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nos. 23, 25, 28, 30, 32-41

WAR RELOCATION AUTHORITY
Manzanar, California

WARD V

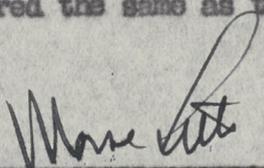
January 13, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 23

GENERAL DENTAL PRIVILEGES

A dentist is a thoroughly qualified man in the practice of his profession and the fact that he has a license to practice dentistry entitles him to the use of narcotics, drugs, and special nutritional articles in the practice of his profession.

There has been some question raised in the past about the legality of dentists to write prescriptions. Prescriptions written by qualified dentists in the employment of WRA, whether they be narcotics, drugs, or for special food or food permits are to be honored the same as the physicians in the employment of WRA.


Morse Little, M. D.
Project Medical Officer

ML:ut

WAR RELOCATION AUTHORITY

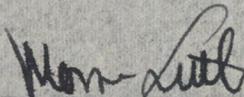
Manzanar, California

HOSPITAL ADMINISTRATIVE BULLETIN NO. 25

USE OF OXYGEN IN THE HOSPITAL

We have received notification that for the present, no oxygen will be available. Therefore, it is urgently requested of physicians and nurses to be extremely sparing in the use of oxygen.

No oxygen shall be used unless on specific written order by the attending physician.



Morse Little, M. D.
Project Medical Officer

ML:ut

WAR RELOCATION AUTHORITY
Manzanar, California

March 6, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 28EATING AT THE HOSPITAL KITCHEN

Due to food rationing which has begun March 1, requests have come for better handling of our kitchen at meal times for the benefit of all concerned. This problem involves Nurses' Staff, Medical Staff, to a certain extent the Administrative Staff, Cooks, and Dietitians.

The following rules are placed for the better integration of the problem of feeding the patients and hospital personnel. It will be greatly appreciated if all personnel will follow this routine as the cooks and dietitians have been instructed by me to follow these rules.

1. No one shall eat at the hospital dining room except Doctors, Nurses, Orderlies, Attendants, and those hospital administrative personnel who cannot eat in their home kitchen. No friends, families or other personnel not directly associated with the hospital, will eat in the hospital kitchen.
2. No one shall eat at the Hospital kitchen who is not on duty, going on duty, or on coming off of duty. The only exception to this rule are physicians and nurses who may be working overtime or at odd hours.
3. The evening meals shall be served only to those on the swing shift and to Doctors and Nurses who reside in the Quarters at the Hospital. All other personnel who leave the hospital at completion of the day at 3:30 p.m. or 5:00 p.m. shall eat at their respective mess halls.
4. The times when meals are served are hereby given and must be strictly adhered too. The only exception are physicians, nurses, orderlies, and attendants who because of their work with the patients are not able to appear at this regular time. Doctors, nurses and other personnel who are not actively engaged in the care of patients in the regular meal hours will not be served after the termination of the hours listed below.

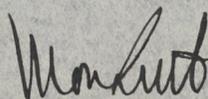
Day Shift: 6:45 - 7:00 a.m. Trays: 7:00 - 7:30 a.m.

Night Shift: 7:30 - 8:00 a.m.

Workers: 11:30 a.m. - 12:30 p.m. Trays: 11:00 - 11:30 a.m.
 4:30 p.m. - 5:30 p.m. 4:00 - 4:30 p.m.

Evening Meals: 10:30 p.m. - 11:30 p.m.

This becomes effective Monday, March 8, 1943.


Morse Little, M. D.
Project Medical Officer

MRS. BERNICE SILBER

WAR RELOCATION AUTHORITY
Manzanar, California

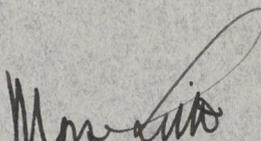
March 26, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 30

PATIENT'S CLOTHING

As of Monday, March 29, no more patient's clothes will be kept on the Wards. It will be expected that relatives or friends will take the clothes home with them the day of admittance. Patient's clothes now kept at the Hospital will be sent home as of this date.

Exceptions to this rule will be made only through a written authorization by the Project Medical Officer


Morse Little, M. D.
Project Medical Officer

ML:ut

MRS. B. SILBER

WAR RELOCATION AUTHORITY
Manzanar, California

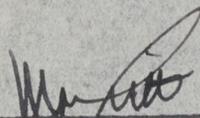
May 5, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 32

HOSPITAL KITCHEN

As of today, the Hospital Kitchen will not furnish food for any purpose other than for the care of patients and the operation of the Hospital mess hall. Any employee wishing picnic lunches will contact Mr. Chuman for lunches that will be put up by Kitchen No. 1. If food is desired for any other purpose, it must have the written approval of either the Project Medical Officer or Project Nursing Director.

Mrs. Williams, dietician, has been notified that requests for food are not to be honored except under the above circumstances when a written authorization is given.



Morse Little, M. D.
Project Medical Officer

ML:ut

*Read
and file under
Administrative*

WAR RELOCATION AUTHORITY
Manzanar, California

May 15, 1943

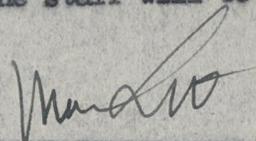
HOSPITAL ADMINISTRATIVE BULLETIN NO. 33

USE OF FRESH MILK AT HOSPITAL

Milk has again become exceedingly scarce in Manzanar. For that reason the following rules are laid down for the use of milk in the Hospital.

Priority in the use of fresh milk will be given for pediatric and tuberculous cases. Milk coming into the Hospital will be used first to meet these needs. The next group to be cared for will be lactating mother and ulcer cases. Milk beyond these needs will be used for general hospital care.

It is requested that fresh milk no longer be used in cooking or in making cocoa. Powdered milk is available for both of these needs and Mrs. Williams has been instructed to furnish powdered milk for cooking and the making of cocoa. If further milk supply becomes available, the staff will be notified by further notice.



Morse Little, M. D.
Project Medical Officer

ML:ut

*File under
Administrative*

WAR RELOCATION AUTHORITY
Manzanar, California

June 21, 1943

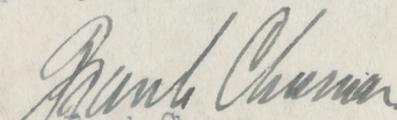
HOSPITAL ADMINISTRATIVE BULLETIN NO. 34

PRIORITY ASSISTANCE FOR EVACUEES AND APPOINTED PERSONNEL

Since the War Relocation Authority is unable to extend preference rating assistance granted to it by the War Production Board to evacuees and appointed personnel for their own personal use, the following is the procedure which has been established with the War Production Board itself in regard to individual applications for priority assistance.

1. The evacuee or appointed personnel shall prepare a letter on his own stationery and as an individual, describing in as much detail as possible the exact article desired, the source of supply if known, the cost for such an article, and the use of this article. This letter shall be addressed to Mr. I. F. Dix, District Priorities Chief, PD-1A Section, War Production Board, 1031 South Broadway, Los Angeles 15, California.
2. For evacuees, this letter shall be submitted to the Hospital Administrative Office for review. For appointed personnel, this letter shall be submitted directly to the Project Medical Officer. In either case the Project Medical Officer shall attach a signed statement of approval or disapproval for the article desired. Since the War Production Board has been quite cooperative in the past, it is felt that such a statement of recommendation will greatly assist in providing justified preference ratings.
3. This letter shall then be transmitted by the Project Medical Officer to the Project Priorities Officer for checking and recommendation to the War Production Board.
4. The evacuee or appointed personnel, upon notification from the Project Priorities Officer, shall call at his office, Block 1, Building 7, Apartment 1, and make out the required PD-1A form for application for priority assistance.
5. The completed form, with the letter and recommendation attached, shall then be forwarded by the Project Priorities Officer to the Los Angeles War Production Board for processing of the individual application.

Please observe that individual applications must not be written on WRA letter-heads nor may the accompanying letter imply that the evacuee or appointed personnel is speaking in any official capacity for the War Relocation Authority.


Frank Chuman

Medical Administrative Assistant

Administrative

WAR RELOCATION AUTHORITY
Manzanar, California

June 28, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 35

EVACUEE PAY ROLL AND TIMEKEEPING PROCEDURES

In accordance with Administrative Instruction No. 10, Revised, Supplement No. 1, dated June 10, 1943, the following procedure will be followed for the following matter insofar as they concern Hospital employees. This will supplement Paragraph III of Hospital Administrative Bulletin No. 29 and Paragraph II of Hospital Administrative Bulletin No. 31 and is effective immediately.

I. Absence on Account of Illness

All Hospital employees, except those paid on a part-time basis, absent on account of illness, will be given sick leave. Absences in excess of three days will require a certificate from a doctor indicating that the employee was unable to report to duty because of illness. Such absences must be in writing and signed by the worker and approved by the head of the division before excused absence is granted. Sick leave for which payment is made shall be limited to fifteen days for any one illness. If the employee is unable to return to his duties after a lapse of fifteen days, he shall be eligible for unemployment compensation without a further waiting period. Continued eligibility will depend upon a report from a doctor covering each thirty-day period and in no case shall continue longer than ninety days.

II. Compensatory Time

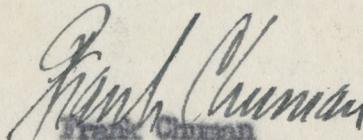
Any Hospital employee may elect the date or dates of his compensatory leave, with the prior approval of the section head. In the event that an employee is transferred between Relocation Centers, the accrued compensatory time may also be transferred upon certification by the Project Finance Officer of the Center of departure.

Payment of compensatory leave may be made upon departure from Relocation Centers to evacuees who are inducted into the Armed Forces of the United States.

In all other cases, compensatory leave must be taken prior to the termination of employment or departure from the Relocation Center. A job may be extended to cover the period of compensatory time, but such time may not be transferred between divisions.

III. Monthly Schedule of Hours and Rates

Cash payments to all employees for the calendar year 1943 will be computed in accordance with the schedule on hand with the Hospital Timekeeper. This schedule is based on a total of forty-four hours of at least eight hours for five days each week and four hours on the sixth day of each week. If the specified number of hours have been worked or credited for the respective months, the full rate will be paid; if not, the hourly rate and the number of hours worked will be used to arrive at the amount due. If an evacuee works less than the prescribed hours per month as indicated on the schedule, he may be granted a sufficient number of hours of compensatory time if such hours are already credited to him to bring the total number of hours up to the minimum, and payment may then be made at the full monthly rate. Conversely, if more than the prescribed hours per month are worked, the additional hours may be credited to such employee's compensatory time as in the past.



Frank Cannon
Medical Administrative Assistant

FC:ja

WAR RELOCATION AUTHORITY
Menninger, California

July 7, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 36ISSUANCE OF PASSES

In accordance with the Project Director's Bulletin No. 55 dated July 2, 1943, the following regulations will govern the issuance of work passes and picnic passes from the Center into the area. All department and section heads and Hospital employees are requested to follow these regulations wherever applicable.

I. PASSES FOR WORK PARTIES

- A. All work parties shall have work passes which shall be made out by the appointed personal supervisor of the crew, initialed by the division head and signed by the Assistant Project Director, Robert L. Brown.
- B. Government motorized equipment shall be used only for official work parties.
- C. All gates from the Center into the area may be used by official work parties.

II. PASSES FOR PICNICS AND OTHER OCCASIONS

- A. All residents have free use of the picnic area, which includes picnic grounds Nos. 1 and 2 to the south of the Center. Identification cards shall be issued by the Block Managers to all residents of their block. Upon presentation of this card to the sentry on the WEST GATE, residents shall be allowed to proceed to the picnic grounds.
- B. All residents leaving the Center for the picnic grounds shall use the WEST GATE only and proceed to the picnic grounds either by the road running south past the rubbish pit or the new trail from the southwest corner of the Center to the picnic grounds.
- C. Residents shall sign up with their respective Block Managers before going on picnics.
- D. Special parties such as the Boy Scouts, Y.M.C.A., or school groups who may wish to use the Reynolds Ranch shall sign up with the Block Manager's office AS A GROUP. These people will carry a group pass form similar to the work party form, on which it will state the purpose of the trip in full. These people will use the SOUTH GATE and not the west gate.

III. SUMMARY

- A. To summarize the use of the gates, only work parties and occasional special groups whose destination is the Reynolds Ranch shall have use of the SOUTH GATE.

Frank Chuman

Frank Chuman
Medical Administrative Assistant

*Admin's Instruction
Bulz.*

WAR RELOCATION AUTHORITY
Manzanar, California

August 3, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 37

DAMAGED OR UNSERVICEABLE PROPERTY

It has been brought to my attention that many times in the past Hospital supplies and equipment have been destroyed, disposed of, or converted to other use without this act first having been approved by the Hospital Administrative Office or the Hospital Warehouse. These articles include linen supplies which have been torn into rags, kitchen crockery which have been broken and disposed of, and various other supplies.

Since these articles have been carefully checked through the Warehouse prior to issuance to various departments in the Hospital, a formal notification to the Project Board of Survey is necessary before any articles having reasonable durability or longevity can be destroyed, disposed of, or converted to other uses.

In order that the Hospital Warehouse records may be kept accurately, all Hospital employees are kindly requested to set aside all torn, unserviceable, or broken articles in one designated place and the department head instructed to inform the Hospital Administrative Office for proper disposition thereof.

The Project Board of Survey will then be requested to convene at the Hospital, probably once a month, for the purpose of surveying such damaged or unserviceable property, after which the unserviceable supplies may be converted for other purposes and damaged property stricken from the Warehouse records.

Frank Chuman

Frank Chuman
Medical Administrative Assistant

FC:ja

WAR RELOCATION AUTHORITY
Manzanar, California

December 28, 1943

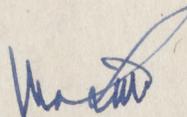
HOSPITAL ADMINISTRATIVE BULLETIN NO. 38

SMOKING

In the past few weeks, there has been considerable increase in smoking on various wards in the Hospital. The following rule is hereby given and all employees are expected to follow these instructions.

Smoking will not be permitted under any circumstances on the wards except in the ward kitchen. Under no circumstances are employees to smoke in the Nurses' Office or in other rooms on the ward. It is suggested that smoking be done on the steps just outside the ward entrance if at all possible.

There is an extremely high fire hazard connected with the construction of this Hospital and this rule will be enforced for this reason.



Morse Little, M. D.
Project Medical Officer

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WAR RELOCATION AUTHORITY
Manzanar, California

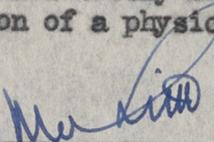
December 28, 1943

HOSPITAL ADMINISTRATIVE BULLETIN NO. 39

MEDICINE

It has been brought to my attention that employees of the Hospital are taking medicine from the wards for their own use or the use of friends or relatives. This is extremely dangerous and must be discontinued.

If you feel that you need medicine, personally ask your floor nurse. The greatest offense is in the taking of sulfa drugs. These drugs are extremely dangerous and absolutely must not be taken except under the direct supervision of a physician.



Morse Little, M. D.
Project Medical Officer

WAR RELOCATION AUTHORITY
Manzanar, California

March 16, 1944

HOSPITAL ADMINISTRATIVE BULLETIN NO. 40

This is to notify all employees that any corrections in the Hospital or equipments should be routed through the Administrative Office (Mr. Stingley).

There have been instances in the past where nurses or attendants have called Public Works requesting some action to be taken when this could be straightened out more simply in another way. For this reason, it is requested that any service or changes in equipment be routed through in this manner.



Morse Little, M. D.
Principal Medical Officer

WAR RELOCATION AUTHORITY
Manzanar, California

March 27, 1945

HOSPITAL ADMINISTRATIVE BULLETIN NO. 41

MEAL TICKETS

In order that we may reach a clearer understanding relative to the serving of meals to those hospital workers who are entitled to eat here, the following rules must be conformed with.

- (1) Each worker must have in his possession, a duly authorized meals permit signed by Dr. Little or Mr. Stingley.
- (2) All persons are required to sign the register and present meal tickets before food will be served.
- (3) Please do not enter the dining room and ask for meal unless you are eligible. This will avoid embarrassment for both you and those serving.
- (4) Any hospital employee who is entitled to eat here may secure a meal permit by requesting same from Dr. Little's office.

The above regulation becomes effective March 28, 1945 and we ask your full cooperation in this matter.

Morse Little, M.D.
Principal Medical Officer

By D.D. Stingley
D.D. Stingley
Hospital Administrator