

F1.001

WAR RELOCATION AUTHORITY
SAN FRANCISCO REGIONAL OFFICE
SERVICE OF SUPPLY
1231 Market Street
San Francisco, California
Telephone Klondike 2-2300

REGULATION NO. 1

TO: PROJECT DIRECTORS

SUBJECT: PROCEDURE ON FOOD PROCUREMENT AND FEEDING

1. FOOD SUPPLY Arrangements have been completed with the U. S. Army Quartermaster to supply the rations as required in all reception and assembly centers.

2. FOOD SUPPLY DEPOT A Food Supply Depot will be designated by the office of-

Chief, Service of Supply
War Relocation Authority
San Francisco Regional Office
1231 Market Street
San Francisco, California

3. LIAISON OFFICER In order to facilitate the requisitioning and delivery of food, both staple and perishable, from the designated depot, it will be the duty of this office to expedite the procurement and delivery of requisitions and to cooperate with Project Directors at all times.

4. RATIONS This is the U.S. Army nomenclature for the allowance of food for one person for one day. Two types of army rations will be utilized in the operations of the project.

(a) B RATIONS This provides for an automatic delivery of B Rations based upon project population, and is used where project must be set up for quick operation and food supplied by quick shipment.

(1) Advance Notice Project Directors should notify this office 10 days in advance prior to the scheduled opening date of the total capacity of your project. If your project is scheduled to accommodate 5,000 evacuees, then you should write or wire this office as follows: "EXPECT 5,000 EVACUEES (insert name) PROJECT SHIP 50,000 B RATIONS AT ONCE."

(2) B Ration Automatically Delivered When the designated depot receives your request for B Rations they will ship same either by truck

to your project, or by rail to your nearest rail head.

(3) B Ration Supplement Since the B Ration is prepared by the U. S. Army for quick delivery to meet emergency requirements it includes only canned, packaged, and processed foods. Due to the fact that we will be receiving children and babies in our projects it will be necessary to supplement the B Ration with certain necessities such as ice, milk, dextrose, karo syrup, and a limited amount of fresh vegetables, until such time as the initial regular Ration is available. These items that may be necessary to supplement your B Ration for the first few days of operation will be available to your project by arrangement with the Chief, Service of Supply, War Relocation Authority. These items will be made available thru contracts with local markets or vendors convenient to your project, to be requisitioned as needed.

(4) Daily Army Menus Project Directors will be furnished for use of their chief stewards, a daily Army menu based upon the B Ration which will be a guide to stewards and cooks in the preparation of meals. These menus will be delivered simultaneously with the B Ration.

(b) B REGULAR RATION This ration consists of both staples and perishables, such as are available within the limitations of the daily ration allowance stipulated by the U.S. Army for projects and consists of a more variable diet.

(1) Control of Regular Ration The control of the Regular Ration will be by means of standard menus prepared by the Housing and Feeding Division with the advice of expert dietitians both Japanese and American, Japanese doctors and pediatricians, and Army mess officers. These menus will be issued to all Project Directors within the next few days.

(2) Basis of Requisition The menus broken into components will then constitute the basis for the Army Quartermaster Requisition (W.D.Q.M.C. Form 400 and 401) for the Regular Ration for thirty days. Form W.D.Q.M.C. 400 and continuation sheet 401, which are available upon request thru your designated depot, should be prepared in quintuplicate, the original and two copies are to be forwarded to the designated depot, the fourth copy shall be forwarded to this office and the fifth copy should be retained by the Project Director.

(3) Initial Regular Ration Requisition If your project opens after the beginning of a calendar month, then your first Regular Ration requisition should be only for the balance of the month, allowing for your ten day B Ration period. For example: if your project opens on April 10 your B Ration should last until April 20 and your Regular Ration should then be for ten days up

to and including April 30. It is important to remember that your requisition for Regular Ration should be forwarded to your designated depot as early as possible so that procurement and delivery will be made before your B Ration is consumed.

(4) Regular Rations 45 Days in Advance Because of problems connected with procurement, the designated depots require that Regular Ration Requisitions (U.S. Quartermaster Form W.D.Q.M.C. 400 and continuation sheet 401) be filed 45 days in advance. Of course this will not be possible at the outset, but accompanying your initial Regular Ration Requisition for April, or forwarded as quickly as possible thereafter should be your requisition for May. Also by April 15, your requisition for June requirements should be filed. Thereafter, these requisitions should be filed in routine manner every 30 days.

5. DELIVERIES TO THE PROJECT Deliveries to the project will be made by the Quartermaster of the supply point unless by arrangement between the project director and the Quartermaster the project director can furnish his own transportation.

At the end of each month a certificate in triplicate from the project director will be forwarded to the Commanding Officer of the supply point indicating thereon the daily strength and a total strength for the month of the project. These certificates will be forwarded to the Commanding General, Communications Zone, by the Commanding Officer of the supply point. The Commanding Officer of the supply point will however retain a copy to serve as a voucher to his account. Project Director must retain a copy for his file, one copy to be forwarded to this office at the same time.

It is mandatory that immediately upon appointment the Project Director confer with the Quartermaster of his designated supply point to effect the above outlined plan.

(a) Perishables It is re-emphasized that the designated depots will procure both staple food items and perishables as promptly as possible upon receipt of your Regular Ration Requisition. Requisitions should be listed separately, however, as follows: (1) Staples, (2) Meats, (3) Vegetables, Fresh Fruits, (4) Milk, Dairy Products, etc. The perishables in most cases will be handled by open contracts with a convenient local marketing center by the Quartermaster. This office should be contacted immediately if shortage or delay in delivery occurs.

(b) Delivery Regular Rations for a portion of the first month of operation will be delivered in full. Thereafter monthly Regular Rations, non-perishable, will be delivered in full upon

the first of the month. If this is not practical in all cases, other delivery dates may be specified upon approval of this office. Perishables will be available upon open running order at your local marketing center and can be drawn as needed. Provision should be made for proper refrigeration for perishables so that no spoilage will result.

6. EMERGENCY PURCHASES While it is hoped that emergency purchases will be unnecessary, provision has been made for same thru our own Supply Section that has been allocated a small fund to cover such exigencies. In case it becomes necessary procurement will be made by the purchasing officer in the open market.

7. PROJECT DIRECTOR SIGNS All requisitions whether for regular or emergency purchases must be signed by the Project Director. Forms W.D.Q.M.C. 400 should be numbered serially and identified in the following manner on the second line of the requisition: WRA (name of project) number. For example: WRA- Colorado River #1.

8. RATION ALLOWANCE The U.S. Army Quartermaster has stipulated that the ration allowance in projects shall not exceed fifty cents per day. Controls will be established to insure that our meal costs in projects does not exceed this per diem allowance. Due to the fact that we will be feeding many small children, and also due to the fact that many of the evacuees in our projects will not have work assignments at the outset, it is confidently anticipated that our per diem cost will be substantially lower than the maximum allowance.

9. CHIEF STEWARD Each project director should engage at once a chief steward. Since the success and morale in your project will be predicated largely upon the manner in which the evacuees are fed, the importance of securing a competent and thoroughly experienced person for this position cannot be overstressed. He should have a thorough knowledge of food and its preparation and service. He should be competent to instruct chefs, cooks and bakers in the preparation of menus. Upon him should be placed the responsibility for economical, efficient and hygienic kitchen and mess hall management. Project Directors who may not have available a competent and experienced steward for their project should communicate immediately with this office who will recommend to them, or attempt to recommend such a person.

10. FOOD WAREHOUSE There should be established in each project a commissary warehouse. This may be in connection with or apart from the general property warehouse, but in any event there should be appointed on the project directors' staff an assistant warehouse superintendent or commissary warehouse superintendent whose sole duties will be for the receiving, warehousing, and delivery of commissary supplies, and to maintain such records of commissary commodities and supplies prescribed by the project director from time to time.

11. STORES CLERK There should be a stores clerk stationed in each mess hall or feeding unit of a project whose duty it will be to issue from the storeroom or pantry of such unit all commodities and supplies requisitioned by the Chief Steward or chef, and to maintain such records of issue as will be prescribed by the project director. Competent evacuees should be available in all centers for this service.

12. FOOD COST ACCOUNTING Because of the strict limitation placed upon our per diem cost of rations by the U.S. Army it will be necessary to set up a workable system of cost accounting. This procedure will be maintained at all projects by the project director and it will be the responsibility of the project director to see that all provisions of such prescribed procedure will be meticulously observed. Should full details and forms not be available for any reason for the first few days of operation, project directors will maintain temporary records until such time as the standard forms are available.

(Paragraphs 13 and 14 were developed with the cooperation of the Health Section).

13. INFANTS' FORMULAS Project Directors will be confronted immediately, with the arrival of the first contingent of evacuees, with the necessity of making provision for the feeding of infants. Any standard brand evaporated unsweetened milk, sugar, Karo syrup, distilled water or boiled water are all essential. Project director will issue instructions for these ingredients to be procured in advance of the arrival of evacuees in all camps, but in case of failure in delivery of same this office should be notified immediately. It is recommended that project directors arrange for a detail (feminine youth preferred) of ten for each block of five hundred families to see to it that "bottle babies" are supplied with warm formula and boiled or distilled water at four hour intervals. Usual feeding hours are 6:00 AM, 10:00 AM, 2:00 PM, 6:00 PM, and in some instances 2:00 AM. Preparation of formulas, designation of foods for infants, feeding schedules and all other matters relating to infant feeding should be referred to and carried out under direction and supervision of the Chief Medical Officer and his staff.

14. HYGIENE Project directors should consult with the Chief Medical Officer concerning any matters of Food Hygiene or problems of sanitation in mess halls and kitchens. Among other regulations relating to hygiene which will be formulated later the following require your immediate attention:

- (a) CLOTHING All chefs and cooks must be required to wear white aprons and caps while engaged in the preparation or serving of food. Bus boys should be provided with bib aprons. Contact your supply officer to make sure these items are available or are on order.
- (b) HEALTH CARD All cooks, helpers and others engaged in the preparation of food (including vegetable washing and preparation) must be issued a health card by the Chief Medical Officer within the project. There must be no exceptions to this regulation.
- (c) DISHES All dishes and eating utensils must be sterilized after each use in water of not less

than 180° Fahrenheit or otherwise sterilized by a recognized process.

(d) Garbage Disposal Garbage must not be permitted to accumulate. Contracts should be made with local scavengers to remove garbage, and refuse daily. This service can usually be secured without cost for the value of the garbage for hog feeding. Later if hogs are to be raised on the project much of the garbage can be used to this end.

(e) Insecticides Fly spray, roach powder and disinfectants are to be furnished each kitchen and mess hall. Stewards or cooks will see that they are properly applied.

15. ADVANCE DETAIL Arrangements should be approved by the Chief, Service of Supply, War Relocation Authority to furnish each project director with an advance detail of evacuee cooks and kitchen help in order to be prepared for the increased population to follow. However, it is desirable that you furnish your chief steward with a skeleton crew classified labor sufficient to take care of the first arrivals in case the advance detail of evacuees is not obtainable. They should be replaced with evacuee labor at the earliest moment possible.

16. SUBSISTENCE SECTION Mr. R. J. Yust has been appointed as Subsistence Officer, Service of Supply, War Relocation Authority. His office is located in Room 327, Whitcomb Hotel Building, 1231 Market Street, San Francisco, California, Telephone Klondike 2-2300, Extension 202. Suggestions and criticisms that will improve feeding facilities and services will be welcome at all times.

L. W. Foy
L. W. FOY, LT. COL. Q.M.C.
Chief, Service of Supply
War Relocation Authority