

J 3.47

67/14

C



Mr. Mills.

# APPOINTED PERSONNEL FORM 3257.

1944

1945

		REGULAR		TEMPORARY	
		SALARY	WAGE	SALARY	WAGE
264				3600/255	
JAN	219	45	JULY	231	7
275			315		1
FEB	224	51	2650/AUG	272	6
273			358		1
MAR	230	43	SEPT	232	6
272			400		33
APR	231	41	OCT	203	6
4950/244			394		56
MAY	229	15	NOV	174	6
5250/229			358		62
JUNE	217	12	DEC	146	5
					70
					137
				1946	
				270	
				JAN	112
					3
					65
					90
				PART TIME	
				SALARY	



H. C. Yoshimura

OFFICE STAFF

Alice Kita

Helen Wake

Sally Jean Youngs

Robert M. Young



Susumu Ichinose  
Yashikazu Morioka

Taku Ota  
Mike Katayama  
Tokuichi Yakaten  
Masaru Saito

Roy Miyamoto

Izuo Hasama  
Kenichi Kanakawa  
Kageyama, Seichiro

Aiko Fujisaki  
Haruko Kunikida  
Aiko Tashiro  
Lillian Nagata  
Mary Morioka

WATAMOTO 11 Komuro  
Takiko Kunikida  
Haruko Kodama  
Hayame Yoshii  
Midori Fukuba  
Kiyoko Kunikida

Lysia Kagata  
Gasuo Hashimoto  
Shiichi Shinoda  
Tom Oato

Miot Nakaten

Ben Hayakawa  
Yasumane  
Junio Hashimoto

M Kagu

H. Asami

Y. Oato  
Aiee Kurehara  
Mallie Ake  
Mickey Shinoda  
Phyllis Oato

Kiichi Tashiro

Unaruke Hayakawa  
Tosazuke Fujisaki  
Marchi Mori

Hitoshi Shinoda  
Belma Kurehara  
Zuyuko Nakaten

Rae Wakimoto

Fujisaki, Jiro

Toy Nakamura

James Morioka



Kakue Yasuoka

Nishimura Ginobuke

Toshio Wadamoto

George Terasaki

Kodama Matao

Shigehiro, Osaka

Shingo Ogata

Hatsune Yoneda

Toshio Wadamoto

Sadie, B. Uyehara

Bettie Tanoue

Chie Ikehashi

Shigeko Ogata

Some Kusayanagi

Aki Hayakawa

Yayoi Iwaihara

Kiyoko K. Otsuki

Mary Otsuki

Aie Yoshiko Tanaka

Ssanne Taniguchi

Reiji Otsuki

Yui Tanaka

Shigeko Otsuki

Hikaguchi, Kusayanagi

Settsu Matsushita

Tom. Ikehashi

Ogawa Megumi

Shigeo Tanoue

Tokuyo, Osaka

Chiyoko Shinko

Pluta Emichi

Teraki Nakamoto

Ezaki Sumiko

Ozawa Tanze

Chiyoko Taniguchi

Yayoko Amino

Fayoko Matsumoto

Kume Terasaki

Takego, Sakaji

Mitsuko Tanaka

Sebei Tanaka

Kenraku Katsumi



U. Aoto	Goshiye Fukushima
Matsumoto	Lola Tanaka
R. Takuma	Sayoko Furanaga
T. Oyanagi	Kimiko Kameyama
George Fukushima	Furage Furanaga
H. Shimizu	Murokawa Yoshita
Leo. Kikihara	Yasumitsu Yabuchi
Kyosumi Tanaka	Seruko Miyata
Sueko Tanaka	Henry Tanaka
O. Yamamoto	Helen Kawamoto
S. Matsumoto	Sakae Tashiro
Sayoko Miyata	Haruo Fukushima
Shima Wakamura	S. Sasaki
Yoshihara Oki	Aso Aoto
John Otsushiro	T. Hiramoto
Jane K. Ozuwa	George E. Hiramoto
Frances Kiriwara	Yoshimori Fukushima
Shizue Tsuneta	Haruto Niino
Kimie Tsuneta	G. Tashiro
Sumiko Aoto	Misako Yamamoto
Tusako Niino	Hank Tanaka
	Ben George
	Ed. Matsumura



MESS HALL #308

Kiyozo Noji  
 Chas Eguchi  
 Rikizo Tanaka  
 Robt. C. Kanao  
 Kikube Hiroe  
 Yuranda Chieko  
 Laurel Ikeda  
 Shoichi Araki  
 Florence Susako Amine  
 Michiko Fujita  
 Tomika Fukumura  
 Flossie Regillman  
 Miyuki Flores  
 Kishiko Shirahawa  
 Ann Iwasaki  
 Hiroko & Co  
 Yasaburo Matsushita  
 Nobuyuki Nakamura  
 Michiyuki Nakamura  
 Kenry Kubota

Duano Kobayashi  
 Yonjo Taketama  
 Nakamura Toyo Inaka  
 Gaji Goechi  
 Yoshi Noji  
 BR Nakamura  
 Gordy Miyama  
 Hideo Uchida  
 Masa Tanaka

Chiye Amine  
 Ichizo Kitahara  
 Grace Kurikawa  
 Ruykin Fukumura  
 Mizao Kume  
 Tohara Kubota  
 George Iwatsuki  
 Yasuyo Matsushita

Frank Fujita  
 Chas Murase



MESS HALL #309

- |  |                       |              |
|--|-----------------------|--------------|
| 1. Alice Sakamoto                              | 22. Noboru Nakamoto   | 43. T. Umeda |
| 2. Kimmy Fujimoto                              | 23. Yasuo Yamabe      |              |
| 3. Dorothy Yamamoto                            | 24. Tomesio Ogata     |              |
| 4. Tomoko Kobayashi                            | 25. Gaikei Houjo      |              |
| 5. Elizabeth Toyne Nintani                     | 26. Jack Ota          |              |
| 6. Grace Mitake Houjo                          | 27. Minoru Yamabe     |              |
| 7. Shiro Watanabe                              | 28. Yamakita Shikayo  |              |
| 8. Frank Ayuda                                 | 29. Ray Hara          |              |
| 9. Larry Kii                                   | 30. Yamato Hara       |              |
| 10. Akira Ito                                  | 31. K. Shiba          |              |
| 11. Bobu Imai                                  | 32. Ichio Sasaki      |              |
| 12. Shizuko Shiba                              | 33. Masao Hara        |              |
| 13. Shizuko Yamada                             | 34. Hanagawa Hyosuke  |              |
| 14. Kazumi Fujimoto                            | 35. Suzukiwa. Isamu   |              |
| 15. Yoshiko Yamada                             | 36. Tachiro Yada      |              |
| 16. Hansko Ota                                 | 37. Lorie Miyamoto    |              |
| 17. 12 yosie Sakamoto                          | 38. Tachiro Asano     |              |
| 18. Mitake Fujimoto by daughter<br>K. Fujimoto | 39. Japno Kamato      |              |
| 19. Shizuko Uehashi                            | 40. Junchi Yamada     |              |
| 20. Fusaye Yamada                              | 41. Dorothy Kobayashi |              |
| 21. Noboru Yamada                              | 42. F. Togawa         |              |



MESS HALL #310

Suzuko Suzuki

John Arai Kora

Louise Hayakawa

Tae Kishii

Minoru Wakita

George Fujii

Suzuko Iritani

Hideo Ogita

M. Okazaki

Michiko Date

Mary Nakamoto

Yoshie Miyamoto

Richard Tanaka

Iri Nakaji

Kimie Miyamoto

Toku Nakamoto

Jim Nakamoto

Helen Santa

Kisaji Yamamoto

Mas. Takakawa

Shig. Nakano

Shigeo Matsumoto

Isamu Mikhara

Tetsuji Omura

Oujiichi Tomokichi

K. Yoshida

Kazuo Yamada

Bunichi Iguchi



Rei Sueda  
 Tsumi Yoritaka  
 Kii Shimaji

Hideo Mikasa

Takashi

Yoshio Hasebe

Shigeo Mori

Yoshio Yonesawa

Yonosu Domon

Minoru Yamaguchi

Masaru Sugita

Shigeto Yoritaka

Sakiko Mikasa

Harumi Oda

Teruko Hasebe

Midori Yebisu

Hatsune Hataheda

Takashi Yoritaka

Tsuruyo Seo

Shizuko Mageda

Michiye Okamoto

Fukuichi Toriaki

Kachiro Otani

Masato Mikasa

Chiyono Shimaji

Ayako Santo

Nisao Yebisu

Kaoru Okino

KAZUYE NAGAI

Masaru Ofusa

Mikaru Shimaji

Yoshi Matsuda

Mitsuyo Matsuda

Mary Kai

Takemi Oda

Molly Ohashi

Taro Ohashi

Tango Kamesaburo

Tomijiro Saeki

Yoshiro Yokomura

Yoshiro Watanabe

Shashimoto

Seo Asabe



Norio Oiguchi

Murakami Hiroki

James Hironaga

Sou Shirasawa

Tadao Shigenuchi

Geo y Yokota

Karoku Nishikawa

R. Yamada <sup>K.F.</sup>

T. Kijomura

A. Fukuyama

Okuyama

K Oda

Haruko Uchiyama

U. Tsutsunui

Sumiko Matsui

Lily Nakagawa

Shizuko Kijomura

Sumi Uchiyama

Tomiko Wakoda

Kikue Kori

Fumi Kurotuchi

Chisato Mizuki

O. Nakagawa

E. Honda

Hazume Hataheda

Chitose Kiratruka

Ayako Adanaga

Masayo Fukuyama

Shizuko Yamada

Ann Yokota

J. Nakamura <sup>K.F.</sup>

Mitsuyo Takasaki

Saizi Sakamoto

Shiroaka gusuman

Barbara Yokota

Ino Soichi

K. Furusawa

Tom Takayama

Tada Matsushita

Robbie Takasaki



Ben Koga	Tatsuko Mubai	on Tsuburango
M. S. Wakamori	Ume Ikuta	Kiataro Kitahata
Ed. Mitsuoka	Katsuri Abe	Makoto Ueno
T. Masakawa	Ito Chie	
J. Mubai	Taka Koga	
K. Kawamoto	Ebel Sasaki	
Fujie Abe	Masahiko Kishizawa	
Osaka Onishi	Shigeto Kodama	
Fumiko Sasaki	S. Kawamoto	
Mary Shimozaki	H. Kusatoko	
Isakutaro Ogino	G. Suenaga	
Z. Yamashita	J. Komuro	
T. Kawahara	T. Ibara	
H. Nobuhiro	Ali Kitahata	
K. Nobuhiro	Tom. Hamasaki	
T. Ishijima	Tomie Kakegawa	
M. A. Kawahara	S. Aoyagi	



Charles U. Kato  
 Lucy Sumida  
 Shigeo Satake  
 Higuichi Masam  
 Fuyo Tajiri  
 Chizuko Karasawa  
 Shizuko Asahara  
 Mine Takeshita  
 Hideo Nakaya  
 Kenjiro Ooyashiki  
 Isamu Miyama  
 Fuji Hashiguchi  
 Norie Tsuchi  
 Shizue Nakagawa  
 Tatsuko Miyashita  
 Katsuo Murogi  
 Heihachiro Inoue  
 Tama Hanayuki  
 Tomo Saito  
 Mitsu Oshima  
 Sumi Miyashita  
 Fumi Horaka

Mutsu Nakagawa  
 Amosuke Esaki  
 Miyasaka Otokuni  
 Oshime Keshiro  
 Mary H. Yamada  
 Heiji Tanabe  
 Oshiyashitani  
 Ichitaro Yamamura  
 Tanaka Shigim  
 Ota Otomatsu  
 Hishigaki (Fushi)  
 Kojiro Moto  
 Kijoji Hosaka  
 Muney Tomura  
 Masato Yoshioka  
 Kuniyoshi  
 Kim Nakamura



1. Gary Nishida  
J. Nakamura

Murakami Manjirō

K. Shinozaki

J. Hayashi

MESS HALL #323

Sasakichi Jinbo

J. Enomoto

Haruko Muraoka

S. Oramm

Kingo Ouchi

O. Nakano

Shigeo Muraoka 1/2 Nakamura

Sauroku Kawasaki Haruko Miura

Michie Ouchi Sumi Miyamoto

Toshiyo Segawa

Teruyo Miyamoto

Sachi Nakamura

Michi Miyamoto

Ichijo Ochi

S. Kamiara

Yomi Suzuki

Kumae Ozaki

Shiray Toraki

Yasuo Shirogaki

Sumiko Karamoto

Sadao Nagata

Kitaro Karamoto

Eddie H. Okahara

Chieo Karamoto

Edward Nakaji

Kotono Nakano

Chitose Nakano

Ken Ozaki

Naoye Miyamoto

Loke Minamide

Ruby Nakamura

Eunice Hirao

Sadako Nakamoto

Toraye Hirao

Matsuye Yonetsura



MESS HALL #324

Chieko Kimura  
 Hirokichi Minamide  
 Haruyo Hatada  
 Kiyoko Nakagawa  
 Martha Ohashi  
 Kenneth Mochida  
 Yui Shingond  
 Kazumi Minamide  
 Yuriko Yamada  
 Hanai Okamoto  
 Kazuyo Himaka  
~~Yoko Hirose & Co.~~  
 Gene Shingji  
 Roy Shimaji  
 Takao Shūasawa  
 Willie Ogino  
 Masao Takasahi  
 George Kasai C.T.  
 Noble Kunitake C.T.

Yvonne Underwood  
 Shizuko S. Oki  
 Yoshiko Kikuchi  
 SCS Mrs Yamada  
 Kimiko Yamada  
 Mitsuyo Urata  
 Yoshiko Sumida  
 Inao Nakagawa RN

P.T.



Hironshi Sakai  
 Tom Kuroda  
 Sakumatsu Fujita  
 Shokichi Yamamoto  
 Heizo Sakai  
 Nobuo Akiba  
 Yoshio Kawamura  
 Shizuko Watari  
 Azayo Nakahara  
 Masaru Takahashi  
 Yoshito Nakashima  
 Seiichi Yamakawa  
 Kanemasa Akiba  
 Isao Akiba  
 Masahiro Sakamoto  
 Frank A. Shimokawa  
 Koshima Tsubushima  
 Guna Sakamoto  
 Araziro Watari  
 Garaha Nakahara

Chiyoko Fujita  
 Mutsuko Sakai  
 Norio Nakasom  
 Tom Ogino  
 J.M. Sakamoto

Hideo Sakai

Hanaye Watari

Sadal Tsumitake

J.M. Tsumitake

Shozo Kihara

Masaru Sakamoto

Med Ogino

Helena Sakamoto

Tomio Kano

MTC WATARI

Noboru Sakai

Akiho Akiba

Shizuko Yamao

Age Yabuda

Mikiko Akiba



Sam Ichijama

S. Dai

Fernagata

The Nara

1900  
1901  
1902



## MESS HALL #326

Kenneth Kimura	Jhugo Goishi
K. Takuda	Jummy Garshi
Ray Kimura	Rose Ogata
Maami Taguchi	Sen Watanabe
Tsuneyo Uyeda	Some Fujinaka
George Sasaki	Sally Nagasawa
Frank M. Ogata	Harumi Okamoto
Sorahi Ueyeno	Hatsuyo Ueyeno
Eleanor Nakashima	Sadao Jack Iki
Lester Kurehara	Kyoichi Akamichi
Kroshi Nakashima	Teruji Uyeda
Barbara Sakamichi	SO HAI Kuroka
Hatsuki Nagawa	Bukerani Misono
R. M. Nagasawa	Fujii Yoshitaro
Kunitako Watanabe	
Umesakuro Muto	
Jed Kurumaji	
Alice Yokoyama	
Masako Dmaji	
John J. Sasaki	
U. Ogata	
Atsuki Kimura	



Kuroshi Okino

~~Shizuki Masumoto~~

Watanabe Okino

Fred M. Okino

Roy Ida

Elizabeth Kuwahara

Lumelo Peggy Masumoto

Chizuko Bessie Kuwahara Yonetaro Shimada

Harvey Hirato

Harry Kuroda

Bob L. Ida

Yoshiko Sunahara Hino Kuwahara

Fred Ida

George Hosaka

Mituo Ikuta

Chojiro Sumi

Satoshi Sera

Kijoji Mayumi

Hideo Tamai

Takashi John Kuwahara

Takamoto Matayiro

Brau Ida

Shigeko Kaga

Takideru Hara

Gochiro Tanaka

Yonetaro Shimada

Noji Masago

Tatsuzo Frank Kuwahara

Hino Kuwahara

Shibata Sakuro

Shujiro Isewone

Haru Kawachi

Takume Wakiyama

Mary S. Masumoto



- |                     |                      |
|---------------------|----------------------|
| 1 Mima Korda        | 21 Tetsuzo Taguchi   |
| 2 Kiku Shiraho      | 22 Shizue Sakamoto   |
| 3 Kimiko Tsuchiyama | 23 Eddie Takeda      |
| 4 Jimmy Misenari    | 24 Chiyoie, Sakamoto |
| 5 Hamano Tanigaki   | 25 Hsiao Oyo         |
| 6 Yasu Shirozu      | 26 Masako Kuritara   |
| 7 Chiyao Sanda      | 27 Kimio Shimizu     |
| 8 Grace Sanda       | 28 Ben Tanabe        |
| 9 Hisako Ueno       | 29 Eichi Kobayashi   |
| 10 Aguro Kitahara   | 30 Akira Higashi     |
| 11 Suye Kaizumi     | 31 Shigetaro Aita    |
| 12 Mutsuko Higashi  | 32 Kataro Ishimoto   |
| 13 Kiku Ueno        | 33 Shimizu Settsu    |
| 14 Miyoko Kuribara  | 34 F. Miller         |
| 15 Hana Matsumoto   | 35 Harriet Hayama    |
| 16 Ikue Obata       |                      |
| 17 Sukezo Mikuni    |                      |
| 18 Ichi Sakamoto    |                      |
| 19 Mary Ueno        |                      |
| 20 Tome Hayama      |                      |



Satoru Imata  
 Tokeyoshi Chora  
 Takushiro Tugana

Tsunelehi Hicuta, Quicchi Guma  
 Kazoro Takagi

Masa W. Tirobe  
 Sumako Kuzama  
 Sada Kuzama  
 Seiichi Matsumoto  
 Nao Imamura

Komune Sogo

Kikuro Kushine

Tarashi Enomoto

Tachikawa Takehara

Shizue Saito

Yoshi Matsumoto

Mitsuy Sugieki

Kiyaki Tugana

Sonoye Nakano

Satsuko H. Takasugi

Kayashiro Nakamura

Yasutaro Toku  
 ai Takehara

Riechi Kusumoto

Ryosichi Matsumoto

Takutaro Shimbo  
 Kazutaka Goto

Kazuo Imada

Suzuyo Kinta

Takayuki Yuleta

Kay B. Yamada

Takashi Sato

Hiiji Nakamura

Tukuko Takeda

Genji Sato

Jintaro Kubo

Harue Takagi

Tokino Kubo

Nakamura Kinjiro



Joe Yoshida

Hana Yamaoka

H. Shibasaki

Sakago Kawamoto

T. Josaku Koike

Ito Kawamoto

Zenichi Ogawa

Kinuyo Fujimoto

Eitaro Horii

Hare, Furuta

Takaichi Tsuno

Slingers Kurro

Yunichi Matsumoto

Tsuki Furuta

Seizo, Itoyama

Mitsue Konishi

Sapido Spinnato

Yoshie Sugaya

Zetsuko Furuta

Shizue Suwa

Harmin Honda

Midori Matsumoto

Michiko Honda

Suna Torio

Toyoko Furuta

Nasushi, Nasushi

Tama Abe

Grace Takeguchi

Yoshiko Nishi

Dawn Kimura

Hesaa Kida

Isumi Kubo

Masago Adachi



APPOINTED MESS

222 Miyato Hambara by Y. K.

Marumi Fukumoto

George Oguma

Tomiko Kawano to

Tokuzoshi Tokesako

Jane Saijoku

Yoshiko Kaijoku

Midori Koba

Aiko Takekara



5a

\* M E D I C A L P E R S O N N E L \*

(and Nursing)  
Poston, Arizona  
June 6, 1942

PHYSICIANS

<u>Medical Doctors</u>	<u>Address</u>
1. Inouye, Hiroshi Dr. . . . .	26 - 1 - A
2. Iseri, Kaworu Walter Dr. . . . .	42 - 11 - C
3. Kasuga, Kasumi Dr. . . . .	11 - 12 - D
4. Kawaichi, George Dr. . . . .	11 - 6 - A
5. Kuwada, Sadame Dr., (Camp #2) . . . .	15 - 13 (dorm)
6. Murakami, Tsuneo Dr. . . . .	11 - 2 - A
7. Murase, Masakazu Dr. . . . .	30 - 6 - B
8. Sumida, Perry Dr. . . . .	11 - 2 - D
9. Terasawa, Taikichi Dr. . . . .	19 - 13 (dorm)
10. Wada, George Dr. . . . .	15 - 13 (dorm)
11. Wakatake, Yorio Dr., Chairman (Camp #1) . . . .	11 - 3 - D

Interne

1. Kushi, Harold Dr. . . . . 11 - 6 - C

Fourth-year Medical Student

1. Shigeoka, Hiroshi Dr. . . . . 11 - 2 - D

Second-year Medical Student

1. Iwata, Richard . . . . . 11 - 2 - D



# DENTISTS

1.	Kato, Shokichi Dr. . . . .	11 - 6 - B
2.	Matsuno, Masanori Dr. . . . .	35 - 9 - A
3.	Saito, Frank H. Dr. . . . .	21 - 1 - A
4.	Shimizu, Toyo Dr. . . . .	2 - 2 - D
5.	Taniguchi, Kazuichi Dr., Chairman. . . . .	11 - 8 - C
6.	Yoshimura, Yoshitaro Dr. . . . .	11 - 5 - A

# NURSES

## W R A

1. Broulette, Cora
2. Howard, B. Viola
3. Wood, Freda

## A R C

## Date Started

## Date Left

1.	Buman, Anne	May 25, 1942	June 1, 1942
2.	Donaldson, Margaret S.	June 1, 1942	
3.	Gowey, Charlotte H.	May 25, 1942	
4.	Haslette, Code C.	May 25, 1942	June 4, 1942
5.	Miller, Inez	May 25, 1942	May 29, 1942
6.	St. Pierre, Rachael M.	June 1, 1942	
7.	Wenck, Ida	May 25, 1942	

## Japanese Registered Nurses

1.	Izuo, Ehiyeko. . . . .	2 - 7 - D
2.	Kikuchi, Eiko. . . . .	11 - 8 - C
3.	Kobayashi, Yasuko. . . . .	26 - 5 - A
4.	Kubota, Aiko . . . . .	26 - 5 - A
5.	Shoji, Helen . . . . .	4 - 12 - D
6.	Tamiyasu, Kay. . . . .	15 - 8 - C
7.	Yanamoto, Kinko (midwife) . . . . .	11 - 5 - A
8.	Yatsu, Iwao. . . . .	14 - 12 - B



# STUDENT NURSES

1.	Aramaki, Hideo . . . . .	46	-	11	-	A
2.	Nakadegawa, Chizuko . . . . .	35	-	5	-	C
3.	Okamoto, Masato . . . . .	14	-	5	-	D
4.	Terada, Helen . . . . .	30	-	5	-	C
5.	Tsukamoto, Dan . . . . .	46	-	5	-	C
6.	Ujiie, Mable . . . . .	15	-	8	-	C
7.	Miyaki, Yoshiye . . . . .	21	-	8	-	D

## DOCTOR'S ASSISTANT - NIGHT ATTENDANTS

1.	Akamatsu, Eddie . . . . .	2	-	5	-	D
2.	Ariyasu, George . . . . .	15	-	10	-	A

## STUDENT WARD ATTENDANTS

*(Taking training course)*

1.	Aoki, Yaeko . . . . .	nurse's aid. . . . .	5	-	9	-	B
2.	Fujiura, Chiyoko . . . . .	ward attendant . . . . .	5	-	10	-	B
3.	Furuya, Mary . . . . .	nurse's aid. . . . .	28	-	8	-	A
4.	Itaya, Paul . . . . .	hospital orderly . . . . .	4	-	6	-	B
5.	Kobayashi, Fumi . . . . .	ward attendant . . . . .	5	-	10	-	B
6.	Matsushige, Hanna . . . . .	nurse's aid. . . . .	53	-	11	-	C
7.	Miyoshi, Mrs. Masayo . . . . .	clinic assistant . . . . .	12	-	10	-	A
8.	Mori, Misayo . . . . .	nurse's aid. . . . .	53	-	6	-	B
9.	Nagamatsu, Yoshiko . . . . .	nurse's aid. . . . .	30	-	2	-	C
10.	Neishi, Helen . . . . .	ward attendant . . . . .	38	-	1	-	C
11.	Ochiyo, Midori . . . . .	ward attendant . . . . .	21	-	6	-	B
12.	Ogawa, Mary . . . . .	ward attendant . . . . .	38	-	1	-	B
13.	Sadakane, Eiko . . . . .	ward attendant . . . . .	38	-	4	-	B
14.	Shimizu, Jiro . . . . .	hospital orderly . . . . .	54	-	6	-	B
15.	Tanamachi, Marion . . . . .	ward attendant . . . . .	37	-	4	-	B
16.	Tatsukawa, Kiyoko . . . . .	ward attendant . . . . .	38	-	3	-	C
17.	Uyeda, Leon . . . . .	hospital orderly . . . . .	11	-	7	-	A
18.	Willess, Lester . . . . .	ward attendant . . . . .	4	-	12	-	B



PHARMACIST

1. Nobe, Mutsumi. . . . . 11 - 7 - C

MORTICIAN

1. Sasaki, Tom . . . . . 53 -12 - A

TECHNICIANS

1. Nobe, Catherine, lab..technician . . . . . 11 - 7 - C  
2. Sugiura, Henry, lab. technician . . . . . 2 -10 - C  
3. Suzuki, Masaichi J., x x-ray technician . . 35 - 6 - D



# SANITATION

1.	Fujimoto, Noboru.	38	-	12	-	B
2.	Fujiwara, Tom	4	-	9	-	D
3.	Hagio, Leo.	44	-	10	-	A
4.	Hagio, Nobuo.	44	-	10	-	A
5.	Imamura, Kenneth, Secretary	6	-	9	-	D
6.	Iwakoshi, Sho	37	-	5	-	A
7.	Inouye, Seiya	43	-	5	-	D
8.	Kawaratani, Hideo	43	-	7	-	D
9.	Kishi, Michael M.	38	-	12	-	A
10.	Kobashi, John	44	-	9	-	A
11.	Kido, George S., Sanitary Inspector	6	-	14	-	
12.	Misawa, Jim	43	-	3	-	B
13.	Nagata, Tadashi	43	-	4	-	A
14.	Oshima, Albert.	4	-	6	-	C
15.	Sadakane, Masuo	6	-	8	-	C
16.	Shirano, Yoshio	4	-	11	-	B
17.	Sugita, Leroy	38	-	7	-	C
18.	Takeri, Koy	4	-	9	-	B
1						

# AMUBLANCE DRIVERS

1.	Kurihara, Albert	11	-	2	-	C
2.	Kurihara, Gilbert.	11	-	2	-	C
3.	Uyeda, Carl	11	-	7	-	A

# GARDENER

1.	Kita, Masajiro					
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# CARPENTERS

1.	Maeda, T.	36	-	9	-	A
2.	Taniguchi, Mitsugi	53	-	5	-	A



# SECRETARIES

1. Doi, Marie	Sec'ty. to Dr. L. Schnur	6 - 5 - B
2. Endo, Yasuko	stenographer - clinic	5 - 10 - B
3. Honda, Helen C.	hospital receptionist	37 - 3 - A
4. Ishii, Margaret	hospital secretary	43 - 9 - A
5. Kitsuse, Pauline	stenographer - clinic	60 - 2 - A
6. Kojima, Matsumi	stenographer - clinic	11 - 5 - A
7. Korenaga, Shigeko	Ass't. sec'ty to Dr. Schnur	30 - 6 - C
8. Kushi, Helyne J.	typist-receptionist	11 - 6 - C
9. Mohri, Florence	Ass't. Sec'ty - Dr. Schnur	11 - 3 - B
10. Murata, Bernice	Sec'ty to Miss Govey	44 - 8 - B
11. Sato, Etsuko	stenographer - clinic	37 - 12 - B
12. Sonoda, Pearl	Sec'ty to Doctors	6 - 2 - B
13. Uyetani, Isabel	Dr's. ass't. - clinic	6 - 10 - D
14. Yamada, Michiko	Dental assistant	21 - 5 - A
15. Yanaga, Fumi	Sec'ty to Dr. Sumida	42 - 4 - A
16. Yonemura, Irene Aiko	dental assistant	14 - 6 - D

## MEDICAL WAREHOUSEMAN

### Property Clerk

1. Nakashima, Yutaka	53 - 5 - D
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### Assistant Property Clerk

2. Aisawa, Saburo	60 - 2 - D
3. Fujii, Masao	19 - 2 - C
4. Inouye, Mike	15 - 6 - D
5. Nishimoto, Ben	19 - 7 - D
6. Okimoto, Chester	19 - 6 - B
7. Yoshida, George (also Temp. secretary)	36 - 5 - A



## DOCTORS' OFFICES

Section #1: Office: Blk. 43, Bldg. 1, Apt. A.

Doctor: Dr. Perry Sumida

Dentist: Dr. Kazuichi Taniguchi

Secretary: Miss Fumi Yanaga

Blks: 37, 38, 42, 43, 53,  
54, 59, 60, 64

Section #2: Office: Blk. 22, Bldg. 10, Aptt. A

Doctor: Dr. Tsuneo Murakami

Dentist: Dr. Yoshitaro Yoshimura

Secretary: Mrs. Alice Sakemi

Blks.: 11, 12, 21, 22, 26  
27, 28, 5, 6

Section #3: Office: Blk. 13, Bldg. 1, Apt. A

Doctor: Dr. Kasumi Kasuga

Dentist: Dr. Shokichi Kato

Sec'ty: Miss Yoshiko Kubo

Blocks: 1, 2, 3, 4, 13, 14, 15, 16.

Section #4: Office: Blk. 31, Bldg. 1, Apt. A.

Doctor: Dr. George Kawaichi

Dentist: Dr. Frank H. Saito

Sec'ty: Miss Helen Terada

Blocks: 17, 18, 19, 30, 31, 32, 35,  
36, 45, 46.



COLORADO RIVER RELOCATION CENTER  
Poston, Arizona

*Wm Sharp*

Meeting of Rating and Reviewing Officers  
Held at the Conference Room  
March 21, 1945

Present:	Maurice Lipian	B. H. Evans	D. McLaren
	Roy Anderson	J. Girdler	H. Palmer
	M. E. Barnhill	R. C. Goetting	R. N. Parnell
	W. A. Barrett	D. J. Hagerty	W. Sharp
	R. E. Breeze	F. H. Hope	D. Stevick
	J. L. E. Burdick	J. L. Horn	R. Vickers
	P. J. Cassilly	C. Langdon	L. Warnock
	J. E. Connolly	J. LeBerthon	H. T. Weiler
	N. B. Cobb	J. T. Light	R. R. Drennen
	J. D. Dunshee	E. Millings	

Mr. Maurice Lipian presiding and assisted by the members of the Efficiency Rating Committee, called the meeting to order at 8:30 a.m.

Mr. Lipian: As indicated in my memorandum of March 17, this is a meeting of individuals known as rating and reviewing officials. We are required to rate every government employee who works for us. For the purpose of discussing as to how we will proceed with the ratings and what it's all about, we brought you here together. The ratings will be conducted as of March 31 of this year of all individuals who have been employed by W.R.A. for a period of one year.

Mr. Cassilly: This means those who have served a trial period with W.R.A. and have been in their present position for ninety days. He will then be given a regular rating.

Mr. Lipian: At this time we are not going to issue unofficial ratings. We'll issue official (regular) ratings only. I refer you to the Handbook Release #200. In that release the whole rating structure is explained. As Mr. Cassilly indicated to you, and I think I also mentioned it a few minutes ago, we will issue just official regular ratings. In explaining the difference between official, special and trial ratings, I would like to read to you Handbook Release No. 200 Section 20.1.14:

"A. Official ratings are ratings required by the Civil Service Commission. There are three kinds of official ratings - regular ratings, trial period ratings, and special official ratings. All other ratings are for unofficial administrative purposes within the Authority and will not be reported to the Civil Service Commission."

"(1) The regular rating is the evaluation of service as of March 31 of each year based on the employee's performance during the preceding twelve months. Regular ratings will not be given to employees whose trial period was not completed prior to March 31. Likewise, regular ratings will not be given to employees who have not held a position in the Authority for 90 days or more at the same grade they hold at the time of the regular rating."

*Sharp*  
0052  
Personnel



On the whole, Mr. Mills will rate the Division Chiefs, Division Chiefs will rate Section Chiefs; Section Chiefs will rate Unit Chiefs and Unit Chiefs will rate employees in their respective unit. The reviewing procedure is reversed from that of the rating procedure, i.e., Mr. Mills will review ratings of Division Chiefs who in turn will review the ratings of Section Chiefs, etc.

Mr. Cassilly: I would like to point out here that because of the number of promotions and reassignments we have had in some units, we have stepped up our rating official from that person who is now the immediate supervisor of an employee. In the case of someone who has been the supervisor of an individual for a short period, it is not fair to ask him to do the rating. The rating official will be established one step higher in line of responsibility to that person more familiar with his work.

Mr. Lipian: The Efficiency Rating Committee is responsible for the following:

- "(1) To plan and generally supervise the rating program, to issue instructions, hold training meetings with rating and reviewing officials, and establish uniform standards of performance within the organization;"
- "(2) To serve as a central and authoritative source of information on questions of rating procedures;"
- "(3) To review reports of efficiency ratings and make certain that reasonably uniform standards of performance and rating have been followed, or, if not followed, have been adequately explained;"
- "(4) To hear requests by employees for reconsideration of ratings and to make proper adjustments, when necessary."

Some of our employees may feel that the rating that has been given by a rating official is not what they should have. Perhaps this feeling is proper, perhaps it is improper, so as we go along we will issue an appeal's procedure to permit such an individual to appeal before our Committee and present to us his or her reasons why they think the rating is not adequate. Such an individual will probably attempt to prove to the Committee why he should get a better rating. I have been successful in the past in eliminating most appeals by having rating officials discuss with their employees the rating given and the reasons therefor. You either convince the individual that the rating is proper or he convinces you that it is improper. I would like to have your opinions on that point:

Mr. Barnhill: I agree.

Miss Stevick: I agree.

Miss Millings: I agree.

Miss Vickers: I agree. With young students you can expect that they will almost always agree, with adults, you get into more discussion.



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Mr. Lipian: That is all true. It is also important how you make someone feel when you discuss with him why you rated him "Fair". You can either do a lot of good by showing him his limitations or you can do it in a manner to hurt his feelings and make an undesirable employee of him.

Miss Breeze: If the individual wishes to discuss it he should be given the opportunity. If he doesn't, you gain nothing by taking all that time.

Mr. Lipian: In the case of an individual who was rated "Very Good" and wanted an "Excellent" rating, even at that level of performance some prior discussion would have straightened things out before such a case reaches the reviewing official. Shall we leave it to the discretion of the rating official?

Miss Breeze: I will do whatever the majority wishes to do.

Mr. Lipian: If you discuss the rating with an individual and if you cannot convince the individual or he cannot convince you, the rating official should inform the reviewing official that there is a difference of opinion and the reviewing official will have the knowledge that there may be an appeal and prepare himself for it. If we can hold appeals down to a minimum it would be helpful. If not, we will have to arrange to hear them. If the individual does not know about the rating until he is officially notified of it, we may have many appeals. I suggest you discuss the rating with each one of your employees.

Mr. Cassilly: If supervisors will approach discussion with their workers on the basis that it will be a means to improve performance of workers, it will be beneficial to both the supervisor and the worker. If there is disagreement between the supervisor and the worker as to his performance, it reflects misunderstanding of what the two people are striving for. By discussion the person will know the reasons why they are failing in their job which will assist that person in improving his job. It is to every supervisors benefit when their workers do a good job for them.

Mr. Lipian: In general, a good supervisor discusses the shortcomings of an employee with him throughout the year. Your reasons for the rating may be based on the discussions you have had with him during the year and is nothing new to him. If you have not discussed his shortcomings with him throughout the year and have been patting him on the back and telling him how good he is, by all means don't give him a poor rating for he will have a case against you. I will ask Mr. Cassilly to take over and discuss the significance of ratings.

Cassilly: I don't know if everyone is familiar with the forms. We have 20 elements which have been selected by the Civil Service Commission as applying to non-supervisory positions. We have ten other elements which apply to supervisory positions. In selecting the elements applying to a position it has been determined that the best method of selection is to select the minimum number of elements, which if performed satisfactorily, make a satisfactory employee. Those elements have been underlined on the efficiency rating blanks. In some cases our Washington office has determined the elements which should be underlined. In general, the lower positions have a smaller number of underlined elements. For elementary teachers and for assistant storekeepers or other jobs in lower classifications there are usually underlined two or three elements. As the importance of the job increases, more elements are considered pertinent to that job. In general, the supervisory elements are very limited, the number in most cases is only one. In addition to the underlined elements, there are essential elements which apply to each position and those are



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circled on the report forms. In some instances you will find that you will want to rate an individual on one of the elements shown that is not underlined or circled. It is alright to do it if that particular element in your opinion applies to the position and the work of the individual. Make your rating on each element using one of the three grades, outstanding, adequate, or weak. Those are the only three grades which may be applied to each element circled or underlined. Particular care should be taken in making your rating that you consider each element individually. Don't decide beforehand that you want to give someone a "Very Good" rating and then see how elements must be marked so that you arrive at the predetermined rating. If you are going to arrive at an objective rating, which should be our goal, you must consider each element individually. The one basic rule to remember, the one that I think is most often abused or misunderstood, is that a "Good" rating means that an employee is perfectly satisfactory in all of his work. It is a human tendency for everyone to want to make their employee feel good. They want to give him a pat on the back. They think back to their school days when a very good grade was what most people strive for and they try to make their rating in such a way that they come out with a "Very Good" rating. For purposes of Efficiency Ratings and Civil Service Ratings a "Very Good" rating applied to an outstanding employee or worker. One who is thoroughly satisfactory is a "Good" employee.

If you feel it is necessary, I can go over the definitions of these ratings in a few minutes. We ordered and we were supposed to have received a rating guide for each one of the raters. Due to some delay in the Washington offices, we do not have our guides. They have not arrived and I have available only a few copies left over from last year. If any of you, when this meeting is over, feel that you need to get further definitions of the elements and how they apply to a position, I will let you have one of these rating guides for your use. It will have to be returned as soon as it has served its purpose so it will be available for someone else to use.

Mr. Lipian: Do any of you have any questions on what Mr. Cassilly has had to say to us so far? Since there are no questions, let's proceed.

In this same Handbook Release #200, there are a few items that I think you should try to review. Since I have it here before me, I would like to bring them to your attention:

- "(a) An employee whose efficiency rating is "Excellent" or "Very Good" is eligible for periodic salary advancements to the highest rate of compensation of the grade."
- "(b) An employee whose efficiency rating is "Good" is eligible for periodic advancements up to and including the middle rate of compensation in the grade."
- "B. (1) The rate of compensation of an employee whose efficiency rating is "Fair" shall be reduced one salary step if his rate of compensation is equal to or below such middle salary rate, it shall not be subject to reduction on that account."
- "(2) An employee whose efficiency rating is "Unsatisfactory" shall not be permitted to remain in his position. He shall be



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reassigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position shall be in a lower classification grade and his rate of compensation shall not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he shall be considered as having received a new appointment to the extent that his rate of compensation shall be at the minimum rate for such grade, and he shall begin a new trial period; or if no suitable vacancy is available he shall be separated from the service for inefficiency. A trial period employee, assigned to a position of lower classification grade, shall begin a new trial period in the new position.

"148 A. If the employee has been outstanding in all the especially important elements which are underlined, and no element is marked weak, he should be rated Excellent.

B. If he has a majority of the underlined elements marked outstanding, and no element marked weak, he should be rated Very Good.

C. If the employee has all underlined elements marked at least adequate, or a majority of underlined elements marked adequate, with those marked weak more than compensated by outstanding marks, he should be rated Good.

D. If the employee has a majority of the underlined elements marked at least adequate and those underlined elements marked weak are not fully compensated by underlined elements marked outstanding, he should be rated Fair.

E. If the employee has a majority of the underlined elements marked weak, he should be rated Unsatisfactory.

Mr. Cassilly: On the forms distributed you will notice that numerical ratings are shown and have been crossed out. This situation was caused by the fact that we have been unable to get new forms. These were printed at the time both adjective and numerical ratings were used. The numerical ratings are no longer used in efficiency ratings.

Mr. Lipian: Within the next couple of days we will advise the staff that Efficiency Ratings are now being given, showing yardsticks to be applied, and defining the several elements. We will also advise all employees of appeal procedure so they will know what the score is.

Mr. Light: What credence shall be given to previous ratings and what will the significance be to employees if their rating is lower than before. I have in mind a teacher who was rated an excellent last year which she feels she did not deserve and I agree. She did better this year and still is not worthy of an excellent rating.

Mr. Lipian: As an employer, do not pay any attention to previous rating given to an employee. He may have been better or worse but you would still rate him on his last year's performance.



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Mr. Cassilly: It is entirely in line to make a notice or explanation on the back of the report. However, you can't base your evaluation of a worker on someone else's evaluation of last year. Efficiency Ratings are still in the process of development. There has developed in some agencies the tendency to overrate the performance of workers because it is a factor in the individual securing a promotion automatically and it has happened that an employee has received a "Very Good" rating rather than a "Good" rating because the supervisor has allowed personal feeling to be a factor and would like to see the employee get a raise.

Mr. Lipian: Do not limit yourself to underlined items. First thing, you should do is to establish that you have blanks for everyone of your employees. If you are uncertain about the rating elements, discuss those with your section chief and if he is uncertain, see your division chief together with your section chief. If necessary consult with Mr. Cassilly.

Mr. Cassilly: This is satisfactory except for the point that underlined elements must be held to a minimum.

Mr. Langdon: Washington picked these elements out to make rating uniform throughout all Centers.

Mr. Lipian: Forget Washington and use your own common sense in rating. I notice that on some Section Chiefs in my own Division I am not to rate on cooperation and initiative. I think these elements are important for Section Chief's ratings.

Mr. Cassilly: I want to point out that while you feel that cooperation and initiative apply to that individual, other elements which are underlined include these qualities.

Mr. Warneck: Are employees rated who have left the project to go to another agency?

Mr. Cassilly: They are given a rating at the time they leave the project known as an interim rating. Some individuals may go for a period of five years or longer without a regular official rating because their promotions or transfers have been so rapid they have not been in a position for the required 90 days at the time of the regular ratings.

Mr. Lipian: In case you and the employee you have rated have a serious disagreement on the rating and you feel that it will result in an appeal, document your reasons for the rating and why you have disagreed with the employee. It will naturally be more difficult for the employee to prove that he is entitled to a better rating than for you to prove that he is not.

As a final word I want to caution you to be fair to your employees and at the same time be fair to this Administration. Work it out if you can so that appeals will be held to a minimum. Even if you give the individual a rating which is not so good, try to convince him that you are right in your judgment of his performance. Thank you very much.

1. Time tables distributed.
2. Efficiency Rating Blanks distributed.
3. Meeting adjourned at 9:45 A.M.



REGULATIONS REFERRING TO HOURS OF DUTY, LEAVES,  
AND HOLIDAYS WITH SUGGESTED APPLICATIONS TO POSTON

Note: The following statements are by no means official as applied to the Poston set-up. The "Manual for the Indian School Service" (approved by the Secretary of the Interior, July 1, 1941) and a memorandum from the War Relocation Authority, Administrative Instruction # 13, dated July 3, 1942, Subject: "Basic Personnel Manual" have been quoted from and used as a guide in preparing the following material.

I. HOURS OF DUTY

"The work week shall comprise 44 hours" (Admin. Instruc. # 13). This applies to Civil Service Personnel.

In the case of those employed in the educational division, these hours should be distributed throughout the seven days of the week in such a way as will be most advantageous to the person responsible for discharging his particular job. It is very likely that most of those employed in this department will spend much more time than the required 44 hours.

In the case of teachers, it seems reasonable to expect that they will be in their classrooms at least one-half hour before school opens in the morning, one-half hour after school closes in the afternoon, and that they will attend all meetings and conferences relating to their work. The remainder of the working week would be spent at such time and place as is most advantageous to the individual in his preparation



and planning for his work.

## II. LEAVES

All leaves are based upon the calendar year, i.e. January 1 through December 31.

Four kinds of leave are granted to teachers in Indian Service. These are as follows:

1. Annual leave
2. Sick leave
3. Leave without pay
4. Educational leave

### A. ANNUAL LEAVE

"Annual leave will be allowed at such times as will least interfere with the duties of school personnel." (Manual for the Indian School Service, p. 86)

Teachers are expected to take annual leave when school is not in session. However, in case of death in the family or dire emergency, they may be granted annual leave at any time at the discretion of the administration.

Twenty-six days of annual leave for each calendar year is allowed exclusive of the half day Saturday and Sunday. That is the equivalent of two and one-sixth days per month. Person coming into service on October 1 would thus have accumulated six and one-half days of annual leave from October 1 through December 31. These six and one-half days' annual leave



if not used in 1942 may be added to twenty-six days of annual leave in 1943, thus giving the person thirty-two and one-half days of annual leave between October 1, 1942 and December 31, 1943. Teachers who usually have to take most of their annual leave during summer months are allowed to take leave for the entire calendar year in advance even though it is not earned until December 31. That means that the teacher who takes no leave before December 31, 1942 and none until next summer could take thirty-two and one-half days next summer providing she continues the service through December 31, 1943. In the event she has used annual leave in advance, the pay for such days must be refunded if she resigns from the service before the amount of leave used is actually earned.

Prior to the war eight national holidays were also excluded in taking annual leave. Since these holidays have been temporarily suspended, a decision will have to come from the Washington Office as to whether or not holidays will have to be charged on annual leave when employees are away from their posts of duty.

Applications for Annual Leave should be filed with the principal on form 1-034 in advance of the date on which the leave is to be taken. When the applicant returns to duty, he should report to the principal's office. The hour of his return to duty will be filled in on the leave slip and same sent by the principal to Dr. Cary's office. He in turn will sign same and send the form on to the personnel office.



## B. SICK LEAVE

Government employees are allowed one and one-fourth days of sick leave per month. If a physician is employed, a certificate is required from him. If no physician is employed, the person must certify on the leave slip that he or she was wholly unable to perform official work or to be present at his post of duty, and was confined to his residence during the period for which sick leave is requested.

## C. LEAVE WITHOUT PAY

Leave without pay may be granted to an employee after he has used all annual leave to which he is entitled. All requests for leave without pay should be accompanied by a full explanation as to the necessity for such leave. Leave without pay cannot exceed more than thirty days in any calendar year without special permission from the office of Indian Affairs.

## D. EDUCATIONAL LEAVE

Prior to 1942 members of the Indian School Service were granted an educational leave in accordance with the following acts of Congress.

"Provided, That hereafter teachers of the Indian Schools, and physicians of the Indian Service may be allowed, in addition to annual leave, educational leave not to exceed thirty days per calendar year, or sixty days in every alternate year, for attendance at educational gatherings, conventions, institutions, or



training schools, if the interest of the Service requires, and under such regulations as the Secretary of the Interior may prescribe and no additional salary or expense on account of this leave of absence shall be incurred." Act of August 24, 1912 (37 Stat. 519) as amended by the acts of August 24, 1922 (42 Stat. 829) and May 8, 1928 (45 Stat. 493).

"Educational leave is not designed for the benefit of the employee but for the improvement of school and the welfare of the children enrolled.....All educational personnel actually giving instruction may be allowed educational leave provided their absence will not seriously interfere with carrying on the work of the institution" ("Manual for the Indian Service", pp. 86-7)

Educational leave does not exclude Saturday afternoons, Sundays and holidays, but is continuous. That is if thirty days of educational leave is taken beginning July 2, it would extend only through July 31. If a teacher resigns and has taken educational leave in advance, the pay for number of days of educational leave which the teacher has taken in excess of the amount she has earned up to the time of her resignation must be refunded.

During the present year (1942) all educational leave was suspended except in very special cases. Status of educational leave for 1943 is pending on a decision from the Office of Indian Affairs.

It is hoped that educational leave will be granted to the teachers of Poston some time during the summer of 1943.



It is suggested that such leave if granted could be spent in some one of the following ways:

- (1). Work Shop dealing with the curriculum for the Poston Schools to be held either here at Poston or at some Educational Center providing transportation is not frozen by that time.
- (2). Attending some standard college or university of the teacher's choice.
- (3). Special research in curriculum or some other problem vital to the employee's work. This research is to be done at such time and place as agreed upon by the Director of Education and Principal.

Attention is called to the following regulation:

"Instructors of the Indian Service will not be allowed details to attend non-government summer sessions in addition to educational leave, as such details would in effect extend the amount of leave authorized by Congress." (Manual for Indian School Service, p. 87)

### III. SCHOOL ORGANIZATION

"The School Year shall consist of 180 school days unless local conditions make this impracticable, in which case approval for a shorter term may be secured from the area, on a showing of facts." (Manual for Indian School Service, p. 52)



If we are to operate on the 180-day school year in 1942-3, counting from the opening day of school Monday, October 5, it will take through Friday, June 11, to make the 180 days. This calendar includes as "school days" all holidays.

If holidays are to be observed and such excluded,, practically another week would need to be added in June.

If vacations at Thanksgiving or Christmas or at both times are observed, the number of days used for such will also extend our school year farther on into June.

#### IV. HOLIDAYS

"For the War Emergency Period, holidays normally granted in peace time will be suspended. Upon prior approval of the Director of the War Relocation Authority, local holidays may be observed with the understanding that employees will be charged with annual leave or placed on leave without pay in the absence of available annual leave for the period that they are absent." (W.R.A. Admin. Instruc. # 13)

Prior to the war, the following holidays were observed in the Indian Schools:

New Year's Day, Washington's Birthday, Memorial Day, July the Fourth, Labor Day, Armistice Day, Thanksgiving Day and Christmas Day. Appropriate recognition of Arbor Day. (See "Manual for the Indian School Service," p. 52)



Colorado River Relocation Center  
Poston, Arizona

DUTIES OF THE GATE CLERK

1. To circulate before 5:00 p.m. Friday of each week a schedule showing when and where she will be on duty each day of the following week. This is to be distributed to:

Miss Okamoto  
Mr. Crawford  
Internal Security  
Copy posted at Main Gate

Mr. Cassilly  
Departure Station  
Mr. Burge

Each week's schedule should be adjusted for deductions for overtime during the preceding week and approved by Mr. Cassilly. Deductions for overtime will not be approved unless overtime is explained in writing to Mr. Cassilly within 24 hours following period of overtime.

Recommended Schedule:

Early Shift: 4:30 a.m. - 1:30 p.m. with one hour out  
from 9:30 to 10:30  
Late Shift: 4:30 p.m. - 1:30 a.m. with one hour out  
from 6:00 to 7:00

To report for duty at the Statistics Office promptly at the time indicated on her weekly schedule. For every period shown on the schedule it must be possible to reach the Gate Clerk by phone either at the Statistics Office or at the Main Gate. Changes are to be made only in case of necessity and are to be reported in advance to all persons holding schedules.

2. Immediately upon reporting for duty (1) to determine from the Leave Office whether there is to be a departure during the current shift, and (2) to inform the Main Gate whether there is to be a departure and to instruct the MP whether to pass the bus with driver only or to hold the bus until the Gate Clerk arrives.
3. To treat all persons passing through the gate in a courteous and objective manner.
4. To lift outgoing gate slips and receipted visitor's bills from departing evacuees, to admit incoming evacuees as visitors or residents as provided in the Statistics Handbook, to lift all VRA papers and to keep on file at the gate papers to be returned to departing visitors. To issue badges to outgoing workers as provided in the Statistics Handbook.



To follow gate procedure as outlined in the Statistics Handbook with the following exceptions:

1. The control of traffic in and out of the center area but within the Project, including the issuance of red buttons, is not to be established at this Center.
2. Referral of incoming visitors to the Housing Section is to be omitted. In those rare instances in which a visitor arrives without previous arrangements for quarters, the Gate Clerk will ask the bus driver to take him to the Unit Administrator's Office or will ask Internal Security to arrange for quarters.

5. To submit a regular and complete gate report at the end of each reporting shift and to remain at the office until each report is cleared by Miss Okamoto.

To be responsible for seeing that each gate report includes every paper lifted during the reporting period. To arrange at the gate for a regular place for deposit of papers lifted and messages left in her absence by Internal Security in order that complete reports may be assured. To make sure that papers are not removed from the gate by anyone other than the Gate Clerk.

6. To maintain control files on Short Term and Seasonal absentees and on visitors in the center, as provided in the Statistics Handbook and to answer questions and make periodic reports on these files as requested.
7. To report to the Project Director the unauthorized presence of persons at the gate.
8. To report to the Telephone Supervisor any failure of telephone service, giving the hour and the number of unsuccessful attempts to get connections and the period covered.
9. To report promptly to the supervisor of the Motor Pool any failure to secure service from the Motor Pool, giving full particulars.
10. To post at the gate a list of Caucasians with prior written authorization to pass through the gate and a list of evacuees with prior authorization by wire or letter from the Relocation Officer to return from Seasonal or Indefinite Leave.
11. To request the MP to hold evacuees appearing at the gate with no papers or refusing to show or give up their papers as required; to request the MP to hold visitors leaving without a properly executed receipt.
12. To refrain from instructing the MP or requesting services other than those specifically included in their orders from the captain.



Specifically their orders are:

1. To hold evacuees upon request by the Gate Clerk or Internal Security.
  2. To inspect baggage.
  3. To assist in guiding evacuees through the gate house and to regulate the flow so that only one person is in the house at a time.
  4. To permit each evacuee to leave the gate house only with the approval of the Gate Clerk.
  5. To see that papers and files are not removed from gate house by anyone other than the Gate Clerk.
13. To refrain from giving instructions to or taking instructions from staff or any other section without clearing through both Division Heads.
14. Duties at the Office:
- a. To check and mail completed Daily Population Records.
  - b. To maintain a complete file of master copies of the Daily Population by individual.
  - c. To verify departure advices in the pending box.
  - d. To investigate and correct irregularities listed in the query sheets from Topaz. To draw up rough draft for review and final typing by Miss Okamoto.
  - e. To take inventory of supplies needed for the gate and to make requisitions for Mr. Cassilly's signature for supplies needed.
  - f. To submit Daily Leave Report on appointed personnel.
  - g. To keep on file all procedure covering gate control, and to refer to it when necessary.
  - h. To forward papers for individual folders to master file and ration book to Departure Station.
  - i. To perform related duties as requested by Mr. Cassilly or Mr. Burge.
  - j. To submit to Mr. Cassilly by 5:00 p.m. Friday, a page progress report stating the number of Daily Population Reports for the week not yet mailed, any special problems encountered during the week, and any problems connected with the gate requiring immediate attention.

Procedure may be revised only upon written request to Mr. Cassilly and only upon written approval by Mr. Cassilly and Mr. Burge.



Colorado River Relocation Center  
Poston, Arizona

G A T E   C O N T R O L

Evacuees arriving at the Main Gate between shifts--when there is no Gate Clerk on duty

MUST WAIT AT THE GATE

irrespective of the permits held and irrespective of Caucasians who may be with them

...when the Gate Clerk is on call, until the Gate Clerk arrives at the Main Gate to check them in

...when no Gate Clerk is on call, until Internal Security arrives to escort them in

. . . . .

The procedure in such instances will be as follows:

1. The MP will call to report the arrival of the evacuee(s) at the Main Gate irrespective of papers held.

During periods when the Gate Clerk is on call, he will call the Statistics Section (Extension 169) where he will be advised when the Gate Clerk will arrive at the gate.

During periods when there is no Gate Clerk on call, he will call Internal Security (Extension 165) where he will be told when the Internal Security representative will arrive at the gate.

2. Persons answering calls from the Main Gate will (1) advise the MP when the Gate Clerk or Internal Security representative will arrive at the gate and (2) ask the MP to hold the car until such arrival.

THEY WILL NEVER INSTRUCT THE MP BY PHONE TO SEND A CAR THROUGH. THE MP HAS NO AUTHORITY TO HANDLE PAPERS OR TO SEND EVACUEES THROUGH THE GATE. HIS ORDERS ARE TO HOLD EVACUEES AT THE GATE UNTIL SOME PERSON AUTHORIZED TO PASS THEM ARRIVES AT THE GATE IN PERSON. SHOULD THE MP BE INSTRUCTED BY PHONE TO LET A CAR THROUGH, HE WILL KNOW THE INSTRUCTION IS UNAUTHORIZED AND WILL REFUSE TO DO SO.

3. When the Gate Clerk is on duty at the office, he will go immediately to the gate to check evacuees through.



4. At any other time, when the Gate Clerk is not on duty, a representative of Internal Security will go to the gate, make out necessary papers, and lift appropriate papers. The Internal Security representative is to substitute fully for the Gate Clerk, following full procedure as outlined in the Statistics Handbook.

: : : : : : : : : : :

NO EVACUEE MAY PASS THROUGH THE GATE WITHOUT BEING PASSED UPON AT THE GATE BY THE GATE CLERK OR INTERNAL SECURITY REPRESENTATIVE IN PERSON OR BY SOME OTHER PERSON WITH PRIOR WRITTEN AUTHORIZATION TO ACT IN THE CAPACITY OF GATE CLERK

The only exception to this rule is the Bus Driver who must carry a special permit signed by the Project Director and the Statistician authorizing him to pass through the gate at certain times with the outgoing bus provided there are no passengers on the bus. The Gate Clerk will call the MP before each outgoing trip to advise him either that the bus is arriving at the gate without passengers and that the Bus Driver is to be permitted to go out, or that the bus is arriving with passengers and that she is on her way to the gate to check them out.

Should the bus arrive with anyone in addition to the driver, it shall be held at the gate until the Gate Clerk arrives.

In exceptional instances, a Caucasian may be authorized to act as Gate Clerk to check out evacuees he may be escorting from the project between shifts. Such authorization shall be recognized by the MP only if he has had advance notice in writing signed by the Project Director, and provided the outgoing Caucasian presents a duplicate of the written authorization.

. . . . .

Caucasians arriving at the Main Gate going in either direction and holding passes signed by the Project Director or for whom such passes have been deposited at the gate in advance will be permitted by the MP to pass through the gate.

Caucasians arriving at the Main Gate without such passes and for whom no written permission has been received at the gate will be held by the MP. The Office of the Project Director will be informed of the arrival by phone by the Gate Clerk if there is one on duty, and by the MP if no Gate Clerk is on duty.

Caucasians appearing at the gate on the way out without a pass will be instructed by the MP to return, and to secure a pass.



All passes issued by the Office of the Project Director will be issued individually. No group passes will be issued or honored at the gate.

Caucasians arriving at the gate TOGETHER WITH ONE OR MORE EVACUEES will not be permitted to pass through the gate until all procedure covering evacuee traffic has been satisfied, unless they wish to depart without said evacuees.

NOTE: IF THERE ARE EVACUEES IN THE CAR--EVEN ONE EVACUEE--NO MATTER HOW MANY CAUCASIANS THERE MAY BE, WHO THEY ARE, AND HOW MANY CAUCASIAN AND EVACUEE PASSES THEY HOLD, NO MATTER WHAT INSTRUCTION MAY BE GIVEN BY PHONE, THE EVACUEES DO NOT GO THROUGH UNTIL ALL PROCEDURE COVERING EVACUEE TRAFFIC HAS BEEN SATISFIED. NO ONE IS AUTHORIZED TO CHECK EVACUEES THROUGH EXCEPT THE GATE CLERK, AN INTERNAL SECURITY MAN OR AUTHORIZED DELEGATE; AND THE GATE CLERK, INTERNAL SECURITY MAN OR AUTHORIZED DELEGATE MUST APPEAR AT THE GATE IN PERSON TO CHECK THEM THROUGH.

Private cars owned or driven by evacuees are to be held at the gate by the MP and reported to Internal Security by the Gate Clerk.



Colorado River Relocation Center  
Poston, Arizona

W H O M A Y B E R E I N S T A T E D

Only the following persons are to be reinstated at the Main Gate. All others are to be admitted as visitors.

1. Poston residents returning from Short Term Leave and presenting unexpired Short Term papers from this Center.
2. Poston residents returning from Seasonal, Indefinite, or Trial Indefinite Leave, who present in addition to their leave papers
  - a. Relocation Officer's permit to return to this center, or
  - b. Army papers indicating acceptance for induction.
3. Persons with parole or transfer papers indicating Poston as destination.

All others, including soldiers in uniform and returning residents without the above papers, shall be admitted as visitors. Persons with Short Term papers from other centers authorizing a visit to Poston shall not be required to pay. All others shall be admitted as paying visitors.

The incoming gate slip shall be made out in duplicate for every evacuee entering the center. It shall show the following information:

1. Name in full as shown on papers presented.
2. Poston address or name and address of person to be visited.
3. List of papers lifted indicating those to be returned upon departure.
4. List of papers shown but not lifted.
5. One of the following codes: AV, visitor; AVR, visitor pending reinstatement; AR, resident reinstated or new resident admitted; AVF, visitor from other center.
6. For all Short Term visitors from other centers, the Gate Slip must show both the center of origin and the date of expiration of leave.
7. On the Gate Slips for resident reinstated, the code will include the type of leave; for example, AR-1 for reinstatement from Short Term Leave.

Papers to be lifted at the gate include the following:

1. Short Term, Seasonal, Trial Indefinite, and Indefinite Papers
2. Seasonal, Trial Indefinite, and Indefinite Cards
3. Relocation Officer's Permission to return to this Center
4. Ration Books



- a. DO NOT PICK UP PAROLTEE'S PAROLE PAPERS
- b. DO NOT PICK UP SOCIAL SECURITY PAPERS
- c. DO NOT PICK UP ARMY PAPERS
- d. DO NOT PICK UP ALIEN TRAVEL PAPERS

Admission advices are made only for residents reinstated at the Main Gate and parolees and transfers admitted as residents. The advice must be made out in the presence of the incoming evacuee. For those returning from Seasonal or Indefinite Leave, the previous employer and specific type of work must be secured.

Reinstatement

1. Persons returning from Short Term are automatically reinstated.
2. Persons returning from Seasonal or Indefinite may return as paying visitors without reinstating if they wish to do so. They must deposit their papers at the gate.

Persons who refuse to deposit WRA Leave papers at the gate.

The Gate Clerk will explain that a receipt is given for the papers and that if he is a visitor, his papers will be returned at the time of his departure. If he persists in refusing, the Gate Clerk will ask the MP to hold him until she calls Internal Security.

THE MP WILL PASS THROUGH THE GATE ONLY THOSE WHOM THE GATE CLERK INSTRUCT HIM TO PASS.  
CONVERSELY HE WILL HOLD ANYONE THE GATE CLERK ASKS HIM TO HOLD.



Colorado River Relocation Center  
Poston, Arizona

THE GATE CLERK'S REPORT

For all reports concerning traffic at the Gate and daily population changes, the reporting day shall be from midnight to midnight. For reporting purposes, the day shall be divided into two periods:

1. From midnight to 9:00 a.m.
2. From 9:00 a.m. to midnight

For each of these periods, the Gate Clerks shall submit a report on the attached form together with all papers lifted, arranged in the order in which they are listed on the report.

The report for the early shift shall be submitted by the Gate Clerks leaving the gate at 8:00 a.m. It shall be typed by the Gate Clerks and submitted to Miss Okamoto for clearance before 9 o'clock the same morning.

The report for the late shift shall be submitted by the Gate Clerks coming off duty at midnight. It shall be typed and left on Miss Okamoto's desk for clearance, before 8 o'clock the following morning.

Each of the two daily reports shall be submitted in a single envelope containing a complete report on the entire reporting period together with all papers lifted. There are to be no supplementary reports covering any period of less than one complete reporting period. Papers lifted in the absence of the Gate Clerk shall be given to Miss Okamoto in the envelope for the next reporting period with an explanatory note. Miss Okamoto is to receive only two envelopes per day, each to include everything lifted to the close of the reporting shift.

Never under any circumstances is the Gate Clerk to give papers to Miss Okamoto with an oral explanation. All explanations must be in writing and must be included in one of the regular Gate Report envelopes.

In exceptional instances, an oral explanation may be given followed by written confirmation in the next regular report.

Content of the Report

Although the Gate Report form is largely self-explanatory, special attention is called to the following points:

1. Correct date and shift must be shown. Write out the day of the week as well as the date, as Wednesday, July 13, 1944.



2. For each visitor indicate whether paying or non-paying and for non-paying visitors indicate center of residence.
3. List all papers lifted and all papers shown, and note explanation for lack of papers.
4. For all Short Term Papers show expiration date of paper.
5. Cases requiring special follow-up by the Departure Station, Collection Officer, Welfare Section, or the Relocation Office, should be starred and marked;

Attention: \_\_\_\_\_ Section

6. The report distributed Friday morning shall show the total number of visitors on the project and the number whose visits are expected to terminate the following Tuesday morning.

#### Distribution

It shall be the responsibility of the Gate Clerk to see that each morning the reports for the two reporting periods just completed and a memo to Welfare showing name and address of parolees admitted are distributed before 10:30 a.m. The report is to be distributed to Mr. Crawford, the Departure Station, and the Collection Officer. It is also the responsibility of the Gate Clerk to see that a copy is filed immediately in her file and that she can answer questions concerning this file at any time.

The actual distribution may be delegated to one of the Statistics Section staff, but the responsibility for seeing that the reports are distributed rests with the Gate Clerk.



Poston  
Miss  
dis-

## I N S T R U C T I O N S   F O R   U S H E R S

Ushers will meet incoming families at door of Reception Center and conduct the head of the family through the first two desks for housing. He will take the rest of the family to benches on the other side of the room and ask them to be seated to make them comfortable.

An usher will then conduct the head of the family to any one of the next six desks in line which are not occupied. These are Registration and Pick Up Desks. From there he will direct the entire family to the Doctor's Table and return to the front door to take charge of another family. If the family is small (a single man or woman, or man and wife), he might find it possible to start them through the line and return to the front door for a second family and thus work two families at the same time.



Memol

REGISTRATION

Refer to registration form in use at Poston Camp.

To clarify the listing order of families with regard to relationship and interpretation of term or terms "Heads of Families", it has been decided that:

The head of the family if a male will be listed following the letter "A"; if a woman, following the letter "B", and their children following below them listed according to age. All other relationships are to be listed following the children.

All single men and all single women will be listed under "C". (A married man and his wife will be listed on lines "A" and "B" respectively).

A friend arriving with a family will be registered on a separate registration blank and on the blank will be marked the surname and camp address of the family with whom he came. This is for cross reference.

The following abbreviations will be used to indicate relationship:

Wife.....	W
Daughter.....	D
Son.l.....	S
Brother.....	B
Sister.....	S/s
Sister-in-law.....	Sisl
Brother-in-law.....	Bil
Son-in-law.....	Sil
Daughter-in-law.....	Dil
Nephew.....l.....	Nep
Niece.....	N
Aunt.....	A
Uncle.....	U
Stepson.....	SS
Stepdaughter.....	SD
Grandmother.....	GM
Grandfather.....	GF

It has further been decided that Family Numbers will not be assigned at this time. The Family Numbers will be assigned at the time the individual record cards are filled out and families are called upon and interviewed in their homes.

The intake Department will send to Registration Department a card indicating relationships with the family to assist the Registration Department.

378



April 17, 1945

53.44

Dear Friends,

The appointed personnel of this Center has organized a Recreation Clubhouse to be called the "Poston Appointed Personnel Club." In order that you may be informed of its purpose and governing rules, we are enclosing here a copy of the constitution and bylaws which have been approved by your elected representatives. You will note that these may be amended by the membership at any time, should the need arise.

The undersigned have been elected as your temporary Executive Committee to carry on the functions of the club until a permanent governing committee has been elected by the majority of the members.

We are anxious to make this club a real success and an asset to the community. In order to do this we need the support of every possible member. Our plans include many good times and we want you to share these good times with us. The cost is small, only \$1.50 initiation fee, which includes one month's dues. Dues are only 50¢ per month. You will not be asked for the second month's dues until after the clubhouse has been opened.

Representatives elected to the Recreation Club Committee by your division were designated as a Membership Committee to collect the \$1.50 which is your initiation fee and first month's dues (\$1.00 for initiation fee and 50¢ for first month's dues.) It will be necessary for you to have paid the \$1.50 before club privileges may be extended.

All of the tiresome detail work of forming the organization has been completed and as soon as the clubrooms are ready we can begin to enjoy their use. We need you and want you to join us.

(signed) W. R. Inghram, Chairman  
Nell Weiler, Secretary  
Clarence Ahrens, Treasurer  
Howard Hollenbeck, in charge of sports  
Pauline Bates Brown, in charge of  
membership and clubhouse activities

P. S. The entire membership of the Poston Appointed Personnel Club will meet next Monday night, April 23rd, at 7:30 at the Recreation Hall.



CONSTITUTION FOR POSTON  
APPOINTED PERSONNEL CLUB

April 13, 1945

Article I - Name

The name of this club shall be the Poston Appointed Personnel Club.

Article II. Purpose

The purpose of this club shall be to provide suitable recreational opportunities for Poston appointed personnel and members of their families, and to promote good community relationships.

Article III. Membership

Section 1. Eligibility:

The following people shall be eligible for membership:

1. All appointed personnel of the War Relocation Authority.
2. Post Office Civil Service employees.
3. The Project Director is authorized to extend guest privileges to any official visitors.

Section 2. Member in good standing.

A member in good standing shall be any person who has paid the initiation fee and the current month's dues.

Section 3. Quorum.

A majority of all paid up members shall constitute a quorum of the membership. Three members of the Governing Committee shall constitute a quorum of that committee.

Article IV. Organization

Section 1. Governing Committee.

The governing authority of the club shall be vested in a Governing Committee of five members.

A. Election of Governing Committee.

The Governing Committee shall be elected by a majority of the members constituting a quorum. No section of the War Relocation Authority organization shall be represented by more than one member on the Governing Committee at any time.

B. Term of office.

The Governing Committee shall be elected for six months. Vacancies for unexpired terms shall be filled as they occur through appointment by the Governing Committee, such appointment to expire when the term of office



of the Governing Committee expires.

C. Titles of Governing Committee members.

The title of each of the five members of the Governing Committee shall be as follows: Chairman, Vice-Chairman in charge of membership and special activities, Vice-Chairman in charge of sports, Treasurer, and Secretary.

The membership, at the election of the Governing Committee, shall elect each officer to fill one of the above positions.

D. Duties of Governing Committee.

1. To hire personnel for the club-house.
2. Committee to be empowered to transact such business as may be necessary in the interests of the club; and to otherwise transact business for the benefit of the membership of the club as the membership shall deem proper from time to time.
3. Act as custodian of club property.
4. Appoint sub-committees.
5. Make such appointments as may be necessary to fill unexpired terms on the Governing and Auditing committees.
6. Approve all purchases.

E. Individual members of Governing Committee.

1. Chairman:
  - a. Preside at meetings of Governing Committee.
  - b. Preside at general and special meetings of membership.
  - c. Call special meetings of membership and of the Governing Committee.
  - d. Together with the Treasurer, to countersign all checks.
2. Vice-Chairman in charge of membership and special activities.
  - a. Keep membership list.
  - b. In charge of membership drives.
  - c. Make recommendations to Governing Committee for appointment of sub-committee members, for welcome of new employees, new members, and special activities.
  - d. Act as general chairman of all sub-committees that may be appointed on membership and special activities.
3. Vice-Chairman in charge of sports.
  - a. In charge of all organized activities.
  - b. Keep records of all organized activities.
  - c. Make reports to Governing Committee and to members on the organized activities program.
  - d. Make recommendations to Governing Committee as to persons for appointment to sub-committees



dealing with activities or program

4. Treasurer.
  - a. Collect initiation and membership dues.
  - b. Keep financial records.
  - c. Make financial reports to Governing Committee and to members at general meetings.
  - d. Together with the Chairman, to countersign all checks.
5. Secretary.
  - a. Keep records and minutes of general meetings of membership.
  - b. Keep records and minutes of meetings of Governing Committee.
  - c. Send out notices of general membership meetings.
  - d. Notify members of Governing Committee of committee meetings.
  - e. Keep records of all information turned over to secretary by other members of the Governing Committee.

F. Governing Committee meetings.

1. Regular meetings.

The Governing Committee shall meet regularly every two weeks.

2. Special meetings.

Special meetings of the Governing Committee shall be called by the chairman, at his discretion, or when requested by any of the members of the Governing Committee.

Section II. Sub-Committees.

A. Sub-committees shall be appointed by the Governing Committee as it deems such committees necessary.

B. Term of office.

The term of any sub-committee is determined by the Governing Committee, but in no case shall the term of any sub-committee run beyond the term of the Governing Committee appointing such sub-committee.

C. It shall be the duty of the Recreation Committee, when appointed, to establish a club room for the appointed personnel at Camp II and Camp III from which can stem such activities as they deem fitting.

Section III. Auditing Committee

An Auditing Committee consisting of two members shall be elected by a majority vote of the members at the membership meeting at which the Governing Committee is elected.

Article V. Membership Meetings.

Section I. Regular meetings.

A general meeting of the membership shall be called once each month.



Section II. Special meetings.

Special meetings may be called by the chairman, or upon demand in writing by ten percent of the members in good standing.

Article VI. Dissolution of  
Club and Disposal of Property

Section I. Dissolution.

Dissolution of the club may be effected as follows:

- a. Written notification to all members of such a meeting to be called not sooner than one week from date of notice.
- b. A three-fifths majority vote in favor of dissolving the club, such votes to be cast at the meeting of dissolution.

Section II. Disposal of property and funds.

The manner and method of the disposal of funds, supplies, such furniture or equipment as may have been furnished from club funds, etc., will be decided upon at the dissolution meeting.

Article VII. Amendments.

Amendments to this constitution shall be effected in the following manner:

1. Presentation of a written petition to the chairman of the Governing Committee, such petition to list the proposed amendments, and to be signed by at least ten percent of the members in good standing.
2. Notification in writing to all members in good standing of a proposed amendment or amendments. A general membership meeting shall be called, such meeting to be held not sooner than ten days from the date of notice.
3. Passing of the amendments by a majority vote at the general meeting.



BY-LAWS FOR POSTON  
APPOINTED PERSONNEL CLUB

April 13, 1945

Article I. Use of Clubhouse.

Section I. The clubhouse shall be used by all members in good standing, their families, and their guests.

Section II. Any member of the armed forces and his or her family shall automatically be entitled to all guest privileges and shall be sponsored as guests by the membership as a whole.

Section III. The clubhouse shall not be given over for any meeting on any one night to any one specific organization of division to the exclusion of other members.

Article II. Closing Hour.

The closing hour shall not be later than twelve o'clock midnight each night.

Article III. Prohibitions

Section I. Gambling shall be prohibited on the club premises.

Section II. There shall be no intoxicating liquors allowed on the club premises.

Article IV. Dues and Fees.

Section I. Initiation Fee.

All members shall be required to pay an initiation of \$1.50. Fifty cents of this \$1.50 fee shall be applied as payment for the first month's dues.

Section II. Monthly dues.

All members shall be required to pay membership dues of fifty cents per month to be paid in advance for each calendar month in order to be members in good standing. This amount may be decreased by the Governing Committee, but may be increased only by majority vote of the members in good standing at a general meeting. New members joining the club before the middle of the month will pay for a full month. Those members joining after the middle of the month will pay a half month's dues in addition, in each instance, to the initiation fee.

Article V. Amendments

The by-laws may be amended by a majority vote at any general membership meeting.

(48/9A)



VITAL WORKERS

OFFICE OF THE CHIEF ADMINISTRATION OFFICER

	F or M	Total
Secretary to the Chief Administration Office	1	1
Receptionist-Stenographer(also assistant to the Budget Officer)	1	1
Assistant Budget Officer	F or M	<u>1</u>
TOTAL		3

*Ample*  
*Project A category*



VITAL WORKERS

MAILS, FILES, AND COMMUNICATION

	<u>F or M</u>	<u>Total</u>
Clerk, File	1	1
Clerks, Telegram & Inf	F or M	1
Clerk, Messenger & Mail	M or F	1
Clerk, Stock	M or F	2
Clerks, Jr. Messenger & Mail	M or F	2
Clerk, Assistant, File	1	1
Office Assistant	1	1
Operators, Mimeograph	2	2
	TOTAL	11



VITAL WORKERS

PERSONNEL

	F or M	Total
Senior Clerk, (Personnel Actions)	1	1
Asst. Clerk Payrolls	1	1
Asst. Clerk Typists	2	2
Asst. Clerk General Office Work	1	1
Machine Operators, Payroll Writing	3	3
		<hr/>
		9
		<hr/>
	TOTAL	9

VITAL WORKERS

PROCUREMENT

<u>CONTRACT SECTION</u> (Local Advertisements and Contracts)	F or M	Total
Clerk-Stenographers	2	2
Clerk-Typists	3	3
		<hr/>
		6
		<hr/>
<u>CONTRACT SECTION</u> (Treasury Procurement)		
Clerk, Indexing Purchase Requests	M or F	1
Clerk, Stenographer	1	1
Clerk, TPG Contracts	M or F	1
Clerk, Typists	1	1
		<hr/>
		4
		<hr/>
<u>OPEN MARKET PURCHASES SECTION</u>		
Asst. Procurement Clerk	1	1
Clerk, Purchase and Index	2	2
Clerk-Stenographer	2	2
Clerk-Typist	4	4
		<hr/>
		9

TOTAL PROCUREMENT DIVISION:.....1....18



# VITAL WORKERS

## FISCAL

	F or M	Total
Secretary to the Fiscal Officer	1	1

## PROPRIETARY ACCOUNTING SECTION

### A. Cost Accounting Unit

Accountants

F or M

10

Clerks

F or M

2

Stenographer

1

1

13

### B. Timekeeping Unit

Clerks

F or M

14

Field Timekeepers

10

10

24

### C. Stores Accounting Unit

Clerks, card Lodger (3 subsistence & 4 supplies, materials, and equipment)

F or M

7

Clerks, General Office work

F or M

12

9

### D. Property Accounting Unit

Clerks Card Ledger

F or M

3

Clerk-Typists

F or M

2

5

TOTAL PROPRIETARY ACCOUNTING SECTION.....52

## BUDGETARY ACCOUNTING SECTION:

Accountant, Budgetary

F or M

5

Clerk, Oblogation

F or M

5

Clerk, Stenographer(Billing and Collection)

2

2

12

## DISBURSING SECTION

Clerks, Voucher

10

10

Clerks, Voucher Scheduling

1

1

Clerks, Stenographer

1

1

12

## ROUTING AND AUDITSECTION

Clerks, Pre-audit

F or M

6

Clerks, Recording and Routing

F or M

2

Clerks, Bill of Lading

F or M

1

Clerks,File

F or M

2

Asst.Clerks, Voucher Audit

F or M

2

Clerks-Typists

F or M

4

Clerk,Stenographer

F or M

2

Messenger

F or M

1

20



Con't.

TOTAL FISCAL DIVISION.....96



VITAL WORKERS

WAREHOUSE

WAREHOUSING ALL OTHER SUPPLIES, MATERIAL, AND EQUIPMENT:

	F or M	Total
Foreman	10	10
Worker		20
Watchman	6	6
Clerk-Stenographers	F or M	8
Supertendence	1	1
		<hr/> 45



# VITAL WORKERS

	<u>SUBSISTENCE</u>	<u>F OR M</u>	<u>TOTAL</u>
<u>OFFICE OF THE CHIEF PROJECT STEWARD:</u>			
Secretary to the Chief Steward	1		1
Senior Steward		1	1
Assistant Stewards (Rationing and Pro-rating food for distribution to all kitchens in Unit I)		4	4
Messenger		2	2
Timekeeper, Head		1	1
Timekeeper, Field		6	6
Clerk-Stenographer (Timekeeping Unit)		1	1
Clerk-Timekeeping		F or M	2
Clerks, (Trainees in rationing and prorating for distribution to all kitchens)		3	3
Chief Cooks, Relief (Coordinate the work of all chief cooks and relieve chief cooks in case of illness or absence)		5	5
			<u>26</u>
<u>WAREHOUSING (SUBSISTENCE):</u>			
Foremen		3	3
Warehouse laborers		30	30
			<u>33</u>
<u>TRANSPORTATION (FOOD DELIVERIES):</u>			
Truck Drivers		15	15
Swampers		15	15
			<u>30</u>
<u>KITCHEN OPERATIONS:</u>			
Chief Cooks	} <i>status quo</i>	37	37
Cooks		37	37
Dish Washers		F or M	185
Pot Washers		37	37
Kitchen Helpers (Vegetable Peelers, Floor etc.)		M	111
			<u>407</u>

TOTAL SUBSISTENCE.....496



VITAL WORKERS

TRANSPORTATION

	<u>F or M</u>	<u>Total</u>
<u>EXPRESS OPERATION</u>		
Foreman	1	1
Truck Drivers	3	3
Swampers	6	6
Laborers	3	3
Total.....		<u>13</u>

TRANSPORTATION

Truck Driver	42	42
Tractor Driver (Rubbish Disposal)	1	1
Dispatchers	3	3
Swampers	26	26
Oil Distribution	2	2
Attendants (Service Station)	6	6
Supervisor, Service Station Operators	1	1
Supervisor, Office	1	1
Supervisor, Motor Pool	1	1
C Clerks, Equipment Operation Records	4	4
Secretary to the Supply & Transportation Officer		<u>1</u>
		92

GARAGE OPERATIONS

	<u>F or M</u>	
Clerk-Stenographer		1
Foreman, Garage	4	4
Grease Men	6	6
Mechanic	55	55
Tool Checker	5	5
Parts Men	2	2
Mechanics' Helpers	5	5
Janitors, Also Wash car	3	3
(Utility Man)		<u>61</u>

TOTAL TRANSPORTATION.....1166



# WORK HOURS

In order to avoid confusion in following instructions of telegram of June 26 from the Washington Office, the following regular hours of work are prescribed:

## FIELD WORKERS

7:45 a.m. to 11:45 a.m.

1:00 p.m. to 5:00 p.m.

## OFFICE WORKERS

8:00 a.m. to 12:00 a.m.

1:00 a.m. to 5:00 p.m.

Travel time to jobs outside of units will be allowed. Trucks leaving for jobs outside will pass through the gates and return through the gates on above hours.

Any special arrangement for night work on split shifts must be approved in writing by one of the four respective division heads.

Since approximately 2,600 people have to be dropped from the payroll, reduction in forces will begin with those who fail to work their full eight hours per day.

The employment office has been instructed to not reassign any person laid off for failure to work eight hours.

W. Wade Head  
Project Director

## 就働時間に関し

六月廿六日府電訓の遵守上、その間違ひなきを期するため  
次に規定就働時間を明記します。

屋外	午前七・四五——午前十一・四五
	午後一・〇〇——午後五・〇〇
事務所	午前八・〇〇——正午
	午後一・〇〇——午後五・〇〇

館外就働の場合はその往復に要する時間をも就働時間  
と見做します。此の就働者搭乘のバスは毎日前記時間に  
ゲートより出入します。夜間就働の特別交替時間を取り決め  
る場合は豫め四名の各部主任中の一より文書に依る承認を  
受けねばなりません。

約二千六百名の就働者が淘汰される事になってゐますが、これは  
一日八時間フルに働らなくてはならぬ様の人から順次整理して  
行く事になります。職業紹介所は八時間働かなかつた  
り解雇された人には再度ワークカードを發給し、様に指令  
して居ります。

轉住所長 W. W. Wade 自署

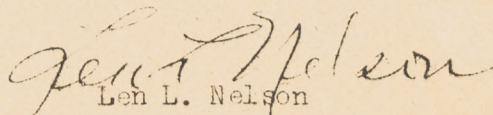


COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

December 22, 1943

PROCEDURE ON NOTICES OF ASSIGNMENT

1. All Notices of Assignment will originate at the Unit Employment Offices. On these notices the Unit number is to appear on the lower right hand corner.
2. Employee will sign all copies of the Assignment in the employment office at the time the assignment is made.
3. The Worker's copy of the Notice of Assignment is given to the employee to be used as a notice of report to work. The employee will give this copy to his immediate foreman or supervisor, who will be responsible for determining the E.O.D. date and forwarding it to the division office for proper signature. The other four copies of the Notice of Assignment together with two (2) copies of letter of transmittal are forwarded by the Unit Employment Office to the Central Employment Office in Unit I.
4. The Central Employment Office will distribute the Notices of Assignment to the divisions for proper signatures and will obtain one signed copy of letter of transmittal acknowledging the receipt of the notices. This letter of transmittal will be returned to the Unit Office.
5. Upon receipt of the Notices of Assignment, the division head or his authorized representative will sign and distribute the Notices of Assignment to the proper places within two days.

  
Len L. Nelson  
Personnel Management Section



## ワーク・カードに関して

- 一 ワーク・カード(NOTICE OF ASSIGNMENT)は全エニツト職業紹介所にて発給されます。そしてカードの右下隅にはエニツト番号が記入されることになっております。
- 二 就働者はカードの支給を受けると、紹介所に於てカードの寫し全部にサインをして下さう。
- 三 就働者には就働の證として一枚のワーク・カードの寫しが交付されますからそれを自分の直屬するフーマン或は監督に提出して下さい。そうすればこれらの人が就働者の仕事開始日をカードに記入しこれをその部門のオフィスに出して所要のサインを受けます。残り四枚のカードのコピーは二枚の転職送り状と一緒にエニツト職業紹介所からエニツトの中央紹介所の方へ廻送されます。
- 四 中央職業紹介所は所要のサインを求めるためにワーク・カードを就働者の所屬部へ送りそしてその領收證として署名入りの送り状のコピーを一枚取得することになっております。これは後でエニツト紹介所の方へ返されます。
- 五 各部々長或はその正當なる代理者はワーク・カードを受領し次第それにサインをして二日以内にそれを適當なる場所へ廻送しなければなりません。

一九四三年十二月廿二日

J. C. NELSON