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MEDICAL AND HEALTH SECTION

INTER-OFFICE MEMO

TO: Frank Chuman
Medical Administrative Assistant

DATE: Dec. 4, 1942

FROM: Dr. Little, Project Medical Officer

Concerning the matter of the Hospital barber, I was notified by Dr. Bruce yesterday that he may be payed from our pay roll together with supplies being furnished from the Hospital budget. Will you please check on the supplies needed and have this incorporated into our three months' order. Also a report must be made out for his equipment. This report must include his name, identification number, and an itemized list of his equipment together with the original prices. This will be submitted to Mr. Hooper and the equipment either rented or purchased according to the wishes of the barber.

I would appreciate your earliest action on this matter.

Wm. Little

MA:ut

MEDICAL AND HEALTH SECTION

INTER-OFFICE MEMO

*Dr. Little's copy
File under
Hawes, J.
607*

TO: Josephine Hawes, Public Health Nurse

DATE: Dec. 10, 1942

FROM: Dr. Little, Project Medical Officer

I have your memorandum of December 5 in regard to special request for days off in which the special case was a Seventh Day Adventist, who is a nutrition aide and wishes to have her Saturdays off. It is the policy of this division that each person have his or her religious activity and that nothing in the form of our work will interfere with this function. Therefore, any worker in your Department who is a Seventh Day Adventist will have her Saturdays off with the understanding that she will work at other times when other workers wish to have their day off.

Of course this does not mean that if all employees of the Department are of a certain religion which calls for the same day off, that they may all have this day off. Health function must be carried on and must be made on rotation basis. I hope this solves your difficulty.

Wm. Little

ML:ut

Manzanar, California
December 12, 1942

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Memorandum to Dr. William Morse Little

Subject: Time Reports on Japanese Workers

In order that the fiscal department will have the necessary data from which to prepare clothing allowances as discussed in the meeting this morning, it will be necessary that you furnish to Mr. Clyde R. Berryman a list of all persons now working in your department.

You will also send in the names of any new workers who come on the job. You should have a list made as of December 12 so that work can begin on the preparation of the necessary papers for making these payments.

Other persons will be added to the list as lists are sent in for them.

Sincerely yours,

Ralph P. Merritt

Ralph P. Merritt,
Project Director

RPM:hj

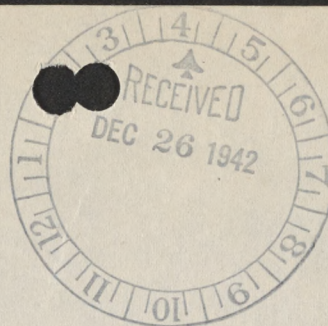
RPM

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Date -

Mr Little
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WAR RELOCATION AUTHORITY
Manzanar War Relocation Area
Manzanar, California

December 23, 1942



MEMORANDUM TO: All Division Heads

FROM: Ralph P. Merritt, Project Director

SUBJECT: Reorganization of Evacuee Staff

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

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

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

RALPH P. MERRITT

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17 18 19

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603
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HEALTH DIVISION
Inter-Office Memo

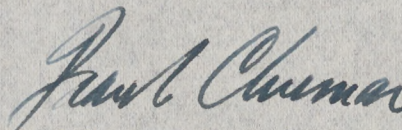
DATE: January 5, 1943

FROM: Frank Chuman, Medical Administrative Assistant
TO: Mr. Narikawa, Service Supervisor

For the convenience of Hospital employees, the Personnel Office in Ward 5 has been designated to collect sales receipts for rebates through the Cooperative Enterprises. Sales receipts for each month should be segregated and totaled at home and tied into bundles by months before being brought to this office any day this week from 8 A.M. to 5 P.M., but not later than Saturday, January 9, 12 Noon.

Since the block managers office will also be used to facilitate collection of these sales receipts, the Personnel Office should be used only by those employees who do not hand in their sales receipt to the block managers office in their respective blocks. On the form which will be furnished in the Ward 5 office, everyone is requested to write his last name with correct I. D. number and address.

Doctors and Nurses residing in Doctors' and Nurses' Quarters are urged to use the facilities of the Personnel Manager's Office in turning in their sales receipts.


FRANK CHUMAN

FC/ti

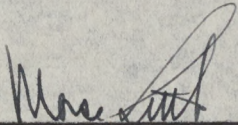
WAR RELOCATION AUTHORITY
Manzanar, California

January 5, 1943

MEMORANDUM TO: Mr. Tom Ray
Resident Engineer, U.S.E.D.

SUBJECT: Figures and Cost for Hospital Buildings and Equipment

Please release to Mr. Frank Chuman, Medical Administrative Assistant, the various figures of cost for Hospital buildings and equipment which breakdown, I have given to Mr. Chuman. This information is to be used in calculation of Hospital per diem cost and charged against Caucasian Hospital section.


Morse Little, M. D.
Project Medical Officer

ML:ut

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT
OFFICE MEMORANDUM

File
601
603

To: Mr. R.L. Brown

Date: 1-19-43

From: Mr. E.H. Hooper

Subject: Liability insurance for WRA physicians and surgeons

Attached is a memorandum from Dr. Little relative to liability insurance, requesting that the WRA carry same for evacuee physicians.

Dr. Little and Mr. Merritt discussed this matter with me. Consequently, I wrote a letter to the Washington office setting up the problem and asking their instructions. Dr. Thompson had told Dr. Little that it was easy to make a grant so that each physician could pay his own insurance.

However, the only way we could pay it is under the special ruling for critical needs. When I pointed this out to Mr. Merritt, he said he could not see how the need of liability insurance could be granted as a critical need.

We are writing a letter regarding same. No doubt this memorandum was dictated before that date. However, the transmittal slip would indicate that the date Dr. Little signed it was the eighteenth, after our discussion.

Edwin H Hooper
Edwin H. Hooper
Senior Administrative Officer

Attachment #30030

603

WAR RELOCATION AUTHORITY
Manzanar, California

In reply, please refer to:
Health Division

January 14, 1943

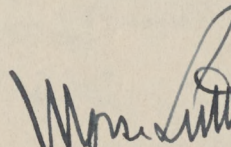
MEMORANDUM TO: Edwin H. Hooper, Senior Administrative Officer

SUBJECT: Liability Insurance for WRA Physicians and Surgeons

Request is hereby made for investigation into the possibility of the Government carrying liability insurance for the Japanese physicians employed on WRA hospital staffs.

I am in receipt of Opinion SF-21 concerning this matter which states that each physician must carry his own insurance if he deems it advisable. This is very well as long as the physician is limited to evacuees. However, there is a rapidly growing number of Caucasians being treated by the evacuee staff. It is well known that Caucasians are quite prone to criticisms of physician's method of treatments and malpractice. The evacuee physicians at the Manzanar Hospital feel that they are very happy to care for Caucasian employees of WRA and for soldiers who are ill. However, they feel that under the circumstances, some form of liability should be carried and they do not feel that inasmuch as liability insurance costs \$450 a year, they are financially able to carry this burden.

Due to gas rationing and the decreasing number of physicians in general practice, it seems that there will be an ever increasing load upon WRA hospital staffs for the treatment of ill Caucasians. I therefore wish to request that WRA carry liability insurance for the evacuee physicians as a part of the general hospital cost.


Morse Little, M. D.
Project Medical Officer

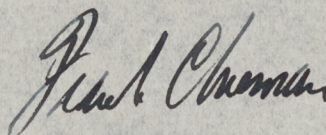
ML:ut

January 30, 1943

Frank Chuman, Medical Administrative Assistant

Mr. George Sakata, Timekeeper

I have discussed Dr. Goto's and Dr. Kusayanagi's overtime with Mr. Hooper. He advises me that according to the WRA National Office Administration Instruction No. 27 Sec. 5 Par. C, neither of these Doctors will receive any credit for the overtime which they have rendered. Mr. Hooper advises that the WRA has a rule to the effect that any overtime accumulated in one division or section must be utilized while employed in that division or section. Should any employee transfer to another division, that employee automatically forfeits the overtime which he has accumulated in the former place of work. If this is true, any person who transfers to another Project, ipso facto, automatically loses any time which he has accumulated in the division in which he was employed prior to his departure. Therefore, since Dr. Goto and Dr. Kusayanagi have in fact left the Center after having terminated their services in the Hospital they will receive no credit for the time that they have rendered, nor will they receive any credit in the Center to which they have been transferred.



FRANK CHUMAN

FC/ti

tentative
Washington, D. C.

March 2, 1943

ADMINISTRATIVE INSTRUCTION NO. 54

SUPPLEMENT NO. 1

Subject: Medical Social Work

Pursuant to Administrative Instruction No. 54 IA referring to medical social work, the following statement of organization, functions, and relationships is made to facilitate effective program development as medical social workers are employed for work on projects.

Medical social work, as a part of medical service, will give assistance (1) to patients, in helping them to meet the social problems associated with illness; (2) to the medical staff, in reporting social factors having a specific relation to diagnosis and treatment. and in planning with physicians the patient's care in the light of complicating social and psychological factors; and (3) to community agencies in rendering medical-social reports and interpretations.

trative direction of the project medical officer, and receive technical supervision from the medical social consultant on the national staff.

Functions

To be responsible for in-service training and supervision of other medical social personnel;

To cooperate with the Community Welfare Section in basic training of social work personnel, taking part in a planned lecture and case conference training program;

To cooperate with the social, recreational, educational and other services available in the Relocation Center for meeting the needs of patients;

To bring to the attention of the medical officer or other appropriate personnel recurring social factors which impede adequate medical care for any group of patients;

To provide information to the attending physicians regarding social situations of patients which may influence medical treatment or hospital discharge plans;

To assist patients to carry out medical recommendations through an adjustment of social problems interfering with medical care;

To help patients and families meet the social problems involved in convalescent, chronic or terminal care.

Records and Reports

A separate record of each case shall be kept in a confidential

file.

A monthly statistical and narrative report shall be made to the project medical director.

Basis for Cooperation with Community Welfare Section and for Division of Responsibility in cases known to both

When the basic problem is a medical one in which the social situation, or the patient's reaction to it, may have a direct bearing on the illness or on medical care, case work responsibility will be carried by the Medical Social Worker and reports given to the Community Welfare if the family is known to them.

When the basic problem is social, case work responsibility rests with the Community Welfare. The Medical Social Worker will receive social reports from Community Welfare, give pertinent social data to the examining physician, and report medical recommendations to the Community Welfare. She will assist the patient in her clinic or hospital adjustment and give medical social interpretation as needed.

When a basic medical and a basic social problem of equal importance occur in a given case, the point of origin and of the first intensive case work relationship may be the determining factor in deciding case work responsibility. Good team work will reveal situations in which transfer of responsibility will effect best results.

It may happen that in a family known to Community Welfare, one member has a medical situation in which medical social work can be helpful. In such a situation, a consultation is indicated with a decision as to the responsibility to be carried by each.

Frequent, regular case conferences at which cases of mutual interest are discussed will furnish the best opportunity for constructive planning in individual cases and for allocation of responsibility in carrying out part or all of the plan.

to be signed by Dilla Meyer
Director

*File
Under administrative*

HEALTH DIVISION
Inter-Office Memo

March 11, 1943

FROM: Frank Chuman, Medical Administrative Assistant

TO: Mrs. Bernice Silber, Medical Social Worker

The second paragraph of Departmental Instruction on office management dated February 12 is hereby rescinded. This paragraph deals with the procedure for requisitions for office supplies under the management of the Office Manager.

Effective immediately all requisitions for office supplies under his management which were formerly passed through his office will be forwarded directly to me for execution thereof. All employees in his department are requested to note this change.))

All other paragraphs will remain unchanged and shall continue to be in full force and effect.

Frank Chuman
FRANK CHUMAN

EC/ty

C O P Y

Procedure

AMERICAN OPTICAL COMPANY

25 Kearny St., San Francisco, Calif.

March 30, 1943

Manzanar War Relocation Center
Manzanar, Calif.

Attention: Fiscal Officer

Dear Sir:

We are at a loss to understand your constant requests for duplicate invoices certified and in triplicate form as our records do not show any orders having been received from you for any type of merchandise under your Purchase Order No. 10-11-1676-43 dated 1/16/43.

If this Purchase Order covers glasses supplied on prescriptions sent to us by Dr. M. Itatani we would suggest that you reimburse Dr. Itatani for the glasses supplied as we are not authorized to bill prescription lenses to any other than registered Oculists, Optomologist, and Optometrists.

If purchase you cannot follow the above method please instruct Dr. Itatani not to forward any more prescriptions to us that he cannot personally pay for.

Awaiting your reply, we beg to remain,

Very truly yours,
AMERICAN OPTICAL COMPANY

(Signed)

A.A. Righetti
Branch Manager

AAR:wk

Copy

March 31, 1943

Mrs. Bernice Silber, Medical Social Worker

Miss Shizue Nishimura, Supervisor of Medical Stenographers

We would like to clarify the procedure for doctors sending reports to Medical Social Service.

It is no longer necessary for the medical stenographers to determine where a report is to be sent. All they have to do is to see that a report concerning a patient's time off from work, inability to work due to age, etc., is sent to Medical Social Service, then we will see that it is sent to the proper persons.

Some of the doctors have been merely writing out a report on a prescription blank, signing it, and sending it to me. This is sufficient providing it is signed by the doctors. If the doctors prefer to dictate their report, that is all right with me. Our concern is that the doctors in some way indicate what their report is and sign it.

If there are any questions or suggestions concerning this procedure, I would be happy to hear about it.

Merse Little, M. D.
Project Medical Officer, M. D.

By:

Bernice Silber
Medical Social Worker

BS/jk

WAR RELOCATION AUTHORITY
Manzanar War Relocation Area
Manzanar, California

April 8, 1943

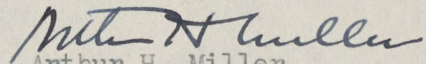
MEMORANDUM TO: Dr. Morse Little
Hospital

ATTENTION: Mrs. Bernice Silber
Medical Social Worker

Reference is made to Supplement #1 of Administrative Instruction #10 (Revised) dated March 15, 1943, the last sentence of which reads as follows: "Continued eligibility will depend upon a report from a doctor covering each 30-day period and in no case shall continue longer than 90 days."

In the event that any case certified by me for unemployment compensation under medical authorization is restored to duty status, I am dependent entirely on you to advise me of this change of status so that the worker can be assigned to suitable employment and/or the unemployment compensation cancelled.

Although the Instruction requires a report for each 30-day period, it may be that you will have information showing restoration to duty status within each 30-day period. If so, I will appreciate it if you will advise me so that I can authorize the cancellation of the unemployment compensation and assign a worker to employment as soon as he is able to go to work.


Arthur H. Miller
Project Employment Officer

AHN/yy

*File under
Administrative*

WAR RELOCATION AUTHORITY
Manzanar, California

In reply, please refer to:
Health Division

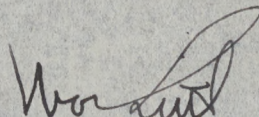
April 15, 1943

MEMORANDUM TO: Mrs. Silber

FROM: Project Medical Officer

I will be gone from the Project about ten days starting about the seventeenth of April. During my absence, all administrative functions of the Health Division will finally be responsible to Miss Wetzel who will act in my place during my absence.

She is entitled to make all and any decision coming under my jurisdiction and to sign any fiscal or administrative papers requiring my signature.



Morse Little, M. D.
Project Medical Officer

ML:ut

WAR RELOCATION AUTHORITY
Manzanar, California

April 23, 1943

MEMORANDUM TO: Hospital

FROM: Procurement Division

SUBJECT: Requisitions

Whenever your department obtains quotations on material or supplies about which you make personal inquiry, a copy of such communication with reply should be submitted with your requisition for purchase which will operate as supporting documents for the issuance of such purchase orders.

It is also necessary that in every case where prices have been requested for material or supplies, that you make certain to obtain the f.o.b. points, both Manzanar Project, Manzanar, California and dealers shipping point and if the supplies are of considerable weight "Guaranteed shipping weight pounds" should be obtained. Purchase delivery date and discount allowed should also be furnished.

Signed
B. O. Wilson
Sr. Procurement Officer

HEALTH DIVISION
Inter-Office Memo

Mrs. Silber

April 28, 1943

FROM: Frank Chuman, Medical Administrative Assistant

TO: Mr. Shig Tochioka, Chief Warehouseman

Collaborating with Mrs. Silber on Occupational Therapy is Mrs. Sakaye, who will give instructions at regular intervals to those patients in the Hospital, who may desire to utilize their time in knitting and crocheting. In order to facilitate her work, Mrs. Sakaye asks the Hospital to obtain for her from the Dry Goods Canteen the following articles, which may be placed on a WRA 7 in the usual manner:

1 pound	Rose colored yarn	Knitting Worsted
1 pound	Blue " "	" "
2 ounces	Black " "	" "
2 sets	No. 2 Knitting needles (4 in a set)	
1 pkg.	Sewing needles (mixed)	
1 spool	No. 4 White thread	
1 yard	Blue colored ribbon	1 inch wide
1 yard	Rose " "	1 " "

Frank Chuman

FRANK CHUMAN

FC:ja

HEALTH DIVISION
Inter-Office Memo

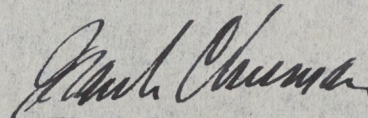
May 4, 1943

FROM: Frank Chuman, Medical Administrative Assistant
TO: Mrs. Silber

Commencing Tuesday, May 4, there will be established a special messenger service for all Hospital employees who desire to have packages or letters taken to the Project Post Office. This service will only be accomplished once each day. All packages and letters should be brought to the Hospital Administrative Office before 2 p. m. each day except Saturday when these articles should be brought to the same office before 10 a. m.

With the commencement of this special service by messengers, all Hospital employees are requested not to call upon the ambulance drivers for such personal matters.

Because of the manifold duties and details which messengers are requested to perform, it is requested, also, that for any special instructions which should accompany the mailing of packages and letters that such instructions be in writing and left in the Administrative Office for proper performance thereof.



FRANK CHUMAN

FC:ja

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TOPAZ HOSPITAL

May 5, 1943

MEMORANDUM TO: Mr. Lorne Bell
Director Community Services

SUBJECT: Report on Medical Social Service
Department

During Worker's first period of work at Topaz Hospital from April 14, 1943 - May 5, 1943. Emphasis was placed on departmental clarification and interpretation of function. Statistical forms were set up and a tentative steering blank was developed to be used for interpretation of medical and social information between the Community Welfare Section and the Medical Social Service Department. These forms are enclosed.

An attempt was made to give interpretation of Medical Social Service to various members of the Hospital personnel and this was done with some degree of success with some of the doctors and nurses; others were not available for such interpretation. This interpretation of function was also extended to various members of Education Department and Community Welfare Section.

Two special projects were also undertaken during this period. Upon request of the Education Department, a study was made of children unable to attend school who were in need of special instruction. The purpose of the Education Department was to provide a visiting teacher who could spend some time with the students each week in helping them to keep them up-to-date as nearly as possible in their school work with other children of the same age. It was found that there were nine elementary school children and three high school children not attending school because of impairment of their physical or mental health. Medical social studies were made by means of consultation with doctors and medical records and through interviews with both child and parents. Findings and recommendations were forwarded to Education Department. Considerable progress has been made on another study concerning 277 aged ill or handicapped individuals referred by Community Welfare Section. The purpose of this study was to determine the number of individuals requiring a protected environment and supervised care. These individuals would fall into the group not requiring hospital care but still not being able to adjust to everyday life in the community. It was observed

that there were a large number of men patients consisting for the most part of the elderly Issei men who had spent a long period of time in the hospital. Most of these men were bachelors with no home life to return to. Their medical conditions were chronic and their care in the hospital was mainly of custodial nature. It was recommended to Community Welfare Section that a nucleus of a convalescent home be set up for these particular patients plus a few individuals in the community whose need is clear cut at this time. Other occupants of the home then could be added as the program develops.

Direct case work by all members of the department was initiated with twelve cases presenting medical social or psychiatric problems. Recommendations regarding them were given to the attending physicians. Consultation was also carried on with members of the Medical Social Service Department regarding direct handling of cases.

The department also participated in arrangements for sending patients out for medical care not available at Topaz Hospital. Interpretation and help in planning were given to both the patients and their families. Medical reports were given to the Community Welfare Section to assist them in planning Public Assistance Grants. Help was also given to another group of patients presenting severe eye conditions in preparing them for a special clinic. A cooperative relation was worked out with the Crippled Children's Division of the Utah Department of Health for the care of crippled children from Topaz.

Worker spent two half days a week in consultation with members of Community Welfare Section who were carrying problem case loads. Treatment plans were developed and case work interpretation involving causation and motivation of human behavior was given to the workers. In several situations Worker was present when the client was being interviewed. Plans were also made for Worker to act as liaison between the Community Welfare Section and one client now residing in Salt Lake City and another in Tule Lake.

/s/ L. V. Gottfried by Margarette E. Fujita

L. V. Gottfried
Medical Social Worker

LVG/ty

TOPAZ HOSPITAL

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May 6, 1943

STATISTICAL REPORT OF MEDICAL SOCIAL SERVICE DEPARTMENT

Statistical Forms were set up and first utilized on April 20, 1943. The following is a summary of contacts for the department for the period April 20, 1943 to April 30, 1943:

I INTERVIEWS WITH PATIENTS:
A. On the Ward - - 20
B. At Home - - 14
C. Out Patient - - 26

II MEDICAL CONSULTATION:
A. Doctor - - 38
B. Nurse - - 4

III INTERVIEW WITH COLLATERAL:
A. At Hospital - - 8
B. At Home - - 9

IV REPORT - LETTER: - - 17

V TELEPHONE CONFERENCE - - 11

VI DEPARTMENTAL CONFERENCE - - 8

REPORT ON CONSULTATION CONFERENCES WITH MEMBERS OF THE COMMUNITY
WELFARE SECTION

During the period from April 14, 1943 to April 30, 1943, Worker held four group conferences with a total of seven workers. Ten cases were discussed and in four situations, Worker interviewed the clients personally.

/s/ Leanne Gottfried
L. V. Gottfried
Medical Social Worker

[illegible]

STEERING BLANK

FROM: Community Welfare Section

TO: Medical Social Service Department -- Hospital

REFERRAL

Surname:

Address:

First Name

Age

Occupation

Present Employment

Earnings

or
School Grade

Reason for Referral, Summary of Social Situation, and Specific Question:

REPORT

Medical Condition:

Prognosis:

Medical Social Interpretation and Recommendation:

File Admin
Health Division

Manzanar, California

May 14, 1943

MEMORANDUM TO: Mr. Bob Brown, Assistant Project Director

SUBJECT: Work Orders for Platforms and Railings in Front
of Apartments

I have been instructed this day by Mr. Merritt to have all Requests for Work Orders emanating from the Hospital concerning special platforms and railings to be constructed in front of apartments because of medical necessity to be forwarded directly to you to expedite such construction by the carpenters in Mr. Hervey Brown's Division. Each request of this nature is made pursuant to the recommendation of the Medical Staff and after due investigation by the Medical Social Worker.

Heretofore, requests for such Work Orders have either been ignored completely or constructed after considerable delay by him and after much pleading on the part of the Hospital. Mr. Hervey Brown has chosen to take the attitude that each case must be studied by him again and approve such requests after discussion with Mr. Merritt. In the meantime, however, patients who should have such platforms and railings for safety reasons have been exposed with each day's delay to winds of high velocity and dangerously narrow steps.

A case in point occurred this morning. On May 4 a Request for Work Order was forwarded to Mr. Hervey Brown to approve construction of a platform and railing in front of the apartment of Mr. Kikujiro Handa, address 20-4-1, pursuant to the investigation of the Medical Social Worker and the advice of the Medical Staff. As Mr. Handa, an elderly man, aged 86 and in a feeble physical condition, was attempting to leave his apartment this morning, a sudden, terrific gust of wind swung the door completely against the outer wall causing Mr. Handa to lose his grip and self-control and was thrown down the steps injuring his forehead, eyes, nose, legs, and breaking his glasses. I believe that it was by the Grace of God that he was not injured more severely or even killed by falling squarely on the steps or on the ground on his head.

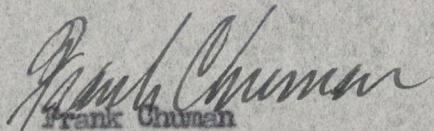
I feel that any request of this nature which has been made by the Hospital after careful investigation should be constructed

Mr. Bob Brown

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May 14, 1943

without delay since in all cases the request is made because of medical, health, or safety reasons which with delay may go so far as to result in such severe injuries or endangering the patient's life and/or limb. I am sure that if these Work Orders are sent directly to you and you take personal action in instructing Mr. Hervey Brown to have these platforms constructed at once that such unfortunate occurrences will be eliminated.



Frank Chuman

Medical Administrative Assistant

FC:ja

cc: Mr. Ralph P. Merritt
Mrs. Bernice Silber

Manzanar, California

Health Division

May 17, 1943

MEMORANDUM TO: Mr. R. C. Boczkiewicz, Principal Fiscal Accountant

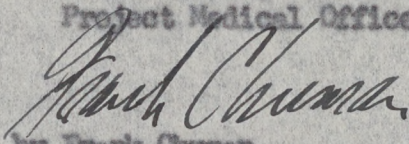
SUBJECT: Possibility of Obtaining Budget Balance as of Any
Given Date for Health Division

It was brought to my attention by Mr. Grosse, WPA Accountant, when he was at the Hospital to discuss the Cost Accounting System with me that from May 1 the expenditures made in each Division and the Budget balance as of any given date in the month will be available for those who may wish such information.

In the course of my work, particularly as it concerns procurement of supplies and equipment, I have often wondered whether the Hospital was in a position financially to obtain certain articles or to accept certain offers of manufacturers which we felt were necessary in operating the Hospital. I have never been sure whether we were within the limits of our Budget or whether by such expenditures we would be exceeding the amount established.

Is there some arrangement which can be made with you in order that we may have a regular report from you informing us what our exact financial status is in case we wish to be in a position to anticipate future needs in a more satisfactory manner? Your consideration and advisement on this matter at your very earliest opportunity will be greatly appreciated.

Morse Little, M. D.
Project Medical Officer


by Frank Chuman
Medical Administrative Assistant

ML/TC:ja

cc: Mr. E. H. Hooper
Mr. C. R. Perriman
Mr. Shigeo Tochicku

Personal

MANZANAR WAR RELOCATION CENTER
Manzanar, California

May 18, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: War Ration Books

The following is the quote from the letter received by Mr. Merritt from Mr. Dillon S. Myer:

"Sec. 17.1. A person who lives in Group II or III institutional user establishment must give up his war ration books. (a) A person who lives in any Group II or III institutional user establishment (or in premises maintained in connection with it) for seven consecutive days or more, and who takes eight or more meals a week there, must turn over all his war ration books containing stamps designated for the acquisition of any rationed food, to the institutional user who operates the establishment. If he makes arrangements in advance to live there for seven consecutive days or more and to take eight or more meals a week, he must turn over the books before the week begins. Otherwise he must turn them over as soon as he has lived there for seven consecutive days and has eaten, during that period, eight or more meals.

"(d) An institutional user who operates a Group II or a Group III establishment in which fifty or more people live, must accept and hold war ration books which are turned over to him by persons who live there.

"(d) An institutional user in Group II or III must remove from any War Ration Book One turned over to him sugar and coffee stamps which expire while he has them. He must also remove from any War Ration Book Two eleven points (as nearly as possible) of currently valid red stamps for each week during which the person who turned over the book lives in his establishment (or in premises maintained in connection with it) for seven consecutive days and takes eight or more meals there. He must surrender to his board all stamps so removed, at the time of his next application for an allotment and, in any event, not later than five days after the beginning of the next allotment period. He must not use those stamps for any purpose, nor may he deposit them in any ration bank account.

"(e) A war ration book shall be returned, temporarily, to the person from whom it was received for use in acquiring any rationed product other than a rationed food product, or for use in obtaining another war ration book.

"(f) The war ration books, with stamps detached as required above, must be returned to the person from whom they were received when he leaves the establishment or stops taking either eight or more meals a week there."

Ration books should be turned into Office of Mess Operation.

J. R. Winchester
Chief Project Steward

JRW:ti

C
O
P
Y

WAR RELOCATION AUTHORITY

*File under
miscellaneous*

May 27, 1943

MEMORANDUM TO: Mr. Ralph P. Merritt, Project Director
Manzanar War Relocation Project

ATTENTION: Dr. Morse Little, Project Medical Officer

SUBJECT: Transfers of Mental Cases

Your letters of May 20 and May 21 concerning transfer to Manzanar of Jack Kazuo Iwaki from the Napa State Hospital and Hisako Sakai from the Pacific Colony have been received. As soon as certain additional information is received by this office, we shall advise you what arrangements will be made to effect these transfer.

It is noted that in the Sakai case, inquiry was directed from Manzanar to the institution, whereas in the Iwaki case, inquiry was apparently directed from the institution to Manzanar. It is the mutual desire of this office and the State Department of Institutions to channel all such inquiries through this office, and it would be appreciated if you would refer all such matters directly to this office for further investigation.

G.D. Carlyle Thompson, M. D.
Medical Officer

by Philip J. Webster
Acting Field Assistant Director

MEDICAL AND HEALTH SECTION
INTER-OFFICE MEMO

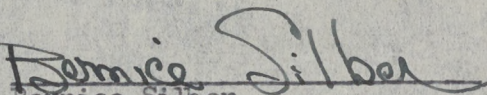
May 29, 1943

MEMORANDUM TO: Morse Little, M. D.

SUBJECT: Glasses

Attached you will find a statement which I have made on the policy for glasses. Please advise me if any of this is incorrect.

On May 27th, Mrs. D'Ille and I had a conference on glasses which would fall within her category, and she agrees that it would be wise for her to order the glasses in the same manner in which we do. But I suggested that the glasses be delivered here, in order that they may be checked by Dr. Itatani. May I suggest that you refer back to me those cases which you review as a medical necessity, as I think it would be easier if I refer the patient to Mrs. D'Ille in order that what information I have may be conveyed to her.


Bernice Silber
Medical Social Worker

BS/jc
Attachment:

5/29/43 - Mr. Little approve verbally

POLICY CONCERNING THE PURCHASE OF GLASSES

All persons who may need glasses are to be examined by Dr. Itatani, Menzies Hospital Optometrist. He determines whether or not refraction is necessary, and does same. If a patient tells him that he wishes to pay for own glasses, he gives them the prescription and the patient orders his own glasses through an optical company of his own choice.

1. When a patient breaks his glasses while on line of duty, the broken glasses and prescription, and the certification from the employee's head of department are sent to the Medical Social Worker who then orders the glasses. The procedure for ordering the glasses is as follows:

2. Request is made on a Hospital Requisition Form # 353. To this form is attached Dr. Itatani's original prescription on Riggs Optical Company prescription form. This requisition form is then transmitted to a War Relocation Authority Form #7, or purchase order which is signed by Dr. Little and then transmitted to Mr. Burney O. Wilson, Senior Procurement Officer, who makes arrangements with the vendor for the order and payment. When the glasses are received at the Hospital Warehouse, the Medical Social Worker is advised of the arrival, and the glasses are issued through her. The Worker then notifies the patient that the glasses have been received, and an appointment is made for the patient to receive his glasses from Dr. Itatani.

3. When Dr. Itatani examines a patient whom he feels needs glasses and the patient has not broken them while on duty, and he cannot pay for them himself, he sends a prescription with a notation on a form called Certificate of Eligibility for Glasses to the Medical Social Worker. The Medical Social Worker then interviews the patient to determine whether or not he is working, the type of work he is doing, and his eligibility to pay for the glasses. If he is not able to pay for them, she sends this same form, Certificate of Eligibility for Glasses, with social information on it to Dr. Little for his recommendations concerning the medical necessity. Dr. Little reviews the case and sends this certificate back with notation as to whether or not the glasses are a medical necessity, or are not. If the glasses are a medical necessity and the patient cannot pay for them, a Hospital Requisition Form #353 is issued, and the entire procedure as outlined under broken glasses is carried out.

4. If, however, the glasses are not a medical necessity; yet, they would be of comfort to the patient, the prescription with a memo with explanation as to why the Hospital cannot purchase the glasses is sent to Mrs. D'Ille, Director of Community Welfare. Mrs. D'Ille then determines whether or not this patient is eligible to receive a grant. If she determines that the patient is eligible and the glasses would be beneficial to the patient's well-being, she can requisition for the glasses in the same manner as the Hospital does by using a Requisition Form #7 (War Relocation Authority), and send it directly to Mr. Burney O. Wilson for execution. However, it is suggested that the glasses be delivered directly to the Medical Social Worker at the Hospital rather than to Mrs. D'Ille. The Worker will then follow the procedure which she used at the Hospital, namely making an appointment for the patient to receive his glasses from Dr. Itatani.

May 29, 1943

Note: See attached exhibits of forms used.

Bernice Silber, Medical Social Worker

MEDICAL AND HEALTH SECTION
INTER-HOSPITAL REQUISITION

FROM Bernice Silber, Medical Social Worker

DATE May 29, 1943

TO Frank Chuman, Medical Administrative Assistant

FOR Emergency: Glasses

Attention: Mr. Shigeo Tochioka, Chief, Supplies and Equipment

NO	QUAN	UNIT	DESCRIPTION
			<u>JOHN DOE</u>
1.	1		Right lens. To be purchased at Riggs Optical Company Los Angeles, California See attached glasses and prescription.
			Note: This is the way in which we requisition for the glasses. Mr. Shigeo Tochika, Chief, Supplies and Equipment makes out the War Relocation Authority Form #7, giving this exact information. This is then transmitted to Mr. B. Wilson for prosecution.

SIGNATURE

C
O
P
Y
Administrative
notices

June 2, 1943

Room 1023
1200 N. State St.,
Los Angeles 33, Cal.

Mr. Ralph P. Merritt, Project Director,
Manzanar Relocation Project,
Manzanar, California.

My dear Mr. Merritt:

In view of the fact that our personnel situation is very acute, it is necessary that we restrict admissions to all facilities of the Los Angeles County Department of Institutions to essential needs. Therefore, effective June 1, 1943, we are requesting that you submit a complete medical report for review by the medical director for any patient whom you are contemplating sending here for medical care.

When the report has been reviewed we will indicate whether we will be able to accept the patient. We will not admit any patients sent here for whom previous authorization has not been obtained as above outlined.

We will very much appreciate your cooperation in carrying out this new procedure which will assist us a great deal.

Yours very truly,

(Signed)
BEULAH L. LEWIS, DIRECTOR,
Bureau of Medical Social Service.

cc: G. D. C. Thompson, M.D.

BLL/ws

copy

WAR RELOCATION AUTHORITY
Manzanar, California

Mrs. Bernice Silber
Medical Social Worker

June 11, 1943

MEMORANDUM TO: Mrs. Margaret D'Ille, Counselor
Community Welfare Section

SUBJECT: Baby Cribs

Mrs. Silber has referred your memo on Baby Cribs to me.

The Public Health Division has recently reorganized the "loan service". Requests for buckets, hot plates, baby bath tubs and cribs are placed in this office. A requisition is then made and sent to the Hospital Warehouse for delivery. If the articles are not available, the name is placed on the list and are served in turn.

This loan service has been established for about a year. Very few returns have been made, so our supply is low. The demand for cribs has been much greater than our supply. Mr. Haberle stated this week that 25 new large cribs will be ready in another week. The issuing of these cribs should be according to first on the list. Why irregularities have occurred in this procedure, is unexplainable. Sometimes family have made trades without notifying this office.

We are now systematizing our records, making a file card on each family borrowing an article. The card will be filed according to date the article is to be returned. In this way we will have some way of obtaining loaned articles and reloading them.

The acute situation of supply of cribs should be adjusted in the near future. April 12th is the earliest request not filled at present. We have 16 now on the waiting list. This group should be supplied before the end of June. If you know of families waiting since the first of the year, maybe they should register with us. As to exchange of small cribs for large, we will be most happy to do so, as soon as our new supply comes in next week. Will you request those families wishing a larger crib to notify us immediately.

The information may be given to Miss Hawes, Mrs. Yamanaka, Miss Takahashi, or Mrs. Sato in the Public Health Service.

We appreciate your interest and excellent help in this matter.

Morse Little, M. D.
Project Medical Officer

by Josephine Hawes
JOSEPHINE HAWES, R. N.
Public Health Nurse

ML/JH:mt

cc: Mr. Shig Tochioka
Mrs. Silber ✓
Central File
Public Health

WAR RELOCATION AUTHORITY
Washington

June 14, 1943

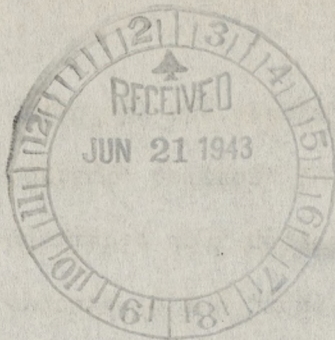
MEMORANDUM TO ALL WRA STAFF MEMBERS:

The excellent cooperation which the War Relocation Authority has received from the Federal Bureau of Investigation in aiding clearance of evacuees for leave apparently has led some members of the WRA staff to inadvertently exaggerate the extent of the assistance given. This exaggeration already has proved embarrassing to the Federal Bureau of Investigation and to this agency. Therefore, it is exceedingly important that every member of the WRA staff be familiar with the nature of the service provided by the Federal Bureau of Investigation and to make no statements which would imply assistance greater than is actually rendered. The Federal Bureau of Investigation is supplied with names of adult evacuees being considered for indefinite leave, and at our request provides us with any information in its files concerning these individuals. It does not make recommendations based on this information; the responsibility for determining whether or not an evacuee is eligible for leave rests entirely with the War Relocation Authority.

It is appropriate to state that any information concerning an evacuee in the hands of the Federal Bureau of Investigation is made available upon request to the War Relocation Authority. It is not correct, however, to say that an evacuee is "cleared" or "investigated" by the Federal Bureau of Investigation.

D. S. Myer
Director

*File under
Administration
Bernice
Silber*



WAR RELOCATION AUTHORITY
Manzanar, California

June 18, 1943

*File under -
Admin, Stat, etc.*

SUBJECT: Policy for Loan Service

I. Articles are to be loaned for stated period.

1. Galvanized buckets are loaned until child is 18 months old.
2. Single electric hot plate is loaned until the child is 18 months old.
3. Baby bath tub is loaned until the child is one year old.
4. Baby crib is loaned until child is 2 years old.

II. Index Card for Loan Service.

1. Record is to be kept as follows:

Name	I.D.
(family head)	
Address	
Article Borrowed for	
Name	Birth date
	Date Requested

2. Card is to be filed alphabetically.

III. A monthly list is to be compiled of articles to be returned in the present month and given to Public Health Nurse. Public Health Nurse to make home visit to investigate loan service and request return of articles.

IV. Request for loaned articles is made through the Public Health Service - Family name, child's name, and birth date, address, article, and date. The article is requested on a Hospital Requisition slip to the Hospital Warehouse. An issuance slip is given to Public Health Department when article is loaned.

This information is recorded on the Index card.

If article requested are not available, the warehouse compiles a pending list and the article is given according to first name on the list.

V. Families leaving the center with children should be cleared through the Public Health Department for the return of articles loaned. The names of evacuees leaving the center will be supplied by the Relocation Office. Notice by memo and telephone should be sent to that office for clearance.

Josephine Hawes
Josephine Hawes, R. N.
Public Health Nurse

JH/mt

cc: Mr. Shig Tochioka
Miss Gertrude Wetzel
Mrs. Bernice Silber

Central Files
Public Health
Mrs. Sato

Admin. Street. V

WAR RELOCATION AUTHORITY
Washington

Silber

June 22, 1943

MEMORANDUM TO WRA PROJECT STAFF MEMBERS

During the recent meeting of the project directors in Washington, a great deal of attention was given to the relocation program, its importance, and some of the steps that must be taken to develop an attitude on the part of evacuees which takes relocation for granted as the logical culmination of the evacuation experience.

I am sure that the project director has discussed with you the things which individual staff members can do to foster such an attitude. The purpose of this memorandum is to give added emphasis to the things which he may have said.

It is planned to establish a relocation guidance committee in each center. There are certain important functions which such a committee can perform, but no small group can do the whole job. It must have the aid of every member of the staff; this means thinking and talking in terms of relocation outside the center for those who are eligible. For you to adopt such an attitude may be difficult, for it is only natural for a person engaged in a task of any kind to want to see that task well done; this makes all of us tend to favor as much permanence as possible in the staffs working under our supervision. I think it will be necessary for every individual staff member consciously to adopt an attitude such as this: The big thing is to encourage people to relocate; the jobs to be done in the center are secondary in importance. We'll do them as best we can with the people we have. But my most important task each day is to encourage eligible evacuees working under my supervision to leave the center; next in importance is the administrative assignment which goes with the usual duties of my job.

H. S. Meyer
Director



COPY
Admin. Staff
August 11, 1943

TO: All Division and Department Heads

FROM: Priorities

To expedite procurement of materials, division and department heads should understand something of priorities and the processing of rated material requisitions at Manzanar. Please carefully read the information and follow the procedural instructions below.

Manzanar is operating under a WFB plan which allows us to extend a rather good preference rating on most maintenance, repair and operating supply purchases.

"Maintenance" means the minimum upkeep necessary to continue a facility in sound working condition.

"Repair" means the restoration of a facility to sound working condition when it has been rendered unsafe or unfit for service by wear and tear, damage, failure of parts or the like. Neither maintenance nor repair shall include the improvement of any plant, facility, or equipment by replacing material still usable with material of a better kind, quality, or design.

"Operating Supplies" means any material or product which is essential for conducting any activity or rendering any service, but it must be consumed in the course of conducting such activity or service. It cannot include capital equipment.

"Capital Equipment" means such items of project purchase as chicken brooders, portable saws, pressure cookers, hand tools, farm implements, etc.

This same WFB plan permits minor capital additions not to exceed \$100. Department heads should note, however, that we are specifically instructed that such capital additions must not be divided into small sections in order to avoid the \$100 limitation; "one complete capital addition" includes a group of items customarily purchased together and all items which normally would be purchased as a part of a single project or plan.

Ratings for capital additions in excess of \$100 must be obtained by separate applications to Los Angeles or Washington. Unfortunately, this means that purchase orders cannot be written until the applications for ratings have been processed and returned to Manzanar. Department heads can avoid unnecessary delay and critical situations in their departments by planning their needs carefully and requisitioning in advance.

War conditions have made many items unavailable to us; some of these have been listed in a recent memorandum. In addition, certain items have special restrictions placed upon them. These restrictions sometimes demand that special forms and procedures be utilized by the Priorities Officer. As in the case of capital equipment, this means that more time will be required

to prepare the requisitions for purchase. Again, advance planning and requisitioning by department heads will act to insure the material being on hand when needed.

To provide the various departments with the necessary preference ratings the following procedure has been established.

1. All department requisitions, whether requiring preference ratings or not, continue to be sent as before from the originating department to Property Control and to Mr. Hooper for approval.
2. All requisitions must now carry certain information. Requisitions must indicate whether the items are (1) for maintenance and repair, (2) operating supplies, (3) capital equipment, or (4) for approved construction projects submitted on Form PD-200. For example, a requisition may indicate: "Items 1, 2, 6: maintenance and repair; items 3, 4, 5: capital equipment; items 7 - 9: operating supplies."

All requisitions must briefly state the purpose and end use of each of the items ordered. This means that should Industrial Division order cotton fabric, the requisition must indicate, for example, that the textile listed is for the purpose of making hospital work clothing for project use (end use). If V Belts are ordered by a department, that department should indicate whether those V Belts are new items ordered as part of a capital equipment order or, new items ordered for a replacement of worn items of a similar nature. This later would class V Belts, so ordered, as maintenance and repair items. This would also constitute the purpose for which the V Belts are ordered; in addition, the department should indicate the type of machinery needed for V Belts and the use to which the machinery will be put. This would constitute the end use, for example, V Belts might be ordered by the Education Department as new items, part of a capital equipment order of lapidary machinery, the end use of which is equipment for instruction in stone cutting.

4. All requisitions approved by Mr. Hooper are sent to the Priorities Officer for priority processing in accordance with the nature of the materials requested and the information concerning them, requested in section 2 of this procedure and noted on the requisition by the issuing department.

Many requisitions require no preference ratings or allotment certifications; these are forwarded immediately to Procurement.

Often the Priorities Officer will find it necessary to consult with the department head to clarify more specifically the items requisitioned or to work out substitutes for items unobtainable or extremely difficult to obtain.

In summary, all requisitions are submitted to Property Control and to

Mr. Hooper as before.

Each requisition must indicate whether items are maintenance and repair, operating supplies, equipment, or material for approved construction.

Each requisition should state the purpose and end use of the item.

Each requisitioned item should show an estimated cost whenever possible.

Edward G. Chester
Jr. Procurement Officer

ECC/11

HEALTH DIVISION
Inter-Office Memo

August 17, 1943

FROM: Frank Chuman, Medical Administrative Assistant

TO: Mrs. Silber

You are requested to submit to the Hospital Administrative Office not later than 5 p.m. Friday, August 20, a requisition for materials, supplies, and equipment which you will need for the two months covering August and September.

In order to expedite the processing of such requisitions, please separate all items into expendable and non-expendable articles, specifying as closely as possible the exact quantity needed and a detailed description in the case of equipment. A copy of the Medical Depot catalog is available in the Hospital Warehouse for use as reference in ordering any materials, supplies, or equipment needed.

Frank Chuman
FRANK CHUMAN

FC:ja

WAR RELOCATION AUTHORITY
Manzanar, California

August 18, 1943

MEMORANDUM TO: Mrs. Bernice Silber

SUBJECT: Physical Examination in Regard to Segregation

It has come to my attention that evacuees are coming to the Clinic to inquire specifically or indirectly whether or not they are physically able to be transferred to Tule Lake in connection with the segregation. If such requests come to your attention, in addition to any advice which you may give verbally, or by way of the patient's record, will you kindly have your advice recorded on a form as 758 so that the information may be transmitted to the Medical Social Service Department.

It is particularly important that this information be relayed to the Medical Social Service since this Department is individually responsible for acting as intermediary between the evacuee and the Welfare Department in connection with the medical aspects of the segregation.

Jack O. Sleath

Jack O. Sleath, M. D.
Acting Project Medical Officer

Administrative

HEALTH DIVISION
Inter-Office Memo

September 3, 1943

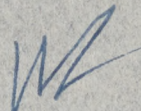
FROM: Morse Little, M.D., Project Medical Officer

TO: Mrs. Bernice Silber, Medical Social Worker

In accordance with Administrative Instruction No. 54, Supplement No. 2, dated July 20, 1943, Project health services shall be made available to other than evacuees under the same conditions and regulations as shall apply to the evacuees, except that all such services which are not furnished under the United States Employee's Compensation Act shall be paid for by such persons according to the fee schedule established by the War Relocation Authority. No charge shall be made for the treatment of injuries compensable under the Compensation Act. These persons so provided for shall include appointed personnel and their families, Military Police who are treated in the Hospital under emergency circumstances, and residents of local communities who are unable to obtain medical services in their place of domicile.

Since the Hospital Administrative Office has already made charges for medical care to persons as stated above from August 1, 1943, the following procedure insofar as it concerns your department shall become effective from Monday, September 6. Departments and sections affected are instructed to follow the procedure as set forth below carefully, in order that proper charges for medical services may be made promptly.

All cases of persons other than evacuees whether seen in the Out-Patient Department or hospitalized which shall be determined by the Project Medical Officer as coming within the provisions of the United States Employee's Compensation Act shall be referred to the Medical Social Worker for proper processing thereof.


Morse Little, M.D.

ML/FChuman:ja

cc: Dr. Little
Miss Oliver
Hospital Central Files

HEALTH DIVISION
Inter-Office Memo

September 4, 1943

FROM: Frank Chuman, Medical Administrative Assistant

TO: Mrs. Silber

The Hospital Administrative Office is cataloging all Medical Books received through the Army Medical Depots with the intention of building up a Medical Library, available for all Hospital employees.

All books have been properly stamped and cataloged with the exception of the books listed below:

Textbook of Attendant Nursing
Color Perception
Outline of Treatment of Fractures.

* Any person who is using any of these books as reference or who has knowledge of their whereabouts is kindly requested to bring it to the Hospital Administrative Office for checking.

Frank Chuman
FRANK CHUMAN

FC:ja

Admin. Station

MANZANAR RELOCATION AUTHORITY
Manzanar, California

Mrs. Silber

September 25, 1943

MEMORANDUM: To Chief Gilkey
Capt. Donald R. Nail

FROM: Robert L. Brown

SUBJECT: Procedure at the entrance gate.

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

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

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

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

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

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

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

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

Robert L. Brown

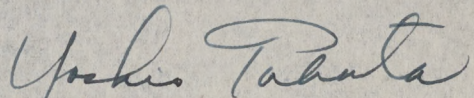
HEALTH DIVISION
Inter-Office Memo

September 29, 1943

MEMORANDUM TO: Mrs. Bernice Silber
SUBJECT: Change in Office Procedure

Effective October 1, 1943 until further notice, it is requested that the Inter-Hospital Requisition, Form 353, and all other activities pertaining to procurement which were formerly channelled through the Medical Administrative Assistant be submitted directly to the Hospital Procurement Officer, Mr. Shig Tochioka, in the Hospital Administrative Office.

Also from October 1, Mr. Elmer Uchida will be in charge of personnel and office management as Personnel Manager. Anyone requesting assignments, transfers, terminations, and intra-Hospital transfers is requested to see him in the Administrative Office.


Yoshio Tabata
Medical Administrative Assistant

YT:ja

Silber

MANZANAR RELOCATION CENTER
MANZANAR, CALIFORNIA

OCTOBER 5, 1943

MEMORANDUM

TO: ALL SECTION HEADS

FROM: RALPH P. MERRITT, PROJECT DIRECTOR

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

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

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

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

Very truly yours,

RALPH P. MERRITT
Project Director

RECEIVED
OCTOBER 1, 1943

OCTOBER 1, 1943

NEW YORK

ALL NEW YORK

WALTER J. BURNETT, PRESIDENT

RECEIVED
OCTOBER 1, 1943

TO THE BOARD OF DIRECTORS

THE BOARD OF DIRECTORS OF THE
UNITED STATES DEPARTMENT OF THE INTERIOR
WASHINGTON, D. C.
HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF
YOUR LETTER OF THE 28th INSTANT, IN WHICH
YOU REQUESTED THAT THE DEPARTMENT OF THE
INTERIOR BE ADVISED OF THE RESULTS OF THE
HEARING HELD AT NEW YORK CITY ON OCTOBER 1, 1943,
IN CONNECTION WITH THE MATTER OF THE
APPLICATION OF THE UNITED STATES DEPARTMENT OF THE
INTERIOR FOR A LICENSE TO OPERATE A
BUSINESS IN THE CITY OF NEW YORK.

THE DEPARTMENT OF THE INTERIOR HAS THE HONOR TO
ADVISE YOU THAT THE RESULTS OF THE HEARING HELD
AT NEW YORK CITY ON OCTOBER 1, 1943, IN
CONNECTION WITH THE MATTER OF THE APPLICATION
OF THE UNITED STATES DEPARTMENT OF THE
INTERIOR FOR A LICENSE TO OPERATE A
BUSINESS IN THE CITY OF NEW YORK, ARE
AS FOLLOWS:



Merritt
Adams
cc L.A. Little
Boys

SEP 1 4 1943

Ref. Litter

Mr. Ralph P. Merritt
Project Director
Manzanar Relocation Center
Manzanar, California

Dear Mr. Merritt:

Reference is made to your letter of August 12 wherein you request clarification of health service available to evacuees using Government funds.

It is noted that you recommend that evacuees be furnished glasses at Government expense when certified as a medical necessity by the Project Medical Officer or when broken in performance of their duty. It is assumed that in either case consideration would not be given to the ability of the evacuee to pay for them. The present policy of the Authority is contained in Administrative Instruction Number 54 Part III A 3 which states in part, "Glasses should be recommended only where there is a definite medical indication of need, and they shall be provided at Government expense only when the Project Director or his representative determines that the evacuee involved is not able to bear the expense." In line with this policy, no glasses can be purchased at Government expense unless there is a medical need certified by the Project Medical Officer and the evacuee is unable to pay for the glasses. If it is determined that an evacuee is unable to pay for glasses, a grant should be made as stated in my teletype of July 26, 1943.

We are now reviewing all policy statements and your recommendations will be given full consideration. In the event the policy is altered, such change will be publicized in a release of the WRA Manual.

With reference to the purchase of orthopedic shoes, the use of government funds for this purpose is authorized as their purchase complies fully with the intent of Administrative Instruction 54.

We appreciate your interest in this problem and shall consider your recommendations very carefully.

Sincerely yours,

Leland Barrows

Leland Barrows
Executive Officer

cc to San Francisco

27055

W. L. Sullivan

Mr. William L. Sullivan
Director
Federal Bureau of Investigation
Washington, D.C.

Dear Mr. Sullivan:

Reference is made to your letter of August 12, 1943, regarding the above captioned matter.

It is noted that your memorandum of August 12, 1943, contains the following statement: "The Bureau is requested to advise the Department of the results of its investigation of the matter." The Bureau has advised the Department of the results of its investigation of the matter.

The Bureau has advised the Department of the results of its investigation of the matter.

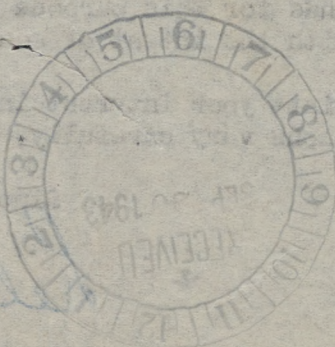
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cc to San Francisco

HEALTH DIVISION

Inter-Hospital Memo

October 20, 1943

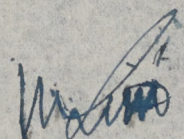
MEMORANDUM TO: Mrs. Bernice Silber, Medical Social Worker

SUBJECT: Expendable and Non-Expendable Items Received
In Hospital Warehouse

There has been some difficulty in the past with department heads and other persons, knowing the receipt of articles in the warehouse, with the result that many articles which had been considered non-expendable were lying in the warehouse.

Beginning Monday, October 25, a bulletin board will be available at the entrance of surgery. On this bulletin board will be posted the receiving slips of all articles both expendable and non-expendable which have arrived at the Hospital Warehouse. Department heads will be held responsible for checking these lists from time to time to see if any equipment or other receipts are available. In general, these lists will be replaced each week, so that no notification of warehouse receipts will be available longer than one week.

This memorandum does not authorize any department head to go directly to the warehouse to obtain issuances. These will be taken care of in the usual manner. That is, all issuances except pharmacy must be cleared through the Project Medical Officer before they are issued.



Morse Little, M. D.
Project Medical Officer

ML/ut

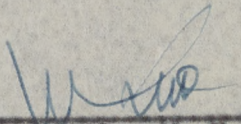
HEALTH DIVISION
Inter-Office Memo

November 15, 1943

MEMORANDUM TO: Mrs. Silber

SUBJECT: Clinics to be Closed

All Hospital Clinics will be closed on November 17 and 18, except for emergency cases.



Morse Little, M. D.
Project Medical Officer

ML:ja

MEDICAL AND HEALTH SECTION

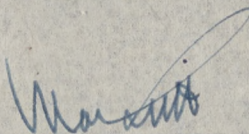
INTER-OFFICE MEMO

MEMORANDUM TO: Medical Social Service DATE: December 1, 1943

SUBJECT: Pharmacy

The Hospital Pharmacy will be closed at 5:00 p.m. effective December 1, 1943.

After 5:00 the keys will be kept with the nurse in charge of Wards I and II.



Morse Little, M. D.
Project Medical Officer

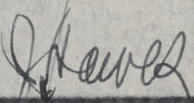
ML/ut

MEDICAL AND HEALTH SECTION

INTER-OFFICE MEMO

TO: Miss Thomas DATE: December 1, 1943
FROM: Nursing Office

Dr. Little has approved of Katsumi Okuji, Yukio Takikawa,
and Eileen Uchida attending the Hospital School.



Josephine Hawes, R. N.
Acting Chief Nurse

JH/ut

cc: Mrs. Carter
Medical Social Service

MEDICAL AND HEALTH SECTION

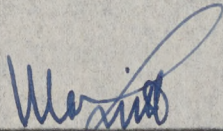
INTER-OFFICE MEMO

TO: Fumi Tashima DATE: December 11, 1943

FROM: Project Medical Officer

Considerable difficulty has been experienced in the past in the proper care of the patients because employees return to the hospital on off hours to visit, play cards, etc. This is especially noticed in Ward V.

It is hereby requested that employees who are not on duty do not return to the hospital unless they have definite business.



Morse Little, M. D.
Project Medical Officer

ML/ut

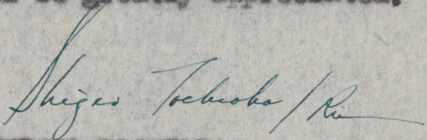
MEDICAL AND HEALTH SECTION
Inter-Office Memo

December 21, 1943

FROM: Shigeo Tochioka, Med. Adm. Asst.
TO: Medical Social Division
SUBJECT: Deadline for Requisitioning Supplies for 1943

Due to the pending inventory at the end of this month, we hereby notify you that our department will not be making any issuances after the 24th of this month. Please requisition ample supplies covering the period from this week to January 3, 1944.

Your cooperation on this matter will be greatly appreciated.


SHIGEO TOCHIOKA

MEDICAL AND HEALTH SECTION


INTER-OFFICE MEMO

December 22, 1943

FROM: Oscar E. Thomas, Hospital Administrator

TO: Miss Fumi Tashima

The Administration has declared that Christmas Day, December 25, is a holiday. All Clinics, Professional, Technical, and Administrative Services will be closed. Department Heads or Supervisors are requested to make the work schedules of their respective employees accordingly.


Oscar E. Thomas

OET/ja

MEDICAL AND HEALTH SECTION

INTER-OFFICE MEMO

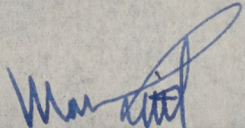
TO: Medical Social Service DATE: December 21, 1943
FROM: Project Medical Officer

Effective January 1, 1944 on orders from Washington, there will be certain changes in the Hospital Personnel in order to employ the same classification on all projects.

Between now and January 1, Mr. Uchida will contact those persons involved in transfers from one title to another. In general, there will be very few changes made in the actual work which you have been doing. In some cases, supervision which have previously been set up must be deleted on orders from Washington. This will only involve approximately four people. These people will be retained, if they wish, in their present status but at the next lower rating. If a vacancy occurs in a higher rating, they will be given preference in reclassification if they so desire. Where certain categories of employees must be cut, these employees may be transferred to the attendant classification if acceptable to Miss Hawes.

In general, those few persons involved who will be terminated will be those who have expressed their desire to leave the Project for Tule Lake. These persons may be re-hired in another classification in the Hospital if vacancy is present, or may apply at Mr. Miller's Office for other work in the camp pending their transfer.

As I have stated above, the changes are dictated from Washington and there is no other recourse than to follow the letter of instruction.


Morse Little, M. D.
Project Medical Officer

602

Manzanar Relocation Center
Manzanar, California

January 28, 1944

MEMORANDUM TO: Mr. Oscar E. Thomas, Medical Administrative Officer

FROM: Fiscal Department

Subject: Evacuee Checks

Kindly have the individuals acknowledge receipt of their clothing allowance checks and unemployment compensation for the month of December, 1943.

Thank you.

Fiscal Department

*Del. 28. 1. 1944
G.W. 2.*

HEALTH DIVISION
Inter-Office Memo

March 8, 1944

MEMORANDUM TO: All Section Heads

SUBJECT: Quarterly Inventory

This is to bring to your attention the Hospital inventory for the Third Quarter which will be started on March 20. During this period all issuances will be curtailed with the exception of emergency cases; therefore, it will be necessary for you to prepare your department as much as possible during the week ending March 18.

We ask your full cooperation in assisting us to complete the same on time, and it will assist us greatly if you would arrange to have a sufficient supply to carry you through this period.

Morse Little, M.D.
Principal Medical Officer

By

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

MEDICAL AND HEALTH SECTION
Inter-Office Memo

March 16, 1944

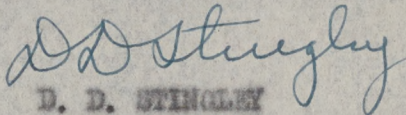
TO: Ward V

FROM: D. D. Stingley, Hospital Administrator

SUBJECT: Change in Telephone Service

There will be a change in the hospital telephone service effective March 16, 1944. Between the hours of 11:00 p.m. and 7:00 a.m., the hospital switchboard will be operated by the Ambulance Drivers. In the event both drivers are forced to leave the hospital, the trunk lines will be connected to Wards 1 and 6 where all calls will be received and all out-going calls will be made from these two wards. The drivers before leaving will notify both wards and the Administrative Switchboard so as to insure continued service.

This will be a new procedure and we ask that you give us your full cooperation in making it as effective as possible.


D. D. STINGLEY
Hospital Administrator

DDS:rm

MEDICAL AND HEALTH SECTION
Inter-Office Memo

March 17, 1944

TO: Medical Social Worker

FROM: D. D. Stingley, Hospital Administrator

SUBJECT: Missing Tools and Equipment

Reports have reached this office that some of the hospital employees have borrowed tools from the Hospital Maintenance Crew and have failed to return these items. We must realize that when the Maintenance Crew extends us the courtesy of loaning us this type of equipment that they are doing it only as a favor to us. Therefore we ask that you please assist us in attempting to locate and return these items to the Maintenance Crew.

Thank you for your cooperation in this matter.

D. D. Stingley
D. D. STINGLEY

DDG:ra

MEDICAL AND HEALTH SECTION
INTER-OFFICE MEMO

MAY 12 1944

MEMORANDUM TO: Mrs. Hunt
SUBJECT: Personnel Action

DATE: May 1, 1944

Effective today, all personnel actions (assignments, terminations, reclassifications, transfers, etc.) should be forwarded to the Administration Office.

All terminations should be reported to the section head, one week in advance of expected date of termination.

Your cooperation in this matter will be greatly appreciated.

Morse Little, M. D.
Principal Medical Officer

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

HEALTH DIVISION
Inter-Office Memo

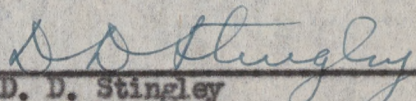
June 10, 1944

MEMORANDUM TO: Fumi Tashima
FROM: Hospital Administrator
SUBJECT: Requisition of Supplies

May we please bring to your attention, that it is time for the Quarterly Inventory and we again ask your cooperation in the handling of requisitions.

Therefore, we ask that you please prepare your requisitions covering the period of June 12 to June 30 for all supplies needed during this period and have same in our office not later than June 12.

This will greatly assist the warehouse crew in completing the inventory and assure you in having a sufficient amount of supplies on hand for this period.


D. D. Stingley
Hospital Administrator

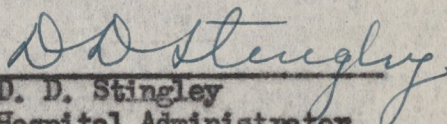
July 14, 1944

To All Hospital Employees:

A Hospital anniversary picnic will be held at Picnic Ground #2 on Sunday, July 23, 1944 from 9:00 A.M. to 7:00 P.M. Lunch will be served from 11:00 to 12:00 and supper from 4:30 to 5:30. This will enable all hospital employees on the different shifts to attend.

----- 25¢ per person -----

Morse Little, M. D.
Principal Medical Officer


D. D. Stingley
Hospital Administrator

HEALTH DIVISION
Inter-Office Memo

July 19, 1944

MEMORANDUM TO: Medical Social Department
FROM: Hospital Administrative Office
SUBJECT: Minor Equipment

In order for us to conform with the rules and regulations governing broken, damaged, or obsolete minor equipment, it will be necessary for each department to list and turn in to the Central Supply, all items of this nature. The items covered includes all glass and porcelain wares, rubber goods, linen supplies, and janitorial supplies such as mops, mop handles, brushes, brooms, as well as items heretofore classed as minor equipment. In general, items that are usable over and over are now classed as minor.

These items must be presented monthly to the Board of Survey in order for us to receive a credit and will be of material assistance in securing replacement. Therefore, please turn in your list and items by the fifteenth of each month.

Your full cooperation in this matter will be appreciated.

Morse Little, M. D.
Principal Medical Officer

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

ML/DDS/ut

MEDICAL AND HEALTH SECTION

INTER-OFFICE MEMO

TO: Mrs. Carnes

DATE: July 24, 1944

FROM: Chief Nurse

We have 3 lectures schedules in our Attendant Nursing Course on Mental Hygiene for the Medical Social Worker. The dates are August 4, 11, and 18. Would you like to give 3 simple basic lectures on Medical Social work in relation to Mental and Physical Health of the Patient. We will appreciate it.

Josephine Hawes P.N.
Josephine Hawes, P.N.
Chief Nurse *W. Woodall*

HEALTH DIVISION
INTER-OFFICE MEMO

August 29, 1944

MEMORANDUM TO: Mrs. Carnes

FROM: Hospital Administrator

SUBJECT: Purchase of Non-Standard Items

With the issuance of the new Medical Supply Catalog, the purchase of non-standard items has been greatly restricted. Therefore, should you feel that it is necessary to purchase items of this nature, it will be necessary for you to secure approval from the Principal Medical Officer before making your request through the Purchasing Department.

Please be advised that this ruling must be adhered to strictly in order to avoid misunderstanding with the Army.

Your full cooperation will be greatly appreciated.

Morse Little, M. D.
Principal Medical Officer

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

ML/DDS/ut

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Manzanar, California

In reply, please refer to:
Health Division

December 5, 1944

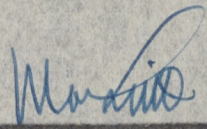
MEMORANDUM TO: Margaret D'Ille, Counselor
Community Welfare Section

FROM: Medical and Health Section

SUBJECT: Visiting Hours for Preachers and Priests

You are hereby notified that beginning Monday, December 11, visiting hours for preachers and priests are hereby cancelled. Priests or preachers of any denomination may visit the patient only on written request from the patient to the Principal Medical Officer. The visiting hours upon request will be the same as before, between two o'clock and four o'clock in the afternoon.

This action has become necessary because of unethical practices by preachers and priests within the hospital forcing their attention upon patients who do not wish, at the time, for religious care.


Morse Little, M. D.
Principal Medical Officer

ML/ut