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HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY  
OFFICE OF THE COMMANDING GENERAL  
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

JUNE 11, 1942

W. C. C. A. OPERATION MANUAL

THE FOLLOWING INSTRUCTIONS GOVERNING OPERATION AND  
MAINTENANCE OF ASSEMBLY AND RECEPTION CENTERS UNDER  
JURISDICTION OF THE COMMANDING GENERAL, WESTERN  
DEFENSE COMMAND, ARE PUBLISHED FOR THE INFORMATION  
AND GUIDANCE OF ALL CONCERNED. DESTROY ALL PREVIOUS  
ISSUES.

BY ORDER OF COL. KARL R. BENDETSEN:

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- I. The matter contained herein covers the instructions to and the responsibility of the agency operating the assembly centers. Until such time as notice in writing is given to the contrary, the instructions will remain in force and will be strictly adhered to. These instructions are subject to changes therein, additions thereto and subtractions therefrom, as required.

Military

II. Establishment of sites.

- A. Assembly and reception centers under the authority of the Western Defense Command through the appropriate Division Engineers.
- B. Reception centers through the War Relocation Authority and appropriate Division Engineers for only those reception centers established in the Western Defense Command.
- C. Any additions, changes or revisions concerning projects under construction or already constructed in assembly and reception centers under Western Defense Command must be approved by the Commanding General, Western Defense Command.

III. Exterior Control - Functions of Military Police Units at Centers for Evacuees.

- A. The Military Police are assigned to the Center for the purpose of preventing ingress or egress of unauthorized

persons and prevent evacuees from leaving the Center without proper authority. (In this connection also see Civilian Restrictive Order No. 1, Headquarters Western Defense Command and Fourth Army, dated May 19, 1942). The Assembly Centers in the combat area are generally located in grounds surrounded by fences clearly defining the limits for evacuees in such places. The perimeter of the Center will be guarded to prevent unauthorized departure of the evacuees. In those Centers having no fences, and boundaries marked only by signs, military police will control the roads leading into the Center and may have sentry towers placed to observe the evacuee barracks. The balance of the area may be covered by motor patrol.

- \*B. To determine those persons who may be authorized to enter the area see Paragraph XXXVIII, this manual.
- C. The Center Manager is authorized to issue passes to such evacuees as may be allowed to leave the Center.
- D. Evacuation Centers are not internment camps. Internment camps are established for another purpose and are not related to the evacuation program.
- E. In case of disorder, such as fire or riot, the Center Manager or interior police are authorized to call upon the military police for assistance within the center. When the military police are called into the center area, on such occasions the commander of the military police will

\* Rev. Par. August 8, 1942

assume full charge until the emergency ends. The question of the disposition of unmanageable evacuees is not a responsibility of the military police.

- F. The commanding officer of the military police is responsible for the black-out of the evacuation center. A switch will be so located to permit the prompt cut-off by the military police of all electric current in the center. He will notify the Center Manager of his instructions relative to black-outs.
- G. The commanding officer of the military police is responsible for the protection of merchandise at the post exchanges furnished for the use of the military personnel.
- H. Enlisted men will be permitted within the areas occupied by the evacuees only when in the performance of prescribed duties.
- I. All military personnel will be impressed with the importance of the duties to which their unit has been assigned, the performance of which demands the highest standards of duty, deportment and military appearance.
- J. A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing. Should an evacuee attempt to leave the center without permission, he will be halted, arrested and delivered to the Center police. (In this connection, also see Civilian Restrictive Order No. 1 Headquarters Western Defense Command and Fourth Army, dated May 19, 1942)

K. The Military Police will interfere in no way with the internal organization or management of the center. The center is operated by civilian management under the Wartime Civil Control Administration, Headquarters Western Defense Command and Fourth Army. A civilian manager is in charge of each center.

L. The Military Police are not responsible for the search of individual evacuees and their possessions for contraband, nor are they responsible for the escort of the visitors and evacuees throughout the centers. This is the responsibility of the center civilian police.

IV. The control and supervision of the operations of assembly and reception centers are the responsibility of the Commanding General, Western Defense Command and Fourth Army.

V. Supply.

A. The U. S. Army will supply kitchen and cooking equipment and individual messing equipment as required; and an initial issue of cots and mattresses or bed sacks, on the basis of one each for every individual. Bedding will be issued on the basis of 70% for each 1000 persons. Maintenance of the initial issue of the equipment as described above will be the responsibility of the operation agency, excepting that the Army is responsible for the maintenance of cots, steel, and parts for No. 5 ranges.

\*B. The U. S. Army, through supply depots, will furnish subsistence to the operation agency, initial stockage as required, subsequent stockage on requisition by the center manager. Established ration value will be fifty cents per evacuee per day; if this amount proves insufficient, application for increase will be made through this office. There will be no ration savings.

C. The U. S. Army will supply the initial fire department equipment which may be augmented upon approval of this office.

VI. All property for which regular Army funds are expended will remain the property of the regular Army and will be accounted for as such.

VII. Undertaking and Interment Facilities.

A. The U. S. Army will contract for undertaking services required in connection with deceased evacuees. Services furnished will be those provided for by AR 30-1830 which allow \$85.00 for undertaking services and, in case of necessity, an additional \$50.00 to the family or administrators of the deceased to provide cemetary services.

B. The U. S. Army will provide, on request of the family of the deceased or on request of the center manager for those evacuees having no family or other administrators, a plot for burial or facilities for cremation as indicated by the circumstances or requested by the deceased or his family or administrators. It will be understood that the furnishing of a burial plot or provision of facilities for cremation will be a responsibility of the Army only in the event it can be definitely proved that resources of the individual or his family or administrators are not sufficient to provide such facilities.

VIII. Funds.

Funds for the operation and maintenance of the centers will be furnished by the U. S. Government. The use of these funds by the agency operating the centers will be as outlined in a publication by the Wartime Civil Control Administration, entitled: "Instructions Governing Financial Procedure for Agencies Performing Services for the Wartime Civil Control Administration".

Agency Operating the Centers

- IX. Each assembly or reception center under the control of the Commanding General, Western Defense Command and Fourth Army, will be operated and managed by the W.P.A. Japanese evacuees will be used to the fullest extent practicable on jobs which they are capable of performing, compatible with good labor practice.
- X. A civilian staff at each center will be established, to be known as the "Executive and Administrative Staff". This staff will be responsible for the administrative operation of each center through the operations unit of the Wartime Civil Control Administration and the Civil Affairs Division of the Western Defense Command, to the Commanding General, Western Defense Command and Fourth Army. At each center the following services will be established with the least practicable delay:
- A. Supply Division.

This section will provide for a system of supply for each

project which will include the requisitioning, receiving, inspection and warehousing of all materials, supplies and equipment required by the operating division.

B. Works Division.

This division will be responsible for the following:

1. Disposal of garbage and rubbish.
2. Planning and supervision of construction work within the center, as authorized.
3. Maintenance of all physical facilities.
4. Management of works program, if any.
5. Operation of fire department and fire drills.

A fire department will be organized, using Japanese evacuees under the direction of the center staff. The center manager will be responsible for the coordination with nearby communities and the utilization of their facilities insofar as practicable in providing proper fire protection for his center. A school for instruction and fire fighting and protection will be instituted and all members of the department will be thoroughly trained in this phase of operation.

6. Salvage Department.

- a. A salvage department will be established for the purpose of reclaiming any article and also of collecting papers, cartons, tin cans, et cetera, for sale to agencies operating in nearby communities.
- b. Funds derived from the sale of any article turned in

for salvage will be turned over to the nearest U. S. Army Finance Office for deposit in miscellaneous receipts account of the U. S. Treasury.

C. Finance and Records Division.

This division will set up and maintain all accounting and records which may be required by the U. S. Army and also by the agency operating the centers. This will include:

1. Time-keeping and recording of all work performed by evacuees at the centers will be maintained by the W.P.A. Since there will be no charge for subsistence, shelter, et cetera, and payment for work performed will be made, such record will be for statistical purposes only and will reflect all transactions for each evacuee, including benefits received.
2. Upon removal of the evacuee from the jurisdiction of the Commanding General, Western Defense Command and Fourth Army, to that of the War Relocation Authority, balances will be prepared for each individual or family head and any monetary obligation due the individual or family head will be discharged before the evacuee departs from the center.
3. Maintenance of records and files of Japanese families and individuals.
4. Any other records as may be required.

D. Service Division.

1. Medical and Dental and Hospital Care
  - a. The technical supervision will be under the U. S. Public Health Service and the administrative operation

will be under the supervision of the center manager.

- b. No payment by evacuees to Japanese or other doctors in the centers.
- c. All special medical care requiring particular doctors to be arranged for by the U. S. Public Health Service as part of the service to evacuees.
- d. Administration instructions to doctors by the U. S. Public Health Service will be submitted to W.C.C.A. for transmittal to the doctors through the Operations Unit Headquarters at San Francisco.

2. Education

The educational operation will be set up under the technical direction of the U. S. Department of Education. Only the English language will be taught.

3. Public Health and Sanitation.

The center manager will be responsible that adequate measures are taken for the public health and sanitation of the Japanese evacuees. In this respect, he will be advised by the U. S. Public Health Service and will conform to their recommendation.

4. Recreational Activities.

The center manager will be responsible for all recreational activities and will make use of all facilities that might exist. In this respect, he will be assisted by a committee chosen from the Japanese evacuees.

\* 5. Religious Activities.

- a. Evacuees will be permitted to promote religious services within the assembly centers, and to request such Caucasian assistance for coordinating religious activities as may be necessary.
- b. It will be the responsibility of the center manager to arrange with the religious orders for such service; to provide such facilities as are available for the conduct of such services; and to insure that such services are conducted properly and are not used as a vehicle to propagandise or incite the members of the center.
- c. Due to the unusual situation of temporary settlement and military significance, certain limitations are necessary and are outlined as follows:
  - (1) Permission will not be granted Caucasian religious workers to reside within the confines of the various centers.
  - (2) Japanese religious workers will conduct all services and activities wherever possible. In those instances where the above are not available or not qualified in this field, the Japanese concerned may request assistance of Caucasian workers in conducting religious services.
  - (3) It is of prime importance that only Caucasian workers who have a constituency among those located at assembly centers be permitted entry in such centers.

- (4) Permission will not be granted for transfer of Japanese religious workers from one assembly center to another for the purpose of carrying on activities of this nature, except where there is a religious constituency within a center without a director or leader. This request for transfer will be made in writing to this office.
  - (5) Any materials intended for release in religious publications other than routine matters will be cleared by the Press Relations representative of the center involved. The above routine matters include notices of church services, prayer meetings, and activities of such nature.
  - (6) Japanese will not be spoken in connection with religious services or activities except where the use of English prevents the congregation from comprehending the services. The use of Japanese in this respect will be only with the sanction of the Center Manager.
- d. No recognition will be given any church federation, committee or group as to the authorized representation of its so-called members by this office until that representation is authorized in writing by the members concerned.

- e. Due to the fact that educational and recreational programs are being coordinated at all reception and assembly centers, no attempt will be made to include any educational program within the scope of religious activities.
- f. It is the desire of this office to adhere to the American principle of religious freedom regardless of sect or denomination, race or creed, and to tolerate no discrimination against any religious denomination which the Japanese constituency or group within the center have requested.

\* E. Lodging and Messing.

- 1. This division will be responsible for the allocation of shelter to all evacuees and the preparation of food and serving of meals at centers.
- 2. The following policies are established in connection with feeding of evacuees in accordance with the established ration value of 50¢ per evacuee per day.
  - a. That in attempting to hold the cost of the ration below the authorized value (50¢), the governing factor be the procurement cost of adequate and wholesome foods. It is the intent of the Commanding General that wholesome and adequate food be provided to all evacuees and that only where consistent with such policy is the cost of the ration to be held specifically below the authorized value thereof.

- b. That subsistence items procured for Japanese evacuees are not to be of higher specification than those procured for use of the armed forces of the United States.
  - c. That the amount of food to be furnished each person is to be consistent with their needs and that where necessary evacuees are to be allowed to have additional food on request, providing such additional food is furnished at regular meal hours.
  - d. That individuals such as babies, those in hospitals, those requiring special diets, young children, individuals performing manual labor, etc., are to be provided with food in quantities and types consistent with their needs. Full consideration will be given and necessary action taken to meet diet requirements of the following age groups among the evacuees:
    - (1) 1 - 2 years
    - (2) 2 - 6 years
    - (3) 6 -10 years
    - (4) 10 -50 years
    - (5) Over 50 years
  - e. That upon approval by Center Managers, special provisions will be made for feeding those individuals whose duties may prevent them from attending the mess at regular meal hours.
3. Where it is found impracticable to provide adequate and

wholesome food within the 50¢ ration allowance, the center manager will make application to this office for an increase in the ration allowance.

XI. Communication Facilities.

Installation of telephones for communications within the centers will be limited to that required for the successful operation and management of the center. It is not intended that there will be any widespread telephonic installation for the use of evacuees. Telephonic or telegraphic communication of evacuees with localities outside the centers will be allowed only in case of emergency and then only with the express approval and under the direct supervision of the center manager. The Center switchboard and teletype will be operated by a Caucasian member of the Center staff.

XII. Transportation Facilities.

The use of motor vehicles for transportation purposes for Japanese evacuees within the centers will be limited to the immediate necessities as circumstances warrant and then only with the approval of the center manager.

XIII. Laundry and Cleaning Facilities.

The U. S. Government will not provide power and machinery for the laundry and cleaning for the Japanese evacuees. The facilities installed in the centers by the construction engineers will be used to the fullest extent. The Center Store is authorized to enter into contracts with civilian agencies located outside the centers for cleaning and laundry service for evacuees requesting same provided the evacuees have the funds available to pay for such service. It is understood and agreed that the U. S. Government is not to be a party to these contracts nor obligated therein in any manner.

\*XIV. Property Security and Interior Branch. Internal Security.

The Internal Security Branch, under Lt. Col. W. A. Boekel, F.A., is charged with the responsibility for maintaining proper internal order and security at Assembly Centers and for the enforcement of all regulations relating thereto. See Paragraph XXXV covering Interior Security Regulations.

XV. Center Stores.

- A. Center Stores will be established at all assembly centers by the W.P.A.
- B. Each store will be under the direct supervision of the center manager; the use of evacuees in its operation is authorized, if desired.
- C. Center stores must be prepared to supply the needs of men, women and children at the lowest possible cost. However, prices to be charged by center stores will not be lower than those charged for similar commodities at Army Post Exchange stores in the general vicinity, nor will the prices charged by center stores exceed the prices for similar articles sold in the neighborhood by civilian operated stores.
- D. The use of money as a medium of exchange in center stores is authorized only until such time as coupon books can be made available. Thereafter, no sales for cash will be permitted.
- E. Center stores will be operated by the W.P.A. under the procedure set forth in Center Store Regulation No 1 of April 22, 1942, issued by the Commanding General, Western Defense Command and Fourth Army. The Commanding General, Western Defense Command, will retain technical supervision of, audit and make recommendations through the Exchange Officer, Forward Echelon, Ninth Corps Area.

XVI. Accountable and Responsible Individuals.

For each assembly and reception center a representative of the civilian staff will be designated as: accountable and responsible civilian property officer and as such will account for all military property received at the center, in accordance with pertinent Army regulations relating to the care, use and safekeeping of such property. Army regulations may be supplemented by the prescribed accounting procedures applicable to the W.P.A., provided Army accounting records and vouchers are maintained in separate files.

Approved official bond in the amount of \$5,000.00 will be procured before assuming duty as accountable and responsible officer. Application for bonding forms will be made to the Commanding General, Ninth Service Command, Fort Douglas, Utah.

\* XVII. Contraband articles and possession of liquor and drugs.

SECTION I - EVACUEES

A. No Japanese will be allowed to take into or have in his possession in any Assembly Center, contraband articles as described below.

1. The following comprises those items described as contraband in Public Proclamation No. 3, Paragraph 6, Headquarters Western Defense Command and Fourth Army, dated March 26, 1942:

- (a) Firearms
- (b) Weapons or implements of war or component parts thereof
- (c) Ammunition
- (d) Bombs
- (e) Explosives, or the component parts thereof

\*Rev. Paragraph

August 15, 1942

- (f). Short wave radio receiving sets having a frequency of 1,750 kilocycles or greater, or of 540 kilocycles or less
- (g) Radio transmitting sets
- (h) Signal devices
- (i) Codes or ciphers
- (j) Cameras

2. The following additional items are declared contraband by direction and pursuant to the authority of the Commanding General, Western Defense Command, as a designated Military Commander under the provisions of Executive Order of the President No. 9066, dated February 19, 1942.

- (a) Alcoholic beverages except sacramental wines. Sacramental wines shall be kept in the custody of the Mess and Lodging Division and issued when necessary to the proper person.
- (b) All hypnotic and narcotic drugs, except on physician's prescription, including the following: Barbitol, Penthotal, Veronal, Amytal, Phenobarbital (trade name, Luminal), Seconal, Dial, Dilantin Sodium, Allonal, Cocaine, Morphine, Codeine, Marijuana and Paregoric. Heroin is contraband under all circumstances, as it cannot be prescribed by physicians.
- (c) Japanese print of any kind, such as newspapers, books, pamphlets, periodicals or other literature, with the exception of approved Japanese religious books (Bibles and hymnals), English-Japanese dictionaries, and such Japanese-English and Japanese writings which have been specifically approved in writing by the WCCA for use in Assembly Centers.

(d) Phonograph records and all other mechanical sound recordings and transcriptions in Japanese, except those recordings of a religious nature approved specifically in writing by WCCA for use in Assembly Centers.

(e) Government property in the possession of evacuees without official authorization.

3. Any item of contraband as aforesaid, found within the Center, will be confiscated.

B. The possession, consumption, transportation for the purpose of sale, or sale of alcoholic beverages of any kind by evacuees in any Center is prohibited, with the single exception of sacramental wine when issued for and in use in religious services.

1. Any violation of this regulation by evacuees may be prosecuted under Public Law No. 503, 77th Congress, approved March 21, 1942, and applicable civil statutes of the state in which the Assembly Center is located.

C. The use and possession of drugs by evacuees in any Center is prohibited except as authorized by Federal statute and as specified in Paragraph XXXII, this manual.

1. Violations of this regulation by evacuees may be prosecuted under Public Law No. 503, 77th Congress, approved March 21, 1942, and applicable Federal and State statutes.

D. A copy of the above regulations on contraband, alcoholic beverages and drugs, Paragraph XVII, Section I-A, B and C, shall be posted on all bulletin boards in each Assembly Center and Assembly Center managers shall take such other action as local conditions require to inform all evacuees of the provisions of the foregoing regulations.

SECTION II - ADMINISTRATIVE PERSONNEL AND INTERIOR SECURITY POLICE

- A. The possession, consumption, transportation for the purpose of sale, or sale of alcoholic beverages of any kind by members of the Center Administrative Staff and Interior Security Police in any Center is prohibited, with the single exception that the Mess and Lodging Division in each Center is authorized to hold in locked storage sacramental wine for issue, when necessary, for use in religious services.
1. Any member of the Center Administrative Staff and Interior Security Police found under the influence of, in possession of, or consuming any alcoholic beverages in any Center will be discharged.
  2. Any member of the Center Administrative Staff and Interior Security Police who sells, offers for sale, or transports for the purpose of sale any alcoholic beverage in any Center will be discharged and is subject to prosecution under Public Law No. 503, 77th Congress.
- B. The use and possession of drugs by members of the Center Administrative Staff and Interior Security Police in any Center, except as authorized by Federal statute and as specified in Paragraph XXXII, this manual, is prohibited.
1. Any individual who violates this regulation will be discharged and is subject to prosecution under Public Law No. 503, 77th Congress and applicable Federal and State statutes.
- C. Members of the Administrative Staff and Interior Security Police in all Centers are prohibited from furnishing to or conspiring to furnish to any evacuee any article listed as contraband in Paragraph XVII,

Section I-A, 1 and 2 above. The foregoing will not be construed as prohibiting the legitimate necessary possession and use of such items in any Center by members of the Administrative Staff and Interior Security Police in connection with their official duties.

1. Any such person who violates this regulation will be discharged and violators may be prosecuted under Public Law No. 503, 77th Congress.

D. Each Assembly Center Manager will furnish an extract copy of Paragraph XVII, Section II A, B and C, regulations on contraband, alcoholic beverages and drugs, to each member of the Administrative Staff and Internal Security Police in the Center. Such extract copies will not be posted on any bulletin board in the Center.

XVIII. Impounding of Automobiles.

All motor vehicles in the possession of Japanese evacuees at any center will be impounded. The impoundment of motor vehicles of Japanese evacuees is at the risk of the owners.

XIX. Postal Service.

- A. The nature and extent of postal service at centers must necessarily depend upon the local conditions. Postal authorities have signified their intention to establish Post Office Branches or classified stations wherever possible.
- B. At those centers where no branch or classified station is established, the center manager will designate mail orderly to distribute mail within the center.
- C. The center manager will arrange to deliver to and pick up from the nearest Post Office all incoming and outgoing mail.

XX. Maintenance of Evacuees.

- A. The Army will furnish without cost to the evacuees the following:
  1. Subsistence, shelter and hospitalization, medical and dental care.
  2. On application, a controlled clothing issue with a money value allowance per month not to exceed the following:

	<u>Cost per month</u>	<u>Cost per year</u>
Adult male	\$ 3.82	\$30.50
Male, 6 - 18 years	2.15	25.00
Children, 1 - 5 years	2.60	27.57
Adult female	4.61	42.19
Female, 6 - 18 years	2.85	26.81
- Total cost per family of five	16.03	162.07
Infant to one year	2.25	27.09

- B. The Army will make available, upon application, the following allowance for evacuees:

\$2.50 per individual per month  
4.00 per couple per month  
1.00 for each individual under 16 years old  
7.50 maximum allowance any one family

1. a. A couple is considered to be a man and wife, legally married, or common-law.  
b. An individual is considered to be 16 years of age or over, whether or not living with parents.
2. The above allowance will be issued in the form of a coupon book, which will be obtained from the center manager, having a cash value good for purchase of merchandise at the center stores.
3. Any evacuee may purchase a coupon book or books for cash, at any time.

#### XXI. Wages and Hours.

- A. The following schedules of grades and wages, based on a forty-four hour week, will be applicable to evacuees performing work at assembly and reception centers operated by the Army:

Unskilled	\$ 8.00 per month
Skilled	12.00 per month
Professional and technical	16.00 per month

B. Definitions:

1. Unskilled - which include common laborers, dishwashers, tray service at mess halls, junior clerks, assistant playground directors, cooks' helpers, and other similar occupations.
2. Skilled - which include nurses, accountants, senior clerks, playground directors, motion picture machine operators, cooks, et cetera.

3. Professional and technical - which include physicians and surgeons, dentists, chemists, engineers, teachers, et cetera.

- C. Payment for work performed will be made from appropriated funds retroactive to first assignment of evacuee to work after arrival at the center.

#### XXII. Banking Facilities.

- A. There will be no banks established in any center, nor will any of the civilian staff of the W.P.A. act as trustee for the evacuee.
- B. Any bank wishing to do so is authorized to provide armored car service to the various centers for the purpose of transacting business with any of the evacuees. Arrangements for such service will be made individually by the managers of the various centers.
- C. Banking by mail should be encouraged.

#### XXIII. Public Relations.

- A. All public relations in assembly centers and Manzanar reception center will be handled through the press relations man designated by T. N. Braun and Company, or any designated successor.
- B. No statements for publication will be made by the center manager nor any member of the administrative staff. Any such statements will be made through the press relations man.
- C. Requests, stating full particulars, by local citizens committees, any group or board or investigating committee or similar body,

to visit any W.C.C.A. assembly center will be referred to this office for approval.

\*XXIV. Naming of Streets, Barracks, et cetera.

No store, highway, public road, building, site or other object in any assembly center will be named after any living military or naval person of the United States of America, nor after any foreign dignitary or notable, including military and naval persons.

XXV. Use of the Printed Japanese Language in Assembly Centers.

- A. No news publications of any kind will be prepared or issued in the Japanese language in any assembly center which is under the jurisdiction of the Commanding General, Western Defense Command and Fourth Army.
- B. Necessary fire, sanitation and police regulations may be printed in the Japanese language upon approval by this Headquarters. Proposed instructions will be submitted to the Assistant Chief of Staff, Civil Affairs Division, this Headquarters, and necessary approval secured prior to posting in any assembly center. After approval by the Assistant Chief of Staff, Civil Affairs Division, Japanese translations will be returned with authorization for reproduction and distribution within the Center. Each such translation, authorized

\*Revised Paragraph

2nd Rev. July 4

to be posted or distributed within the center, will be accompanied by a literal English translation of the contents at the time of distribution thereof or pasted in juxtaposition thereto at time of posting.

- C. Japanese print of any kind, such as, newspapers, books, pamphlets, periodicals or other literature, with the exception of approved Japanese religious books (Bibles and hymnals) and English-Japanese dictionaries, are not authorized in the center at any time, when in possession of evacuees, and are hereby declared to be contraband and will be seized by assembly center authorities.

- 1. Japanese print of any kind directed to evacuees and transmitted by U. S. mail will be turned over by center postal authorities to the internal police at each assembly center for delivery to the evacuees. Center Post Office authorities will notify the addressees of the disposition of the articles and the evacuees may take delivery of such from the center police. Upon completion of delivery, center police will immediately relieve the evacuees of the articles delivered.
- 2. When evacuees are relieved of books or other literature in volume form, receipts for same, identifying the owners, will be given to the evacuees by the center manager.

These articles will be held by the center manager, and copies of the receipts will be placed with the articles seized. When the evacuation of an assembly center is accomplished, such articles, including the receipts, will be boxed and shipped to the director of the relocation project to which the evacuees have been transferred.

3. Visitors, including Caucasians, will not be allowed to carry into the center Japanese print of any kind, excepting approved Japanese religious books (Bibles and hymnals) and English-Japanese dictionaries. Such articles will be picked up by the military police outside the center, upon application for entrance to the center by the visitor, and returned to the visitor on departure from the center.

- D. When absolutely essential to the administrative operation of the center, center managers will apply to this office for permission to use other English-Japanese publications not included within the purview of these instructions. Application for the use of such publications will be made directly to the Assistant Chief of Staff, Civil Affairs Division, Hotel Whitcomb, San Francisco, California, and it will be understood that they are not to be used until such time as specific permission is received.

XXVI. Policy Governing Issuance of Passes to Japanese Evacuees

by W. C. C. A. Assembly Center Managers.

Pursuant to the requirement of Paragraph 1(b), Civilian Restrictive Order No. 1, Headquarters Western Defense Command and Fourth Army, May 19, 1942, duly appointed civilian managers of W.C.C.A. Assembly Centers are hereby authorized to issue passes permitting the temporary absence of Japanese evacuees from the above mentioned Assembly Centers. Passes issued by center managers will conform to the limitations and instructions set forth below. All requests for passes for reasons not specifically covered below will be referred to the Assistant Chief of Staff, Civil Affairs Division, this headquarters for instructions.

A. General

1. Passes will not be issued under any circumstances by the center manager where the point to be visited by the evacuee is of more than fifteen (15) miles distant from the center wherein the evacuee resides or is outside of the limits of Military Areas 1 and 2.
2. As a minimum, passes will contain the following information for each individual named thereon:
  - a. Name, age, sex, height, weight, and distinguishing characteristics, if any.
  - b. Authorized date and hour of departure and required date and hour of return.

- c. Exact point(s) evacuee(s) is/are authorized to visit.
- 3. Passes issued will be prepared in sextuplicate and distributed as follows:
  - a. Original to individual or head of group named thereon.
  - b. Copy to Commanding Officer of Military Police unit on duty at Center.
  - c. Copy to Center files.
  - d. Copy to Chief, Operations Branch, Temporary Settlement Operations Division, W. C. C. A.
  - e. Copy to Chief, Temporary Settlement Operations Division, W. C. C. A.
  - f. Copy to Chief, Center Interior Police.
- 4. All passes will contain a statement to the effect that there will be no expense whatsoever to the United States Government, either for transportation or for maintenance, and that the evacuees have sufficient funds to cover such expenses.
- \*5. Except as indicated in (a) and (b) below, members of the Interior Police will accompany each evacuee or group of evacuees authorized to be absent from the Center. The Center Manager will confer with the Chief, Interior Police, to determine the number of Interior Police available for this service at each Center, and the number of passes issued daily shall not exceed the number which the available Interior Police can accommodate.

- a. Certain evacuees authorized to be absent from the Center will obviously not require Interior Police escort; for example, minor children, aged and infirm people, individuals to be hospitalized under direction of the United States Public Health Service and other similar cases. Center Managers and the Chiefs, Interior Security Police, are authorized to determine those cases not requiring escort by Interior Police and upon agreement by the Chief, Interior Security Police, Center Managers are authorized to provide other Caucasian escort in such instances.
- b. Interior Police will not be required to accompany evacuees during the evacuees' absence from the Center when such evacuees are turned over to properly identified representatives of city, county, state or federal law enforcement agencies.

B. Conditions under which passes may be issued.

1. To visit hospitalized relatives. Evacuees may be authorized to visit relatives hospitalized in an outside hospital or other institution in the following cases only:
  - a. Where the relative is one belonging to the immediate family or one who has been dependent on the member of the family presenting the request,
  - b. Where the center manager has definite knowledge that the person to be visited is hospitalized and is in such condition that a visit from a near relative is advisable.
2. Business matters requiring personal attention. Ordinarily arrangements will be made so that business matters can be taken care of at the center, however in extreme cases where this cannot be arranged, passes may be issued for a period of not to exceed eight (8) hours, to visit only local state and federal offices.
3. To answer subpoenas and court orders. Evacuees subpoenaed or ordered to court may be granted permits to leave the center for a period not to exceed eight (8) hours, only after the center manager has satisfied himself that the matter cannot be handled between the court and the evacuee within the confines of the center.
4. To take professional examinations. Evacuees who have

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prepared themselves for, and have been officially called before, a board of examiners for purposes of entering upon, or qualifying themselves to enter upon a professional career as physicians, dentists, pharmacists or attorneys, may be granted permission to be absent from the center for the period of the examination and necessary travel time. Center managers will be responsible for determining the validity of requests made to take the above mentioned examinations, see Paragraphs covering introductory remarks and "A" - General.

5. To attend funerals. Evacuees who are members of the immediate family of the deceased, or who are physically or mentally dependent on the deceased or the immediate family of the deceased, may be granted permission to be absent from the center for the purpose of attending funeral of the deceased. In addition, any accredited religious representative(s) designated by the family to conduct funeral services for the deceased may be granted permission to be absent from the center for the purpose of attending and conducting services at the funeral. Immediate family is defined as including husband, wife, their children, and the mother and father of the husband and/or wife, and their children.

XXVII. Visitors - Policies Governing

A. In order to clarify the procedure regarding visitors at the various assembly and reception centers, the following basic policies will be followed:

1. Evacuees will be allowed to receive visitors, providing the approval of the Center Manager is received, it being understood that except for cogent reasons, the normal practice will be to grant such permission.
2. Dates and hours for the reception of visitors to be at the discretion of the Center Manager and so posted on Center Bulletin Boards and at entrance gate.
3. Approved visitors to be received at the time and place designated by the Center Manager.
- \*4. Suitable reception rooms or areas for visiting will be provided by each Center Manager within the boundaries of the Assembly Center. Under no circumstances will visiting be allowed through boundary fences.
5. Except for purposes of discipline, there will be no prohibition against visiting among evacuees residing within the same Center.
6. Visitors who are not occupants of the particular Center will not be allowed to visit barracks or living quarters of the evacuees, except that permission to visit evacuees confined in hospitals may be granted by the Center Manager on approval of the doctor in charge of the hospital.
7. All packages for evacuees delivered by visitors to be subject to inspection to insure that contraband articles

are not allowed into the assembly center.

8. When necessary in the interests of good discipline, the center manager may revoke privileges of an evacuee, however, such evacuee to be advised thereof at the time such decision is made.
9. Workers or individuals engaged in public work, work projects or other authorized religious educational or recreational activities to confine their visits to those places authorized by the center manager and to not be allowed in living quarters except when the nature of their business so requires.

\*XXVIII. Regulations Governing Evacuee Advisory Committee for WCCA  
Assembly Centers.

A. General.

1. No type of self-government organization is authorized in an assembly center.
2. Advisory committees which have no administrative, executive or judicial power or authority, but which serve as advisers to the Center Manager as hereinafter prescribed are authorized.
3. Immediately upon receipt of these instructions all reference on the part of the administrative staff to evacuee self-government in Assembly Centers will cease. Evacuee organizations constituted contrary to these regulations will be dissolved by the Center Manager

immediately. His action will be evidenced in writing and in all cases by letter to evacuee officers concerned.

4. The contents of this entire Section (XXVIII) will be published, posted and disseminated so that all evacuees in each Assembly Center are informed of its contents.

B. Composition and Selection of Advisory Committees.

1. Advisory committees will be composed of evacuees with membership in the number indicated below:
  - a. Centers having a population of 5,000 or less - 7.
  - b. Centers having a population between 5,000 and 10,000 - 9.
  - c. Centers having a population of over 10,000 - 11.
2. Members of the advisory committee will be selected by the Assembly Center Manager from a panel to be elected as follows:
  - a. The panel will be composed of three (3) times the number of advisory committee members authorized for each center.
  - b. Both alien and citizen Japanese over 16 years of age are eligible for election to the panel.
  - c. All persons over sixteen (16) years of age, of sound mind, are eligible to vote.
  - d. Election to the panel will be by secret written ballot.
  - e. The details of nomination and balloting will be as determined by the Center Manager. Each Center Manager will report to the Headquarters, WCCA, immediately

the method and detail prescribed by him for nomination and balloting.

3. Selection of Advisory Committee.

a. The Center Manager will select from the panel, elected as above, an advisory committee in the number authorized for the particular assembly center.

(1) In the discretion of the Center Manager, he may authorize the members of his advisory committee to select and organize sub-committees from among evacuees generally. Each such sub-committee will have the function of assisting the advisory committee member organizing it in some particular field. Examples of this are: Sub-committee on baseball or on recreation generally. Sub-committees may not sit with the advisory committee in its general meetings. The names of sub-committee members shall be submitted to the Center Manager for approval but need not be submitted to WCCA Headquarters.

b. The advisory committee will be composed of English speaking Issei and Nisei in proportion to the total numbers (without regard to age) of Nisei and Issei within the respective assembly center.

c. Should the panel elected not provide a sufficient number of Nisei or Issei for the selection by the Center Manager in the prescribed proportion, the Center Manager will select without further election from among

evacuees generally a sufficient number of Issei and Nisei to provide proportionate representation on the advisory committee.

4. Appointment of Advisory Committee

- a. Subject to the approval required in the succeeding paragraph, the names of the evacuees selected by the Center Manager to serve on the advisory committee will be published and their appointment will be confirmed in writing to each member by the Center Manager.
- b. Prior to such appointment, the name, age, sex, place of birth, and information as to whether or not each was selected from the elected panel or at large will be submitted to this office for approval. No announcement of selection or appointment will be made of committee membership prior to receipt by the Center Manager of approval by this office.
- c. Members of the advisory committee will hold office at the pleasure and discretion of the Center Manager and may be removed by the Center Manager at any time.
- d. After appointment of the original advisory committee subsequent selections therefor will be made from the remaining members of the elected panel except when necessary to select from the center at large in order to maintain the prescribed proportion of Issei and Nisei. After exhaustion of the elected panel a new

panel will be elected by the same procedure as in the case of the election of the original panel.

C. Functions of the Advisory Committee.

1. The advisory committee will have no administrative, legislative, executive or judicial power or authority. Its sole function is advisory to the Center Manager.

2. The following field of assembly center operations will be included in committee advisory functions:

- a. Recreation and Education.
- b. Health and Sanitation
- c. Lodging and Messing.
- d. Employment and Personnel.
- e. Religious and Welfare Activities.
- f. Interior Security

(Maintenance of good order and discipline and observance of Center rules and regulations).

D. Meetings of the Advisory Committee will be held only when authorized by the Center Manager, and at all such meetings the English language will be used exclusively. The Center Manager and the Chief of the Interior Security Police, or their authorized representatives, will be in attendance at all such meetings. The above instructions apply equally to sub-committees appointed in accordance with B 4 e. above, except that it is not necessary that representatives of the Center Manager and Interior Police attend sub-committee meetings unless desired by the Center Manager as to his staff or by the Chief of Interior Security Police as to

his staff. The Center Manager will provide for notification of all committee meetings to be communicated to Chief of Interior Security Police.

XXIX. Policy and plan covering counter-epidemic measures for Wartime Civil Control Administration Assembly Centers.

A. Section 1 - POLICY

1. The following policies and procedures are hereby established for the purpose of coordinating counter-epidemic measures within Japanese assembly centers:

- a. The U. S. Public Health Service is responsible for carrying out the procedures of the counter-epidemic plan and to coordinate the work between the local county health officer and the center physician in charge.
- b. Center managers are charged with the taking of measures necessary to support and facilitate the recommendation of the physician in charge of the hospital at the Center, the County Health Officers and the United States Public Health Service. If such recommendations are considered impracticable, or if there is any disagreement, the Center Manager will make a prompt report to this headquarters setting forth full particulars.
- c. In the event of an epidemic, the county health officer, acting as agent of the U. S. Public Health Service, will be in immediate control of the counter-epidemic measures. The U. S. Public Health Service will utilize whatever vaccines, serums, syringes, needles, and other medical supplies that may be needed and can be made available through the county and State health departments. Where such supplies are not available,

the U. S. Public Health Service will buy the needed items on the open market through Wartime Civil Control Administration funds. Personnel and whatever facilities are needed will be supplied through the local health office and the State health department. If additional personnel is necessary, the U. S. Public Health Service will make such personnel available as needed.

c. The following immunizations and vaccinations are to be carried out as rapidly as possible:

- (1) Vaccination of all occupants against smallpox, if not already completed.
- (2) Immunization against typhoid and paratyphoid of all center occupants, if not already completed.
- (3) All occupants under twelve years of age to be Schick-tested for diphtheria and those found to be susceptible will be immunized against diphtheria.
- (4) If sufficient time is available after the diphtheria immunizations, all occupants under three years of age will be immunized against whooping cough.

d. An immunization and vaccination form shall be prepared on each individual and kept on file in a suitable place. Form No. W.C.C.A. S-5, which is now available, is to be used for this purpose. Upon transfer of any occupant to another center, this form is to be immediately transmitted to the center physician in charge for a

matter of action where immunization or vaccination have not been completed.

- e. The center physician and his staff will carry out examinations of food handlers in accordance with instructions outlined in "U. S. Army Sanitary Regulations and Procedures." Suitable records of such examinations will be kept at the center so that a report of the examinations may be included in the regular weekly report of activities submitted to the Director, U. S. Public Health Service District No. 5, San Francisco.
- f. The U. S. Public Health Service, assisted by the physician in charge at the center and county health officers, to initiate a survey to cover the following phases of counter-epidemic measures:
  - (1) Additional hospital facilities which can be placed into operation upon an outbreak of an epidemic for immediate isolation of cases which cannot be handled by present facilities. These would include housing, cots, etc.
  - (2) Laboratory facilities available for diagnosis of disease.
- g. Findings of the above survey will be used as a basis for a transfer of needed equipment or personnel to a center whose limited facilities would not permit adequate control in case of an epidemic.
- h. "Plans for Counter-Epidemic Measures to be taken in Assembly Centers", as outlined by the U. S. Public Health

Service District No. 5 (See Section 2 below), to be used as a basis for points not covered by the above directive.

B. Section 2 - PLAN

1. a. The plans covering counter-epidemic measures for the Assembly Centers are threefold in nature and include:

- (1) The allocation of trained medical personnel and necessary laboratory facilities to cover medical problems prior to and during epidemics,
- (2) The application of specific proved preventive measures in the Centers and
- (3) The use of certain measures in the event of specific epidemic diseases.

b. The U. S. Public Health Service will assign three medical officers from its District Office in San Francisco to supervise the medical activities in the Centers. Two of the medical officers will visit the Assembly Centers in California weekly while the third medical officer will visit the Centers in Washington and Oregon.

c. It is directed that the U. S. Public Health Service secure the services of the local health authorities in the areas where these Centers are located to act as their representatives in the control of epidemics and whatever public health matter arises, and to utilize all facilities (personnel and equipment) available at the local health offices for diagnosis and control of diseases. The local health officer is to visit the

Center daily and he is responsible for the enforcement of public health laws and regulations.

- d. In the event of an epidemic the Center physician in charge would inform the local health officer and supervising public health officer through the Center Manager as to the medical situation. The local health officer in coordination with the Center physician in charge will immediately take steps to control the outbreak. If the epidemic proved to be beyond the capabilities of the local health officer and Center physician, the State Health Department and U. S. Public Health Service will be contacted by wire for assistance. The U. S. Public Health Service has available in its District Office in San Francisco four trained epidemiologists whose services may be obtained. In addition, the U. S. Public Health Service can make available the entire resources of the National Institute of Health in Washington, D. C., which is able to send epidemiologists, medical officers, technicians, and such other professional workers as may be needed. Also aid for control of special diseases may be obtained from the Rickittsial disease laboratory at Hamilton, Montana, and the Plague laboratories in San Francisco. The facilities are such that they would cover any type of epidemic and all or any part of them can be brought to focus on any Center where they are needed without delay.

- e. The medical examination of food handlers and stool examination with cultures in those individuals with a history of typhoid fever, diphtheria, and other disease conditions where a carrier state exists will be utilized as a means of prevention and control of epidemic diseases.
- f. The movement of population groups from areas where they have lived most of their life to crowded Centers definitely contributes to the possibility of the occurrence of epidemic of disease. In such shiftings of the population, individuals who have lived in rural areas are brought into contact with those from urban areas who may be carriers of diseases to which the rural individual may never have been exposed. The rural individual is brought into contact with diseases to which he has not had an opportunity to build up an immunity. Because of this large group of susceptible individuals, epidemics are apt to occur if the causative agents of various diseases are present in the new population to which they are now exposed. Moreover there are certain diseases such as meningitis which are prone to occur in camps and other places where people are crowded together under more or less insanitary conditions. All of these conditions contribute to the possibility of epidemics and the complexity of the control of these epidemics when they develop.

g. It is difficult to give exact instructions as to what should be done when specific epidemic diseases break out because each epidemic has characteristics of its own which naturally alter the use of any instructions which may have been given prior to the development of the particular epidemic. The following paragraphs will deal with the plans of prevention and control of the various specific diseases:

h. The commonest form of illness which has occurred in the Centers up to the present time has probably been the acute attacks of illness due to food poisoning. These illnesses are due to some bacteria introduced into the food through repeated handling, inadequate processing, imperfect preparation, improper refrigeration or improper cooking of the foodstuffs. Food poisoning is especially apt to occur when foods are cooked many hours before they are served as this allows an opportunity for the growth of bacteria. When a series of cases of food poisoning occur, the health officer will make an epidemiologic investigation of the cases. He will examine the food, trace the source of infection, and eliminate it. This is not as easy as it may appear because often there is little of the suspected food left and the illness is of short duration. The best way to handle these epidemics is to prevent them and this is best done by insuring a safe clean

food supply. To obtain this, proper sanitary facilities, adequate toilets and washrooms and adequate refrigeration facilities for food must be provided. Furthermore, a maximum of sanitary care in preparation of foods, with a minimum of handling of foods is essential. The health and carrier state of food handlers and dishwashers is obviously important and this is being checked by the physicians in the Center and the local health officer; but every measure that reduces the possibility of food contamination and growth of bacteria decreases the risk of food poisoning.

- i. Another disease which may be related to contamination of foods are the dysenteries, amebic, bacillary, etc. If cases of amebic dysentery should develop in the Center it will be the responsibility of the local health officer to investigate all reported cases. With numerous cases stool examinations for amebic cysts and probably cultures can be made. Special attention will be given to stool examinations of food handlers and if any were found to be positive, the food handler will be removed from his position, placed under appropriate treatment and will not be allowed to return to his position until free of the disease. Contacts need not be quarantined. The convalescent case is the

dangerous one since they pass the infectious amoeba in their stools. These individuals must be isolated with close supervision and proper disinfection of all excreta and discharges. Definite efforts should be made to see that all discharges of the case are properly screened from flies. The most effective control measure is through sanitation of food and water supply.

- j. With an outbreak of bacillary dysentery the cases should be isolated until 3-4 weeks after symptoms have subsided and until negative stool cultures have been obtained. Contacts should be examined and anyone with a history of mild diarrhea of 1-2 days duration should receive special attention and have stool examinations made. Food handlers should have particular attention as they are frequently responsible for the spread of the disease. Disinfection of all discharges of the patient are essential. Emphasis is placed on finding cases and tracing the source of infection to carriers through laboratory diagnosis.
- k. In cases of diarrhea among infants in the Center it is probably wise to consider all such cases as infectious and bacteriologic diagnosis should be made on all unrecognized infections which may serve as a focus of spread of the diarrheas. Sanitary isolation and biologic cleanliness are essential

to the control of the spread of this type of epidemic and therefore it is essential that the Centers have facilities for bathing infants.

1. The control of respiratory diseases in the Centers is going to be quite difficult if the evacuees are in the various Assembly Centers during the rainy season and colder weather. Pneumonia as a rule shows no tendency toward frank epidemic outbreaks but it recurs in epidemic form during cold weather in almost every place where there is a cold winter season. The increased prevalence of pneumonia in camps, etc., is probably due to the crowding together of a large group of susceptibles in the presence of a specific virulent pneumococci. In an epidemic of pneumonia efforts are chiefly made to reduce the severity of the disease and the case fatality rate rather than the incidence of the disease. This is accomplished through the distribution of specific antisera and chemotherapeutic agents. All of these therapeutic aids are available to all Assembly Centers.

- m. Control of influenza in the Centers is going to be rather difficult. Most of the measures carried out during the last great influenza epidemic of 1918 were of little value in control of the disease. Strict quarantine of the Center may keep

the disease out for a while, but after it once gets into a Center it will be difficult to control. We are now in a position to treat, through chemotherapy, the secondary pneumonias which follow influenza, but we have little to offer in the way of specific preventives. Isolation of the first few cases may be worthwhile, but where large numbers of cases are existent isolation is not practical. All patients should remain in bed during the febrile stage of the disease and if this is done it would help to control the disease.

- n. In general, control of the venereal diseases in the Centers should be easier than in a civilian community. The State health authorities are supplying the Centers with the names of all Japanese under treatment for venereal disease before the evacuation began. These individuals are already being placed under treatment in the various Centers. The nature of the Centers will allow a certain amount of promiscuity which might not be possible outside of the Center. If there is an increase in the incidence of venereal diseases in the Centers it will allow a favorable opportunity to immediately follow up the new cases of venereal disease and trace them to their source. The controlled environment of the Centers will aid in the work of the epidemiologist

in tracing source of infection and contacts of infected individuals.

- o. Plans for control of the communicable diseases in the Centers offers many problems. Measles is sure to appear in the Centers again because control of the disease is made difficult because of the extreme communicability of the disease in the procrptive stage of the disease before clinical diagnosis can be made. One means of control, which is not too satisfactory, will be isolation of the cases. This may prevent further damage resulting from a case. Convalescent serum or placental extract have been made available to the Centers and these may aid in prevention of the disease in household groups. Those exposed may be quarantined and inspected daily by physicians for any of the symptoms which precede the eruptive stage with isolation of those cases found to be positive. Hospitalization of all measles cases is not recommended because of the possibility of secondary infection with the pneumococcus and streptococcus.
- p. If an excess number of cases of chickenpox should occur in the Centers, these cases will be isolated along with concurrent disinfection of the discharges of the cases. The health officer will check all cases of chickenpox to be certain that they are not smallpox.

- q. Plans to control outbreaks of mumps in the Center will consist of isolation of the early cases until the glandular swelling has subsided. Disinfection of nasal discharge is of value.
- r. The best plan to use when scarlet fever breaks out is to isolate the cases and direct contacts for eight days with daily medical inspection of the contacts and the institution of treatment as soon as symptoms appear. With several hundred children exposed to the disease Dick-testing with immunization of susceptibles may be of value. Isolation of cases in quarters with supervision may be possible.
- s. There is some chance for control of whooping cough with the proposed program of immunization. The disease may be modified by vaccine treatment. Modified isolation of cases with special care in avoidance of contacts with other children should be carried out. Susceptibles should be quarantined and observed. Diagnosis should be established by cough plate when catarrhal symptoms appear. Immediate investigation of contacts under 2 years of age should be made.
- t. With regard to the control of diphtheria it should be mentioned that toxoid is available for immunization and antitoxin is on hand for treatment in the Centers.

- u. There is no measure of proved value that will control meningitis in a Center once it is established. With the appearance of a large number of cases routine isolation and quarantine procedures along with reduction of overcrowding may be of value. Adequate facilities for diagnosis and prompt treatment of cases with chemotherapy will be available. Cases which have occurred in the Centers up to now have been hospitalized outside of the Center. This procedure might be continued as long as the cases are few in number.
- v. Plans for control of poliomyelitis have shown few results in the past because of the large number of cases which go undiagnosed and are probably the means of spreading the disease. The health officer will advise isolation and quarantine, but the best that can be done is to provide diagnostic facilities and adequate care for the cases.
- w. Exact methods of spread of the various types of encephalitis are not known and for this reason plans for prevention of the disease cannot be made. Cases should at least be isolated for safety sake. In the event of equine encephalomyelitis, reasonable and anti-mosquito measures, screening, etc., are justifiable since the mosquito has a possible role as a vector in the disease.

- x. Coccidiomycosis is a disease endemic to the central valley of California where some of the Centers are located. It is a fungus disease borne by dust which is peculiar to this area. Tulare is on the northern border of this endemic area and possibly some cases may appear there, but it is not anticipated that much difficulty will be encountered from this disease since it is an endemic rather than an epidemic disease.
- y. In general, methods of control of all the epidemic disease may be divided into two types of measures: control of the infected individual, contacts, and environment, and general measures. The former includes: recognition of the disease and reporting it, isolation, concurrent disinfection, quarantine immunization, and investigation of source of infection. The general measures include sanitary disposal of human feces, protection of water supplies and food from contamination, pasteurization of milk supplies, proper screening against flies, mosquitoes and other insects, and provision for accurate, early diagnosis and careful treatment of infected persons.
- z. Contagious and infectious diseases are transmitted by personal contact. It is therefore highly important at all times, especially when faced with an epidemic, to insure that there is no overcrowding, that there is adequate ventilation, and that provisions for washing of hands and personal cleanliness are adequate.

XXX. Policy governing transfer of evacuees under jurisdiction of W.C.C.A.

A. General:

1. The instructions contained below will govern for the transfer of evacuees between W.C.C.A. Assembly Centers and to W.R.A. Relocation Projects, except for those evacuees transferred to W.R.A. Relocation Projects under official numbered Transfer Orders issued by the Civil Affairs Division, Headquarters WDC and Fourth Army.

B. Conditions under which transfers will be authorized:

1. Except as noted in Paragraphs B-2 and D below, transfers will be made only for the purpose of reuniting immediate families, the members of which resided together prior to evacuation (see Paragraph 4 below for definition of the term "Immediate Families").
2. Consideration will be given to transfers of individuals who do not come within the classification given in B-1 above, only when such individual or individuals are physically or mentally dependent upon the family for maintenance.
3. Transfers between assembly centers will not be authorized when both assembly centers involved will be evacuated to the same relocation area within a reasonable length of time.
4. An immediate family is defined as follows: "Husband and Wife, their children and such other relations as actually resided with the family as a member of such family prior to evacuation". Except as indicated in paragraph B-2 above, this does not include persons unrelated to the family.

Neither does it include married children who prior to evacuation maintained a separate household.

C. Applications for Transfer:

1. Individuals desiring transfers for any reason coming within the purview of Paragraph B above, and Paragraph D below, will make application only to the Center Manager of the Center in which they are residents. In order to insure that applications are made only to Center Managers, the provisions of this paragraph of the Operation Manual will be placed on Center bulletin boards and otherwise disseminated so that all evacuees are acquainted with the contents thereof. At that time evacuees will be informed that requests received in this office from sources other than through the Center Manager will be returned, without action, to the Center Manager for proper investigation and submission.
2. Applications forwarded by Center Manager to this office will include the following information:
  - a. The name, age, sex, family number, height and weight of the individual or individuals concerned.
  - b. The reason why transfer is desired.
  - c. The point to which transfer is desired.
  - d. A statement as to whether or not those requesting transfer can and will meet the expenses of such transfer, including transportation costs of an escort.
  - e. The approximate date on which transfer is desired.
  - f. The approximate weight of household goods and personal

impedimenta in use by the individual or individuals at their present location, and which will be involved in the requested transfer.

g. If practicable, information as to the storage location and approximate amount of household goods and personal impedimenta (other than that in use in the center).

3. On receipt by the Center Manager the application for transfer will be carefully reviewed and where the reasons for transfer are other than those enumerated in Paragraph B, or when action as indicated in Paragraph D does not appear to be warranted, will be returned to the applicant disapproved. When approved by the Center Manager, the application will be forwarded to the Chief, TSO Division through the Chief, Operations Branch, TSO Division, for appropriate action.

D. When reasons for transfer other than those authorized in Paragraph B above are presented to the Center Manager, and when in his opinion such reasons have merit, the application may be forwarded as set forth above for consideration.

XXXI. Supply Procedure.

- A. The initial supply of items necessary for the operation of Centers, insofar as messing and lodging are concerned, has and will continue to be a function of the Office of the Quartermaster, Western Defense Command and Fourth Army, Presidio of San Francisco, California. This supply procedure is being coordinated through the Supply Section of this office and the office of G-4, Western Defense Command and Fourth Army.
- B. The Quartermaster, Western Defense Command and Fourth Army, has prepared a list of items considered necessary for the proper operation of these Centers. This list is known as "A Unit of Supply" and contains items considered necessary for the supply of 1,000 persons.
- C. After the initial supply has been placed in the Centers, replacement, repair and maintenance shall be the responsibility of the Agency operating the Center.
- D. Because of the fact that it is contemplated that the internal Property Accounting System in all Centers will be based on the use of the forms of the Operating Agency, it will be necessary that close coordination be had between the internal accounting forms of the Operating Agency and those Q.M.C. and War Department forms that will have to be used in order that the accounts of the Accountable Officers of the Army Supply Points will be in accordance with provisions of Army Regulations. It must be remembered that transactions representing the transfer of property accountability from the Army to all Centers will be only on those forms now, or hereinafter, designated by Army Regulations for such use.

E. The following will constitute the supply procedure in all matters affecting property transactions except those in connection with subsistence which has been covered in separate instructions.

1. REQUISITIONS

- a. All requisitions submitted to Army Supply Points will be executed on War Department QMC form No. 400. Where more than one page is needed, the second and all subsequent pages will be on Form No. 401.
- b. In the preparation of requisitions a number system will be instituted, this system being -- in the space so indicated will be placed the name of the Center followed by a "Dash" then the number of the requisition, followed by another "Dash", then the figures "42", indicating the fiscal year, which shall be changed to "43" on all requisitions submitted on and after July 1, 1942. At the beginning of each new fiscal year, a new sequence of requisition numbers shall be used, starting with "No. 1"
- c. In order to facilitate editing at the Army Depots, all requisitions shall be double spaced and requisitions for subsistence shall be on a separate requisition from those for clothing and equipage.
- d. All requisitions shall bear the signed approval of the Center Manager and a register of requisitions shall be maintained in each Center.
- e. When supplies are received from an Army Supply Point, they will be checked against the "Tally Out" (W.D. QMC Form No.490),

which will accompany each shipment, and any variations, either Over, Short or Damaged, will be noted thereon.

2. SHIPPING TICKETS.

- a. After the receipt of supplies from Army Supply Point, a Shipping Ticket, (WD-QMC Form No. 434 or Form 432) will be forwarded in duplicate to the Center for the signature of the Accountable Officer. The original of the Shipping Ticket will be signed, in the appropriate place by the Accountable Officer and will be promptly returned to the Army Supply Point, the duplicate being retained by the Center as a debit voucher to the Stock Record Account.
- b. Under no circumstances will a Shipping Ticket be altered in any manner that would tend to change quantities of items shown thereon.

3. OVER, SHORT AND DAMAGED REPORT.

- a. This form (WD-QMC Form No. 445) will be executed in all cases of Overage, Shortage or Damage in a shipment received from an Army Supply Point. Two copies to be attached to the original of the Shipping Ticket, after being signed by the Accountable Officer of the Center, the signature being placed on the lower left-hand corner of the form on the lines headed "Report by".
- b. When this "OS&D" Report is received by the Army Supply Point and accepted, the Army Accountable Officer will sign and return one copy to the Center, which copy becomes a credit voucher to the Stock Record Account.
- c. If the "OS&D" is not accepted, it will be returned with an

indication of non-acceptance and it will then be necessary for the Accountable Officer at the Center to institute a Report of Survey.

4. All other reports of Survey will be on the form applicable to the agency operating the Center and the survey will be handled in accordance with the regulations of that agency.

5. SHIPMENTS OF SUPPLIES FROM CENTERS.

- a. On shipments of supplies and equipage belonging to the Army (being apart from those belonging to the Operating Agency) WD-QMC Form No. 434 or 432 (Shipping Ticket) will be used.

6. BILLS OF LADING.

- a. Any variance in received supplies and equipage, (Over, Short or Damaged), will be noted on the bill of lading. This is necessary for the protection of all concerned.
- b. After the receipt and verification of shipments received, the bill of lading will be accomplished and will be promptly returned to the last carrier.
- c. On shipment of supplies and equipage from Centers, the bill of lading applicable and in use by the Operating Agency will be used, the costs of shipments being adjusted in the customary manner between the Governmental Departments concerned.
- d. Such report of survey will be instituted on Report of Survey Form W.C., A.G.O. No. 15. In instances of this nature the survey will be conducted by a Survey Officer to be appointed by Headquarters, Western Defense Command and Fourth Army.

7. WAREHOUSING

- a. All warehousing of Government property will be handled in the

manner giving the utmost of security against theft and damage by the elements and property will be warehoused in such manner so as to afford the most efficient handling, insofar as storage, distribution and inventory is concerned.

8. TRANSFER OF ACCOUNTABILITY

- a. Upon the transfer or separation from the Service of an Accountable Officer in a Center, a correct inventory in quintuplet will be submitted by the Accountable Officer and a physical check of all property will be made by the outgoing and incoming Accountable Officers.
- b. A separate inventory list being made for expendable and non-expendable property.
- c. When the Officer assuming Accountability is satisfied that all property, as reflected by the Stock Record Account is present in the Center, he will sign all copies of this inventory and on the line noted for his signature.
- d. The following recital will be placed immediately below the last item on said inventory:

"This inventory, consisting of \_\_\_\_\_ pages, is a true and accurate  
(expendable)  
list of all (non-expendable) items for which I am accountable and  
is in agreement with the Stock Record Account at \_\_\_\_\_

(Assembly or Reception) Center, as of close of business on  
\_\_\_\_\_ 1942; and which is this date being transferred to  
(name of new Accountable Officer)

(name of Accountable Officer)

"My signature, appearing below, is indication that I have checked and verified the accuracy of this inventory, consisting of \_\_\_\_\_ pages; that I am satisfied that it is an exact reflection of the Stock Record Account in this Center and that

I have personally verified the presence of all the property contained therein and do accept Accountability for all of the above items, with the exception of the items shown below and marked "Exceptions".

(Signature of person accepting Accountability)

Signed in the presence of

(Witness)

e. Any differences or "Exceptions" in the transferring of Accountability will be handled in the following manner:

(1) Overages will be picked up on the Stock Record Account through the execution of WD-QMC Form No. 445 (Over, Short and Damaged Report).

(2) Shortages will be handled on the basis of a Report of Survey.

(3) Accountable Officers are reminded that they are under bond and that a clearance, indicating release of accountability will be necessary before they can be released from the bond.

f. After the transfer of accountability has been effected and the inventory is properly signed and accepted distribution will be made as follows:

(1) Original and duplicate to be forwarded to this office for proper distribution to agencies concerned.

(2) One copy to outgoing Accountable Officer.

(3) One copy to new Accountable Officer.

(4) One copy for property files of the Center.

9. EXPENDABLE PROPERTY.

Expendable property will be accounted for and expended in such manner as provided for by the Regulations of the Operating Agency.

10. SALVAGE

- a. Salvage will be handled in accordance with the established procedure of the Operating Agency of the Center insofar as "Non-Army Property" is concerned.
- b. In the case of unserviceable Army property, direct communication between Centers and the Army Supply Point is authorized and will be handled in the manner as directed by the Commanding Officer or Salvage Officer of the Army Supply Point. The Center Manager will advise the Army Supply Point of the quantity and nature of the items for salvage and arrangements will be made by the Supply Point for disposition of salvaged Army property.

11. GARBAGE DISPOSAL

- a. Will be handled on a contract basis in accordance with regulations of the Operating Agency in the Center.

12. BURIALS

- a. Proper contracts for Burial Services will be accomplished by Army Supply Points and full details, when available, will be provided Centers by their Army Supply Point.

13. TRANSFER OF ACCOUNTABILITY TO W.R.A. CENTERS

- a. Full information and instructions as to the manner of handling transfer of accountability from W.C.C.A. Centers to W.R.A. Centers will be the subject of a later memorandum from this

office.

14. MOTOR TRANSPORTATION

- a. Administration of Motor Transportation in the Centers will be handled in the manner as prescribed in the regulations of the Operating Agency and Accountable Officers will be charged with the responsibility for proper maintenance of motor transportation.

15. MISCELLANEOUS

- a. Accountable Officers will bear in mind that all non-expendable property must be accounted for and although rendered unfit for further service by fair wear and tear or by other means, must be preserved and kept for purposes of final disposition. Therefore, even though items may be rendered unserviceable, they must be kept until proper disposition has been completed.
- b. It must be remembered that Army Supply Points are charged with the supply of many Army establishments, in addition to Assembly and Reception Centers, and Center Managers will take steps to see that all requisitions and other forms submitted to Supply Points, are in proper form before submission, so that the minimum of correspondence regarding correction of errors and additional information regarding supply may be accomplished. A spirit of thorough cooperation on the part of Center and Army Supply Point personnel will insure a smooth working supply system.
- c. Improvised "Army Forms" are now being mimeographed and will be forwarded under separate cover.

XXXII. POLICY AND PROCEDURE FOR MEDICAL AND DENTAL SERVICE OPERATIONS.

A. Scope of Services

1. The medical department of the Assembly Center shall embrace the practice of curative and preventive medicine, the latter to include supervision of general sanitation of the premises, immunization, special clinics, health, education and other activities designed to promote the health of the Japanese residents. In carrying out these functions, there shall be operated an infirmary, an outpatient department including a dental clinic and a sanitation division. The services rendered by the medical department shall be limited to the Japanese members of the Center, except that under conditions of exigency other persons may be given emergency treatment pending more appropriate disposition of the case.

B. General Organization

1. The United States Public Health Service has been delegated the responsibility of providing personnel and supervising the health and medical care of Japanese evacuees. In discharging this responsibility, the United States Public Health Service has enlisted the assistance of the State Department of Public Health and the County Health Department of the respective Counties in which Assembly Centers are

located. Japanese physicians, dentists, nurses and medical technicians will provide the actual health and medical services within the Assembly Center.

2. The Japanese physician designated as "in charge" shall have professional and administrative supervision over all other physicians, dentists, nurses and hospital personnel and shall be responsible, through the director of services and the Center manager, to the United States Public Health Service or its representative for the proper administration of health and medical services in the Assembly Center.
3. The County Health Officer has been designated as the local representative of the United States Public Health Service and shall have administrative supervision over medical care, but shall be directly responsible to the camp manager for weekly sanitary inspections of the premises, making appropriate recommendations to the manager in writing for the correction of unsanitary conditions found to exist. A copy of each report shall be forwarded to the Director, District #5, United States Public Health Service, Room #112, Federal Office Building, San Francisco, California. The County Health Officer is authorized to utilize his professional staff in assisting the physician in charge in the organization of clinic services and in the conduction of periodic

sanitation inspections. The services of the County Health Officer shall be available to the Center manager at any time for assistance in the solution of sanitary or medical problems arising in the Assembly Center.

4. The State Department of Public Health shall contribute to the Assembly Center such services as it maintains on a state-wide basis.

C. Assembly Center Infirmary or Hospital

1. General:
  - a. The infirmary shall be organized to provide bed care for minor medical, surgical, uncomplicated obstetrical and contagious disease cases. The distribution of nurses assigned to the infirmary should be such that one registered nurse, or a doctor, is on duty at all times. Under these conditions, undergraduate nurses and nursing aids may be utilized for nursing services. The necessary clerical and maintenance staff shall be assigned to the infirmary by the Assembly Center manager.
  - b. Complicated obstetrical and major surgical and medical cases shall be referred to a local hospital for treatment. The Center manager will be responsible for securing the necessary permits and providing transportation to and from the local hospital.
  - c. In the Centers at Santa Anita, Pomona and Manzanar,

California, adequate hospitals have been set up to care for all but the most serious surgical conditions. Ordinary medical, surgical and obstetrical cases will be cared for in these hospitals.

2. Records and Reports:
  - a. A hospital record shall be kept for each patient admitted to the infirmary on forms furnished for that purpose. Each patient admitted to the infirmary shall be seen by a physician on admission, at which time a tentative diagnosis shall be recorded and appropriate treatment instituted.
  - b. The physician in charge shall submit to the Assembly Center manager a daily report on illness in the infirmary, in the quarters, and in outside hospitals, and a weekly hospital census report on a form to be provided, a copy of which will be forwarded to the United States Public Health Service.
3. Narcotics: The physician in charge shall be responsible for maintaining appropriate records covering the dispensing of narcotic drugs. For each dose of a narcotic drug administered, an entry shall be made on the individual case record and also in the narcotic record book showing the date, amount, and name of patient receiving the drug. A daily check of narcotics on hand, and dispensed, shall be made. A weekly report

made by the physician in charge shall be submitted to the local representative of the Public Health Service showing the original supply with any additions thereto, the amount used and the balance on hand. Proper instruction of undergraduate nurses and nursing aids in the use and care of narcotic drugs is imperative. All narcotic drugs shall be kept locked with keys available only to the physician in charge and nurse on duty.

4. Ward Rounds: A physician shall see each infirmatory patient a minimum of twice daily; once at morning rounds and again at evening bed check.

D. Outpatient Services

1. Medical: An outpatient clinic service shall be available at stated hours for the care of ambulant patients with minor complaints. Residents of the Assembly Center should be requested to observe the clinic hours and avoid calling a doctor to their quarters unnecessarily. Physicians assigned to the Assembly Center should arrange their schedule so that one member of the staff is on call each night.
2. Special: Special clinic services shall be provided by the medical staff as often as needed. The County Health Officer and his staff will assist in the organization and operation of special clinic sessions.
3. Dental: Emergency dental treatment to include extractions

fillings, and other procedure of non-extensive nature shall be provided through the operation of a dental clinic. A chief of the dental section shall be selected by the United States Public Health Service, or its local representative, after consultation with the physician in charge.

E. Sanitation

While the County Health Officer or a sanitary inspector on his staff shall make a weekly inspection of the Center premises, the physician in charge shall, with the assistance of the County Health Officer, organize a sanitary squad from Japanese residents, whose duty it will be to make daily inspections of toilets, baths, laundries, kitchens, dining room, and grounds. The members of the sanitary squad shall be selected from persons who have had some technical training, such as undergraduate medical students, laboratory technicians, and undergraduate engineering students. The County Health Officer and his sanitary inspectors should train the sanitary squad by lectures and demonstrations. The sanitary squad, under the direction of the physician in charge, should have supervision over the labor squads assigned to the maintenance of toilets, baths, laundry, and general premises.

F. Additional Regulations

The physician in charge may make such additional rules and regulations as are necessary for the operation of

medical services, provided these additional rules are not in conflict with those set forth herein by the U. S. Public Health Service and those placed in effect by the Assembly Center manager, and provided, further, that the additional rules are reviewed and approved by the local representative of the U. S. Public Health Service and the Assembly Center manager.

G. Responsibility for Equipment and Supplies

1. The physician-in-charge, or hospital manager, shall be responsible to the Assembly Center manager for those items of equipment assigned to the medical service and shall maintain an inventory of all such equipment initially installed or later assigned. Appropriate check shall be maintained on all expendable items of supplies to insure a proper usage of such supplies and to determine the necessity for replenishing supplies sufficiently in advance so that orders may be placed and deliveries made prior to depletion. In discharging this responsibility, the physician-in-charge may employ the services of a Japanese resident to be designated hospital administrative assistant.

H. Procurement of Equipment and Supplies

1. The initial items of all types of medical, surgical, and dental supplies for Assembly Centers were procured through Army sources. Requests for replacement of such items of supplies, except narcotic drugs, will

be prepared on WPA Form 358 (Request for Services) and signed by the physician-in-charge, or hospital manager, as requisitioning officer and shall be initialed by the local representative of the U. S. Public Health Service before being signed by the Assembly Center manager, as approving officer. Supplies shall be divided into non-expendable property, expendable property, and narcotics. Each of these three classes shall be listed on separate Forms #358, which the Center manager will route for procurement to the Area Supply Office in accordance with Supply Procedure No. 1.

2. Requests for narcotics shall be made on WPA Form 358, showing the physician-in-charge as requisitioning office. After being approved by the Center manager and the local U.S. Public Health Service representative, the request shall be directed by the Center manager to the District Director, U.S. Public Health Service District #5, 112 Federal Office Building, San Francisco, California. Upon receipt of a request (WPA Form 358), the medical officer of the U.S. Public Health Service authorized to procure narcotics shall then effect procurement for delivery to the requesting Center and route one copy of Form #358 to E.R. Gallagher, Asst Director of Supply, 1098 Harrison Street, San Francisco, California. Narcotic drugs

will be shipped and invoiced to the Assembly Center manager, who shall turn the drugs over to the physician-in-charge of the Assembly Center infirmary, who will be responsible for the proper handling in accordance with the procedure given in Section D, Supplement No. 1, Assembly Center Medical Services, Manual of Operation and Regulations. All vendors invoices shall clear through the Office of the U. S. Public Health Service District No. 5, be certified to and approved by the District Director and forwarded to Mr. Gallagher for confirming procurement action.

I. Acceptance of Fees from Japanese Evacuees for Medical, Surgical, or Dental Services Prohibited

1. Fees shall neither be charged nor accepted from Japanese evacuees by Japanese or other physicians for medical, surgical or dental treatment, or for material employed in such treatment accorded Japanese evacuees. The cost of medical, surgical or dental services and necessary appliances or supplies and the cost of the hospitalization will be borne by federal funds allotted for that purpose.
2. Necessary prescriptions ordered by the physician-in-charge which cannot be compounded in the Assembly Center infirmary will be approved by the Assembly Center manager as a local purchase in accordance with Supply Procedure No. 1.
3. Where it becomes necessary to hospitalize a patient in other than the Assembly Center infirmary, or

when special consultation is necessary, appropriate arrangements will be made by the U. S. Public Health Service and will be paid for from federal funds.

4. Japanese evacuees needing hospitalization outside the Assembly Center will be cared for exclusively by the county hospital system where beds sufficient in number to meet the demands are available in the county hospital or affiliated contract institutions.

Patients will only be placed in private hospitals where county operated facilities are insufficient or absent.

5. Japanese evacuees who, at the time of evacuation, are in private hospitals at their own expense, and those who, following evacuation, are in private hospitals at federal government expense, will be transferred to the county hospital as early as their condition will permit moving without harmful effect to the patient, provided that county hospital facilities are available.

J. Regulations covering Receipt, Storage, Dispensing, Distribution, and maintenance of records relative to Administration of Narcotics.

1. The physician-in-charge shall be responsible for requisitioning, receipt and disbursement of narcotic or habit-forming drugs and shall be accountable to the U.S. Public Health Service through the Assembly Center manager for those materials.

2. Narcotics and habit-forming drugs, undenatured alcohol and alcoholic beverages shall be stored in a locking compartment in the pharmacy. The pharmacist shall be responsible to the physician-in-charge for the storage, dispensing and records in connection with such transactions. Records in connection therewith shall be submitted to the physician-in-charge each week showing an accurate balance.
3. The foregoing materials may be procured for ward use only on the written order of the ward physician and must be delivered to the head nurse in person by the pharmacist in the drug room. In emergency, the drugs or materials may be obtained on verbal order by the head nurse, but the ward physician must visit the pharmacy later and verify the order with a written order.
4. Narcotic and habit-forming drugs, and materials containing undenatured alcohol, shall be kept on the wards in a locking compartment, the key for which shall be kept in the possession of the head nurse on duty. The head nurse of each ward shall keep an accurate record of all receipts and expenditures of habit-forming drugs, undenatured alcohol and alcoholic beverages. The account shall be balanced weekly showing the amounts on hand. This account shall be countersigned by the ward physician, who shall

report any discrepancies to the physician-in-charge. These materials shall be dispensed on each ward only on a signed order from the ward physician, entered on the clinical report of the patient. Such administration shall be recorded accurately in the clinical record by the ward nurse by whom it was administered.

XXXIII. POLICY GOVERNING INDIVIDUALS AUTHORIZED TO ENTER THE INTERIOR OF WARTIME CIVIL CONTROL ADMINISTRATION ASSEMBLY CENTERS.

SECTION I - GENERAL.

- A. Instructions contained herein will be placed in effect immediately upon receipt. No other forms for passes or registers will be authorized, however Center Managers may add additional detail which is necessary in order to meet the conditions of their particular center, provided such elaborations will not conflict in any way with instructions prescribed below.
- B. PURPOSE. The following instructions are published for -
1. The information and guidance of Wartime Civil Control Administration Assembly Center Managers in determining individuals to be admitted to the interior of Assembly Center, and
  2. The purpose of initiating the requirement of registration for all visitors; both those admitted to the interior of Assembly Centers and those visiting evacuees in prescribed visitor areas as authorized in Paragraph XXVIII.
- C. GENERAL PROCEDURE. Instructions contained in the Sections following are based on the following general provisions:
1. That only those individuals, who, in the opinion of this office have official business in connection with Assembly Centers are to be admitted to the interior of Assembly Centers. The determination of who is to be allowed admittance to the Assembly Centers is reserved to this office and any questions in connection therewith which are not specifically covered below will be

referred to this office for decision.

2. That the application of these instructions is to be generally as follows:

- (a) Certain authorized documents are to serve as a means of identification by which the Center Managers may determine those individuals to be issued a pass granting admittance to the interior of the Assembly Centers. (See Section III below).
- (b) That a detailed record of all individuals, other than those Wartime Civil Control Administration employees specifically employed at the Center, is to be kept in a register maintained for that purpose. (See Section IV below).
- (c) That these instructions are to apply to all individuals requesting admittance with the sole exception of the Commanding General, Western Defense Command and Fourth Army (Lt. General J. L. DeWitt), and any members of a party accompanying the Commanding General, who will be admitted to any Assembly Center at any time without specific identification or pass.

SECTION II - INDIVIDUALS AUTHORIZED TO APPLY FOR ADMISSION TO THE INTERIOR OF ASSEMBLY CENTERS.

A. Individuals falling within the classifications listed below are authorized to apply for admission to the interior of Assembly Centers and will, providing they possess the

identification indicated below or as described in Section III, be granted a pass authorizing such admittance.

1. Military personnel possessing authenticated orders specifically requiring their presence in W.C.C.A. Assembly Centers, pursuant to numbered special orders of any military headquarters which are signed by an officer of the Adjutant General's Department and which contain in the left-hand lower corner an official stamp of the issuing headquarters and a signature of an officer of the Adjutant General's Department. Both the signature and the official stamp may be by facsimile and the orders are not in all instances actually signed by the individuals whose names appear thereon.
2. Properly identified law enforcement officials of City, State, County and Federal government when in the performance of official duties.
3. Properly identified individuals in the employ of T. W. Braun & Company.
4. Properly identified tradesmen only to the extent necessary in conjunction with Center operations.
5. Properly identified officials and employees of Wartime Civil Control Administration.
6. Individuals having in their possession specific authorization from the Civil Affairs Division, Headquarters Western Defense Command and Fourth Army, in the form of a pass. ( See Sections III and VI below).

7. Should the identification presented by any individual not prove sufficient in the opinion of the Center Manager to allow of admittance, the matter will be referred to this Headquarters by the most expeditious means.

### SECTION III - AUTHORIZED IDENTIFICATIONS

A. Other than as indicated in Section II above, paragraphs A-1, 2 and 4, the following will constitute the specific identifications on which Center Managers are authorized to issue passes permitting admittance to the interior of Assembly Centers.

1. A numbered permanent pass. (Facsimile of which appears in Section VI).
2. An individual pass, issued for only one visit or for a short period. (Facsimile of which appears in Section VI).
3. A press pass, issued by the T. W. Braun & Company. (Facsimile of which appears in Section VI).
4. An individual pass issued by the Center Manager to contract vendors representatives. (Facsimile of which appears in Section VI).
5. An official button (approximately  $1\frac{1}{2}$ " in diameter) inscribed in black letters on a white background. (Facsimile of which appears in Section VI).
  - (a) Center Managers will issue these buttons to all Caucasian personnel, including Caucasian Post Office employees, specifically employed at W.C.C.A.

Assembly Centers. Upon separation of any employee, including Caucasian Post Office employees, from any Center, the buttons issued will be picked up by the Center Manager. A record will be maintained by the Center Manager of buttons issued, showing the name of the person and the number of the button and a copy thereof furnished to the local military police commander. Should any of these buttons become lost, Center Managers will provide the military police commander with a list by number of the buttons lost. Thereafter once a button has been lost and is presented as a means of identification for admittance into the Assembly Center, admittance will not be granted the wearer except on personal approval of the Center Manager.

6. Properly identified members of the U. S. Army Engineers engaged in construction or maintenance activities at the particular Center.
7. Properly identified individuals normally concerned with activities which require their admission to the Center, such as telegraph messengers, employees of companies furnishing utilities services, etc.
8. Individuals covered under 6 and 7 above will be admitted only to those places within the Center as are directly concerned with the activities which they represent.

SECTION IV - MAINTENANCE OF VISITORS REGISTER AND ISSUANCE OF  
PASSES BY CENTER MANAGERS

A. Visitors' Register.

1. All persons requesting and obtaining admittance to Assembly Centers with the exceptions indicated in (a), (b) and (c) below will be required to have recorded at the registration station their name, address, business or profession, and purpose of visit. When this has been accomplished a Caucasian member of the civilian staff will provide such individuals with a written pass (a facsimile of which appears in Section VI.) See Section V below.
  - (a) The Commanding General, Western Defense Command and Fourth Army, Lt. General J. L. DeWitt, and any members of a party accompanying the Commanding General.
  - (b) Caucasians specifically employed at the particular Center.
  - (c) Representatives of contract vendors. Representatives of contract vendors will be admitted into the interior of Assembly Centers on a pass. (A facsimile of which appears in Section VI). This pass will entitle the bearer to enter the particular Center without reporting to the registration station of the Center, however Center Managers will require that all such representatives are registered by the division or branch of the Center to which they

deliver merchandise or with which they transact business. This registration will be on the same form as shown in Section VI and will be made daily in duplicate. At the close of each day, the original will be sent to the registration station and will be included with the original of other visitors registers for disposition as indicated in 2. below.

2. A visitors register (a facsimile of which appears in Section VI) will be prepared and closed as of the end of each day. The name, address, business or profession and purpose of visit of all persons requesting and obtaining admittance to the Center, with the exceptions indicated in (a), (b) and (c) above will be recorded on the visitors register.

(a) This register will be prepared in duplicate and distributed daily as follows:

- (1) Original to Chief, Operations Division,  
Wartime Civil Control Administration, 1251  
Market Street, San Francisco, California.
- (2) Duplicate to be retained by the Center  
Manager.

3. Registration Station. Each Center Manager will provide sufficient Caucasian personnel to maintain a registration station at the entrance gate of each Center.

- (a) This station will be operated if necessary on a twenty-four hour basis, depending on conditions existing at the particular Center.
- (b) Suitable facilities to shelter the individuals engaged in this matter will be provided by the Center Manager.
- (c) All facilities for registration will be located at or immediately adjacent to military police guard on duty at the entrance gate.
- (d) Passes and registers will be legibly prepared on forms to be supplied by the Operations Section, TSO Branch, Operations Division, Wartime Civil Control Administration.

SECTION V - AUTHORIZED PASSES.

- A. Authorized passes will consist of two types, each of a different color, namely, a visitors pass and an administrative pass, as indicated in (1) and (2) below:
- 1. Visitors Pass. For those visitors authorized to visit evacuees in prescribed areas or buildings specifically set aside for such purposes (a facsimile of which appears in Section VI).
  - 2. Administrative Pass. For those individuals authorized admittance to the interior of Assembly Centers for administrative reasons, which may include visiting or interviewing evacuees for official purposes (a facsimile of which appears in Section VI).

B. The passes authorized in A. above will be prepared in duplicate and both copies will be turned over to the individual permitting admittance to the Center. The duplicate will be picked up by the military police guard on duty at the time the individual enters the Center. The visitor will be required to retain the original while in the Center and on his departure from the Center will surrender the pass to the military police guard on duty, who will record on the pass the time of departure and who, at a time to be mutually agreed upon, will turn the original over to the clerk at the registration station.

1. Upon receipt of the original pass from the military police guard on duty, the clerk at the registration station will record on the visitors register the time of departure, whether or not parcels, if any, were inspected, and whether or not contraband was found. Information pertaining to parcels and contraband will be recorded on the pass by the interior police.

#### SECTION VI - FACSIMILIES OF AUTHORIZED IDENTIFICATIONS

- A. Permanent Pass W.C.C.A.
- B. Individual pass issued by Headquarters, W.C.C.A.
- C. Visitors pass
- D. Administrative pass
- E. T. W. Braun & Company pass
- F. W.C.C.A. Official Button
- G. Suggested form for Vendors Pass

#### SECTION VII - FORM FOR VISITORS REGISTER

A- PERMANENT PASS WARTIME CIVIL CONTROL ADMINISTRATION

Not valid unless countersigned	No. _____ 194__
	Western Defense Command and Fourth Army
	Wartime Civil Control Administration
	PERMANENT PASS
	The Bearer _____
	Employed as _____
	At _____
	is authorized to enter all Assembly Centers in the performance of official duties.
	Official:
	_____ _____
WCCA Form A-2      Identity must be verified upon demand	

Light blue card -  
4 in. x 2 $\frac{1}{2}$  in.

B - Individual Pass issued by Headquarters, W.C.C.A.

PREPARE IN TRIPLICATE: 1. Original to individual or head of group.  
2. Copy to Mr. Sandquist.  
3. Copy to Executive Officer.

WESTERN DEFENSE COMMAND AND FOURTH ARMY  
Office of Assistant Chief of Staff, Civil Affairs Division

-----  
WARTIME CIVIL CONTROL ADMINISTRATION  
1231 Market Street  
San Francisco, California  
Telephone KLondike 2-2611

Date \_\_\_\_\_

The individual(s) named below are authorized to visit \_\_\_\_\_  
Center, on or about \_\_\_\_\_, for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Areas to be visited in the center will be limited to those designated  
by the Center Manager. It is understood that the routine administration  
of the Center will not be disturbed by this visit.

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
COUNTERSIGNED BY CENTER MANAGER

\_\_\_\_\_  
EXECUTIVE OFFICER

\_\_\_\_\_  
I.K.E.

\_\_\_\_\_  
E.S.

NOTE: Not valid until countersigned by Center Manager or authorized  
representative.

C - VISITORS PASS

Size 6" x 4"

No. \_\_\_\_\_

VISITORS PASS

\_\_\_\_\_ 1942

Admit \_\_\_\_\_  
To Visit \_\_\_\_\_  
At \_\_\_\_\_ (Time - Place) \_\_\_\_\_  
Purpose of Visit \_\_\_\_\_  
Contraband. Yes \_\_\_\_\_ No \_\_\_\_\_ Inspected By \_\_\_\_\_  
Time Admitted Main Gate \_\_\_\_\_ Time Admitted Visitors House \_\_\_\_\_  
Time Out Main Gate \_\_\_\_\_ Time Departed Visitors House \_\_\_\_\_

GOOD ONLY ON DAY OF ISSUE

Signed \_\_\_\_\_

For \_\_\_\_\_

Center Manager

To be made out in duplicate. Original to be retained by visitor until departure from Center, duplicate to be surrendered to Military Police Guard at entrance to Center.

-----

D - ADMINISTRATIVE PASS

No. \_\_\_\_\_

ADMINISTRATIVE PASS

\_\_\_\_\_ 1942

Admit \_\_\_\_\_  
To Visit \_\_\_\_\_  
Purpose of Visit \_\_\_\_\_  
Time Admitted Entrance Gate \_\_\_\_\_ Time Out Exit Gate \_\_\_\_\_

GOOD ONLY ON DAY OF ISSUE

Signed \_\_\_\_\_

For \_\_\_\_\_

Center Manager

To be made out in duplicate. Original to be retained by visitor while in Center, surrendered at exit gate upon departure; duplicate to be surrendered to Military Police at time of entrance.

-----

E - T. W. BRAUN & COMPANY PASSES

WESTERN DEFENSE COMMAND AND FOURTH ARMY WARTIME CIVIL CONTROL ADMINISTRATION	
P R E S S P A S S E S	This pass, when signed by the person to whom it is issued and countersigned by the authorized press relations representative in this jurisdiction, will entitle the holder, when accompanied by the press relations representative, to enter the _____ Assembly Center
_____ Visitor 's Signature	_____ Paper or Organization Represented
_____ Good This Date Only	_____ Press Relations Representative
(This pass to be made out in duplicate, the original to be presented to Military Guard at gate, and carbon copy to be retained by Press Relations Representative.	

(WHITE)

WESTERN DEFENSE COMMAND AND FOURTH ARMY WARTIME CIVIL CONTROL ADMINISTRATION	
P R E S S P A S S E S	This pass, when signed by the person to whom it is issued and countersigned by the authorized press relations representative in this jurisdiction, will entitle the holder, when accompanied by the press relations representative, to enter the _____ Assembly Center
_____ Visitor's Signature	_____ Paper or Organization Represented
_____ Good This Date Only	_____ Press Relations Representative
(This pass to be made out in duplicate, the original to be presented to Military Guard at gate, and carbon copy to be retained by Press Relations Representative.	

(YELLOW)

F - W.C.C.A. OFFICIAL BUTTON



White button with black letters -  
Approximately  $1\frac{1}{2}$  inches in diameter

G - SUGGESTED FORM FOR VENDORS PASS

No. \_\_\_\_\_

VENDORS PASS

\_\_\_\_\_1942

This pass entitles \_\_\_\_\_

representing \_\_\_\_\_

to enter the interior of \_\_\_\_\_ Center

for the purpose of transacting business between the hours

of \_\_\_\_\_ and \_\_\_\_\_

This pass is good for \_\_\_\_\_ days and must be renewed at  
expiration date if admittance is desired.

\_\_\_\_\_  
Center Manager

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Contract Vendor (Name of Firm)

By \_\_\_\_\_

## FORM FOR VISITORS REGISTER

VISITORS REGISTER

CENTER

1942

[illegible]

Print on 8-1/2 x 14" sheet.

XXXIV. BURIAL PROCEDURE. (See Paragraph VII-B)

A. Preparation and Disposition of Remains.

1. When an evacuee of any Assembly Center dies, certain duties devolve upon the various persons officially concerned that require immediate action. The persons officially concerned are: The Center Manager, the Center Surgeon, and the Center Undertaker (Contractor).
2. Immediately upon the death of an evacuee, the attending Surgeon will notify the Center Manager, informing him as to the cause of the death. The Center Manager will immediately forward this information to the representative of the United States Public Health Service. Also upon the death of any person within the United States, the Surgeon is required to render a report to the United States Bureau of the Census on forms provided by that bureau. In many states reports must also be rendered to the local health authorities.

B. Call on Contractor.

1. Whenever the services of an undertaker are necessary, the Center Manager will promptly notify the undertaker under Government contract and will make an immediate report to the Chief, Operations Section, T.S.O. Division, this headquarters. The United States Public Health Service is responsible that the remains are properly prepared by the undertaker in conformation with the provisions contained in the Government contract. The United States Public

Health Service or their representative will act as an inspector for the Government, and no payments may be made on bills for undertakers' services until a representative of the United States Public Health Service certifies that he has inspected the remains after preparation for burial, and that the provisions of the contract have been complied with.

2. Center Managers will ascertain from the undertaker when the remains of the deceased will be ready for inspection. This information will then be immediately transmitted by telegram to Dr. W. T. Harrison, Senior Surgeon, United States Public Health Service, Federal Office Building, San Francisco, California, giving the following information:

- (a) Name and location of the undertaking establishment in charge of the remains
- (b) Time and date that remains will be prepared and ready for medical inspection

C. Issue of Clothing for Burial.

1. The clothing of deceased will be used to clothe the remains, if available in clean and good condition. When such clothing is not available, the Center Manager is authorized to purchase, regardless of whether or not the clothing allowance of the deceased evacuee is exceeded.
2. Clothing purchased for burial purposes will be accounted for on a prepared shipping ticket, listing thereon all

items issued. The order of the Center Manager directing the issue and reciting the reasons therefor is to be attached to the shipping ticket. The undertaker in charge of the burial arrangements will certify on the shipping ticket that the clothing issued was received and used in the preparation of the body for burial. The shipping ticket thus completed is a valid voucher to the stock record account of the issuing Center Manager.

3. Clothing purchased or issued for burial purposes will be in accordance with the desires of the family of the deceased, but in no instance will exceed the value of \$15.00 for adults, and \$10.00 for children.

D. Expenses for Interment, Defined.

1. Burial expenses proper will be restricted to:
  - (a) Undertaker services
  - (b) Cost of casket
  - (c) Hire of hearse
2. In addition to burial expenses proper, for which limits of cost are prescribed in paragraph E, the following may be furnished when required (authority to be obtained from Wartime Civil Control Administration Headquarters):
  - (a) Clothing when necessary
  - (b) Necessary expense incident to recovery of bodies
  - (c) Necessary expenses, not to exceed \$50.00, incident to interment, such expenses to include the following:
    - (1) Hearse hire for remains and transportation

for immediate relatives to cemetery.

- (2) Services of a minister
- (3) Cost of grave site in private cemetery (See Paragraph VII-B)
- (4) Opening and closing of grave
- (d) Cremation, only upon request of next of kin, including suitable urn for ashes. (See Paragraph VII-B)

E. Limitations.

1. General.

- (a) Except as otherwise hereinafter specifically authorized, burial expenses proper will be limited to \$85.00.
- (b) The limit of \$85.00 will not be exceeded without authority of the Quartermaster General.

2. Exceptional Circumstances.

- (a) In case of death under the following exception circumstances, burial expenses proper will not ordinarily exceed \$100.00:
  - (1) By dangerous communicable disease.
  - (2) By drowning, when the remains are not recovered immediately.
  - (3) When traveling on a train.
- (b) The limit of \$100.00 prescribed in (a) above will not be exceeded without authority of the Quartermaster General, application for which will be made thru the Army Agency executing the burial contract in effect for the Center.

F. Burial Plots.

1. Burial plots when required will be secured through the Purchasing and Contracting Officer who entered into burial contracts for the various Assembly Centers. (See Paragraph VII-B)

G. Record of Burials.

1. A record of burials will be kept by the Center Manager which will be turned over by him, when relieved, to his successor, or transmitted to the War Relocation Authority through Wartime Civil Control Administration Headquarters, if the Center be discontinued. This record will show the following:

- (a) Name of deceased
- (b) Sex of deceased
- (c) Cause of death
- (d) Date of death
- (e) Date of burial
- (f) Age at time of death
- (g) Place of birth
- (h) Place of residence prior to being interned
- (i) Name of immediate family or next of kin
- (j) Name and address of attending physician at time of death.
- (k) Number and location of grave
- (l) Name and location of cemetery

H. Report of Burials.

- \*1. Immediately after each burial, the Center Manager will forward a report in triplicate to the Chief, Operations Section, T.S.O. Branch, this headquarters, stating in detail the information outlined in Paragraph G above.

XXXV. INTERIOR SECURITY REGULATIONS.

- A. All criminal and civil laws, local, state and federal, are in full force and effect in all assembly centers. All of these laws and the following Assembly Center Regulations will be strictly enforced by the Interior Police. All violations of criminal laws or Center Regulations are to be promptly reported to the policeman on duty at the Interior Police Station. The duty to report all violations and infractions of center regulations on the part of any person subject thereto is imposed on all members of the Center Staff as well as on all evacuees. It shall be the duty of the Center Manager to require his staff so to do.
- \*B. All radios and lights of every kind in all evacuees' quarters shall be turned off by the occupants at an hour to be published in writing by the Center Manager, which, in any event, will be not later than twelve o'clock midnight; the exact hour to be consistent with consideration of local climatic conditions. After the hour of curfew, lights shall remain off throughout the remaining hours of darkness. Necessary exceptions to lighting regulations, such as in case of fire, sickness, pregnant mothers and mothers with young children, may be permitted by the Center Manager in center regulations to be posted on bulletin boards accessible to evacuees.

- \*C. All evacuees shall be in their own living quarters between the hour of curfew, as established by the Center Manager, and six o'clock A.M. When climatic conditions require, the area immediately adjacent to the quarters will be considered as a part thereof. Exceptions will be permitted for persons going to and from the nearest lavatory or when necessary in caring for sick persons. The Center Manager may issue published exceptions in other cases which in his opinion are warranted by the circumstances. Center Managers will furnish each evacuee required to work between the hours of the established curfew and six o'clock A.M. with a written permanent pass setting forth the evacuee's name and address, the duties to which he or she is assigned, and the hours and location for such work. Evacuees will be advised that this pass is to be carried on their person and is to be produced upon request by a member of the Interior Police or the Center administrative staff.
- D. Evacuees are prohibited to contact directly or indirectly, either in writing or verbally, any military police personnel assigned to duty at Assembly Center except for official business, and then only when such contact is initiated by military personnel.
- \*E. When practicable and consistent with the physical features of the particular assembly center, as determined by Center Manager, evacuees will be required to stay at least ten (10) feet back from all outside fences, including those which separate military police areas from evacuee areas.
- F. Unnecessary noises or disturbances are prohibited.

- G. Loitering in or around the buildings or areas in which any of the business of the Center is carried on is prohibited, but this shall not be construed to interfere with any legitimate business an evacuee wants to conduct with the staff of the Center Management or the Interior Police.
- H. Alcoholic beverages, excepting sacramental wines in the possession of persons authorized, will be confiscated without compensation and turned over to the physician-in-charge of the Center hospital who will destroy all alcoholic beverages not suitable for medicinal purposes, retaining that which is suitable. All such proceedings will be made a matter of record in writing, including the names of those persons involved, further the physician in charge at the Center will account for such retained confiscated liquor on his stock record account. The destruction of alcoholic beverages not suitable for medicinal purposes will be witnessed by a Caucasian member of Center staff and will be supervised by the Interior Security Police and a certificate to this effect completed. This certificate will show what was destroyed, listing quantity and brand.
- \*I. (Rescinded)
- J. The use of bicycles by evacuees in Center will be limited to the restrictions imposed by the Center Manager. Such restrictions shall be published and posted on all bulletin boards in the Center.
- K. Traffic regulations for each Center will be published by the Center Manager. Evacuees will obey all such regulations and

violators of these rules will be subject to restrictive measures.

- L. Evacuee truck drivers shall not be permitted to drive outside the Center except by written permission of the Center Manager.
- M. When an Interior Policeman, in performance of his duty, requests information about an incident or a person from evacuees, they shall give all such information in their possession without reserve.
- N. The Interior Police Officers are authorized, without warrant, to enter all buildings and evacuee quarters at any time of the day or night when considered necessary in the performance of their duties.
- O. Fraternization between evacuees and Interior Police is prohibited.
- P. No evacuee shall enter any room, apartment, barracks or other

building, or part thereof which is vacant, without express permission from the Center Manager. When enclosures of these kinds are normally occupied only a part of the time, this rule shall apply during the unoccupied time.

- \*Q. Except for mail order purchases, purchase of any articles by evacuees from any source outside the Assembly Center will be made through the Center Store. Such articles will be subject to inspection by the Interior Police before delivery to the evacuee. Parcel Post packages addressed to evacuees will be opened at the Post Office for inspection by the evacuee in the presence of a member of the Interior Police. Packages shipped by express or freight consigned to evacuees will be similarly inspected at a place designated by the Center Manager. All articles of a contraband nature will be confiscated, as will all articles not clearly marked with the name and address of the sender and the name of the evacuee.
- R. Property, articles or equipment belonging to, or in custody of the United States Government, or any of its agencies, shall not be moved by evacuees from one building or location to another building or location unless by authority of the Center Manager.
- S. Evacuees are prohibited from organizing, participating in, or being members of any secret club, organization (excepting Boy Scout activities), association or combination of more than one individual. With the written permission of the Center Manager, evacuees may organize athletic and religious clubs, provided

that all constitutions, by-laws and governing regulations of such organizations shall be submitted in writing to the Center Manager for approval before adoption thereof. When desired by Center Managers application may be made to this office for permission to organize clubs or activities not authorized above. Applications will include full details as to the type of organization and desirability for organization thereof.

- T. (a) All meetings (does not include organized and authorized Center recreational activities) within the Center shall be conducted in the English language except as provided in Paragraph XD5(c)(6) and adult classes in English and Civics, and in other cases where it is absolutely necessary for the proper administration and operation of the Center. In the latter cases a transcript of the proceedings will be prepared, translated and filed in the office of the Center Manager, a copy being furnished to the Interior Security Police. The use of a spoken Japanese language will be held to an absolute minimum consistent with administrative necessity.
- (b) Except as noted in Paragraph XXVIII, a member of the Center Administrative Staff will physically supervise any and all gatherings (meetings) held for any purpose. This does not mean that a member of the Center Administrative Staff must be present at all times, but it

does mean that he will control and supervise such meetings by his physical presence to the extent that it is deemed necessary by the Center Manager.

- (c) The Interior Security Police, in addition to being required to attend all meetings concerned with self-government, are authorized to attend all meetings of whatever nature which are concerned with the maintenance of order, discipline and observance of Center regulations. In addition, the Interior Security Police are authorized to attend all group gatherings, except those between the Center Staff and the evacuees which are concerned solely with administrative matters of the Center. The Interior Security Police will attend such meetings at the invitation of a member of the Center Staff.

\*U. (a) The cooking or heating of food in the quarters of the evacuees is prohibited. This does not apply to the preparation of formula foods for infants and special authorized diets, which, with the written approval of the Center Manager, may be prepared in evacuees' quarters.

- (b) The provisions of Paragraph X-D-3, "Public Health and Sanitation", this Manual, are applicable to the possession of foodstuffs by evacuees.

- V. The laws of the State wherein the Assembly Center is located as pertaining to gambling will be enforced by the Interior Police.
- W. Male evacuees, including auxiliary police, shall not enter the barracks, apartments, dormitories or other quarters set aside for the exclusive use of the female evacuees, except when specifically ordered to do so by some Caucasian who is head of some Center Management Division and this may be done only when necessary to carry on work of the Center which cannot be done elsewhere..
- X. Female evacuees shall not enter the barracks, apartments, dormitories or other quarters set aside for the exclusive use of male evacuees under any conditions.
- Y. There will be no personal financial transactions or negotiations between personnel serving in or with the Wartime Civil Control Administration and Japanese evacuees. Any such practice by persons connected with the Wartime Civil Control Administration in any capacity will not be tolerated and all officers or employees serving in the Wartime Civil Control Administration are required to confine their relationships and dealings with such evacuees to official business only. No personal business of any nature between Wartime Civil Control Administration personnel and such evacuees is permitted.

- \*Z (a) Stoppage of work (except as provided in (b) below) by individuals or as a group with the intent to, or the effect of interfering with the execution of the functions and operations of the Assembly Center is prohibited.
- (b) No evacuee is required to work, however once an evacuee has accepted a job for which he will receive remuneration, the evacuee will, except in cases of illness, carry out his or her assignment. Should the evacuee desire to quit, he or she may do so, provided forty-eight hour notice of intent in writing is presented to his Caucasian supervisor. This notice will set forth the reason for quitting and effective date.

\*AA. No evacuee shall prevent or attempt to prevent any other evacuee from working. Neither shall any evacuee attempt to induce or influence another evacuee to cease working or to strike. This rule shall apply to all verbal, written or physical means which might be employed, either direct or indirect.

BB. No evacuee shall deliberately or willfully destroy or attempt to destroy or mutilate any government property.

CC. All evacuees shall obey the directions of the supervisors of the projects on which they are working. Any evacuee who has any grievance regarding such directions shall submit his grievance to the Center Manager in writing.

DD. No evacuee shall make, or offer to make, any payment in money or other thing of value to any member of, or employee of the Center Staff, the Interior Security Police or the Military Police for any act or omission on their part or

as a simple gratuity.

EE. Parents are required to properly and thoroughly instruct their children in these regulations and the necessity for obedience thereto. In those families that contain members who cannot read, it shall be the duty of the oldest adult who can read to instruct the non-readers in all these regulations.

FF. No evacuee shall conspire with any other evacuee, or group of evacuees, to evade any of these or subsequent regulations or any official rules and orders of the Center Manager or the Wartime Civil Control Administration.

GG. Any violation of these regulations may be prosecuted under Public Law 503.

HH. Under no condition will the use of profane or abusive language or conduct unbecoming a gentleman be allowed in the Assembly Centers, either by Caucasians or evacuees.

II. Songs of martial nature or in praise or worship of the Japanese nation, government, or Emperor shall not be played or sung in either English or Japanese in Assembly Centers. The letter as well as the intent of this regulation shall be fully complied with by individuals and groups.

XXXVI. INSPECTION OF PACKAGES AND ARTICLES OTHER THAN LETTER MAIL

A. Those instructions as set forth in Paragraph XXXV-Q, this manual, are supplemented as follows:

\*1. The Center Manager and the Chief of Interior Security Police will institute the necessary procedure for the inspection by the Interior Security Police of all articles or materials coming into the Center, with the exception of letter mail. (Note: Communications, Parcel Post or packages addressed to Military Police personnel, which are improperly delivered inside the Center, will be turned over unopened to the Commanding Officer of the Military Police on duty at the Center.) The inspection will be made in the presence of either the person bringing the articles or materials into the Center, or the person for whom such articles or materials are intended. This shall apply to all articles and materials except as noted above, regardless of the means by which they enter the Center; and it shall further apply to all individuals to include the Interior Security Police, Center management staff, and military personnel, including Military Police, with the following exceptions:

- a. The Commanding General, Western Defense Command and Fourth Army.
- b. The Commanding General, Southern California Sector, Western Defense Command.
- c. The Commanding General, Northern California Sector, Western Defense Command.
- d. The Commanding General, Northwestern Sector, Western Defense Command.
- e. The Assistant Chief of Staff, Civil Affairs Division

Headquarters Western Defense Command and Fourth Army.

- f. Military Police in performance of official duties requiring their presence in the Center, as authorized in Paragraph III, this manual.

- B. 1. For all articles, packages or receptacles seized, the Chief of Interior Security Police of the Center, or his authorized representative, will issue a receipt in triplicate, disposed of as follows:
  - a. Original to the person or persons from whom the article, package or receptacle was seized.
  - b. Duplicate for Center Manager's file.
  - c. Triplicate for file by Chief of Interior Security Police of Center.
- 2. The Chief of Interior Security Police of the Center will maintain a card index covering all confiscations and showing details as to name and address of the person or persons from whom seizures were made.
- C. Action to be taken should any articles considered contraband be found:
  - 1. For those articles, packages or receptacles pertaining to Caucasian personnel on duty at the Center, contraband items will be seized and retained in custody of the Interior Security Police pending initiation of disciplinary action.
  - 2. For those articles, packages or receptacles pertaining to visitors, contraband articles will be returned to

the person or persons bringing them into the Center, with the advice that such articles are contraband and cannot be delivered to evacuees or other personnel within the Assembly Center.

3. For those articles, packages and receptables received through the mail, express, or through other means of delivery, the contraband will be seized and disposed of as provided below.

D. Disposition of contraband articles.

1. Items listed as contraband in Public Proclamation No. 3, Headquarters Western Defense Command and Fourth Army, dated March 24, 1942, (Paragraph XVII, Wartime Civil Control Administration Operations Manual) all Japanese language phonograph records are to be shipped to contract storage as provided in letter of instruction dated August 13, 1942, issued by Operations Section, Temporary Settlement Operations Branch, Wartime Civil Control Administration, under the subject "Shipment of Contraband".
2. All other articles, packages or receptacles (except as noted in (3) below) seized as contraband in Centers are to be shipped to the Project Director of the receiving War Relocation Project at the time of evacuation of the Centers.
3. a. Articles, packages or receptacles seized, for which ownership cannot be established, will be disposed of as follows:

- (1) Items coming into a Center by United States postal service, express or freight service, are to be returned to the agency making the delivery. They are not to be opened for inspection.
- (2) Items coming into a Center, the method of entrance of which cannot be determined, will be disposed of as follows: Such items are to be shipped to contract storage as provided in letter of instructions dated August 12, 1942, issued by Operations Section, Temporary Settlement Operations Branch, Wartime Civil Control Administration, under the subject "Shipment of Contraband". This includes articles not considered contraband in nature that may be included in a package or receptacle which contained articles of contraband.

b. Paragraph XXV, this manual, authorizes seizure of Japanese print of any kind when in the possession of evacuees within the Assembly Centers. The Chief of the Interior Security Police at Assembly Centers will forward to Chief, Interior Security Branch, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California, such Japanese print which the Chief of Interior Security Police of the Assembly Center considers actually subversive in nature.