

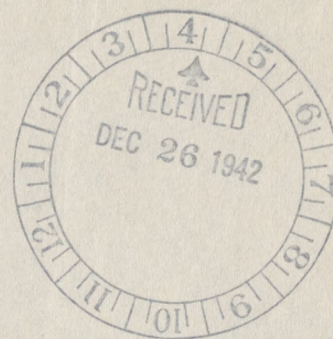
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Carpenter

WAR RELOCATION AUTHORITY
Manzanar War Relocation Area
Manzanar, California

December 23, 1942



MEMORANDUM TO: All Division Heads
FROM: Ralph P. Merritt, Project Director
SUBJECT: Reorganization of Evacuee Staff

It is important that the reorganization of the evacuee staff be accomplished expeditiously and without friction. Workers should not be left with uncertainty as to their status. Those to be separated should be told by our Caucasian division or department head when their services will no longer be required. At the same time Form 94 should be issued, the worker receiving one copy and the other copy being sent to the employment office. Form 94 can be obtained at the stationery supply desk in the administration building. In many cases it may be advisable to make separations effective at the close of business on December 31. On the line "remarks" the reason for separation should be entered. This reason during the reorganization may be stated as "reduction of personnel" or "reorganization of staff."

All workers separated should be instructed to go immediately to the employment office, Building 5, Block 1, for registration. Every effort will be made at the employment office to reassign workers to other essential tasks, to fit them into the future training program, and to advise them in connection with making application for relocation under the indefinite leave program. One of the functions of the employment office is counseling with individuals on work problems and work adjustments.

Every worker separated must be advised by the division or department head that if he registers immediately on the day of separation at the employment office, he will be eligible for unemployment compensation fifteen days after such registration provided suitable employment has not been found for him within this fifteen-day period. The fifteen-day period runs from the time of the original registration for work or from the date of termination of a previous job. Unemployment compensation is **intended** to cover minimum essentials for the individual and his dependents and is at the rate of 60 per cent of the primary classification for which the applicant is registered for work, i.e., \$7.20, \$9.60, or \$11.40 per month. Unemployment compensation will be paid only after application to and certification by the employment division. These instructions are supplemental to Project Director's Bulletin Number 32 of November 1, 1942, and in no way conflict with the instructions of that bulletin. It will be the responsibility of division and department heads to instruct released workers to report to the employment office fifteen days after registration to sign the application for unemployment compensation if still unemployed.

Ralph P. Merritt
RALPH P. MERRITT

Dec 23

Prof Dr Bul

Call Mr Miller

28

R B Toyama

Delmon

Manzanar, California

Jan. 19, 1943

fw

MEMORANDUM: From Project Director to all
Department Heads.

SUBJECT: Mrs. Lucy W. Adams

Mrs. Lucy W. Adams is now at Manzanar in the capacity of Acting Chief of Community Services. Her temporary office will be in the Administration Building in the space formerly occupied by the Mess Management Division.

Upon receipt of this memorandum the following Department Heads will report directly to Mrs. Adams and forward all mail for my signature across Mrs. Adams' desk:

Dr. Genevieve Carter
Dr. Morris Little
Mr. Axel Neilsen
Mrs. Margaret D'Ille
Mr. Edward Chester

Ralph P. Merritt
Project Director

MANZANAR RELOCATION AREA
Manzanar, California

Ms. d'Ille
January 21, 1943

MEMORANDUM TO: All Department Heads

SUBJECT: Quarterly report from October 1 to December 31


We were notified by Washington on January 19th that a Quarterly Report covering operations between October 1 and December 31, will be due in Washington February 1.

I am asking Mr. Roy Takeno of the Free Press to gather together the material from each of you and to make the first draft of this report, which I shall edit before sending to Washington. It will probably be impossible to make the February 1 deadline in Washington, however, I do think we should have the report ready to mail from here by February 1.

The instructions from Washington state:

"The quarterly report for each relocation center should be a concise, thoughtfully organized, and reasonably comprehensive account of the major developments at the center during the period. It should NOT be merely an aggregation of divisional or sectional reports. A conscious editorial attempt should be made by the Reports Officer to synthesize the materials from the divisions, to bring out the inter-relations between various phases of project operations, and to present a well-balanced total picture.

In choosing between comprehensiveness and brevity, it is wise generally to lean in the latter direction. An incomplete report is never wholly satisfactory, of course, but it is more useful ordinarily than a voluminous tome. In short, the Reports Officer should edit this report with a highly selective eye, playing up the really important items—the facts and figures that other branches of the Authority should know about—and weeding out all the trivia and items that have only a local significance."


Robert L. Brown
Acting Project Director

rlb.fem

OFFICE FOR EMERGENCY MANAGEMENT

OFFICE MEMORANDUM

January 20, 1943

To: To Department Heads and all
Employees of WRA at Manzanar
From: Ralph P. Merritt
Subject: Authorization of Mr. R. L. Brown
as Acting Project Director

At the request of the Director, I am attending a meeting with him and other Project Directors and shall leave the Project on the morning of January 20, 1943.

From the time of my leave until my return, the Acting Project Director of Manzanar will be Mr. R.L. Brown, and all matters usually acted upon by the Project Director should be referred to Mr. Brown who has complete authority to act.

Ralph P. Merritt
Project Director

Don
March 8, 1943



MEMORANDUM TO: All Department Heads

FROM: Ralph P. Merritt - Project Director

SUBJECT: QUARTERLY INVENTORY OF EXPENDABLE AND NON-EXPENDABLE PROPERTY

In accordance with Administrative Instruction Number 70, it is necessary that the Quarterly Physical Inventory of Expendable and non-expendable property and supplies be completed as of March 31st, 1943. Effective March 19, 1943 at 8 a.m. and continuing to March 20th, 1943 5 p.m. each department head will take an inventory of his respective department. Each head will appoint the necessary personnel for this inventory and will have the assistance of personnel designated by the Property Control section. It will be appreciated if no property is transferred between offices and no issuances made during the period, without the approval of the Property Control Section. Each department head will prepare an original and two copies of the inventory, submitting the original and one copy to Property Control Section, properly signed under the following Certification:

To the Administrative Officer

I hereby certify that this inventory consisting of _____ pages and aggregating \$ _____, as summarized above, for materials and supplies on hand in the _____ warehouse or (Storehouse) at the _____ Project, as of _____ (date), is true and accurate as to description, count and unit prices. The items have been checked with the Property Control record cards and are in agreement, with the exceptions noted in the attached reconciliation.

Signed:

All property and supplies will be listed by Classification as per Instruction Number 70, namely:

Class A--This will include equipment which normally has a longevity of one year and a valuation of at least \$5.00 and will exclude all hand tools and equipment which has become a permanent part of a structure.

Class B--Will include small hand tools and personal equipment. Small hand tools will be limited to tools of the nature generally carried by an individual in the performance of his daily duties and personal equipment will include such items as boots, firemen's rain coats, etc.

Class C--Will include such items as furnaces, bath tubs, electrical fixtures and the like which go into construction, and become an integral part of a building. Class C property will be treated as expendable property when in stock or before issuance.

All such items which have become part of a building will be inventoried separately and apart from the General Inventory and will show the number of the building in which located.

Class D--Will include expendable supplies such as lumber, scap, nails, envelopes, paper, pencils and all items excluded from the above classes.

The Inventory will show a complete description of each item, with adequate identification such as serial numbers, motor numbers, cost price if known, and the proper unit symbol such as pair, doz. each, etc.

Inventories will be made on Form WRA-108, sufficient copies of which can be obtained from the Property Control Section.

✓ Department heads may refer to Administrative Instruction Number 70 for further information.

The importance of this inventory is stressed and every assistance will be appreciated in order that the inventory be completed by March 31, 1943.

Ralph T. Merritt

PROJECT DIRECTOR

March 11, 1943

1. Effective March 15, 1943, the south section of the Manzanar Relocation Area is open to a limited number of work and picnic parties, without escort.
2. Evacuees will be allowed in this section of the area from sunrise to sunset.
3. Each party must not exceed fifty (50) persons and must be in charge of an evacuee authorized by the administration.
4. Passes must be obtained twenty-four (24) hours in advance and the designated leader of the party must apply IN PERSON for the pass.
5. The party must strictly obey the rules to remain WITHIN THE POSTED AREA.
6. No motorized equipment can be used.
7. Passes will be issued on a priority of request.
8. Not to exceed five (5) passes will be issued for any one day, for a maximum of two hundred and fifty (250) people.
9. The Military Police are instructed to return evacuees found outside the Area to the Internal Police. Penalty for such infraction will be disciplinary action by the Director and revocation of all privileges in the future.

April 5 , 1943

ADMINISTRATIVE NOTICE

HW

It is a federal offense wilfully to take, steal ~~or~~ remove any property belonging to the federal government.

For some time past lumber, nails, wire, switches, plasterboard and other building materials have been disappearing.

Anyone found removing government property shall be subject to federal prosecution.

Complete co-operation of all block managers and all block residents is asked in this regard.

Ralph P. Merritt

Ralph P. Merritt
Project Director

Simpson, Clyde
Education

WAR RELOCATION AUTHORITY
MANZANAR, CALIFORNIA

May 20, 1943

To: All male employees of the WRA
From: Ralph P. Merritt
Subject: Changes in draft status or induction

We have received instructions from the Washington Office of the WRA to keep them advised of all changes of the draft status of all male employees.

You are hereby instructed to immediately advise the Personnel Office in writing of any changes in classification or any other notice received from your Draft Board, including notice to report for induction.

If you have received any change in status since April 15 (date of last check-up), be sure to include this in writing also.

Ralph P. Merritt

Ralph P. Merritt
Project Director

May 27, 1943

MEMORANDUM: From Project Director's office

TO: Residents of Blocks 1 & 7

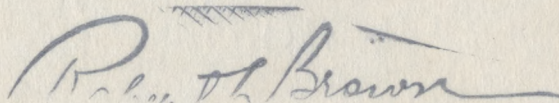
SUBJECT: Parking ban in and around Blocks 1 & 7

The following ruling by the Police Department has been approved by the Project Director's office. You are asked to comply with this beginning June 1, 1943.

Effective June 1, 1943, no parking will be allowed on Second or Third Street where those streets touch on Blocks 1 and 7.

The reason for this "No Parking" order is that parking in these areas creates a serious traffic hazard, allows no space for pedestrians to walk and would make the work of the firemen very difficult should it become necessary for them to fight a fire in these blocks.

"No Parking" signs will be erected in and around Blocks 1 and 7 before June 1st, and immediately opposite Blocks 1 and 7; and on the east side of A Street a sign will be posted designating a parking area, which will provide plenty of parking space for all of the cars now parked in Blocks 1 and 7. This area will be north of the Police Station on the east side of A Street.



ROBERT L. BROWN
Acting Project Director

(21)

Administrative housing residents

July 2, 1943

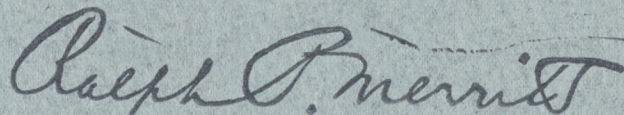
Ralph P. Merritt

Disposal of trash and garbage

Your cooperation is requested in the matter of disposal of trash and garbage.

Please separate garbage from trash so that only food remains go into the garbage cans. As the garbage is handled by contract and fed to pigs it is specifically requested that coffee grounds, tea leaves, egg shells, orange peelings, grapefruit peelings and soapy water be eliminated from individual garbage pails.

Failure to comply with this request may result in cancellation of our garbage contract. Please give us your cooperation. Where help is employed, please instruct your employee to specifically follow these rules.



Ralph P. Merritt
Project Director

July 21, 1943

MEMORANDUM: To all Department Heads

FROM: Procurement

SUBJECT: Procurement restrictions and procedure

There are an increasing number of restrictions being placed upon procurement of items required for operating the center. War requirements have effected greatly the policy, regarding materials and supplies, emanating from the Washington office of the W.R.A.

Attention is hereby called to pertinent sections of Administrative Instruction #42.

I, C. Purchase through other Government Agencies:

"Procurement through the various agencies of the Government which accept requisitions from WRA is prescribed as basic procurement policy.

.....Special attention is directed to the use of mandatory contracts referred to in Section VI of this instruction."

I, F. Policies regarding Direct Procurement by Centers:

2. "Direct procurement.....is limited to \$500.00

4. "Center procurement, whether as a result of open market purchase or contract, should be used only for the following types of purchases.

a. EMERGENCY purchase of items ordinarily obtainable from recommended or mandatory source of supply. (See Section VI). The word EMERGENCY as used in this Instruction is defined as a situation that demands immediate attention to protect health, life, or Government property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an "EMERGENCY", unless one of the circumstances mentioned above is present. ".....basic WRA policy.....stresses advance requisitioning of supplies and equipment for the planned center program."

b. c. d. e. f. g. h. i. j. (See Adm. Ins. #42)

The following types and kinds of equipment require prior approval from the Washington office before rental or purchase can be made "...regardless of the source of supply." (See II, A of Adm. Ins. #42)

Office machines; household furniture; tractors, earth moving equipment, and other construction machinery and equipment; all automotive equipment; all field printing and binding; lease of space; all farm machinery; landscaping stock; musical instruments; non-expendable items for Health Division not in the approved Equipment list Allowance for a particular center; all shop and laboratory equipment except for Health Division; all photographic equipment except for Health Division; all radios, public address systems, or like equipment.

"Regardless of the avenue of procurement, used, it is essential advance requisitions be prepared by the Division Chiefs so the Procurement Section can arrange for necessary priorities and deliveries in advance of actual need."

Each Department Head is requested to review his warehouse (s) to see whether or not there is in stock the necessary items to guarantee the operation of his Department for a period of four months. If stocks are inadequate, advance requisitions should be prepared to bring said stocks up to the estimated four months needs. "Each month, thereafter, monthly requisitions should be made. This will provide for a three months supply on hand at all times and one month supply on order". In so far as possible, all items should be consolidated on one requisition per month for one project where there are more than one projects under the Department Head's jurisdiction. No requisition should be made for stock that is in the Divisional storehouse, except to maintain stock items which will be continually needed in future operations.

"The following Divisions or Sections should....submit requisitions:

Administrative	Mess
Agriculture	Manufacturing
Education	Motor Pool and Repair
Health	Public Works
Community Services (other than Health and Education)	Housing

Regarding lease of equipment from evacuees:

1. Comptroller General rulings forbid obligating the government to damages for rented or leased equipment, limiting governmental obligations only to the extent necessary to keep the rented or leased equipment in running order over the period of the contract.

2. Every contract for rental or lease must carry a "recapture clause" which permits the Government to buy the particular equipment and apply the rental payments paid against the purchase price.
3. Equipment must be appraised by two or more qualified appraisers, and if the equipment is being bought, the evacuee must certify (Form WRA-154) that he is not a blocked national.

The cooperation of the Department Heads in the matters of procurement is urgent in order to be at all certain of having the necessary stocks on hand when they are needed. Time must be allowed the Procurement Division to

- (1) Find the source of supply, if other than a mandatory source. This requires the sending of price questionnaires, and bid invitations to at least three vendors.
- (2) Clearance of priority ratings and application of critical material allotment numbers on the approved projects.

Requisitions for routine replacement of supplies will be due the first of each month from each Department Head. Only "EMERGENCY" requisitions, as defined above, can be processed by the Procurement Office upon receipt.

How

(Hw)

AUG - 9 1943

MEMORANDUM: To all department heads
FROM: R. P. Merritt
SUBJECT: Records and statistics

When you have occasion to call for any statistical matter or charts or records from the records section, please make these requests in triplicate; the original to go to Records, a copy for your files and a copy to go to Mails and Files. It also will be appreciated if during segregation you hold your requests for statistical information to a minimum as the Records Section has a very heavy schedule furnishing information for segregation.

Ralph P. Merritt

RALPH P. MERRITT

Project Director

Education 1:

WAR RELOCATION AUTHORITY
MANZANAR WAR RELOCATION AREA
Manzanar, California

September 6, 1943

Relocation Hostel
Christian Training Institute (women)
Kansas City, Missouri

Madam:

Dr. W. Melvin Strong, Director of our Adult Education Department, has asked us to send you the enclosed pamphlet, prepared by members of his department.

We are distributing a copy of the booklet to every family unit in the center in order to create a wider understanding of the relocation program.

We hope the pamphlet will be of interest to you.

Yours very truly,

RALPH P. MERRITT
PROJECT DIRECTOR

By Lucy W. Adams
Chief, Community Services

WMS:fm
Enclosure No. 4861

Attached form letter sent to the following people:

Edna H. Porter, Executive Secretary
Minneapolis Committee on Resettlement
Minneapolis Y. W. C. A.
Minneapolis, Minnesota

Virginia Swanson
706 National Building
Minneapolis, Minnesota

Mrs. Perry Hall
Peoria Committee on Resettlement
City Mail Route 105
Peoria, Illinois

Citizens Committee for Resettlement
6501 Wydown Boulevard
St. Louis, Missouri

Truman B. Douglass
St. Louis Committee on Resettlement
Pilgrim Congregational Church
Union Boulevard and Kensington Avenue
St. Louis, Missouri

Mrs. Alice L. Sickels, Executive Secretary
St. Paul Committee on Resettlement
International Institute
123 West Fifth Street
St. Paul, Minnesota

Mr. Shoji Osato, Director
Mutual Service Center
537 North Wells Street
Chicago, Illinois

Max L. Franzen, Director
Baptist Hostel
2429 Prospect Avenue
Cleveland, Missouri

A. F. S. C. Hostel
350 W. Belden Avenue
Chicago, Illinois

O. M. Walton, Executive Secretary
Cleveland Committee on Resettlement
Cleveland Church Federation
1010 Hippodrome Building
Cleveland, Ohio

John W. Copithorne
A. F. S. C.
1514-31st Street
Des Moines, Iowa

Relocation Hostel
Baptist Seminary (men)
30th And Armstrong
Kansas City, Kansas

Y. W. C. A.
Ninth and High Streets
Des Moines, Iowa
(Miss Stella Scurlock,
General Secretary)

Reverend Father James A. McCormick
Detroit Committee on Resettlement
9001 Dexter Boulevard
Detroit, Michigan

Ethel Troy, Executive Secretary
Madison Committee on Resettlement
Madison Y.W.C.A.
122 State Street
Madison, Wisconsin

Elizabeth A. Campbell, Executive Secretary
Milwaukee Committee on Resettlement
International Institute of Milwaukee County
787 North Van Buren Street
Milwaukee, Wisconsin

MANZANAR RELOCATION AREA
Manzanar, California

Carter

Sept. 24, 1943

Director's Memorandum to All Appointed Personnel:

The first movement of segregees from Manzanar to Tule Lake will take place on Saturday, October 9. 289 persons will be moved at this time.

It is vitally important that all members of the appointed personnel staff understand that this movement must go on without incident. A great deal of effort has been expended in the selection of those to make this first trip. Because of the great number of details involved and because we are under direct orders of the army, as far as the train movement itself is concerned, there can be no variations from this list of people.

Undoubtedly many of you will be appealed to by evacuees, either to be deferred from this one group or to be added to this group. It will only confuse matters and make the actual departure more difficult for you to try to ask for any variations of the list. We will, of course, rectify any legitimate clerical error that may have been made, but we cannot deviate from the basic policy of the movement.

I know I will have your full co-operation in making this first train departure successful.

Ralph P. Merritt

Ralph P. Merritt
Project Director

MANZANAR RELOCATION AUTHORITY
Manzanar, California

September 25, 1943

MEMORANDUM: To Chief Gilkey
Capt. Donald R. Nail

FROM: Robert L. Brown

SUBJECT: Procedure at the entrance gate.

This is a new procedure on entrance to Manzanar and supersedes all other instructions. Please destroy whatever instructions may be on file or posted.

An appointed personnel member of Internal Security is to be posted at the sentry box, Station 3 - Main Gate - from 8 o'clock in the morning until 5 o'clock in the evening. He will have authority to issue passes to those visitors for whom no passes are arranged in advance. Such persons presenting themselves for entrance to the center are to be asked their business and whom they wish to see. If it is a member of the appointed personnel staff to be seen, that person is to be called by telephone and the visitor announced. If the staff member wishes to see the visitor, the purpose of the visit and the time necessary for the visit should be stated on the pass and an evacuee police escort be made available to show the visitor to the office concerned. If the visitor wishes to see an evacuee, he should be directed to the police station and a policeman dispatched to bring the evacuee to the police station where the interview will be held, unless the interview is for the discussion of property of the evacuee, in which case the evacuee property office shall be notified of the interview and the interview will be held in that office in the presence of Mr. Barton.

IN ALL OTHER CASES, only on personally authorized permission from the Project Director, the Assistant Project Director in charge of Operations, or the acting Project Director in the absence of the two above named, shall visitors be allowed to enter the center proper to conduct business or visit with the evacuees.

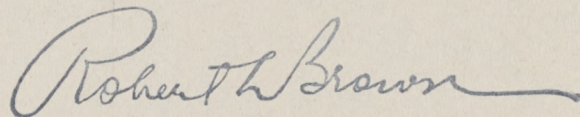
All visitors must leave the center by 11 p.m. The only exception to this will be in the case of appointed personnel who desire to have their friends or relatives stay with them in their own homes. In this case, the intention and length of stay should be stated on the pass.

There have been occasions in the past where persons have obtained entrance to the center on a stated brief visit with evacuees and then have remained over night or for several days with the evacuees, without permission. To avoid this in the future, it shall be the duty of the Internal Security to note on the pass at the time of issuance, the time the visitor expects to leave the center. Each night at 11 o'clock a member of the appointed personnel of the Internal Security shall check the returned daily passes with the sentry. If a pass has not been returned, it shall be the duty of the Internal Security to ascertain if the person still is in the center and to escort him outside. This applies to visitors to evacuees only.

As a matter of policy, no Caucasian visitors not a member of the family will be permitted to stay in any of the evacuee barracks. When occasion arises for a clergyman or other similar person to stay in the center on legitimate business, if requested by the Welfare Department and authorized by the Project Director, he is to be furnished with quarters in the appointed personnel section at the regular charge prescribed by the Administrative Instruction on Housing. Invited guests or official visitors may be provided quarters only upon approval of the Project Director or his representative. The charge is 50¢ per night, payable in advance, and should be collected on entrance by the Internal Security unless the pass is an official W.R.A. pass. In this instance the official pays for his lodging thru notation on his per diem report. Because of the emergency nature of the guayule project this policy will not apply to Dr. Emerson of C. I. T.

After 5 o'clock at night and on the day off of the officer on the gate, the procedure for handling passes shall be taken care of in the Internal Security office.

All drivers of commercial vehicles owned by vendors supplying the center, truck lines and local public officials are presumed to have authorized monthly passes which will admit the individual to the center. In case one of these vehicles arrives and the driver does not have a pass, permission to enter must be obtained from the Asst. Project Director, Operations, office.



Robert L. Brown
Assistant Project Director
In charge of Operations

Singon

MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

September 28, 1943

MEMORANDUM TO: ALL SECTION HEADS

SUBJECT: SALE OF SHOES TO WORKERS

This is to advise that we have for sale 532 pair of shoes, approximate price \$1.50, which can be delivered to workers and charged against their clothing allowance.

These shoes are on sale at Warehouse 22. In order to obtain these shoes the worker must have a shoe stamp.

Ralph P. Merritt
Ralph P. Merritt
Project Director.



MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

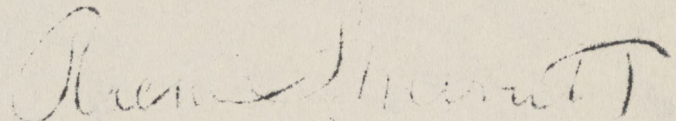
September 28, 1943

MEMORANDUM TO: ALL SECTION HEADS

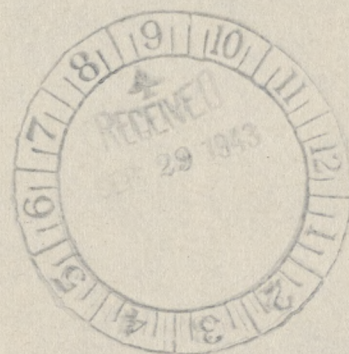
SUBJECT: SALE OF SHOES TO WORKERS

This is to advise that we have for sale 532 pair of shoes, approximate price \$1.50, which can be delivered to workers and charged against their clothing allowance.

These shoes are on sale at Warehouse 22. In order to obtain these shoes the worker must have a shoe stamp.



Ralph P. Merritt
Project Director.



MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

OCTOBER 5, 1943

MEMORANDUM

TO: ALL SECTION HEADS
FROM: RALPH P. MERRITT, PROJECT DIRECTOR

I desire to call attention to all section heads the matter of employment without proper authorized appointment.

Title 31, UNITED STATES CODE, 665, reads in part as follows:

"***** Nor shall any department or any officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by the law, except in cases of sudden emergency involving the loss of human life or the destruction of property. ***** Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than \$100 or by imprisonment for not less than one month."

This matter is brought to your attention so that you will not allow anyone to work without proper clearance from the Personnel Office and advice from them that the person has been cleared and appointed.

Very truly yours,

RALPH P. MERRITT
Project Director

RECEIVED
JAN 10 1943

JAN 10 1943

JAN 10 1943

JAN 10 1943

JAN 10 1943

JAN 10 1943

JAN 10 1943

JAN 10 1943



Mrs. D'Elle

MANZANAR RELOCATION AREA
MANZANAR, California
October 12, 1945

MEMORANDUM: To All Department Heads

FROM: Robert L. Brown

SUBJECT: Monthly Reports

There has been a little confusion on the matter of submitting monthly reports. One or two divisions have been asked by their Washington Division to submit the reports directly to Washington, while the Administrative Instruction states that the reports should be submitted by the Reports Officer.

The matter has been cleared by a letter from John C. Baker, head of the Reports Section, and a memorandum from Washington dated October 2 by Mr. Myer. Heads of Divisions are requested to submit their monthly report to the Project Director and not to Washington. This report shall be submitted not later than two days after the end of the month. The Project Director at Manzanar has delegated to the Reports Office the duty of putting these reports together with a letter of transmittal, which he will then sign. ✓

Please, therefore, have your reports ready and send them for the present to the Reports Office c/o Roy Takeno, who will prepare the covering letter and see that the reports of all divisions go in the same mailing, with the Project Director's signature, to Washington. If any department does not have Monthly Report forms on hand they can be obtained from Takeno.

Robert L. Brown
Asst. Project Director

Mrs. D. V. L.

MANZANAR RELOCATION AREA
MANZANAR, CALIFORNIA

January 15, 1944

MEMORANDUM: To All Department Heads

FROM: Robert L. Brown

SUBJECT: Signs in Japanese

It has come to the attention of this office that of late there has been appearing a number of signs on the Bulletin Boards of the center written exclusively in Japanese.

Please be advised that all legitimate notices should appear in both English and Japanese. Any notice going on the Bulletin Boards should have approval of a division head or Town Hall.

Please call the attention of the employees of your department to this memorandum.

Robert L. Brown

Robert L. Brown
Acting Project Director

Robert L. Brown

TELETYPE

R P MERRITT
MA NZ CALIF

WASHINGTON, D. C.
1/20/44 1/21/44
9:43AM

JANUARY 20, 1944

WAR DEPARTMENT ANNOUNCING REINSTITUTION OF SELECTIVE SERVICE FOR NISEI IN PRESS STATEMENT FOR RELEASE 9 O-CLOCK EWT TONIGHT. DETAILED INFORMATION IN QUESTION AND ANSWER FORM BEING AIRMAILED TODAY. WAR DEPARTMENT STATEMENT FOLLOWS--

PLANS HAVE BEEN COMPLETED FOR THE REINSTITUTION OF GENERAL SELECTIVE SERVICE PROCEDURES FOR AMERICAN CITIZENS OF JAPANESE DESCENT, THE WAR DEPARTMENT ANNOUNCED TODAY.

UNDER THE WAR DEPARTMENT PLANS, JAPANESE AMERICANS CONSIDERED ACCEPTABLE FOR MILITARY SERVICE WILL BE RECLASSIFIED BY THEIR SELECTIVE SERVICE BOARD ON THE SAME BASIS AS OTHER CITIZENS, AND CALLED FOR INDUCTION IF PHYSICALLY QUALIFIED AND NOT DEFERRED.

LAST FEBRUARY THE 442ND COMBAT TEAM COMPOSED OF JAPANESE AMERICAN VOLUNTEERS WAS FORMED. IN A LETTER TO THE SECRETARY OF WAR COMMENTING ~~XXXXXX~~ ON THE FORMATION OF THIS UNIT, THE PRESIDENT SAID: "NO LOYAL CITIZEN OF THE UNITED STATES SHOULD BE DENIED THE RIGHT TO EXERCISE THE RESPONSIBILITIES OF HIS CITIZENSHIP REGARDLESS OF HIS ANCESTRY. THE PRINCIPLE ON WHICH THIS COUNTRY WAS FOUNDED AND BY WHICH IT HAS ALWAYS BEEN GOVERNED IS THAT AMERICANISM IS A MATTER OF THE MIND AND HEART; AMERICANISM IS NOT, AND NEVER WAS, A MATTER OF RACE OR ANCESTRY." THE EXCELLENT SHOWING WHICH THE COMBAT TEAM HAS MADE IN TRAINING AND THE OUTSTANDING RECORD ACHIEVED BY THE 100TH BATTALION /A FORMER HAWAIIAN NATIONAL GUARD UNIT/ NOW FIGHTING IN ITALY WERE MAJOR FACTOR IN THE PRESENT PLAN. /END OF WAR DEPARTMENT STATEMENT/. COMMENT BY DIRECTOR MYER FOLLOWS---

THE ANNOUNCEMENT BY THE WAR DEPARTMENT THAT NISEI ARE TO BE INDUCTED INTO THE ARMY THROUGH THE SELECTIVE SERVICE SYSTEM MARKS ANOTHER SIGNIFICANT STEP FORWARD FOR AMERICAN CITIZENS OF JAPANESE DESCENT. IT MEANS THAT JAPANESE-AMERICAN SOLDIERS NOW IN THE ARMY HAVE PERFORMED THEIR DUTIES WITH HIGH SKILL AND COURAGE, AND THAT THE VALUABLE SERVICES RENDERED BY SUCH SOLDIERS HAVE BEEN RECOGNIZED.

THE OBLIGATION TO BEAR ARMS IN DEFENSE OF THE NATION IS ONE OF THE ESSENTIAL ELEMENTS OF AMERICAN CITIZENSHIP. AS INCREASING NUMBERS OF NISEI ARE CALLED UPON TO ASSUME THAT OBLIGATION, I FEEL CONFIDENT THAT SOLDIERS OF JAPANESE ANCESTRY IN THE ARMY WILL ACQUIT THEMSELVES WITH DISTINCTION AND THAT THERE WILL BE WIDENING PUBLIC RECOGNITION OF THE STATUS WHICH ALL LOYAL AND LAWABIDING RESIDENTS OF JAPANESE DESCENT CAN AND SHOULD ENJOY IN OUR NATIONAL LIFE.

MERRITT
BROWN
ADAMS
HOOPER
y1

JOHN H PROVINSE
ACTG DIR
WRA WASHINGTON, D. C.

34242

February 29, 1944

MEMO TO: Mr. Ralph P. Merritt
Project Director
FROM: Delegates of Manzanar Draft Age Citizens

With the Selective Service being made applicable to citizens of Japanese ancestry, we are now called upon to show our loyalty to our country by acts and deeds. We, as representatives of the draft age male citizens of Manzanar Relocation Center, having been duly elected by our respective blocks, do wish to take this opportunity to present to you our wishes and requests.

We firmly believe that the rights and privileges bestowed upon us as citizens of the United States go hand in hand with the duties imposed upon us. We are not unmindful of our duties at this time when our nation is at war.

We have steadfastly evinced our desire to be true, loyal citizens after surviving the gauntlet of many bitter tests of loyalty, tests to which no other citizen group has been subjected in the history of these United States. Buffeted by the vitriolic and unceasing attacks against us by self-seeking politicians, yellow journalists, hirelings of vested interests and pressure groups as well as being branded by uncalled for and unfounded remarks of our own military leaders, we admit that we have, at times, wondered whether the principles of democracy upon which our nation is founded are real and existent or whether we are embracing and cherishing principles built upon the shifting sands of empty, meaningless words. Any denial of the rights and privileges of citizens will always have a demoralizing effect upon those in the armed forces and those loyal people on the home front.

But withal, we still cling firmly to our faith in the fair-play, equal treatment and justice of the government of the United States and the avowed function of its duly constituted representatives to safeguard and protect the rights and privileges guaranteed under the Bill of Rights and the Constitution of the United States.

As loyal citizens willing to pay the supreme sacrifice for our country, we earnestly plead that certain bans and restrictions be lifted and that discriminatory rules and regulations imposed upon us as a racial group be dissolved. We firmly believe that the requests hereinafter set forth are not unreasonable or untenable.

RESOLUTIONS TO THE WAR DEPARTMENT

1. Whereas, an amendment to the Selective Training and Service Act of 1940 provides: "That in the selection and training of

men under this act, and in the interpretation and execution of this act, there shall be no discrimination against any person on account of race or color," and,

Whereas, the present method of induction calls for a special combat team composed primarily of Japanese-Americans: Now Therefore Be It Resolved that in the future we be given the right to fight side by side with our fellow Caucasian citizens and,

Be It Further Resolved that we be given the opportunity and privilege to enlist or volunteer for all branches of the Armed Services without discrimination or segregation.

2. Whereas, in the past, some commanding officers have shown discrimination against nisei soldiers; Be It Resolved that all ranking officers be made to recognize that we are loyal Americans and that no discriminatory treatment be shown and that equal privileges and opportunities for advancement as enjoyed by other American soldiers be also given to us.

3. Whereas, by a ruling of the Selective Service Law, a furlough begins immediately after notification of acceptance into the service; Be It Resolved that exceptions be given to Japanese-American inductees in the Centers so that uniforms be issued at the time of such acceptance and before the beginning of said furlough.

4. Whereas, in the past, certain high-ranking officers have made statements attacking the integrity and loyalty of the Japanese-Americans; Be It Resolved that all possible efforts be made by the War Department to acquaint these officers with the difference between the enemy and the loyal Japanese-Americans.

RESOLUTIONS TO THE WAR RELOCATION AUTHORITY

1. Whereas, with the segregation of loyal and disloyal people completed; Be It Resolved that we in Manzanar be considered as loyal to the United States and that military restrictions against our return to our former homes be lifted with respect to loyal aliens as well as to citizens by the War Department as soon as possible.

2. Whereas, heretofore, Japanese aliens have not been given the opportunity to become naturalized citizens of the United States; Be It Resolved that loyal aliens be given this privilege without discrimination as to race or color.

3. Whereas, the present policy of the WRA is to discourage the return to the Center of anyone who has relocated; Be It Resolved that where the inductee is the head of the family or is the chief support of the family the Department of Interior upon request should protect and assist his family until such

time as a home can be established elsewhere.

4. Whereas, the WRA is no longer a temporary agency under the Office of Emergency Management; Be It Resolved that serious consideration be given to post war problems of people of Japanese ancestry in need.

5. Whereas, on February 3, 1943, the President of the United States proclaimed as follows:

"No loyal citizen of the United States should be denied the democratic right to exercise the responsibilities of his citizenship, regardless of his ancestry.

"The principle on which this country was founded and by which it has always been governed is that Americanism is a matter of the mind and heart.

"Americanism is not, and never was, a matter of race or ancestry.

"Every loyal American citizen should be given the opportunity to serve this country wherever his skills will make the greatest contribution---whether it be in the ranks of our armed forces, war production, agriculture, government service, or other work essential to the war effort." and; Be It Resolved that honest, sincere efforts be made to impress the employers of such factories that no discrimination will be tolerated in hiring of Japanese-Americans.

6. Whereas, certain past events and actions on the part of the WRA seem to be influenced by the Japanese-American Citizen League; Be It Resolved that in the future the WRA should not consider said organization as a spokesman for or in behalf of the citizens in the Manzanar Relocation Center.

MANZANAR RELOCATION AREA
Manzanar, California
March 21, 1944

MEMORANDUM: To All Department Heads

FROM: Robert L. Brown

SUBJECT: Paper Salvage

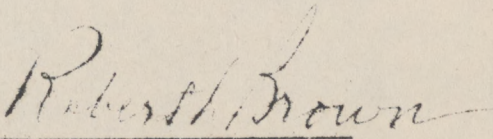
As outlined in Administrative Instruction No. 24, we must start immediately to collect salvage paper on the project. The Maintenance Section of Public Works will collect all paper that is deemed salvageable. To aid them it will be appreciated if residents and appointed personnel save magazines, paper boxes, corrugated paper, old books and newspapers and tie them in bundles, placing the bundles near their closest garbage rack for daily collection.

The janitors are to be responsible for the collection of salvage paper in the administrative office building.

Block Managers will be responsible for tying up bundles of papers in each block and this paper will be collected at stated intervals by the Maintenance Department.

Your attention is called to a paragraph in the Administrative Instructions on unsalvageable waste paper. This is not to be collected. It includes items such as paper napkins, paper cups, paper towels, plates or any other type of paper that has been contaminated with refuse.

Your co-operation in this project will be appreciated.


Robert L. Brown
Asst. Project Director

File kept.

*(H)
3/31/44*

TO ALL RESIDENTS:

The Secretary of the Interior has instructed that a head count of all residents of War Relocation Centers be made as of midnight, March 31, 1944. In order that this may be accurate, all residents except those on duty in the Hospital, Police Department, Fire Department, Motor Pool, Mess Hall #1, and on Public Works, or confined to the Hospital, are required to be in their own apartments by 11:30 P.M., Friday night, March 31st. Two persons, including the Block Manager or Assistant Block Manager, will be assigned to each Block to make the count and will call at each apartment and check the residents by name. Adult residents are asked to stay up until they have been checked.

Ralph P. Merritt
Project Director

*3/31/44
WRN*

W. L. K.

WAR RELOCATION AUTHORITY
Manzanar, California

April 7, 1944

MEMORANDUM TO: All Appointed Personnel Drivers of Automotive Equipment
FROM: Ralph P. Merritt, Project Director
SUBJECT: Use of Government Equipment

Manual regulations provide that all use of government vehicles must be covered by information stating the purpose of the trip, the estimated number of miles prior to use of equipment, actual number of miles the equipment is in use and the time elapsed on the trip. Further regulations in regard to the saving of gasoline and tires provide that each trip proposed for a piece of government equipment be investigated very closely and where possible the use of this equipment doubled up.

In order to have an accurate record of highway use as contrasted with routine use inside the center, I have asked the Equipment Maintenance Supervisor, who is also our Mileage Administrator, to prepare a special form that shall be used by all of us each time we wish to leave the center in a government car. A copy of the form is attached. Mr. Macnair will have these forms at his office. Whenever you contemplate leaving the center, even to Independence or Lone Pine, I am asking that you go first to the Motor Pool and fill out this form to the satisfaction of the Mileage Administrator. He shall have authority to question the use of government equipment for any stated trip. In case of a disagreement, the matter shall be referred to the Asst. Project Director in charge of Operations. These slips (WRA 159 Special) shall be used without exception on every trip by government vehicles outside of Manzanar center. If the trip is to be after 5:00 p.m., the form must be filled out and signed by Mr. Macnair in advance.

All persons leaving the area on government business with government equipment - that is, travelling on a main highway past the limits of the Manzanar Relocation Area lease - are requested to use Gate 3, which is the main gate, and to show the 159 Special form to the WRA representative or the sentry on duty.

These regulations are to be put in force Monday, April 10. They are considered necessary for the full protection of the Transportation Section and staff members in charge and also for the protection of the individual driver of the government vehicle.

4/8-44
Read & noted
W. L. K.

Ralph P. Merritt
Ralph P. Merritt
Project Director

WRA 159
SPECIAL

MANZANAR RELOCATION CENTER
OFF PROJECT TRIP TICKET

Unit No. _____
Record No. _____

Purpose of Trip and Justification _____

Miles Anticipated _____

Date Required _____ Requested By _____
Signature, Dept. or Section Head

Record of Trip		Miles	Authorized By: _____
From _____			Signature _____
To _____			Time In _____
To _____			Time Out _____
To _____			
To _____			Speedometer Reading In _____
To _____			" " Out _____
To _____			Total Miles on Trip _____

Speed of This Car On
Highway 35 Miles Per Hour
PRESIDENTIAL ORDER

Driver Signature at End of Trip. _____

400

(Hw)

MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

May 15, 1944

BULLETIN TO: ALL APPOINTED PERSONNEL

Effective from this date on, meals taken by the appointed personnel and visitors in Evacuee Mess Halls, Hospital Mess, and the Children's Village, shall be paid for at the rate of 35¢ per meal.

The privilege of taking meals in the Evacuee Mess Halls must be obtained in advance from the Mess Division, and payment shall be made to the timekeeper in charge of the Mess Hall.

Meals at the Hospital may be obtained upon advance approval of the Project Medical Officer, Chief Steward, or their duly appointed representatives, and payment made at the Hospital to the Kitchen Timekeeper. For appointed personnel of the Health Division continued approval may be given and for others approval should be obtained for each specific meal. Hospital appointed personnel may sign for their meals and have deduction made from the payroll at regular price. Employees working in the Hospital on the graveyard shift may obtain a sandwich and coffee for midnight lunch at the rate of 20¢ instead of the 35¢ charge for meals.

Approval for meals at the Children's Village may be obtained from the Superintendent of the Village, Community Welfare, or from the Assistant Project Director in charge of Community Management, or the Project Director. Payment shall be made to the Superintendent of the Children's Village.

Very truly yours,

Ralph P. Merritt
Project Director

C
O
P
Y

June 8, 1944

MEMORANDUM TO: Dr. Carter
Dr. Wentworth

SUBJECT: Adult Education Program

Following our discussion on the Adult Education Program in Manzanar, may I recapitulate the following points in which I think that we are agreed:

1. Since so many people have relocation plans which prevent them from signing up for long courses, as far as possible Adult Education classes should need to be organized as short courses--some intensive courses meeting 5 nights a week for 1 or 2 weeks should be considered. It was suggested that the course in domestic science might be organized in this way.
2. The Adult Education Program should make use of the devices of the institute, the week-end school, or conferences devoted to particular problems. This might reach a number of people who would not attend classes. Subjects which were suggested include a --
 - a. Vocational Guidance Institute
 - b. PTA Annual Convention
3. Since the number of women in the Center now considerably exceeds the number of men, special emphasis should be given to courses of interest to girls and women: e.g. a course in training for domestic service and in personality problems and adjustment, or homemaking in wartime with emphasis on rationing, items no longer manufactured during war time, transportation, and the housing problem.
4. Groups within the Center such as the Youth Council, the PTA. or the Block Managers may wish to sponsor activities and ask the school or Community Activities to provide the leadership. It was suggested that in all cases, a committee from the sponsoring group be asked to work with the department in planning the program.

LUCY W. ADAMS

MEMORANDUM

Whatworth

June 14, 1944

TO: All Divisions and Section Heads
FROM: Project Director
SUBJECT: Physical Inventory

The new Property Control Handbook which goes into effect on July 1, 1944 provides that all divisional storehouses, except mess, are to be consolidated into one "Project Warehouse" under the supervision of the Property and Warehousing Officer.

This will necessitate taking inventory of all supplies in the Divisional Warehouse before June 30. The inventory will be taken by the Property and Warehousing Officer or his representative, who will receipt for the supplies and take over the warehouse. The Chief Project Steward will follow the same procedure for the Mess Warehouses.

In order to expedite the work in connection with the inventory it is necessary that all warehouses be arranged so that the minimum amount of moving or handling will be required.

All supplies which have been previously issued, including minor equipment, should be moved to a storehouse where small quantities of supplies can be kept for emergency use. You should issue a sufficient quantity of supplies to take care of your needs to June 30 in order to reduce to a minimum the number of issues to be made before July 1, 1944 .

This memorandum refers only to storehouse supplies and not to minor and major equipment, which will be the subject of a separate memorandum.

WAR RELOCATION AUTHORITY
Manzanar, California

June 19, 1944

TO: Mr. Frank E. Hon
Fire Protection Officer

FROM: Ralph P. Merritt
Project Director

SUBJECT: Evacuee Compensatory Time

You are hereby authorized to give compensatory time to evacuee Firemen when it is necessary to maintain the Company strength of the Fire Department as per Administrative Notice No. 75, Section 3a which authorizes the Firemen to work an extra shift in order to keep the Company up to the standard required by W.R.A. regulations, Section 40.4.3a, 1, 2 and 3.

Ralph P. Merritt
Project Director

RPM
WEH:km

How
Fire Dept.

(Hw)

MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

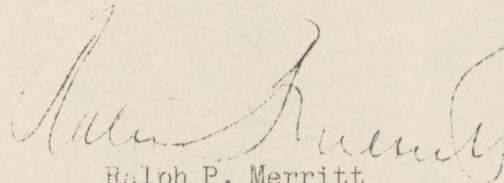
PDO

August 12, 1944

HOURS FOR IRRIGATION WATER IN THE CENTER

The water supply of Manzanar depends upon melting of snow packs in the high Sierra. At this season of the year the hot afternoons melt the snow in the mountains and the run-off comes down our creeks during the night. The run-off in the daytime at this season of the year is so much reduced that all of the water must be saved for essential purposes.

Commencing Monday, August 14, the irrigation of gardens and the watering of lawns within the Center area will be prohibited between 10:00 o'clock in the morning and 5:00 o'clock in the afternoon. All residents are asked to cooperate with this ruling and in addition to save as much water as possible where it is necessary to use water for domestic purposes. This ruling is effective on Monday, Tuesday, Wednesday, Thursday and Friday of every week until further notice.



Ralph P. Merritt
Project Director

(Hw)

MZMANZANAR, CALIFORNIA

Adams & Macnair
August 23, 1944

FROM: RALPH P. MERRITT, Project Director
TO: Lucy W. Adams, Asst. Project Director

Because of the necessity for revising instruction and procedure for the use of a car and truck for an administratively approved school picnic held August 23, may I ask that, in the event a request is to be made for the use of cars or trucks in the future, prior written approval of the Project Director will be secured for such administratively approved events, and at the same time notice be given of any supplemental requirements for transportation.

Regulations from Washington, creating a Mileage Administrator who is required to report the use of motor vehicles and the mileage, prohibits the use of cars for picnics for which the Education Section and Community Activities Section have on a number of occasions requested transportation. The cooperation of these sections in supporting the administrative requirements under which the Mileage Administrator is obligated to perform his duties will be greatly appreciated.

(Sgd....)

Ralph P. Merritt
Project Director

rpm/bn
cc: Mr. Macnair

P.S. — Please note.

L. W. Adams

HS

WAR RELOCATION AUTHORITY
Manzanar, California
August 24, 1944

MEMORANDUM TO: All Division and Section Heads

The practice of allowing office workers to go out to the gates whenever a car or bus is leaving for Reno or elsewhere with evacuees is interfering with the prompt clearance of the cars and with the work in the offices. This morning, thirty-six workers from the Administration Offices were at the gates. Please notify the workers in your section that they are not to leave the offices to go down to the Police Station or the gate, and that farewells should be said before or after work.

Ralph P. Merritt

Ralph P. Merritt
Project Director

Wordhouse

Fire

MANZANAR RELOCATION CENTER

MANZANAR, CALIFORNIA

October 1, 1944

ATTENTION: Ralph P. Merritt

MEMORANDUM TO ALL APPOINTED PERSONNEL

SUBJECT: Appointed Personnel Working Hours

This will continue my memorandum dated April 1, 1944, on the above subject with minor changes which are underscored.

It is hereby ordered that effective October 1, the working tour of duty of employees at the Manzanar Relocation Center shall be from 8:00 A.M. to 12:15 P.M. and from 1:00 P.M. to 5:30 P.M., Mondays through Fridays, inclusive; and that on Saturdays, the tour of duty shall be from 8:00 A.M. to 12:15 P.M., which will make the necessary 48 hours.

This will apply to all employees except the Project Director, the Assistant Project Directors, Internal Security, Health, Telephone Operators, Fire Protection, Education, and such maintenance crews as may be necessary in the Engineering Section. Employees in this group will be required to work a 48-hour week under a tour of duty which will provide that the project shall at all times have full and adequate personnel on duty as called for in the Manual.

In setting up these tours of duty it should be distinctly understood that employees are expected to be at their post of duty during the hours stated herein and no employee is expected to leave his post of duty without the knowledge of his supervisor, and approval of the Division Head concerned.

This tour of duty will be kept in effect until further notice.

Ralph P. Merritt

Ralph P. Merritt
Project Director

Frank E. Hon

HN

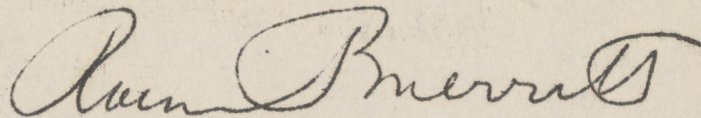
Manzanar Relocation Center
Manzanar, California

November 8, 1944

MEMORANDUM TO: Section Heads for All Staff Members
FROM: Project Director
SUBJECT: Pay Checks for Appointive Personnel

Recent rulings pertaining to the use of franked envelopes prohibit the Personnel Section from enclosing a return envelope when forwarding checks of Appointive Personnel to banks for deposit. The Personnel Section will continue to send checks to banks for deposit upon written request from Appointive Personnel. However, it will be with the understanding that the employee will depend upon his receipt of deposit slip as the only available notice that the check has been received by the bank.

Failure to receive deposit slip within a reasonable time following the close of pay period should be checked promptly with the Personnel Management Section.



Ralph P. Merritt
Project Director

Schroeder

MANZANAR RELOCATION AREA
MANZANAR, CALIFORNIA

Nov. 11, 1944

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Staff Meeting at 1:30 p.m. November 23, 1944
in Library Bldg., Blk. 7.

Members of the staff who plan to take annual leave for the period which would include November 23rd are not in any way obligated to remain in the Center during November 23rd because of the scheduled staff meeting.

Adult members of families of the staff who desire to attend the staff meeting at 1:30 p.m. on November 23rd will be welcome for that date.

While I was very much pleased with the response that was made at the meeting on November 9th by questions that were asked, I feel sure that there are a great many other questions which staff members would like to ask which are of general interest to the Project and to all those who will be present at the meeting. Because some of these questions may require preparation on the part of the Director, I would very much appreciate receiving any questions for the next meeting in writing on or before Tuesday, November 21st.

Cordially yours,

Ralph P. Merritt
Project Director

WAR RELOCATION AUTHORITY

In reply, please refer to:

Manzanar, California

Project Reports
Officer

November 8, 1944

Mr. Robert B. Cozzens
Field Assistant Director
War Relocation Authority
Sheldon Building
461 Market Street
San Francisco 5, California

Dear Mr. Cozzens:

The following data is sent in reply to your letter of November 1st, requesting information relative to Japanese Americans in the service who have relatives at Manzanar.

Early in September, personnel completed a study of this subject and submitted a figure of 84 Japanese Americans in the service who had family members at Manzanar.

The records studied by personnel did not reflect the following factors:

1. Members of Manzanar families in the armed forces prior to evacuation.
2. Members of Manzanar families who left Manzanar on Indefinite Leave and subsequently entered the armed forces.

In September, Town Hall undertook a survey block by block and learned that there were 160 Japanese Americans in the service with relatives at this center.

REFER TO _____

Date ans. _____
No reply nec. _____
To file _____
(NAME)





1944 NOV 10 AM 11:54

TO: SAC, NEW YORK

FROM: SAC, SAN FRANCISCO (100-100000) (P)

SUBJECT: [REDACTED]

RE: [REDACTED]

ADVISE [REDACTED]

END

WRA: [REDACTED]

WRA: [REDACTED]

WRA: [REDACTED]

WRA: [REDACTED]

WRA: [REDACTED]

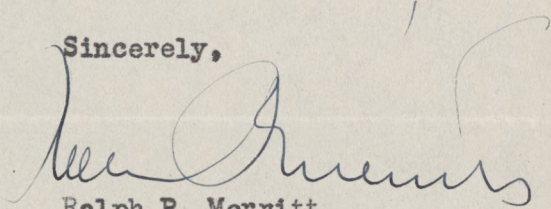
WRA: [REDACTED]

This latter figure does not, of course, take into consideration those who relocated leaving no family or relatives at Manzanar, and we have no way of securing this total.

For your purposes it is suggested that you accept the figure of 160 which is as nearly accurate as a careful survey can produce. To this should be added the following inductions:

	160
September 15th--	16
October 9th --	9
November 8th --	<u>21</u>
	<u>46</u>
Total --	206
Discharged	
since induction --	<u>3</u>
Net Total --	203
Volunteers prior to January, 1944:	42
Volunteers since January, 1944:	<u>7</u>
Total:	49

Sincerely,



Ralph P. Merritt
Project Director

1944 NOV 10 AM 11 54



RECEIVED

NOV 11 1944

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.

RECEIVED

NOV 11 1944

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.

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NOV 11 1944

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.

RECEIVED

NOV 11 1944

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIF.



UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

GRANADA PROJECT
AMACHE, COLORADO

Service Survey

GR:PR:JM

November 9, 1944

Mr. R. B. Cozzens
Assistant Director
War Relocation Authority
461 Market Street
San Francisco, California

Dear Mr. Cozzens:

As you requested in your letter of November 1, we are furnishing information regarding the Amache nisei boys in the Army.

Our total as of October 15, the date you requested, is 674. This includes all the boys whose parents or relatives are living or have lived in this Center. Of this total, approximately 200 boys were volunteers. We also have four WAC volunteers from this Center.

Sincerely yours,

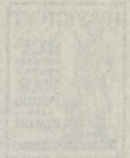
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<i>Tracy</i>
Date ans.
No reply nec.
To file.
(NAME)

James G. Lindley
James G. Lindley
Project Director

UNITED STATES DEPARTMENT OF THE INTERIOR

WAR RELOCATION AUTHORITY

GRANADA PROJECT
MACHO, COLORADO



November 9, 1944

GP: PH: 3M

Mr. E. P. Cozzens
Assistant Director
War Relocation Authority
461 Market Street
San Francisco, California

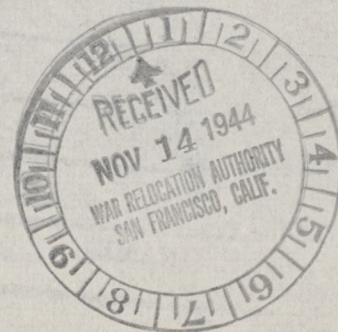
Dear Mr. Cozzens:

As you requested in your letter of November 1, we are furnishing information regarding the Ammono
mated boys in the Army.

Our total as of October 15, the date you re-
quested, is 874. This includes all the boys whose
parents or relatives are living or have lived in
this Center. Of this total, approximately 300 boys
were volunteers. We also have four WAC volunteers
from this Center.

Sincerely yours,

James G. Lindley
Project Director



Came
March 20, 1945

TO: All Employees
FROM: Ralph F. Merritt, Project Director
SUBJECT: Efficiency Ratings

A rating of the services of each employee is required by the Civil Service Commission at stated intervals.

Commencing immediately supervisors will begin the review of your work, as the rating form must be completed at the very near future. Your supervisor will discuss the rating with you at the time you are rated. As soon as it is reviewed and checked by the Efficiency Rating Committee, you will receive an official notice of the rating. This notice should reach you by May 1, 1945. (Exception: Division Heads are reviewed by the Washington Office; therefore, rating notices may be delayed for this group.)

If after receipt of your official rating notice, you are dissatisfied with your rating you should discuss the matter first with your supervisor, next with the reviewing official and then if not satisfied you should make an appeal in writing to Mr. Edwin H. Hooper, Chairman of the Efficiency Rating Committee, within 15 days from the date you receive the notice of efficiency rating.

The committee will review the rating and hold a hearing with you. If this decision is not satisfactory, you may appeal to the Personnel Officer in the Washington Office of WRA. For further information see WRA Handbook - Personnel Management Section 21.1.145.

WAR RELOCATION AUTHORITY
MANZANAR RELOCATION CENTER
AUGUST 13, 1945

TO: All appointed Supervisors and Timekeepers for Appointed Personnel.

SUBJECT Federal Employees Pay Act Regulations and Preparation of Time Reports for Appointed Personnel.

This memo applies to all Divisions, Sections and Units.

This is to further clarify personnel memorandum dated July 12, 1945, subject "Work Week, Time and Attendance Reports, and Leave Regulations".

Civil Service Commission Departmental Circular governing the administration of the Provisions of the Federal Employees Pay Act, Public Law 106 - 79th Congress, effective July 1, 1945, with respect to overtime pay for full time employees compensated on a per annum basis provides in substance the following:

Personnel
Memo #22
7-18-45

A basic work week of 40 hours which should be spread over the first five days of the Administrative Work Week. The sixth day (which is Saturday for the majority of our employees) shall be regarded as the overtime day. In special cases such as physicians, nurses, internal security officers, firemen, gate clerks, etc., the overtime day may be scheduled on any week day according to the established tour of duty, but it must always be the sixth consecutive work day if the employee is to receive pay at the overtime rate.

DEFINITIONS

Basic Work Week is the first 40 hours in the scheduled work week.

Basic Rate of Compensation is the rate of compensation fixed by law or administrative regulation for 40 hours per week, 52 weeks per year, exclusive of overtime.

Overtime for which pay is received is 4 hours in addition to 40 completed hours in the scheduled work week.

Administrative Work Week is the 40 hours basic work week plus 4 hours overtime.

Irregular or Occasional Overtime Duty means hours of employment over and above 44 hours for which compensatory time may be granted.

Night Pay Differential is a ten percent increase on the basic rate of compensation for all night hours worked in accordance with the following:

1. Night Hours applies to hours between 6PM and 6AM.
2. 10% Differential. For the basic work week and for the overtime day the 10% differential is computed on base pay and not on overtime pay.
3. Payment of a night differential is not authorized during any period in which the employee is in leave status.

COMPUTATION OF OVERTIME

Absence from duty on Authorized Leave With Pay during the basic work week (the first 40 hours of the scheduled work week) shall be considered to be employment and shall not have the effect of reducing the amount of overtime compensation to which the employee is entitled if he works on the sixth consecutive scheduled work day. If the employee does not work on the sixth consecutive scheduled work day, he is not entitled to, and cannot be paid, any overtime compensation. Saturday for regular employees on regular schedules and the sixth consecutive day for employees on irregular scheduled tours of duty cannot be charged to any type of leave. This day must be worked in order to receive pay.

Absence from duty on leave without pay during the basic work week is not employment and reduces the amount of overtime compensation to which an employee would otherwise be entitled during an administrative work week.

TIME AND ATTENDANCE REPORTS
(See Sample Attached)

Personnel
Memo #23
7-30-45

1. Indicate the inclusive dates in appropriate space in heading instead of the date on which the pay period ends and add period number.

Pay periods are numbered as follows:

<u>Pay Period</u>	<u>Number</u>
July 1-14	14
July 15-28	15
July 29-August 11	16
August 12-25	17
August 26-September 8	18
September 9-22	19
September 23 - October 6	20
October 7-October 20	21
October 21-November 3	22
November 4-November 17	23
November 18 - December 1	24
December 2 - December 15	25
December 16 - December 29	26
December 30 - January 12, 1946	1

2. As you will note, forms 72 and 72-A were not created to be used with regulations established by the Federal Employees Pay Act effective July 1, 1945. The Civil Service Commission has advised us that we shall need to adapt these forms to our present needs as they have a large supply to be used before new forms will be issued. The following instructions shall apply to the preparation of Time Sheets:
3. Strike out present pay period dates in the heading and insert days of the week, beginning with the day of the week on which the pay period begins.
4. Insert two additional column headings in spaces under "30" and "31", as follows:
 1. "Base pay Hours" under which will be indicated the number of base pay hours worked during the two basic work week in each pay period, (this includes leave with pay taken during the basic work week). Leave with pay is considered employment or same as work.
 2. "O.T. Hours" under which will be indicated the number of hours worked on the sixth consecutive work day.
5. Insert one additional column heading in the last column under heading "Time Absent" and mark it "CL" to show compensatory leave taken during the period and in the next column insert "CTE" (Compensatory Time Earned)

COMPENSATORY TIME

Hours worked in excess of 44 hours per week shall be controlled by the following regulations:

Personnel
Memo #22
7-18-45

No overtime in excess of 44 hours per week (the administrative work week) shall be ordered or approved except in advance in writing by the Project Director or Ass't Project Director in charge of the Division concerned. The attached memo may be used for this purpose. Add the statement showing the employee requests such time and have the form signed by the employee in all cases. The supervisor recommending the time should sign on space shown as recommended and forward the form in duplicate through proper channels to the Ass't Project Director in charge of the Division or to the Project Director for Operations, Relocation, Reports Divisions, and Division Heads.

Cert.required The certification as to time worked as compensatory time shall
WRA Handbook be shown under proper date on time sheet in addition to V (check)
20.1.120 C mark showing regular time worked.

For Example

WRA Handbook Compensatory leave granted shall be requested on Standard Form 71
20.1.120C-3 and approved by Division Heads concerned or by the Project
Director for his offices. Compensatory Leave granted shall also
be shown on the time sheets as to number of hours taken on correct
dates.

All leave granted or taken must be approved by the proper official
in advance of the actual departure of the employee on leave.

Ann S. Anderson

Ann S. Anderson
Personnel Officer

TIME AND ATTENDANCE REPORT

CODE: V - Full day worked O - Other leave with pay AWL - Absence without leave CTE - Compensatory time earned
 A - Annual leave W - Leave without pay CL - Compensatory leave
 S - Sick leave SUS - Suspension OT - Paid overtime worked
 X - Day Off ABS - Absent from work on overtime day

Period Ending 7-29-8-11/45		Period #16		Division Personnel Management	Section or other unit Personnel Office											Location Manzanar								
NAME		29	30	31	(BLOCK OUT DATES SHOWN ON STANDARD FORM)											Base Pay Hrs.	O.T. Hrs.	Time Absent					C T E	
					1	2	3	4	5	6	7	8	9	10	11			A N N U A L	S I C K	O T H E R	L W O P	C L		
Last Name First		S	M	T	W	T	F	S	S	M	T	W	S	T	F	S								
Anderson, John		X	v	v 4CTE	REGULAR v	TOUR OF v	DUTY v		X	4CL 4v	v	v	v	v	v	v	80	8					4	4
Boulton, Louis		X	v	v	8A	v	v	v	X	v	v	v	8S 1B	v	ABS	80	4	8	8					
Collette, Joe		X	v	8W	8W JC	v	v	4CTE v	X	8S JC	v	v	8A	3A	v	68	4	16	8		16		4	
Delaney, Harry		X	v	v	v	8W HD	v	v	X	v	8W	8CTE v	v	4CTE v	v	72	0				16		12	

*

TIME AND ATTENDANCE REPORT

CODE: V - Full day worked O - Other leave with pay AWL - Absence without leave CTE - Compensatory time earned
 A - Annual leave W - Leave without pay CL - Compensatory leave
 S - Sick leave SUS - Suspension OT - Paid overtime worked
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Period Ending 7-29-8-11/45 Period #16		Division Personnel Management		Section or other unit Personnel Office		Location Manzanar																		
NAME		29	30	31	(B LOCK OUT DATES SHOWN ON STANDARD FORM)										B ase Pay Hrs.	O.T. Hrs.	Time Absent						C T E	
					1	2	3	4	5	6	7	8	9	10			11	A N N U A L	S I C K	O T H E R	L W O P	A W O L		C L
Last Name First		S	M	T	W	T	F	S	S	M	T	W	T	F	S			L	K	R	P	L	L	E
Smith, Charles L. Schedule: Wed thru Mon. 8AM to 4:45 PM		v	ABS	X	v	v	8A	8CL	v	v	X	v	8S	v	v	80	4	8	8				8	4
													CLS											
Brent, Phillip. Schedule: Sat thru Thurs 4PM to 12M except as otherwise shown		v	v	v	v	v	X	v	8CL	v	v	8A	v	X	v	80	8*	8					8	
						1PM 9PM					8AM 5PM				6PM 2AM									
Roberta Rollins Schedule Thurs thru Tues 3PM to 11PM except as otherwise shown		8S	8W	ABS	X	v	v	v	v	4CTE	4CL	3v	X	v	v	72	3		8		8		4	4
											11AM 3PM													

* 8 hours overtime on basis of employee having worked 8 hrs on 7-28 in previous pay period

S A M P L E C O P Y

WAR RELOCATION AUTHORITY
Manzanar, California

MEMORANDUM TO:

Date:

FROM: Ralph P. Merritt, Project Director

SUBJECT: Authorized Overtime

In accordance with Federal request you are hereby authorized
to work _____ hours overtime on _____, 19 _____

You will be allowed compensatory time to cover this overtime
and the compensatory time must be taken within ninety days after
date earned.

RALPH P. MERRITT
PROJECT DIRECTOR

Recommended: _____

I request that the above time in excess of 44 hours per week be
allowed as compensatory time.

Employee's signature

Mr. Low

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PROJECT DIRECTOR'S MEMORANDUM

MEMORANDUM: To all Department Heads

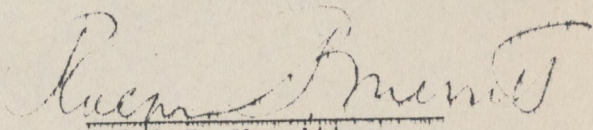
FROM: Ralph P. Merritt

SUBJECT: Construction

Rulings of the War Production Board and budgetary requirements by our Washington office make it imperative that the only construction, maintenance or repair work done in the center be done by the Engineering Division. This project must furnish to Washington each quarter, in minute detail, figures representing monthly costs on all construction and maintenance projects. The requirements are so exacting that an expenditure of even 1¢ must be accurately accounted for and recorded. It is therefore necessary to request all departments which in the past have been doing small maintenance jobs themselves, to discontinue this practice and to request such work done through the Engineering Department.

There have been numerous instances where members of the appointed staff, as well as evacuees, have made certain improvements to their own dwelling at their own expense. Any improvement to government buildings is considered government property and must of necessity be accounted for. To avoid confusion and any misunderstanding which might arise over this point, you are directed to notify Mr. Sandridge - in writing - prior to making any improvements of a personal nature in your dwelling. This is not meant to restrict any of these improvements but merely to clarify the accountability of government property.

Please see that all members of your department read and understand this memorandum.



Ralph P. Merritt
Project Director

See. Pay Director Mr. Temple's Copy.
(m)
WAR RELOCATION AUTHORITY
Manzanar, California

September 18, 1942

*Masaji
Paul
file*

FROM: Ned Campbell
Assistant Project Director

TO: All Division Heads

SUBJECT: Use of Ironing Rooms

All future requests for the use of ironing rooms for any purpose whatsoever will be made to the Employment and Housing Division. It is intended that the use of these buildings be confined to only those activities which require special electrical wiring and outlets. Some assignments have been made which are not in line with this requirement, and in a few instances, the buildings have merely been occupied.

Arthur H. Miller will give consideration to all future requests.

Ned Campbell
Assistant Project Director

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Since the Army announced that the exclusion order would be lifted, residents of Manzanar have sent in the following questions. The answers appearing below were prepared from all available information by the Project Information Committee and have been approved by the Project Director.

Question 1: How soon can I return to California?

Answer: If you are on the Army exempted list you may return to California on or after January 3rd. The first orders stated that only a few people could return before January 21st. The latest army order makes it certain that the date is January 3rd for all who have reason to visit the West Coast or to return there to live.

Question 2: How will I know if I am on the cleared list?

Answer: You will be notified soon. In the meantime, if you wish to go to the West Coast before you receive your notice, you may make application at the Relocation Office.

Question 3: Why must I apply at the Relocation Office for permission to leave?

Answer: You need a gate pass to leave the Center, and if you are an alien, you must have a travel permit from the Relocation Office. In addition, if you discuss your plans with the Relocation Office and obtain their approval, there will be many services and even financial benefits for which you will be eligible.

Question 4: If the WRA will not approve my plans, can I leave anyway?

Answer: Yes, but do not worry. The WRA will approve all reasonable plans. And if you do not want or need WRA assistance and will not wish to return to the Center, there is no need for you to obtain WRA approval of your plans. If you are on the Army cleared list, just go to the Relocation Office and get a gate pass.

Question 5: Can one member of my family get short term leave to go to the Coast and find a place for the whole family to live?

Answer: Yes; after January 2nd, the Relocation Office will grant short term leave if it is necessary for the planning of relocation. If a person goes on short term leave, he must pay all expenses connected with his trip.

Question 6: How long can I stay in Manzanar?

Answer: You can stay in Manzanar at least until July 1st, 1945 and perhaps until December 31, 1945. It is not definitely known when Manzanar will close except that it will not be closed until after July 1st, 1945. Before it is closed, three months notice will be given. You should begin right away to make plans to leave even though you do not intend to go until later.

Question 7: Can I obtain permission to go to Bishop, Independence or Lone Pine to shop or to go into the mountains?

Answer: No. Under Project regulations, short term leave will not be granted for any place within this valley. Persons who leave Manzanar without short term leave will not be permitted to return and will give up other privileges and assistance.

Question 8: Must I have an identification card in order to return to the West Coast?

Answer: No, an identification card is not at present required. The Western Defense Command will issue such cards to those who individually request them through the Relocation Office, but they are not at present required. A card will be useful to you, however, and you may have to get one later anyway.

Question 9: I plan to go to the west coast area after January 2nd. May I begin now to make arrangements and plans for relocation?

Answer: Yes. If you will not want any W.R.A. assistance, you may begin immediately to make your own plans. If you will need W.R.A. assistance in relocation or in transportation of your property or in any other way, you may begin at any time to make such plans and arrangements with the Relocation Officer. In any case, you should go to the Relocation Office a week or two ahead of the time you are going to leave and get the clearance papers you will need.

Question 10: How can I get possession of my property which I have rented or leased?

Answer: The Project Attorney will give you advice and assistance.

Question 11: I understand that Manzanar will close sometime between July 1 and December 31, 1945. I am unable to support my wife and my family. What shall I do?

Answer: The Government has helped you at Manzanar, and will continue to help you in the future. It will not be the W.R.A., but it will be another branch of the Government. It will not be charity any more than it has been charity that has helped you in Manzanar. You should make arrangements at the Welfare Department during the coming months. The counselors there will have time to talk to you in privacy as much as you need to make a satisfactory plan.

Question 12: My son is away on indefinite leave. Can he return to Manzanar and live here until we decide what to do?

Answer: When it is necessary in order to make relocation plans, a person who is away on indefinite leave may obtain permission to return to the Center for a visit. You should go to the Relocation Office to explain your case. Remember that your son must obtain advance permission to return to Manzanar. If he does not do this, he will not be admitted to the Center, and he will lose the privilege of receiving W.R.A. property and financial assistance.

Question 13: When will Manzanar close?

Answer: The Director has announced that Manzanar will definitely remain open for at least six months, or until July 3, 1945, and that definite notice of the closing date will be given at least three months before the closing date. The Director has also announced that all Centers will close within one year, or by January 3, 1946.

Question 14: When will the Manzanar schools close?

Answer: The schools in Manzanar will remain open until the end of the current school year in June, 1945. If it is found desirable, the schools may be kept open for a summer session during June, July, and August, but the Director has announced that the schools will not be open after August 31, 1945.

Question 15: I am an alien Japanese. Will I have to get permission from the United States Attorney to return to my home in California?

Answer: You will have to get a travel permit from the Relocation Office in order to travel anywhere. Afterwards, you will have to get a travel permit from the local United States Attorney if you want to travel again.

Question 16: I have been told by the Army that I must not return to California. What will happen to me?

Answer: Unless the Army or the Department of Justice tells you to remain in Manzanar, you should make plans to relocate in the east. If you have been told to remain here, you

will have stay until the Army or the Department of Justice tells you what to do.

Question 17: Many people will go back to their homes in Los Angeles. I will not be able to return to my home in Los Angeles until school ends next June. Is there any danger that I may be told then that I cannot go back to Los Angeles because too many people of Japanese ancestry are living there at that time?

Answer: No. There is no limit on the number of people who go back to any one city.

Question 18: I was paroled to Manzanar from an internment camp. I want to ask for release from my parole at this time. How should I go about doing that?

Answer: You should ask the Project Attorney to help. He will help you write a letter asking for a release from your parole.

Question 19: I am a Japanese alien. Can I be sued in a Civil case, and am I entitled to go into court to protect my property rights?

Answer: Yes. You can sue in all of the courts, and you can be sued by anyone else just as you could before the war. Your position is just the same as before the war in almost every way as long as you obey the orders of the Department of Justice and the Treasury Department, such as getting permission to travel and making necessary reports about blocked accounts and so forth.

Question 20: I have two sons in the United States Army. Will that fact help me get clearance to return to the West Coast?

Answer: The Army authorities will make the decisions about who may return to the West Coast and who will continue to be excluded. It is not possible to know what things the Army authorities consider in making their decision.

Question 21: Will the soldiers in the Military Police Unit remain at Manzanar?

Answer: The Military authorities will decide whether or not the soldiers will be transferred to some other place. The Army has not made any statement about the removal of the Manzanar Military Police Unit.

Question 22: I have a son in the United States Army. I have been getting \$37 as a dependent's allowance for myself, my wife and 3 minor children. If I return to Los Angeles, will I be entitled to a larger allowance?

Answer: You have been receiving a Class B dependent's allowance. While you have been in Manzanar, your expenses have been less than they will be outside. In Manzanar the government has furnished you shelter, meals, and medical care, and your other expenses have been less than they will be in Los Angeles. If you and your family are dependent on your soldier son for more than half of your support, you should make application for a Class B-1 allowance and state in your application that you are going to return to Los Angeles as soon as you receive the larger allowance. The Class B-1 allowance for a soldier's parents and 2 young brothers or sisters is \$90.00.

Question 23: Will the barbed-wire fence around the camp be taken down after January 2nd?

Answer: Some people in Manzanar think that the fence was put up only to keep people from leaving Manzanar. Before long most of the people in Manzanar will be able to leave here and go anywhere in the country. A lot of people would like to see the fence come down soon, because they think of it as a restriction on them.

If the fence should be taken down, people would be able