate. At the time of departure, the Gate Clerk will compare each shopper's Identification Card with the respective names on the list and issue a Blue Badge to each shopper.

B. Special Group Activities (i.e., theatre and dinner parties, etc.)



A transmittal list made up by the Section Head of the names and addresses of the individuals in the party will be shown on WRA-139A and routed to the Internal Security Section for authorization. At the time of departure, each person in the party will identify himself at the Gate where he will receive a Blue Badge. This badge will be returned to the Gate Clerk upon re-entering the Center.

C. Hikers

Residents may leave the Center Area for hiking in groups of not less than three by exchanging their Identification Cards for Red Badges at any of the Gates where a Gate Clerk is on duty. It has been recommended by the Council Safety Committee that children hikers under the age of ten be accompanied by an adult person. Hikers will re-enter through the same Gate and return the badges in exchange for their Identification Cards. All hikers are required to return to the Center Area before 7:00 P.M.

D. Picnics on Project Area

Requests for picnics should be scheduled through the Community Activities Section three days in advance to facilitate necessary arrangements for special gate duty after hours. The request should show the names and addresses of the picnickers, date of picnic, time (limited to 11:00 P.M.); and the picnic ground (south-east or north-east of the Center).

The Community Activities Section will forward the transmittal list to the Internal Security Section for authorization. (Form WRA-139A will be on duty at the specified Gate to issue Red Badges to those going on the picnic which will be returned to the Gate Clerk upon re-entering the Center.



*L.P. Bowen*  
Aug. 29, 1944  
*file*

Mr. Roscoe E. Bell  
Acting Project Director  
Central Utah Relocation Center  
Topaz, Utah

Dear Mr. Bell:

We have reviewed your letter of August 16 in regard to the status of persons who return to the center for a short stay while on seasonal leave or indefinite leave trial period.

In checking with the Relocation Supervisor of the Intermountain Area, Mr. Peterson, we understand that such interruptions of seasonal leave work have happened in only a few cases, the main one being a transfer by WFA of workers from northern Utah to southern Utah involving a few days break in work. Since the workers did pass through Topaz on the way to their new assignments, it was felt that they might be given permission to stop over at Topaz.

Under ordinary circumstances, no Relocation Officer should be approving returns to the center when short interruptions of work occur. However, a person securing such permission is still on seasonal leave unless reinducted into the center and as such should be considered a paying visitor. The fact that technically and statistically he is considered a resident of the center while on leave for the purpose of reserving housing, is not applicable. In terms of the leave policy, he is not considered a resident of the center unless reinducted. This is covered in Handbook Section 60.3.2B.

The same is true for a person returning for a visit while on indefinite leave trial period. If not reinducted, the person is a paying visitor for the period of the stay. The requirement for permission for the visit from the Relocation Officer is for the purpose of discouraging visits to the center unless they are real emergencies. This is all that such permission from a Relocation Officer should be construed to mean, under the leave regulations covered in Handbook Section 60.12.4B(2).

Persons out on both seasonal leave and indefinite leave trial period have generally been working and earned sufficiently to take care of their needs. Since they are planning to return to their employment, it can be assumed that they will continue to work. They should, therefore, be responsible for financing their own visits to the center. Especially is this true for persons on indefinite leave trial period who have available to them either the usual loan resources in the community of relocation or the assistance of a Relocation Officer and a local committee to find the necessary resources for financing their visits.

We do not feel that there should be any change at this time in the present leave regulations. Persons coming under the categories described in your letter should be considered visitors and required to pay the visitors fees.

Sincerely yours,

/s/

Edwin G. Arnold  
Chief, Relocation Division



CENTRAL UTAH PROJECT  
Topaz, Utah

Aug. 16. 1944

AIR MAIL

Mr. Dillon S. Myer, Director  
War Relocation Authority  
Barr Building  
910-17th Street, N. W.  
Washington, D. C.

Attention: Mr. Edwin G. Arnold  
Chief, Relocation Division

Mr. Myer:

We would appreciate your help in clarifying some points of procedure regarding the return to the center of persons on seasonal leave and trail indefinite. There are some questions which arise because of lack of synchronization between the Statistical Handbook on gate procedure and Leave Handbook. Our main problem is who shall be classified as visitors and be required thereby to pay for meals while in the center.

A question has arisen primarily around what we did not anticipate but what is happening to some extent, i.e., the return of persons on seasonal leave with the permission of the Relocation Officer because of interrupted seasonal contract. This situation has arisen because of slackness of work at the labor camps. The Relocation Officer requests the return of these persons to the center rather than to disturb their status on a contract. They may stay anywhere from three days to two weeks. In a way we agree that this process is probably healthier in the long run than to have the persons remain in idleness at the labor camp, and it is certainly less confusing than it would be if the seasonal contracts were cancelled.

Up to now, we have settled this matter at this project by maintaining that if a person returns with the proper permission from the Relocation Officer from seasonal leave, we admit him as a resident with no requirement that he pay as a visitor. Our basis for this has been the fact that technically and statistically even while on seasonal contract these persons are residents of the center. However, the matter has caused great deal of argument because they appear to be visitors to both the gate clerks and the Finance Section. Our procedure is not sufficiently specific to cover this question.

In the same way, we are puzzled about our first instance of a person on trail indefinite leave returning to the center for a week to collect her small son and return to the trail indefinite location. She is properly armed with permission from the Relocation Officer in the district in which she is relocated. We argue that she is still technically a resident; and if she return to the center with the proper permission from the Relocation



Officer in the district in which she is relocated. We argue that she is still technically a resident; and if she returns to the center with the proper permission from the Relocation Officer, she should not be classified as a visitor and required to pay for her subsistence while here.

The Handbook on Statistics is not clear on this point. 50.1.19B reads, "If an evacuee has been on seasonal or indefinite leave (trial period) returns to the center for a limited visit intending to resume his leave after his visit, he may be admitted as a visitor as under 50.1.16" While our procedure reads that the Relocation Officer may not give permission for return to the center from seasonal leave except in cases of bona fide emergency. In the cases of persons returning from seasonal leave with permission from the Relocation Officer on either an emergency basis or an interrupted contract or a necessity to return to the center from trial indefinite for a brief period properly recognized by permission from the Relocation Officer, are these periods still to be designated as "visits" and the charge for subsistence apply?

It is our impression that a person out of the center on any other type of leave than indefinite leave is still a responsibility of the WRA and technically classified as a resident of a center. If the WRA has established a policy whereby such persons can return to the center properly authorized for such return by a WRA Relocation Officer, it seems to us that they can not properly be termed as visitors.

The Relocation Division does not wish to make visiting from these leaves too easy, but we feel that since there is no alternative of re-induction for these persons often the payment as visitors for necessary returns to the center will deplete the resources which we hope they are building up for permanent relocation.

It would make things infinitely more simple and consistent if the rule were established that all those who return unauthorized from seasonal or trial indefinite must pay as visitors until proper disposition of their cases is made, and all those with proper authorization from WRA Relocation Officers should be readmitted as residents without any question of payment of visitor's fees. This would lend to the Relocation Officer in the field the same authority that he has in the case of reinductions from indefinite leave.

Sincerely yours,

/s/  
Roscoe E. Bell  
Acting Project Director

LKD:me 8/16/44



## MACHINES:

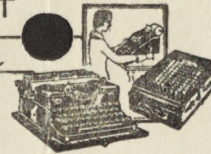
ADDING  
CALCULATING  
DICTATING  
DUPLICATING  
TYPEWRITERS  
CASH REGISTERS

## Salt Lake Desk Exchange

USED OFFICE EQUIPMENT

EVERYTHING FOR THE OFFICE

SALT LAKE CITY, UTAH



FILES  
BINDERS  
BOOKCASES  
SAFES  
FURNITURE  
REFINISHING  
REPAIRING

NOV. 11, 1944.

WAR RELOCATION AUTHORITY,  
MR. L.T. HOFFMAN, PROJECT DIRECTOR,  
TOPAZ, UTAH.

GENTLEMEN;

IN ACCORDANCE WITH PHONE CONVERSATION WE ARE GIVING YOU COMBINATION  
OF SAFE RECENTLY PURCHASED;

TURN 4 (OR MORE) TIMES TO	15	TO RIGHT
" LEFT 3 TIMES TO	50	
" RIGHT 2 " "	05	
" LEFT TO	0	

YOURS TRULY,

SALT LAKE DESK EXCHANGE

*L.P. Bowen*

*Combination should be changed. try*

*Y.L.N.*

*11-13-44*



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

January 27, 1945

627

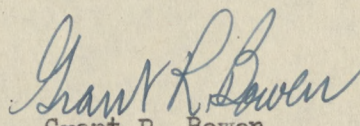
MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

SUBJECT: Supervisory Relations Gate Clerks

The Gate Clerks have been receiving uninvited supervision from the Chief of Internal Security to the extent of being ordered to admit visitors without charge. The attached Gate Slip and Visitor's Permit on the case of Private Keyisuke Ohye will serve as an example.

The evening of January 24, Private Ohye applied for visitor's admission with the attached permit (Form 325). The Gate Clerk has been instructed to collect visitors' charges for all individuals who carry such a permit except students on official vacation, visitors from other centers, and ERC and individuals who have passed their pre-induction physical examination. The Gate Clerk attempted to collect charges to which Private Ohye objected. Mr. Roof issued orders to the Gate Clerk that they admit the individual on a no-charge basis. The case is irregular and properly belongs in a charge bracket except that upon further investigation, it was found that the Relocation Office's file contained a letter <sup>from</sup> the individual's sister which approved the visit of the Private.

It is the opinion of the writer that the Gate Clerk should have collected visitors' charges and that if there were further evidence to place the visitor on a non-paying basis, that evidence should have been produced during the period of visit and a refund made after the Finance Officer had reviewed the entire case. It is desired that this case be made a subject for establishing policy of relations between the Gate Clerks and Chief of Internal Security. The writer objects strenuously to any supervision of Gate Clerks by individuals outside of established lines of organization on any matter that affects statistical or fee collecting duties.

  
Grant R. Bowen  
Statistician

Attachment



C  
O  
P  
Y

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

June 17, 1944

*file  
RRB*

MEMORANDUM TO: Mr. Roscoe E. Bell  
Mr. Raymond P. Sanford  
Mr. Gilbert L. Niesse

In reference to the approval for pass requests as prepared by the Internal Security, I would like to delegate authority for such approval as follows:

1. For all such requests where government transportation is not required, have them approved by the Chief of Community Management, Mr. Raymond P. Sanford.
2. Where government transportation is required, it should be initialed by the Chief of Community Management, Mr. Raymond P. Sanford, and authorized by the Chief of Operations, Mr. Roscoe E. Bell.
3. For special passes within the 24 hour limit where evening hours, Saturday and Sunday are concerned, I would like to have the above designation of authority also appointed for those hours; with the understanding that the person in charge on Sunday who is acting for the Project Director would, naturally, approve such pass requests at that time.

If there is any question about this, we might discuss this at our early morning Staff Meeting the first of the week.

/s/  
L. T. Hoffman  
Project Director



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

*Gul*  
February 1, 1944

OFFICE LETTER NO. 35

Subject: Charges for Meals and Housing Furnished Visiting Japanese-Americans

The following procedure covering charges for meals and housing furnished visiting Japanese-Americans will become effective February 1, 1944.

1. Charges for Meals

- A. A charge of 20¢ per meal will be made for all meals furnished visiting Japanese-Americans, including members of the Armed Services. Individuals on seasonal or indefinite leave, who visit the center, are considered visitors and will be charge for meals.
- B. No charge will be made for meals served evacuees visiting the center from other relocation centers.

2. Charges for Housing

- A. A charge of 20¢ per night will be made for occupancy of living quarters expressly furnished visiting Japanese-Americans, including members of the Armed Services. Individuals on seasonal or indefinite leave, who visit the center, are considered visitors and will be charged for quarters.
- B. No charge will be made for visitors when space is occupied in the quarters of the family, friends, or relatives.
- C. No charge will be made for quarters furnished evacuees visiting the center from other relocation centers.

At the time the visitor enters the center, he will be required to pay in advance for all meals and quarters to be furnished during the period shown on the visitor's pass. Payment will be made to the Agent Cashier's representative at the Internal Security Gate House. A receipt will be given the visitor for the amount paid.

It can be assumed that all visitors to the center will eat the number of meals that are available to them during the period of their visit; therefore, refunds will not be made for any meals not actually taken.

Should a visitor leave the center prior to the expiration date shown on the visitor's pass, a refund will be made upon request for meals and quarters originally paid for but not furnished.

If a visitor desires to stay in the center beyond the expiration date shown on the visitor's pass, a request shall be made by the visitor for the extended period.

If the extension is granted, the visitor will be required to pay in advance for meals and housing that will be furnished during the extended period of the visit.



G. R. Bowen ✓

CENTRAL UTAH PROJECT  
Topaz, Utah

LEN

Leave Office  
August 10, 1944

Mr. Ottis Peterson  
Relocation Supervisor  
234 Atlas Building  
Salt Lake City 1, Utah

Dear Mr. Peterson:

We are in some difficulty on the readmission of persons who have been temporarily released from their seasonal leave contract because of slackness of work. They reappear at the gate with a letter from the Relocation Officer stating that they are permitted to return on a "Visit". The statistician, gate clerks and the finance section find this term "Visitor" very confusing since ordinarily visitors are required to pay for meals.

We feel that it would be helpful if you would instruct your field officers to reword the letter of admission to read that these persons are returning to the Center because of a interrupted but not expired seasonal contract.

This seems like a small matter but it would clear our situation and end lot of argument if this were done.

Sincerely yours,

(SIGNED)

Leah K. Dickinson  
Relocation Program Officer

cc: Gilbert Niesse  
Deputy Project Director

cc: Doran Boyce  
Finance Officer

LKD:sh  
8/10/44



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

*file  
Gate Procedure*

MEMORANDUM TO: Grant R. Bowen  
Statistician

FROM: Doren B. Boyce  
Acting Finance Officer

SUBJECT: Gate House Change Fund

The attention of this office has been called to the fact that there is a shortage of approximately \$5.20 in the \$20.00 Gate House Change Fund.

Inasmuch as this fund consists of miscellaneous receipts to the United States Government, it is requested that the \$5.20 shortage be made up by those individuals responsible for handling of this cash. Inasmuch as the gate clerk has been made responsible for collections at the gate house through administrative action on this project, it is felt that that individual should be held pecuniarily responsible for any shortages and that immediately this \$5.20 shortage is made up, day to day shortages, if any, should be made up daily.

We will appreciate having your comments on the above matter and your advice as to when the shortage will be repaid.

Signed  
Doren B. Boyce  
Acting Finance Officer



WRA-cu-38  
Rev. 7/20/44

ROUTING SLIP

08-2

HOFFMAN, L.T. 4. ~~NIESSE~~ 3. ~~SANFORD~~ 2. ~~BELL~~

ADAMS	GONZALES, E.	MORRIS
ALTVATER	GONZALES, V.	NOBLE
BANE	GOODING	PALMER
BANKSON	HARMON	PRATT
BARNHART	HOFFMAN, O.F.	PURCELL
BENNETT	HONDERICH	REED
BOWEN	HOWARD	ROBINS
BOYCE	HUNTER, Wm.	ROOF
CAMPBELL	KASSIUS	RORABACK
CARMICHAEL	KIRCHNER	SORENSEN
COCHRAN	LAFABREGUE	STAHL
COLLIER	MACK	TURNER
DICKINSON	MARSTELLA	WATSON, B.
FRY	MILLS	WATSON, H.
GARDNER	MICHELL	YOUNG
GERARD		

BLOCK MANAGER HDQRS.  
COMMUNITY COUNCIL  
CONSUMERS ENTERPRISE

CARRIER SERVICE  
TELEPHONE OPERATOR  
TIMEKEEPER

Advise Please  
Approval  
Discussion  
Draft of Suggested Reply  
Filing  
Immediate Action Desired  
Incomplete  
Initial and Forward  
Investigate and Report  
Mailing

Mimeographing  
More Details  
Necessary Att.  
Note and Return  
Prepare Reply  
Return as Req.  
Routing  
Your Comments  
Your Copy  
Your Information  
Your Signature

Date

8-14-44

From Gilbert L. Niesse

Remarks:

any suggestions?

By



ERNST

1. ~~HUGHES~~  
Niesse

BELL, L.

BELL, R.

ALTVATER

LAFABREGUE

RAE

BANE

LAMB

RANTALA

BANKSON

LEWIS

RODEN

BARNHART

MARSTELLA

SEKERAK

BOYCE

MORRIS

SIMPSON

CAMPBELL

MURRAY

SMART

CORNWALL

NIESSE

SORENSEN

DAVIES

NOBLE

STAHL

GONZALES

NUTTALL

SUTTON

GOODING

OWEN

TAYLOR

HONDERICK

PALMER

TOFTE

HUNTER

POTTER

WATSON, B.

JENSEN

PURCELL

WATSON, H.

BLOCK MANAGER HDQRS.

CARRIER SERVICE

TELEPHONE OPERATOR

TIMEKEEPER

Advise Please

Approval

Discussion

Draft of Suggested Reply

Filing

Immediate Action Desired

Incomplete

Initial and forward

Investigate and report

Mailing

Mimeographing

More details

Necessary attention

Note and return

Prepare reply

Returned as requested

Routing

Your comments

Your copy

Your information

Your signature

Remarks:

It is planned to get this  
translated into Japanese.

Bowen

Date

From



WRA-cu-38  
Rev. 7/20/44

ROUTINE CLIP

OS-2

HOFFMAN, L.T.

NIESSE

SANFORD

BELL

ADAMS  
ALTVATER  
BANE  
BANKSON  
BARNHART  
BENNETT

BOWEN

BOYCE  
CAMPBELL  
CARMICHAEL  
COCHRAN  
COLLIER  
DICKINSON  
FRY  
GARDNER  
GERARD

GONZALES, E.  
GONZALES, V.  
GOODING  
HARMON  
HOFFMAN, O.F.  
HONDERICH  
HOWARD  
HUNTER, Wm.  
KASSIUS  
KIRCHNER  
LAFABREGUE  
MACK  
MARSTELLA  
MILLS  
MICHELL

MORRIS  
NOBLE  
PALMER  
PRATT  
PURCELL  
REED  
ROBINS  
ROOF  
RORABACK  
SORENSEN  
STAHL  
TURNER  
WATSON, B.  
WATSON, H.  
YOUNG

BLOCK MANAGER HDQRS.  
COMMUNITY COUNCIL  
CONSUMERS ENTERPRISE

CARRIER SERVICE  
TELEPHONE OPERATOR  
TIMEKEEPER

Advise Please  
Approval  
Discussion  
Draft of Suggested Reply  
Filing  
Immediate Action Desired  
Incomplete  
Initial and Forward  
Investigate and Report  
Mailing

Mimeographing  
More Details  
Necessary Att.  
Note and Return  
Prepare Reply  
Return as Req.  
Routing  
Your Comments  
Your Copy  
Your Information  
Your Signature

Date

8-21-44

From

Gilbert L. Niesse

Remarks:

Isnt there a small  
map of the center  
now in existence?



## VISITORS INFORMATION

Topaz Center welcomes you as a guest during your short visit! These bits of information will help to make your stay more pleasant. You will know what to do at the proper time.

The Gate Slip given you becomes a receipt for meals while visiting. You will have to show it to the Gate Clerk when arranging to leave the Center. Keep it like it was money until you check out.

If you decide to stay longer than first planned, it is necessary to arrange for an extension of visit. See the Gate Clerk at once and he will give you extension papers. A visit can only be extended once without getting special permission from the Project Director for the second extension.

When the time for leaving the Center approaches, call the Carrier Service and make a reservation on the Bus. Do this at least one full day before leaving. Visitors must obey all the laws of the Center that citizens do. Be considerate of the other fellows' rights. Citizens make carrier reservations two and three days before leaving so there will be enough room.

Ration books must be left with the Gate Clerk. Should you keep them for use while in the Center, it would be against the law.

Leave papers must be left with the Gate Clerk. These will be returned when you check out.

If you are visiting while on an indefinite leave and wish to become a resident, see the Leave Office before your visit time is up.

If you are on seasonal leave contract and do not have written permission to return to the Center, it is very important that you report to the Leave Office at once.



1. Topaz Center welcomes you as a guest during your short visit! These bits of information will help to make your stay more pleasant.

2. The Gate Slip given you becomes a receipt for meals while visiting. You will have to show it to the Gate Clerk when arranging to leave the Center. Keep it as if it were money until you check out.

3. If you decide to stay longer than first planned, it is necessary to arrange for an extension of visit. See the gate Clerk at once and he will give you extension papers. A visit can be extended only once without getting special permission from the Project Director whose approval is required for a second extension.

When the time for leaving the Center approaches, call the Carrier Service #35 and make a reservation on the Bus. Do this two or three days before leaving so there will be enough room.

Visitors are expected to observe the rules of the Center the same as residents. Please be considerate of the other person's rights.

Ration books must be left with the Gate Clerk. It is against the law for you to use them while in the Center.

Leave papers must be left with the Gate Clerk. These will be returned when you check out.

If you are visiting while on an indefinite leave and wish to become a resident, see the Leave Office before your visiting time expires.

If you are on seasonal leave contract and do not have written permission to return to the center, it is very important that you report to the Leave Office at once.

## Definitions

Visitor.

Resident.



COVER.

3  $\frac{1}{2}$ "

5  $\frac{1}{4}$ "

INFORMATION

FOR

~~NEW~~

~~VISITORS,~~

~~also~~

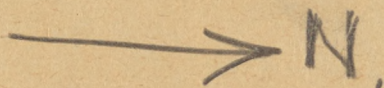
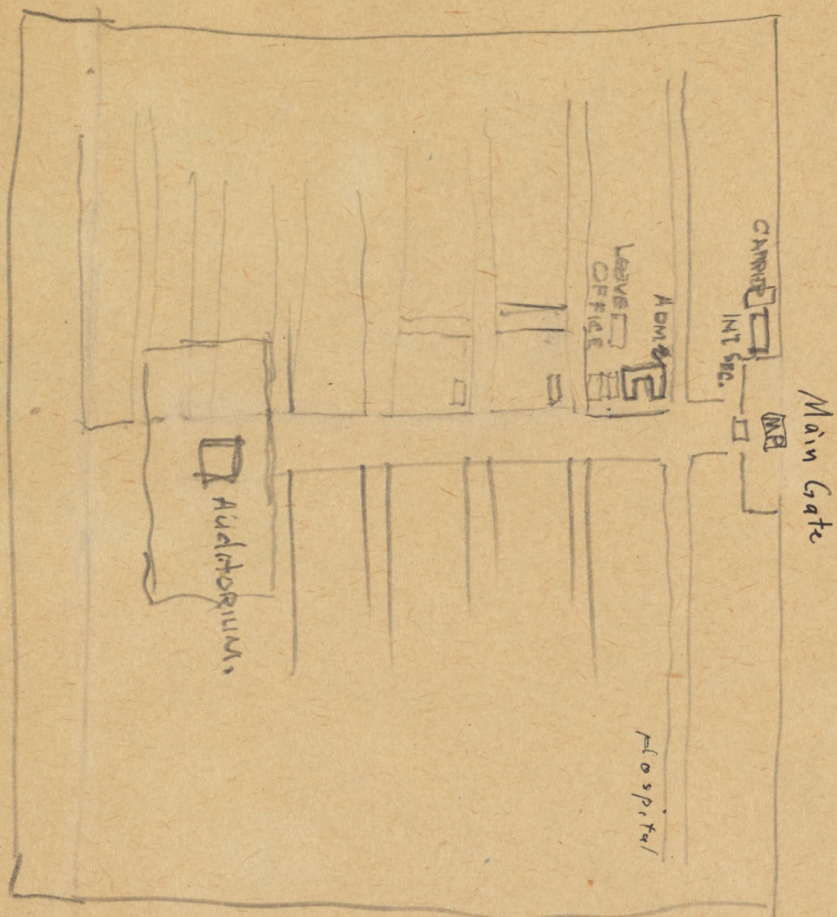
Visitors who are on  
Leave  
or

From another Center  
or

New Visitors



Sketch MAP  
OF  
CENTER.





## VISITORS INFORMATION

Topaz Center welcomes you as a guest during your short visit!  
These bits of information will help to make your stay more pleasant.  
You will know what to do at the proper time.

The Gate Slip given you becomes a receipt for meals while visiting.  
You will have to show it to the Gate Clerk when arranging to leave the  
Center. Keep it as if it were - PPS. like it was money until you check out.

If you decide to stay longer than first planned, it is necessary  
to arrange for an extension of visit. See the Gate Clerk at once and  
he will give you extension papers. A visit can ~~only~~ be extended <sup>only</sup> once  
without getting special permission from the Project Director, <sup>whose approval is required</sup> for ~~the~~ a  
second extension.

When the time for leaving the Center approaches, call the Carrier  
Service and make a reservation on the Bus. <sup>#35 PPS.</sup> ~~Do this at least one full~~  
day before leaving. Visitors <sup>are expected to follow the rules</sup> must ~~obey~~ <sup>observe</sup> all ~~the~~ <sup>the same</sup> laws of the Center ~~that~~ <sup>as</sup>  
~~residents.~~ <sup>Please</sup> Be considerate of the other ~~folloes'~~ <sup>persons'</sup> rights. ~~Citizens~~ <sup>Residents</sup>  
~~make carrier reservations two and three days before leaving so there~~  
<sup>Do this</sup> will be enough room.

Ration books must be left with the Gate Clerk. ~~Should you keep~~  
~~them~~ <sup>you can</sup> for use while in the Center. ~~It would be against the law.~~ <sup>It is</sup>

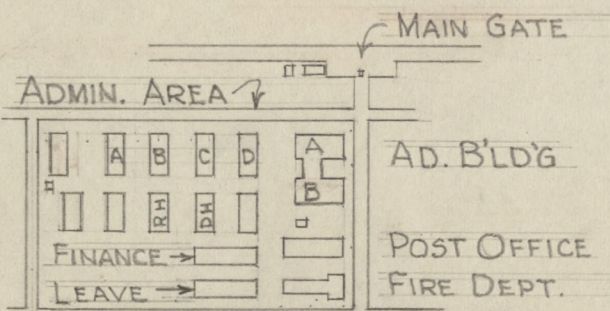
Leave papers must be left with the Gate Clerk. These will be re-  
turned when you check out.

If you are visiting while on an indefinite leave and wish to be-  
come a resident, see the Leave Office before your visit time is up.

If you are on seasonal leave contract and do not have written per-  
mission to return to the Center, it is very important that you report  
to the Leave Office at once.

*Needs complete  
re-write  
PPS.*





MAP OF TOPAZ

WARE	HOUSE	ADM.	HOSPITAL			P. M.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	16	CIVIC		19	20	
22	23	CENTER		26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

TO DELTA



8/8  
Mr Niesse:

Whats The  
dope on this?  
I dont want  
to get caught  
between - <sup>altho</sup> ~~not~~  
Bowen has a  
point. looks  
as if he might  
be stressing  
regulations to  
strong. Whats your  
rec. on this?



~~BRIST~~

HUGHES

BELL, L.

BELL, R.

3. ~~HOFFMAN~~

ALTVATER

LAFABREGUE

RAE

BANE

LAMB

RANTALA

BANKSON

LEWIS

RODEN

BARNHART

MARSTELLA

SEKERAK

BOYCE

MORRIS

SIMPSON

CAMPBELL

MURRAY

SMART

CORNWALL

2. ~~NIESSE~~

SCRENSON

DAVIES

NOBLE

STAHL

1. ~~GONZALES~~

NUTTALL

SUTTON

GOODING

OWEN

TAYLOR

HONDERICK

PALMER

TOFTE

HUNTER

POTTER

WATSON, R.

JENSEN

PURCELL

WATSON, H.

BLOCK MANAGER HDQRS.

CARRIER SERVICE

TELEPHONE OPERATOR

TIMEKEEPER

Advise Please

Approval

Discussion

Draft of Suggested Reply

Filing

3. Immediate Action Desired

Incomplete

Initial and forward

Investigate and report

Mailing

Mimeographing

More details

Necessary attention

Note and return

Prepare reply

Returned as requested

1. ~~Routing~~

Your comments

Your copy

2. ~~Your information~~

Your signature

Remarks: It has always been my observation that within 75% the immediate superior has authority to assign specific duties whether covered by job desc. or not. All job descriptions would be

Date

From

several pages long if each detail duty performed were covered. RS



1091 *Ant. 1091*

70

10



WRA-ca-38  
Rev. 7/20/44

ROUTING SLIP

OS-2

*1* *SM* HOFFMAN, L.T. *2*

*2* NIESSE

SANFORD

*SM* BELL

ADAMS  
ALTVATER  
BANE  
BANKSON  
BARNHART  
BENNETT  
- BOWEN  
BOYCE  
CAMPBELL  
CARMICHAEL  
COCHRAN  
COLLIER  
DICKINSON  
FRY  
GARDNER  
GERARD

GONZALES, E.  
GONZALES, V.  
GOODING  
HARMON  
HOFFMAN, O.F.  
HONDERICH  
HOWARD  
HUNTER, Wm.  
KASSIUS  
KIRCHNER  
LAFABREGUE  
MACK  
MARSTELLA  
MILLS  
MICHELL

MORRIS  
NOBLE  
PALMER  
PRATT  
PURCELL  
REED  
ROBINS  
ROOF  
RORABACK  
SORENSEN  
STAHL  
TURNER  
WATSON, B.  
WATSON, H.  
YOUNG

BLOCK MANAGER HDQRS.  
COMMUNITY COUNCIL  
CONSUMERS ENTERPRISE

CARRIER SERVICE  
TELEPHONE OPERATOR  
TIMEKEEPER

Advise Please  
Approval  
Discussion  
Draft of Suggested Reply  
Filing  
Immediate Action Desired  
Incomplete  
Initial and Forward  
Investigate and Report  
Mailing

Mimeographing  
More Details  
Necessary Att.  
Note and Return  
Prepare Reply  
Return as Req.  
Routing  
Your Comments  
Your Copy  
Your Information  
Your Signature

Date

9-27-44

From

*LN Niesse*

Remarks:

*Bowen has now accepted  
responsibility for effecting  
cash collections at the Gato.  
Pls note the revised job  
description for Gato clerk, which  
was sent to Wash.*



Bower



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

August 9, 1944

MEMORANDUM TO: Mr. L.T. Hoffman  
Project Director

SUBJECT: Incorrectly assumed duties at the Gate House

Mr. Boyce's memorandum, which is attached, raises the point of delegation of responsibility by administrative action for the collection of funds by the Statistics Gate Clerk. This we wish to take exception to and ask for relief from improperly assumed duties.

The staff of the Statistics Gate Clerk has been making collections from evacuee visitors for meals consumed during their visit. This duty has been performed to date as a duty incorrectly assumed when the Statistics Gate House began operation. No clearly defined regulation authorizes the Statistics Gate Clerk to make collections. The regulations specifically charge the "Collection Officer in the Finance Section" with this duty (Manual 50.1.15A (1). Administrative Letter No. 43, Par. 3-C states that "A copy" (Form 338 - Incoming Gate Slip) "will be given the visitor as a receipt for advance payment of meal and lodging charges." It does not say who shall make the receipt. The manual reference clearly states that the "Collection Officer in the Finance Section" shall use this copy to enter the charges as an official receipt.

Office Letter No. 35, February 1, 1944, appointed "the representative at the Internal Security Gate House" as the Agent Cashier for the collection of these payments. This appointment was superseded by Office Letter No. 42. There has been no subsequent appointment. It would appear that the collections which have been made by the Statistics Gate Clerks are outside the regulations. Consequently, these duties should be surrendered to a duly appointed Collection Officer at the earliest possible date so as to cause the least confusion. The previous Agent Cashier did a fine job according to reports and now has very little work to do.

The Statistics Section does not desire to assume the responsibility attached to the position of Collection Officer. This

*Discussed with Bowen*



obligation interferes with the duties of the Statistics Gate Clerk by tying him to the cash box. The said Gate Clerk's duties call for freedom to contact other officials and evacuee residents, even to going into the farthest point in the center for consultation with a visitor or resident who has overstayed the estimated time of visit or who has come into the center without proper clearance. He is the front line man of the Statistics Section. It has been found that the assumed Collection Officer's duties have caused neglect in performance of Gate Clerk duties. It is the desire to correct this.

The Gate Staff from the top to bottom members has the spirit of cooperation with all concerned in discharge of regularly assigned duties. This is especially true when duties that are assigned fall within the description of their job and as outlined in regulations, but it seems improper to assume responsibilities that do not harmonize with the primary objective of the position.

A check with the Gate Clerk the evening of August 8, 1944 indicates that the cash is in balance. Attached is a record of collections made since July 10, 1944.

*Grant R. Bowen*  
Grant R. Bowen  
Statistician

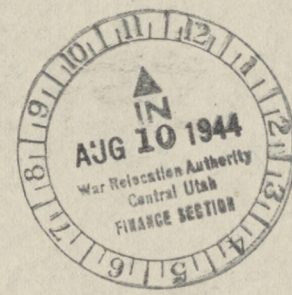


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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
Topaz, Utah

MEMORANDUM TO: Grant R. Boen  
Statistician

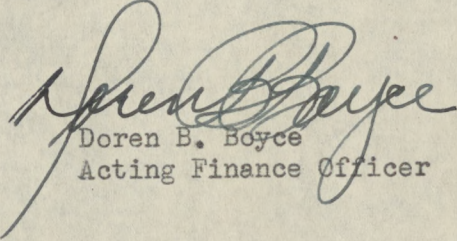
FROM: Doren B. Boyce  
Acting Finance Officer

SUBJECT: Gate House Change Fund

The attention of this office has been called to the fact that there is a shortage of approximately \$5.20 in the \$20.00 Gate House Change Fund.

Inasmuch as this fund consists of miscellaneous receipts to the United States Government, it is requested that the \$5.20 shortage be made up by those individuals responsible for handling of this cash. Inasmuch as the gate clerk has been made responsible for collections at the gate house through administrative action on this project, it is felt that that individual should be held pecuniarily responsible for any shortages and that immediately this \$5.20 shortage is made up, day to day shortages, if any, should be made up daily.

We will appreciate having your comments on the above matter and your advice as to when the shortage will be repaid.

  
Doren B. Boyce  
Acting Finance Officer



WAR RELOCATION AUTHORITY  
CENTRAL UTAH  
Tropic, Utah

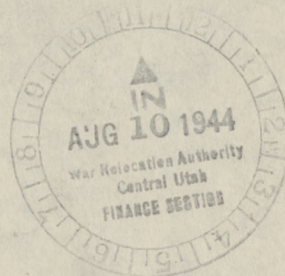
MEMORANDUM TO: Grand J. Board  
Chairman  
FROM: Robert A. Joyce  
Acting Finance Officer  
SUBJECT: Gate House Charge Fund

The attention of this office has been called to the fact that there is a shortage of approximately \$2.50 in the \$20.00 Gate House Charge Fund.

Inasmuch as this fund consists of miscellaneous contributions to the United States Government, it is requested that this \$2.50 shortage be made up by those individuals responsible for handling of this fund. Inasmuch as the gate clerk has been made responsible for collections at the gate house through administrative action on this project, it is felt that this individual should be held personally responsible for any shortage and that immediately this \$2.50 shortage is made up day to day short-ages, if any, should be made up daily.

We will appreciate his and your comments on the above matter and your advice as to when the shortage will be repaid.

Robert A. Joyce  
Acting Finance Officer





WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

P - D  
November 10, 1944

*File*

*GLN*  
*GRB*

MEMORANDUM TO: Mr. Raymond P. Sanford  
Assistant Project Director  
Community Management Division

Mr. Gilbert L. Niesse  
Assistant Project Director  
Administrative Management Division

Mr. Roscoe E. Bell  
Assistant Project Director  
Operations Division

In order to simplify the procedure in handling pass requests, these requests will be handled by Internal Security when initiated by a section head. Internal Security will be guided by Office Letter #42 in the honoring of pass requests and preparation of passes.

There is one change of policy with regard to Delta travel by evacuees--Small groups using private transportation on Saturday, Sunday or evenings do not require a staff escort.

In all cases where Government transportation is used, the Internal Security Section will satisfy themselves that transportation has been duly arranged and properly authorized by contacting Mr. Sorenson at the Motor Pool. In cases where there is question about the transportation, this should be cleared with Mr. Bell, Assistant Project Director in charge of Operations.

This supersedes my letter of June 17.

Original Signed By:

L. T. HOFFMAN  
Project Director

REB:sm



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 12, 1944

YLN

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division

Subject: Review of Pass Requests.

It is requested that the Memorandum addressed to Mr. Roscoe E. Bell, Mr. Raymond P. Sanford, and Mr. Gilbert L. Niesse, June 17, 1944, a copy of which is attached, be cancelled.

Office Letter No. 42 provides that Section Heads shall prepare Pass Requests which shall be reviewed by Internal Security. It also sets up limitations on shopping trips to Delta, confining such trips to week days, not including Saturdays and Sundays except for emergency cases. The Memorandum of June 17, 1944 complicates the gate procedure by setting up a second authority for review, namely Assistant Project Directors. The attached Pass Request will illustrate the confusion that exists. It has five names, four of which were for purposes of review.

Experience has shown that the Assistant Project Director's review is the bottle-neck in the processing of Pass Requests. Because of the pressure of his duties the requests often are overlooked. Many times the Gate Clerk does not receive the request until the parties concerned dig the list out from under a pile of papers while the evacuees are calling for their badges. This gives no time for the Gate Clerk to make preparations.

The residents have accepted the limitations on Delta trips as set up in Office Letter No. 42. Special policing that requires the review of the Project Director or the Assistants is not needed. The cancellation of the memorandum will relieve the Assistant Project Directors of much interference to their more important duties.

Approved  
JIT  
11/7/44  
Int'l Sec'y  
responsible for  
this & check  
with Asst Dir's  
as fast as  
L.H.

My own opinion  
is that ——— Grant R. Bowen  
is right on this. Statistician  
as I've had the experience General  
times of looking for these requests  
when they are out - out - people ready  
to leave - Is just cancelling this  
enough - or should be a  
substitute memo? L.H.



WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

October 12, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse  
Assistant Project Director  
Adm. Management Division


Subject: Review of Pass Requests.

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Grant R. Bowen  
Statistician



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

PD

C O P Y

June 17, 1944

MEMORANDUM TO: Mr. Roscoe E. Bell  
Mr. Raymond P. Sanford  
Mr. Gilbert L. Niesse

In reference to the approval for pass requests as prepared by the Internal Security, I would like to delegate authority for such approval as follows:

1. For all such requests where government transportation is not required, have them approved by the Chief of Community Management, Mr. Raymond P. Sanford. *Int/Secy*

2. Where government transportation is required, it should be initialed by the Chief of Community Management, Mr. Raymond P. Sanford, and authorized by the Chief of Operations, Mr. Roscoe E. Bell. *2 Kees*

3. For special passes within the 24 hour limit where evening hours, Saturday and Sunday are concerned, I would like to have the above designation of authority also applied for those hours; with the understanding that the person in charge on Sunday who is acting for the Project Director would, naturally, approve such pass requests at that time.

If there is any question about this, we might discuss this at our early morning Staff Meeting the first of the week.

*(signed)*  
L. T. Hoffman  
Project Director

LTHoffman:tn 6016-44



Date: \_\_\_\_\_

INTERNAL SECURITY DIVISION

NO. \_\_\_\_\_

Rec'd by I.S.: \_\_\_\_\_

PASS REQUEST

Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Original: Internal Security

1st Copy: Issuer

Checked by: \_\_\_\_\_

Carrier's Sig.: \_\_\_\_\_

TO: Internal Security

FROM: Education

Type of pass requested: Visitor ☐

Travel ☒

Work ☐

Name: List attached Address: \_\_\_\_\_

Method of Travel: WRA truck Reason: \_\_\_\_\_

High School football game with Hinckley

From: Date October 2, 1944 Time 1 p.m.

To: Date October 2, 1944 Time 5 p.m.

Requested by: H. M. Robinson Division Chief

(see over)

R.A. Authorized by: \_\_\_\_\_

*E. Gerard*



Check One

Group ☐ Shopping  
          ☐ Business mission  
I       ☐ Emergency  
          ☐ Unusual

-----

Group ☐ Educational  
          ☐ Athletic  
II       ☐ Entertainment  
          ☐ Group Outing

-----

Group ☐ Funeral  
          ☐ Marriage  
III      ☐ Personal Family Affairs

-----

Group ☐ Official Business  
IV                   for Project Operations

-----



# Hinkley Pass Request

26621	Tak Eshima	31-12-F	
26612	Jiro Hayashida	7-9-C	
26793	Sakae Horita	35-3-E	
24574	Tak Iwamoto	31-3-B	
26695	Mas Kato	13-3-E	
27216	Sojoi Kenmotsu	6-12-B	
27927	Harry Mizote	19-10-B	
27528	His Nakao	34-4-C	
22869	Shiz Namba	34-5-C	
247710	Tsuneo Okawachi	27-10-D	
271311	Paul Ono	27-11-E	
271112	Gus Sonoda	28-2-E	
273413	Sanzui Takaha	30-3-D	
270614	Jim Tanabe	11-11-D	
271715	Tak Yago	26-8-C	
249416	Tak Enouye	12-11-C	
248817	John Miyagawa	1-8-EF	
245918	Kiyoshi Ogo	29-11-E	
275119	George Okawachi	27-10-D	
27420	Ich Ozawa	19-11-D	
27321	Tats Sano	5-2-C	
27322	Mas Sumimoto	23-1-B	
27023	Bob Utsumi	13-6-B	
24824	Sam Yamamoto	19-7-A	Coach
247225	Ossie Tamaki	6-5-E	Coach
270226	Mike Yoshimine	3-8-EF	Coach
259227	Yoneji Takaha	30-3-D	
273228	Sam Sato	37-3-E	Coach
261429	Chick Takaha	30-3-D	Coach
24530	Jim Morikawa	19-5-D	Coach
26831	Sus Iwasa	11-4-C	Coach
267132	Clem Nakai	6-5-D	Manager
27733	Harumi Kojimoto	6-9-C	Reporter

Example of confusion in pass request review.



STANDARD POSITION DESCRIPTION

Department of the Interior  
War Relocation Authority  
Relocation Center  
Administrative Management Division  
Statistics Section

Date Allocated:

Organization Title: CHIEF GATE CLERK

CAF-4

Description:

Under the direction of the Statistician, supervises a staff of appointive and evacuee gate clerks in maintaining adequate gate control records for statistical and financial purposes, consisting of setting up tickler files; cross reference files; making up Incoming Gate Slips (Form 338); making up carrier lists; checking evacuees from shopping, work, and community activity lists; collection of subsistence fees, accounting for fees collected; issuing badges; interviewing evacuees to secure statistical information lacking on papers presented; and related clerical work. Sets up a weekly work schedule by shifts for all gate clerks. Makes a check of Personnel Time Sheets.

Visits the secondary gates and instructs clerks on duty in the performance of duty, making periodic demonstrations of the clerical and checking technique being used. Receives and coordinates the data prepared by evacuee gate clerks on duty at secondary gates and Internal Security or Military Police on duty during hours when the Gate House is closed.

Maintains a supply of material and forms needed by the gate clerks.



Part of each number of  
appt. staff.

WAR RELOCATION AUTHORITY  
Central Utah Project  
Topaz, Utah

Family Nos. —  
Must Refuse Pass  
Request without Fam. No.

Spelling with care.

January 3, 1945

20 pages Matsumoto  
28 Names to pages  
= 560 Matsumotos.  
SEX - Female

OFFICE LETTER NO. 47

SUBJECT: Gate Control

General

Effective January 4, 1945, all traffic entering or leaving the Center will use Gate No. 1, except for occasions when group activities warrant the opening of one of the minor gates by special arrangement.

The personnel and equipment from the Office of the Chief of Internal Security, Internal Security Gate House and Statistical Gate House will move to the newly constructed Gate House in preparation for the carrying out of this instruction. Personnel engaged in gate control procedure will occupy space behind the counters. The Gate Clerks will occupy the west portion of the building, and Internal Security Personnel will occupy the east portion. The Chief of Internal Security will occupy the office space on the east end of the building.

Gate control responsibilities will be divided as follows:

Military Police

A. The Military Police is charged with the responsibility of allowing "no persons to pass the center gates without proper authority from the Project Director". (Adm. Manual 50.1.12B)

Internal Security

B. Internal Security is charged with collaborating with the Military Police to insure that no person, evacuee or non-evacuee, enters or leaves the center without presenting properly executed credentials. (Adm. Manual 50.1.12C)

Gate Clerks

C. The Gate Clerk is charged with the clearing of forms "for the entrance or exit of an evacuee from the center".



(Adm. Manual 50.1.13B) In addition he is charged with the collection of subsistence fees from evacuees.

#### Procedure for Entering and Leaving the Center

D. The procedure for entering and leaving the center is revised according to the following instructions so as to make use of all gate control personnel housed in the new structure. Wherever there is a conflict with previous instructions on gate control, the following outline will govern:

##### Off-Project Travel

1. Off-project workers, block shoppers going to Delta, hikers and/or other residents leaving project area for a period less than 24 hours will secure a blue badge from the Gate Clerk prior to leaving the center. The individual securing the badge will return the same in person upon return. The badge will be obtained as outlined in previous instructions. (Office Letter #42 & #43) Evacuees wearing blue badges are authorized to leave the center for off-project purposes as outlined in their pass request.

##### Within Project Boundary Recreation Travel

2. Hikers and other individuals leaving the center area on recreational activities but still within the outer project boundaries shall secure a red badge. The same individual securing the badge is responsible for returning it in person. The badge will be obtained as outlined in previous instructions. Evacuees on recreational activities may leave the center for movement within the project boundaries when wearing a red badge.

##### On-Project Workers

3. On-project workers who are authorized to work outside the center area but within the project boundaries shall secure a white badge for a period limited to number of the days remaining within the particular calendar month. This badge will be secured from the Gate Clerk by the worker surrendering his (her) monthly pass. All Section Heads should request worker passes in sufficient time before the close of the month to allow the gate personnel to check the outstanding badges against work pass requests. All badges not covered by a pass request for the next succeeding month will be collected by the Internal Security forces not later than the last day of the expiring month; the



Gate Clerk will inform the Internal Security Officer of the badge number, name and address of the individual to whom issued and the employing Section. Any individual worker wearing a white badge has authority to leave and enter the center for work within the Project Boundaries.

#### Outgoing Passengers on Carrier

4. Outgoing passengers on Public or Government carriers will check through the checking shelter on the west side of the new Gate House. The checking will be performed by the Internal Security forces to insure previous clearance by the Gate Clerks. The resident will show a Blue Badge, or surrender a Blue Gate Pass to the Gate Checker. The Blue Gate Pass together with other necessary papers will be supplied residents who are leaving the project. Outgoing evacuee visitors will surrender their Incoming Gate Slip (Form WRA-338) to the Gate Clerk in exchange for the Blue Gate Pass. Casual Visitors will surrender their Visitor's Pass for a Blue Gate Pass. The Gate Checker will secure Military Police approval prior to the release of the carrier. The surrendered Blue Gate Slips will be turned over to the Gate Clerk by the Gate Checker.

#### Outgoing Individuals by Private Car

5. Residents leaving the center by private car will clear their credentials with the Gate Clerk. Individuals planning to return who have received Blue Badges are authorized to pass through the gate. Individuals not eligible for badges but who are authorized to leave the center will be supplied with a Blue Gate Pass. The Blue Gate Pass will be surrendered to the Military Police at the gate when the resident leaves the center. The surrendered Gate Passes will be returned to the Gate Clerk by the Military Police.

#### Outgoing Evacuees Terminating Residence Without Financial Assistance

6. Outgoing evacuees who are discontinuing their residence at the center and who are not relocating with the financial assistance of WRA will secure project clearance on Form WRA-cu-162-rev. (Relocation Check-Out Card). The procedure for project clearance will start with the Leave Officer who will check the Restriction Lists for determination of eligibility for relocation. Property, Finance, Block Manager and Section Heads will then be contacted for necessary



clearance and signatures on the Check-Out Card obtained.

The signed Relocation Check-Out Card will be presented to the Chief of Internal Security for approval. The Check-Out Card will be given to the Gate Clerk from which an Outgoing Gate Slip (Form WRA-339) will be prepared. This form will be stamped out and forwarded to Statistics as authority for issuing a departure advice. The Gate Clerk will issue a Blue Gate Pass to the terminating resident. The Blue Gate Pass will be authority to pass out the gate. It will be surrendered to the Military Police. The Military Police will return the Blue Gate Slip to the Gate Clerk. The Check-Out Card will be forwarded to the Finance Section; then to the Leave Officer who will use it as a tickler for forwarding the Leave File of the individual to the Statistics Section.

#### Incoming Evacuee Passengers by Carrier

7. Incoming evacuee passengers from Public or Government carriers will leave the conveyance at the Gate House and exchange their Blue Badges for a Blue Gate Pass. If a visitor, they will be counted into the center by the Gate Clerk and supplied a Blue Gate Pass with their receipted copy of Form WRA-338 (Incoming Gate Slip). Evacuees returning from leave will surrender their leave papers and receive a Blue Gate Pass. Transferees, parolees, or Caucasian or evacuee temporary visitors will be checked by Internal Security forces and receive a casual visitor's pass together with a Blue Gate Pass from the Gate Clerk. The Blue Gate Pass will be surrendered to the Military Police.

#### Incoming Evacuees by Private Car

8. Incoming evacuees by private conveyance will clear their forms through the Gate Clerk who will issue a Blue Gate Pass and the necessary papers. The Blue Gate Pass will be surrendered to the Military Police when the evacuee enters the gate.

#### Appointive Staff

E. It is the duty of all members of the appointive staff to assist in the operation of these instructions. Residents who appear to be using badges for unauthorized purposes shall be requested to show the badge and if the use is determined to be unauthorized the case will be reported to the Chief of Internal Security for appropriate action.



The appointive staff will pass in and out of the center by means of their I.D. Card bearing the signature of the Project Director.

*L. T. Hoffman*  
L. T. Hoffman  
Project Director



# GATE CHECK SHEET FOR ON PROJECT WORKERS

(Work unit)

[illegible]