R1.33

3 of 3

1944 - 1945, n.d.

67/14
C

Reports

Tule Lake Project
Newell, California

JAN 15 '44

MEMORANDUM TO: All Division and Section Heads

FROM: R. R. Best, Project Director

To clarify any misunderstanding as to clearance procedure, the following is the arrangement approved by the Internal Security, Army and Personnel Office:

Lists of evacuees requested by Division or Section Heads should be presented to the Internal Security by the Division or Section Head. The Internal Security w ill secure Army approval and deliver the approved list to the Placement office.

Assignments will be made to all people on the list and delivered to the evacuees as they come to the Placement office. A list of assignments made from the approved list will be sent to the Internal Security in duplicate, w here passes will be prepared. The Internal Security Officer at Gate No. 3 will deliver the passes to the evacuees as they enter the gate.

No one will be permitted to enter the gate unless their name appears on the list sent from the Placement Office. Evacuees working within the colony and having no occasion to go through Gate No. 3 need not be approved but will be assigned in the regular way and permitted to enter on duty as soon as they have received their assignment slip.

R. R. Best

R. R. Best
Project Director

WAR RELOCATION AUTHORITY
TULE LAKE CENTER
NEWELL, CALIFORNIA

January 24, 1944

REPORT OF ALL TRAFFIC ACCIDENTS

All persons driving W.R.A. vehicles are hereby advised that in the event the vehicle they are driving or have in their charge, is involved in an accident, regardless how minor, they shall let the vehicle stand on the spot and immediately notify the Project Police Department by telephone so that immediate investigation can be made and all facts obtained.

All persons driving privately owned vehicles that are involved in an accident on the project shall also let the vehicle stand at the scene of the accident and immediately notify the Project Police Department by telephone.

Failure of any person to adhere to the above rules shall be subject to the loss of their W.R.A. Drivers License.

R. R. Best
Project Director

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Evacuee Domestic help for Caucasians

FROM: R. R. Best, Project Director

In accordance with Administrative Instructions, all evacuees employed by appointed personnel, doing domestic work such as caring for children, house cleaning, etc., on either a monthly or daily basis, must be hired through the Community Enterprise.

The following rates will apply: Eight hours per day, forty-four hours per week, $22.50 per month. The minimum pay for less than one full month shall be $1.00 for a full or part of any day, and an evacuee will not be permitted to work for more than one person during one day.

Evacuees will be paid by the Community Enterprise at the rate of $16.00 per month plus clothing allowance. All compensation to evacuees is to be paid by Community Enterprises. Billing to the appointed personnel will be on the above basis.

The Placement office will select or assign evacuees to the personnel staff upon request to Frank D. Fagan, Acting Personnel Officer. Anyone now being employed on the project as a domestic should be sent to the Placement Office for assignment and clearance. Assignments will be dated back to the original date of their employment if prior to January 18, 1944. Personnel may give name and address of any evacuee they wish to employ. Please advise the Personnel office the date evacuees enter on duty.

R. R. Best
Project Director

1/27/44

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

February 1, 1944

MEMORANDUM TO: All Employees

FROM: R. R. Best

SUBJECT: Administrative Housing Committee

I realize how very difficult the administrative housing situation has become and wish that we were able to furnish adequate housing for everyone on the project. This is not the case, however, and will not be for some time to come.

In the meantime I wish to give all employees an opportunity to present any suggestions or criticisms they may have and for this purpose I am appointing a housing committee to be composed of the following employees:

Margaret C. Gunderson, Chairman
Edward G. Atsinger
Ralph P. Borst
Mary C. Durkin
Robert R. Stowers

It shall be the responsibility of this committee to make recommendations regarding the improvement of housing conditions, to recommend a policy to be followed in this emergency period in assigning quarters and a policy to be followed in the future when adequate housing is available.

The committee shall not have the responsibility of assigning quarters or any other direct authority over the housing services. Suggestions and complaints should, however, be channeled through it.

Mr. Asa Thompson shall continue to be responsible for assigning quarters and providing any necessary services incident thereto.

R. R. Best

R. R. Best
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

February 1, 1944

MEMORANDUM TO: All Employees

FROM: R. R. Best

SUBJECT: Furniture for Administrative Quarters

In order to provide minimum equipment for living quarters on the project, additional furniture is required. Orders have been placed for such furniture but until received it will be necessary to distribute as equitably as possible our present supply.

I am sure that you will cooperate in this emergency by releasing any furniture you may have which is over and above your basic requirements. With this in mind, I am asking employees of the Administrative Housing Unit to take an inventory and determine excess furniture on the following basis:

For All Quarters:
- Bed space for each occupant.
- 1 Chest of Drawers per individual
- 1 easy, occasional and 1 straight chair
- 2 tables, end or coffee
- 1 desk lamp
- 1 floor lamp
- 1 large or 2 small rugs
- 1 Chesterfield
- 1 Bookcase

For Housekeeping Quarters add:
- 1 straight chair per bedroom
- 2 bed lamps or 1 table lamp per bedroom
- 1 bedside table per bedroom
- 1 small rug per bedroom
- 1 dinette table
- 1 dining chair per individual

These articles are the maximum and it is quite likely that all quarters will not have all of the above items.

The inventory will be taken the week of January 31, and the excess furniture moved out at the same time.

R. R. Best

R. R. Best
Project Director

Allen Markley

PDO

Tule Lake Center
Newell, California

February 23, 1944

TO ALL DIVISION CHIEFS:

Beginning today, a time signal will be given by a seven-minute blast of the fire siren on the following schedule:

7:00 a. m. daily
12:00 noon Monday through Friday, 12:15 p.m. Saturday

6:00 p.m. daily

No signal will be given on Sunday.

R. R. Best

R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

March 7, 1944

TO ALL APPOINTED PERSONNEL:

The following teletype was sent to Mr. Dillon S. Myer, National Director, late yesterday afternoon:

"Final report War Loan Drive, January and February inclusive: 35 percent January payroll, $18,136.00; Payroll allotment January and February, $8,753.19; Cash sales through banks purchase price, $13,071.15; Total allotment and cash sales, $21,824.34; Percentage of payroll allotments and cash sales to quota, 114 percent; number of employees on payroll including temporary employees, 286; Number of employees participating in payroll savings plan, 184; approximate bond sales from Western Bond Jubilee Drive, $7,000."

In view of the unqualified success of the War Bond Jubilee, I take this opportunity on the behalf of Mr. Best to congratulate Mr. Frank Fagan and his committees for the excellent work they have done, and to offer congratulations to all members of the staff whose participation contributed to the success of the War Bond Drive.

Harry L. Black
Acting Project Director

Mr. Markley

copy

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

March 8, 1944

TO ALL WRA EMPLOYEES:

Effective Monday March 13, all Wra Automobiles and trucks will remain in the motor pool when not actually being used on official business. All cars and trucks will be issued on a Trip-Repot Ticket only, with the following exceptions: Police Department, Fire Department, Maintenance, Hospital and Project Director. The above operations are required to respond to emergency calls and are therefore issued transportation on a twenty-four hour basis.

No equipment will be permitted outside of the motor pool before 7:00 A. M. and after 6:00 P. M. except in cases of emergency or where prior approval has been granted by the chief of the division involved.

No WRA automotive equipment shall be used for other than official WRA business. Transportation of evacuee employees, as well as appointed personnel, to and from home or mess halls is not official business and is strictly prohibited. In order that evacuee employees have sufficient time to walk from work to mess halls and back, permission is herefy granted evacuee employees only, to report for work at 8:30 A. M. and 1:30 P.M. and to leave place of employment for meals at 11:30 A.M. and 5:00 P.M.

A sufficient number of passenger cars for transportation of Ad. Bldg. Personnel will be available during the day at the south end of the administration building. They will be issued to appointed personnel on a Trip Report Ticket by a motor pool dispatcher stationed just inside the south entrance to the administration building. Form WRA 159 filled in and signed by the section head should be presented to the dispatcher when applying for the use of a car. Where transpotation is needed for official business by appointed personnel stationed away from the administration building, a car will be delivered upon a telephone request.

Motor pool drivers will be furnished for all trucks unless other provisions are made with the motor pool by the division requesting the use of said trucks. All cars and trucks will only be issued to WRA personnel holding WRA drivers license form WRA 22. Government equipment used on this center is not covered by public liability and property damage insurance. Any liability or property damage caused by collision with a government vehicle is the personal responsibility of the driver. Most insurance companies, for a small fee, will extend coverage on present PL and PD policies for any vehicles driven by the insured.

Transportation will not be furnished WRA personnel living on the project to and from Klamath Falls where available space in cars used for this transpotation may be occupied by persons assigned living quarters off the project.

Motor Pool

No car or truck shall be parked within twenty feet of any building.

Federal, State and Local Traffic Regulations shall be observed at all times. No vehicle used on official business of WRA shall be driven at a speed in excess of thirty-five miles per hour. Speed limit within the project is fifteen miles per hour.

Form WRA 26 will be found in the driver's compartment of each car. In case of accident this form must be completed on the spot and signed by the driver regardless of how small the accident may be. Should be made of names and address of possible witnesses.

No passengers shall be carried at any time. Common sense and caution shall be exercised at all time.

Violation of the regulations will result in a suspension or revocation of WRA drivers license.

Harry L. Black
Acting Project Director

Tule Lake Project
Newell, California
March 9th, 1944

TO: All Appointed Personnel
Division, Section and Unit Heads

SUBJECT: Distribution of Personal Mail

Effective Monday, March 13th, all first class personal mail will be distributed by Office Services Section to the particular Division, Section or Unit to which employee is assigned.

It will be the responsibility of that Section or Unit to make distribution of mail to the employee and to forward such mail in the event of change of address or termination. It is also requested that Office Services be advised of the names of all family members of employees and other persons receiving mail in their care.

The mail boxes now provided in the Administration Building will be used only for distribution of printed or mimeographed notices, bulletins, etc., newspapers, magazines and all other second or third class mail.

Jm H Wells

James H. Wells
Assistant Project Director
Administrative Management Division

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

March 16, 1944

TO: All Persons Concerned

SUBJECT: Regulations Governing Public Assemblies in High School Gymnasium

The following regulations covering fire safety of high school gymnasium are recommended:

(1) Audiences in the gymnasium are to be limited to a maximum of 1280 persons.

(2) Standing in aisles and exits is prohibited.

(3) The following aisles are to be maintained:

One six-foot center aisle from the front doors to the stage.

One six-foot cross aisle between center side exits.

Side aisles are to be four feet wide.

(4) All exit doors must be unlocked during the time the audience is in the building. Corridors to exit doors must be kept free of obstructions and well lighted at all times, while building is occupied by an audience.

(5) Decorations made of flammable materials must be kept to a minimum. Approval of decorations must be obtained from the Fire Protection Officer.

(6) Smoking is prohibited during public assembly.

(7) All assemblies must be under responsible supervision.

(8) Competent operators of heating and lighting equipment must be in attendance.

(9) Rows of seats shall be spaced so that not less than 27 inches is obtained from the front of one row to the front of the next.

(10) A permit from the Fire Department must be obtained in advance for each performance. The use of the auditorium shall be subject to regulations prescribed by the Fire Protection Officer.

(11) All WRA regulations pertaining to the fire safety of persons and property must be observed.

Paul G. Robertson
Paul G. Robertson
Acting Project Director

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

3/20/44

MEMORANDUM TO: All Employees

SUBJECT: Leave Regulations

On January 1, 1944, the leave regulations were changed by Executive order 9414, and those changes are set forth below for your information:

The amount of annual and sick leave earned shall remain the same, but the method of crediting leave has been altered. Indefinite employees will be credited with 2 days each month, plus an additional one half day for each quarter ending in March, June, September and December, if continuously employed throughout the quarter year ending in such months. Annual leave will not accrue to an employee on terminal leave.

Sick leave may be taken for medical, dental, or optical examination or treatment. However, requests for such leave must be submitted prior to the beginning of leave and substantiated by a medical certificate. The minimum charge for both sick and annual leave shall be one hour, and additional leave should be charged in multiples of one hour.

The maximum charge for both sick and annual leave for one day shall be 8 hours. Therefore, an employee absent from duty on a week day shall be charged 8 hours for that day and one hour on the Saturday of that week for the 45 minutes of work he would regularly perform on the week day, in order to be absent from duty on Saturday afternoon. Charge for Saturday shall be four hours.

In the event an employee is absent from duty the entire week, a straight 8 hours shall be charged for each day including Saturday.

Leave slips should be submitted as heretofore, showing the actual hour and date leave will begin, and hour and date leave will end. For example, if leave is requested for a weekday, the slip should be submitted showing: "Beginning 8:00 A.M. March 21, 1944, and ending 5:30 P.M. March 21, 1944, Leave requested: one day." The adjustment will be made when leave is recorded.

R. R. Best

R. R. Best
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

March 21, 1944

TO: All Appointed Personnel & Their Families.

SUBJECT: American Red Cross Donations.

On the first of March the third war fund drive of the American Red Cross was inaugurated by an announcement by the President of the United States. The national quota is set at $200,000,000. The Pacific Area has been asked to meet $23,154,900, almost twelve percent of the total sum. Modoc County Chapter has been given a quota of $9100. Of this sum $2100 will be kept at home to meet the needs of Modoc County Chapter and $7000 will be sent to meet the needs of the national program. It is an unprecedented goal to meet an unprecedented need!

The American Red Cross is asking this year for a larger amount because the Army and Navy have given it larger responsibilities. In many ways it serves the ten million men under arms, helping them with personal problems which are highly important to morale and with which the Red Cross deals effectively because it has its chapter office in every community and its field directors are with the armed forces wherever they are located.

This year, the Red Cross War Fund is especially important because it is necessary to explain the difference between giving to the Red Cross in time of peace as compared to giving in time of war. People have been accustomed to dollar memberships, but the dollar memberships of peacetime years cannot possibly provide the many services for our boys at the war fronts and the increased services on the home front.

This is your opportunity to contribute to the Red Cross program. Please give liberally and promptly. All money is sent direct to the American Red Cross, Alturas, California. The Evacuee Red Cross is a separate and individual chapter and is in no way connected with the donations made by the appointed personnel.

You are urged to give liberally, paying your money to Mrs. T. Gwynn in the Personnel Office who will issue membership cards, button, etc.

Whenever the employees of a section or division have contrubuted 100% a sticker reading, "We Gave 100% American Red Cross 1944 War Fund", will be placed on the window of the section.

R. R. Best
Project Director

Reports

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

March 23, 1944

MEMORANDUM TO: All Supervisors

SUBJECT: Resignations and Terminations

It has become evident that supervisors have terminated employees, or allowed them to resign, and neglected to inform the Personnel Office of such action.

In the future, in all cases, involving employees who are leaving the service, you are requested to submit an OEM-28, "Request for Personnel Action", stating termination or resignation, and in both cases, reason for such action. This form must be submitted prior to the time such action is to be effected.

In the event supervisors do not comply with these requests, you will be held responsible for the payment of salary to such employees.

(Signed)

R. R. Best
Project Director

Markley

O F F I C E M E M O R A N D U M

March 23, 1944

TO: All Division and Section Heads

FROM: R. R. Best, Project Director

Announcement is made of the appointment, effective March 22, of Mr. Francis E. Bagley as Head Counselor, Welfare Section.

R. R. Best
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

March 28, 1944

MEMORANDUM TO: All Appointed Personnel and Evacuee Workers

FROM: R. R. Best
Project Director

SUBJECT: Compensatory Leave

Effective immediately, Compensatory Leave for time worked in excess of the prescribed hours of duty is not to be allowed unless such overtime worked shall have been authorized in advance in writing by this office.

The authority for overtime work shall be in the form of a memo addressed to the section head involved specifying the necessity for overtime, the time excess work is to be performed, and the names of the workers involved. The memo must be also approved by the Division Head before submission to this office. Copies shall be routed to the Personnel Division after approval by this office.

This supersedes my memo of February 16, 1944, on this subject.

R. R. Best

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
TULELAKE PROJECT

April 14 1944

TO: All Appointed Personnel and
All Evacuee Employees

SUBJECT: Emergency Duties

This will advise you that it is the official duty of each of you to respond to any call for emergency service within the relocation center area made necessary by fire, accident or other emergency. When so called, you are expected to respond and perform the duty assigned to you.

This action is taken in order that you may be protected by the provisions of the U. S. Employees Compensation Act, as amended and extended, while performing emergency services. That Act applies only to injuries of an employee of the United States sustained while performing his official duties.

R. R. Best

R. R. Best
Project Director.

Reports

April 21, 1944

TO: ALL DIVISION AND SECTION HEADS

SUBJECT: STATIONARY AND OFFICE SUPPLIES REQUIREMENTS FOR 90 DAY PERIOD - JULY 1ST TO SEPT. 30th, 1944

It is requested that you furnish Office Services Section, with your requirements for office supplies and stationary (DO NOT LIST FORM REQUIREMENTS) for the 90 day period from July 1st to September 30, 1944, no later than TUESDAY, APRIL ~~4~~ 26, 1944.

In order to facilitate ordering these supplies, the proper nomenclature should be used in describing articles required.

It will be expected that every effort will be made to keep these requirements down to your absolute needs.

(Signed)
James H. Wells
Assistant Project Director
Adm. Mgmt. Division

Reports

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

OFFICE MEMORANDUM

April 24, 1944

To: All Division Heads

From: Harry L. Black, Acting Project Director

Subject: Telephone Service

Instances of removal of desk and wall type telephones to more convenient locations in offices, warehouses, apartment dwellings, etc., have been reported to this office by the representative of the telephone company. It is obvious that any and all changes in telephone service of whatever nature be requested on WRA Form 7 in order that proper records be maintained.

Effective immediately, any matters involving installations, removal or changes in locations of telephone services of any kind will be acted upon through the appointed heads of the Departments concerned.

(Signed)

Harry L. Black
Acting Project Director

Mr. Markley

May 5, 1944

MEMORANDUM

TO: Division Chiefs and Section Heads

FROM: James H. Wells, Assistant Project Director

SUBJECT: First Quarter Estimates for Evacuee and Evacuee Appointive Personal Services.

Within the next few days Miss Nicholson and Mr. Wallace Kadel, Personnel Technician, will contact you in regard to your estimates of the appontive and evacuee positions you will need during the first quarter of the 1945 fiscal year.

Several weeks ago you were requested to estimate on a list of evacuee position titles approved by the Washington Office the number of such positions you felt you would require. At that time descriptions and justifications were not requested for positions you wished to establish which did not appear on that list. This will now be necessary, however, in order to substantiate budget estimates. Descriptions and justifications must be submitted for all positions not appearing on the standard evacuee employment schedule or on the authorized chart of appointive positions. This is also the time to make any changes you wish in the number of positions you indicated to Miss Nicholson that you would require.

Since estimates must be submitted to the Finance Officer by May 15th, will you please give this matter your immediate attention. Funds will be alloted to cover only those positions appearing in your estimates and care should be exercised in planning your programs for the first quarter and the evacuee and appointive personnel needed to carry out such programs.

James H. Wells
Assistant Project Director

Reports

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

MAY -3 '44

MEMORANDUM

To: All Personnel Concerned

From: R. R. Best,
Project Director

Subject: Liaison on Incoming Train Movements.

Information concerning incoming trains during May, as a part of the segregation movement, will be distributed as follows:

Col. Austin	Military
Mr. Harkness	Coordinator
Mr. Gunderson	Community Activities
Mr. Robertson	Operations
Mr. Wells	Administrative Management
Mr. Smith	Property
Mr. Hayward	Mess
Dr. Sleath	Medical
Mr. Thomas)	
Frank Kawai)	Evacuee Housing
Mr. Lauritzen	Maintenance
Mr. Lowery	Evacuee Property
Mr. Bulpin	Transportation
Mr. Schmidt	Police and Passes
Mr. Markley	Information
Mrs. Hueston	Office Services

Please note that Mr. Harkness will serve as Coorindator on incoming movements during the absence of Mr. Black and all information received in the administration pertaining to such movements will be routed to him.

R. R. Best
Project Director

HLBlack:hds
5-3-44
chron
subj
desk
cc:as listed

Memorandum

Fred Stanley

From: Harry L. Black,
Assistant Project Director

The latest report on Gila River train is that the train will arrive at Klamath Falls at 11:50 tomorrow noon. It was re-routed enroute and delayed by going around by Los Angeles. Make all plans accordingly.

Harry L. Black
Assistant Project Director

May 25, 1944

UNITED STATES
DEPARTMENT OF THE INTERIOR
War Relocation Authority
Tule Lake Project
Newell, California

July 12, 1944

MEMORANDUM

To: All Appointive and Evacuee Personnel

From: R. R. Best, Project Director

Subject: Name of Hospital

Effective this date the name of the Tule Lake Base Hospital is officially changed to NEWELL COMMUNITY HOSPITAL.

R. R. Best
Project Director

M E M O R A N D U M

July 29, 1944

To; Appointive Personnel Staff

From: James H. Wells, Assistant Project Director

Subject; Appointive Personnel Mess

Regulations governing the operation of the appointive personnel mess provide that it be operated on a self-sustaining or liquidating basis, and as it has not been in the past, as a result of the flat rates which were charged for individual meals, it is mandatory that we adopt the actual cost method of liquidation.

Therefore, effective August 1, 1944, the charge per meal for employees shall be based on the average cost per meal for each semi-monthly period. The various elements of costs involved shall consist of food, mess supplies and labor. The average cost per meal shall be arrived at by dividing the total number of meals served to employees into the total costs, after deducting the amount of cash collections from visitors and an allowance of 15¢ for each authorized evacuee meal served. Each meal served to a child under 8 years of age shall be considered one-half a meal and will be charged for at one-half the rate for adult meals.

Persons employed by private institutions or organizations and assigned to the center for definite or indefinite periods, who are working with the consent of and under the Project Director, may be allowed to secure meals at the rate charged center employees. Charges for other visitors will be 50¢ for adult meals and 25¢ per meal for children under 8 years of age. Cash collection will be made for all meals served to visitors.

Settlement for all meals eaten by center employees carried on the center payroll must be by payroll reductions and cash will not be accepted by the mess cashier in payment of such meals. Please do not request the cashier to make an exception to this rule. Payroll reductions made from salary checks for the last half of each month will cover payment of meals eaten in the first half.

No food supplies will be sold or made available for consumption outside the mess hall.

At present the costs are averaging approximately 40¢ per meal.

James H. Wells

James H. Wells
Assistant Project Director

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT
NEWELL, CALIFORNIA

August 7, 1944

MEMORANDUM TO: All Appointive Staff

SUBJECT: Half-Day Holiday

Beginning the week of October 18th the half-day holiday was resumed, and employees formerly scheduled to take the half day during the week were requested to discontinue that practice and take the time off on Saturday afternoon.

So that there will be some one person in each Section to handle the telephone calls, receive telegrams, etc., it is requested that one employee in each Section be on duty each Saturday afternoon, such employee to be given time off on the Wednesday afternoon preceding the Saturday afternoon to be worked.

R. R. Best

R. R. Best
Project Director

TULE LAKE CENTER
NEWELL, CALIFORNIA

Aug 1944

MEMORANDUM TO: All Office Personnel

FROM: James H. Wells
Assistant Project Director

SUBJECT: Telephone Directory

The Tule Lake Center Personnel telephone directory was published on July 25th for your convenience in locating various employees and offices of the War Relocation Authority. This directory lists the main stations by Division name and number, as well as an alphabetical list of employees with their home address and office phone numbers.

The telephone office is always striving to improve their service by giving you courteous, prompt and quick connections, and it would therefore be appreciated if you would cooperate with the operators by calling by number instead of by name.

/S/ James H. Wells
Assistant Project Director

X bras.

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

DATE: August 9, 1944

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Registration of Memoranda, Notices, News Bulletins, etc., for General Distribution

In order to maintain a register of memoranda, notices, news bulletins and other informational material distributed generally to the appointed staff, the evacuees, or both, all such material shall be registered at the Reports Office prior to its duplication and issuance. This is effective immediately.

This does not apply to inter-office memoranda or correspondence.

R. R. Best

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

September 2, 1944

Notice to All Administrative Personnel:

Attention of all staff members is invited to certain circumstances in connection with the operation of the Center Post Office:

1. The Post Office building is located in the fence line between the Administrative Area and the Colony. The Military Police has responsibility over the fence and the passage of all personnel in and out of the Colony. The Post Office is not an authorized entrance and exit between the Administrative Area and the Colony. Evacuees are not permitted to pass through it enroute to and from the Administrative Area. Appointed personnel are expected to observe the same regulations. The Processing Building turnstile and Gate #3 are the only entrance and exits for general use. Gate #2 turnstile may be used by appointed personnel of the Education Section during the hours when it is open.

2. The evacuee lobby is reserved for evacuees. Appointed personnel should transact their business in the lobby reserved for them.

3. The workrooms are reserved for the use of Personnel employed at the Post Office. Others, including both appointed personnel and evacuees, should not enter.

Your usual fine cooperation in the observance of these regulations is appreciated.

Harry L. Black

Harry L. Black
Acting Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
Tule Lake Center

September 12, 1944

NOTICE TO: All Appointed Personnel

FROM: Harry L. Black, Acting Project Director

SUBJECT: Safety Precaution

The attention of all employees is invited to the traffic hazard which exists in the center, in the Military area, and in the Administrative area when the same thoroughfares are used for both vehicular and pedestrian traffic.

As the season progresses and darkness comes earlier, the risk is particularly great on the unlighted thoroughfare between the Administrative area and the Military area. Employees going to and from the Post Theater in the evening darkness are in danger from cars and trucks, even though speed regulations are strictly observed.

To minimize the danger ALL PEDESTRIANS are asked to use the LEFT LANE OF THE THOROUGHFARES AND WALK TOWARD the oncoming traffic.

A similar traffic hazard exists when high school students go out to the Main Gate to take the bus to school in the morning and when they return to their homes in the afternoon. Parents of high school students are asked to instruct their children to use the LEFT LANE of the roadways and to WALK TOWARD the oncoming traffic.

Harry L. Black

Harry L. Black
Acting Project Director

September 12, 1944

MEMORANDUM

Procedure for Inspection and Delivery of Radios

The following revised procedure has been established for the receipt, inspection and delivery of radios consigned to evacuees:

1. The inspection of incoming radios to insure conformance to contraband regulations is the responsibility of the Army. A technician detailed by Captain Forbes' office will make the inspection.

2. A WRA technician will receive and inspect all radios consigned to evacuees and will make such adjustments as are necessary to remove contraband features and meet the requirements of the Army technician. The WRA technician is Mr. George Huntsman. His shop is in the west corner of the Personnel Building, and accessible only by an outside door. No charge will be made for alterations.

3. Radios arriving by freight will be delivered by the Property and Warehouse officer to Mr. Huntsman.

4. Radios arriving by express will be delivered by the Express Office to the Property and Warehouse Officer, who will in turn deliver the radios to Mr. Huntsman.

5. Radios arriving in consignments of other effects which are delivered to evacuees in the Colony will be taken up by the Internal Security Officer present at the inspection of the incoming consignment, and delivered to Mr. Huntsman by the Internal Security Police Officer.

6. Radios arriving by parcel post will be delivered to an Internal Security Officer by the Post Office, and the Internal Security Officer will in turn deliver the radio to Mr. Huntsman. The Post Office will advise Internal Security of the arrival of any radio by parcel post.

7. Mr. Huntsman will advise the Army technician when radios are ready for Army inspection and arrange for the inspection to be made by the technician.

8. Mr. Huntsman will advise Internal Security when radios have passed Army inspection and are ready for delivery to the evacuee owner. An Internal Security Officer will deliver the radio to the owner.

9. Receipts will indicate each transfer of each radio.

Harry L. Black
Acting Project Director

TULE LAKE CENTER
Newell, California

September 21, 1944

MEMORANDUM TO: All Employees

FROM: James H. Wells

SUBJECT: Registration of Voters

As this is the last week to register for the coming November elections in the State of California, Mrs. R. Dayton of Tule Lake has kindly consented to make her services available to register Appointed Personnel who are eligible to vote in the State of California.

Mrs. Dayton will be located in the Personnel Office tomorrow, September 21st, from 1:00 PM to 5:30 PM. In order that the registration may be performed in a systematic manner, the following schedule is to be followed:-

1:00 PM to 2:00 PM:	All employees located in the East Wing of the Administration Building and in the Personnel Offices.
2:00 PM to 3:00 PM:	All employees located in the West Wings of the Administration Building.
3:00 PM to 4:00 PM:	All employees of the Internal Security Section.
4:00 PM to 5:30 PM:	All Education personnel.

(All other employees not listed above are to register between the hours of 1:00 and 2:00 PM)

James H. Wells

James H. Wells
Assistant Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

September 25, 1944

TO: All Appointed Personnel

FROM: Harry L. Black
Acting Project Director

SUBJECT: Saturday Closing of Canteen #4

Beginning Saturday, September 30, Canteen #4 (in the Administrative Area) will be closed at 1:30 p.m.

The Supervisor of Business Enterprises, Mr. Ralph Currie, reports that purchases are not sufficient to warrant keeping the canteen open throughout the afternoon.

Staff members are asked to keep the change of hours in mind and complete their purchases before the new closing time.

Harry L. Black
Harry L. Black
Acting Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

September 28, 1944

MEMO: To all Section and Unit Heads

FROM: Harry L. Black, Acting Project Director

SUBJECT: Control of Open Fires

With the approach of cold weather, it is felt necessary to invite attention to the tendency of the resident employees to build "warming" fires during the early part of the work day. The fire hazard from these open fires consist in their size, proximity to buildings or other combustible materials; to their being left burning, unattended, and to the possibility of coals or burning brands being picked up by wind and carried into buildings or other property.

It should be emphasized to all employees that no open fire should be permitted closer than 30 feet or buildings, equipment or materials, and that such fires should be kept small, completely under control and thoroughly extinguished before leaving.

Harry L Black
Harry L. Black
Acting Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 7, 1944

Notice to all Appointed Personnel:

There will be a very important meeting for all members of the appointive staff Tuesday evening, October 10, at 8:00 P. M. in the Personnel Mess Hall.

You are all urged to attend.

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
Tule Lake Center
Newell, California
October 25, 1944

NOTICE TO ALL STAFF MEMBERS

SUBJECT: Conservation of Fuel Oil

The purpose of this memorandum is to solicit the cooperation and assistance of all staff members and their families in the economical use of fuel oil.

This saving is important not only because wastefulness is unjustifiable, but for other reasons which we need the foresight to anticipate:

1. While our contracts call for ample deliveries to meet our needs, unforeseen circumstances might make prompt and regular deliveries impossible.

2. It is possible that military requirements might curtail the supply of fuel oil available and divert some of our orders to fill higher priorities.

3. It is possible that increasing demands on the transportation facilities of the Pacific Coast might interfere with regular deliveries.

The Project has storage facilities to take care of a reserve ample for our needs throughout the winter. By using fuel oil only as really needed, we can build up such a reserve during the exceptional mild weather we are now having that we can be assured of comfortable heating throughout the winter.

It has come to our attention that many occupants of Project quarters allow their stoves to burn continuously. The only time the fires ever go out is when the oil is exhausted. Others light their fires in the morning and go to work without turning them off.

Another waste involves the unnecessary use of fuel in the Administrative building and other offices. It is believed that during moderate days all stoves can be turned off before lunch and employees will not suffer any discomfort. Some one person in each office should be responsible to turn out fires when they are not needed.

Can't we all join in a campaign to save fuel not only as a moral duty but to insure a reserve supply in storage if, for any reason, regular deliveries may not be made during the winter months?

Your cooperation and assistance will be appreciated.

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 30, 1944

MEMORANDUM

TO: All Division, Section and Unit Heads

FROM: R. R. Best, Project Director

SUBJECT: Field Examination Section

The attention of all Division, Section, and Unit Heads is directed to Administrative Notice No. 12, dated January 17, 1944, and the amendment thereto contained in Administrative Notice No. 143, dated August 16, 1944, concerning the establishment and purpose of the Field Examination and Investigation Section.

The pertinent paragraph of both Administrative Notices is quoted:

"When and as directed, the Field Examiners of this section shall engage in inspections, examinations and audits of all books, records and activities of Centers and field offices. All activities of the Section shall be based on the procedures of the Authority or specific written instructions by the proper authority."

We anticipate that a team of the Field Examiner Section will visit Tule Lake Center during the month of December for a routine over-all examination. Their inspection will cover all activities of the Project. The standards for the inspection will be the procedures prescribed in the Manual, in the several Handbooks, in Administrative Instructions, and in other procedures issued by the Washington Office.

While there is no desire to take special measures for the benefit of the Field Examiners, it is felt that now is a good time for all Division, Section, and Unit Heads to make their own analysis of their respective activities. Responsible Heads should make a specific study of the procedures relating to their respective programs and raise their own questions as to conformity in the actual operation of their programs. In the event there are departures or deviations from authorized procedures, then complete justifications for these departures and deviations should not only be complete thought out, but should be reduced to written form for the guidance of the program head and for the understanding of his immediate chief.

It is requested that each Section and Unit Head immediately make an analysis of the Section or Unit activities, prepare the survey in narrative report form and submit through channels to his Division Chief. These surveys should be in the hands of the Division Chiefs not later than Wednesday, November 15.

If the survey should reveal that there are aspects in which an activity is not in conformance with approved procedure, and if compliance with approved procedure would serve to up-grade and improve the program, then the Section or Unit Head should take steps at once to bring his program up to Manual and Handbook specifications. If the Section or Unit Head feels that an activity which

departs from Manual and/or Handbook specifications is an improvement over the authorized procedure, then he should prepare a justification for a Manual/Handbook revision and submit it with his report.

Division Chiefs will be available and interested in conferring with Section and Unit Heads with respects to the content of this memorandum and will give what assistance they can in the analysis of activities and proposals for revisions of authorized procedures.

R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

December 4, 1944

MEMO TO: All Appointed Personnel

FROM: Harry L. Black
Assistant Project Director

SUBJECT: Christmas Dinner Reservations

In order to prepare adequate seating arrangements and prevent unnecessary waiting at our Annual Christmas Dinner in the Administrative Dining Hall, you are requested to reply to Mess Operations Office, Building #325, on or before December 18th, 1944.

Reservations will be made in the order they are received, as our Dining Hall can seat a maximum of 236 at 5:30 p.m.; persons bearing numbers higher than 236, need not assemble until 6:30 p.m. for the second seating.

Your cooperation is earnestly requested by filling in the blank, attached below, and, promptly, submitting it to the Mess Operations Office. Persons not replying will be presumed to be off the Project and no provisions will be made for them or their guests.

Persons entitled to payroll deduction charges will be charged regular meal rates. Off-Project guests will be signed for on the cash roster and the cash charge will be 75¢ per person.

Harry L. Black
Harry L. Black
Assistant Project Director

Please detach and return to Mess Operations Office, Building #325, on or before December 18th, 1944:

- -

Mess Operations:

I will _____ be present for our Annual Christmas Dinner, Monday, December 25, 1944. I expect to have, including the members of my family, a total of _____ guests.

_____
(name)

Note: A numbered acknowledgement of this reservation is to be furnished by Mess Operations Office.

M E M O R A N D U M

December 5, 1944

To: Appointive Personnel Staff

From: Harry L. Black, Assistant Project Director

Subject: Appointive Personnel Mess

In accordance with administrative regulations affecting operation of the appointive personnel mess, collections for meals eaten shall be made as follows:

A. PAYROLL REDUCTION:

Center employees carried on the center payroll, and members of an employee's immediate household residing permanently on the center or environs.

B. CASH COLLECTION:

Visitors shall make cash payment at the rate of 50¢ per meal for adults, and 25¢ per meal for children under 8 years of age, with the following exceptions:

1. WRA employees detailed to this center from other WRA offices shall make payment in cash at the rate charged center employees.

2. Persons employed by private institutions or organizations and assigned to the center for work with the consent of and under the Project Director, may be allowed to secure meals at the rate charged center employees.

WRA employees who entertain off-project guests may sign for their own meals, but will pay the cash rate for their guests.

Harry L. Black

Harry L. Black
Assistant Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

December 14, 1944

MEMORANDUM

TO: Division, Section and Unit Chiefs

FROM: R. R. Best, Project Director

SUBJECT: Report of Traffic Accidents

The attention of all employees, appointed and evacuee, whose duties involve the operation of cars and trucks, is directed to the necessity of making prompt report to the Police Department of any traffic accident in which their vehicles may be involved. This report is in addition to the formal written reports on Standard Forms 26, 27, and 28 required by Section 20.20.3.B of the Manual.

A Report must be made to the Police Department immediately by telephone, giving such information as will enable Officer to be dispatched to the scene to make the investigation of the circumstances of the accident. The report will be made regardless of whether any person has sustained an injury, whether any material damage has been done to the vehicles, or whether government or privately owned cars are involved.

In all appropriate cases, the report of the Police Department investigation of a traffic accident will be made available to the Board of Survey.

Division, Section and Unit Chiefs are requested to transmit these instructions to all employees under their respective jurisdiction.

R R Best

R. R. Best
Project Director

Dec 1942

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

M E M O R A N D U M

To - All Appointive Staff

A general staff meeting is called for 8 o'clock P. M. December 18th in the Personnel Mess Hall. Every member of the staff must attend this meeting, unless excused by their Division Chief, prior to the meeting.

This does not include those on night duty.

This is a very important meeting and will start promptly at 8 o'clock P. M.

R. R. Best

R. R. Best
Project Director

M E M O R A N D U M

December 20, 1944

To: All Appointive Staff

From: R. R. Best, Project Director

Subject: Salary Payments

In accordance with instructions contained in the Bureau of the Budget circular No. A-36, the preparation of administrative payrolls in advance of the close of the pay period will be discontinued.

The Secretary of the Treasury has established the 12th and 27th of each month as the pay day for the Department of the Interior. To inconvenience the employees as little as possible, the deferred pay days will be instituted gradually in successive steps. There follows a listing of the pay periods and pay day therefor until the established deferred pay day is reached:

Pay Period	Pay Day
Ending Dec. 31, 1944	January 1, 1945
January 1-15, 1945	January 17, 1945
January 16-31, 1945	February 5, 1945
February 1-15, 1945	February 21, 1945
February 16-28, 1945	March 9, 1945
March 1-15, 1945	March 24, 1945
March 16-31, 1945	April 11, 1945
April 1-15, 1945	April 27, 1945
April 16-30, 1945	May 12, 1945

Thereafter on the 12th and 27th of each month.

War Savings Bonds, paid for by payroll deductions, will be delivered at the same time as salary checks.

R. R. Best

R. R. Best
Project Director

Reports

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

OFFICE MEMORANDUM

February 15, 1945

TO: All Division and Section Heads

FROM: R. R. Best, Project Director

SUBJECT: Office Procedure

It is observed that many intra-center communications do not bear the signature of the head of the originating section or unit. This practice is confusing to the addressee as to whether the document is official.

In keeping with standard office procedure it is directed that all such communications be signed by the head of the section or unit originating them or by his designated subordinate.

R. R. Best

R. R. Best
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

February 15, 1945

M E M O R A N D U M

TO: All Division, Section & Unit Heads

FROM: Harry L. Black

SUBJECT: Handling of Teletypes & Telegrams

Effective immediately teletypes and telegrams will be handled as follows:

INCOMING MESSAGES

The original machine copy of the incoming message will be indexed in the same manner as letters. The original with the index slip attached will be sent to the Division or Section responsible for preparing the reply. Typewritten copies will be furnished other interested Divisions or Sections, as in the past, for their information only and need not be returned to Central Files.

When reply is made to the teletype or telegram the original incoming message and green index slip will be returned to Central Files.

OUTGOING MESSAGES

The blue subject copy will be eliminated and only the original ribbon copy and the yellow chron copy will be prepared. The ribbon copy should bear the name of the dictator and clearance initials. After the message has been sent the ribbon copy will serve as the subject or file copy.

Please see that all clerical people are advised of this procedure.

B

Harry L. Black

Harry L. Black
Assistant Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

February 21, 1945

MEMORANDUM

To: All Administrative Personnel

From: R. R. Best, Project Director

Subject: Leave Authorization

Reference is made to Section 20.1.103 of the Personnel Handbook which sets forth the procedure governing authorization of Routine and Non-Routine leave of absence by Administrative Personnel.

Inasmuch as time clerks are not employed in all the various Sections and Units of the Project, all Time and Attendance Reports must be checked by the Payroll Clerk, Leave slips are required to accomplish the checking.

For this reason, effective immediately, all leaves will be covered by a Standard Form 71, Application for Leave, submitted and approved in advance, except in cases of sick leave. The form covering sick leave, if not submitted and approved in advance, will be executed immediately upon the Applicant's return to duty.

It is mandatory that all absences from duty of one hour or more be covered by the appropriate leave authorization.

The approving officer in all cases will be the Chief of the respective Division. Section and Unit Heads will indicate approval by initialing the application at the bottom of the form.

R. R. Best
Project Director

Reports

File

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

March 2, 1945

M E M O R A N D U M

To: All Section and Unit Heads

From: R. R. Best, Project Director

Subject: Use of Pool Cars

The passenger cars assigned for pool use at the Adminstration Building (parked near the flag pole) are intended for the use of staff members who need a car for only a short time. They should be checked in as soon as the errand is completed so that they may be available for other use.

If a car is needed for an errand which requires more than two hours, it should be obtained from the Motor Pool Dispatch Office, and not from the Admininistration Building pool.

Please advise all members of your respective staffs, so that the intended practice can be uniformly observed.

Harry L Black, Acting
for R. R. Best
Project Director

Reports

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center

March 26, 1945

MEMORANDUM

TO: Section and Unit Heads

FROM: R. R. Best, Project Director

SUBJECT: Purchases and Issuances

With the conversion to central warehousing, as prescribed in the revised Supply Handbook, virtually completed, all activities are requested to simplify their own problems, and to mininize an exceptional amount of paper work for themselves and for the Supply Section by anticipating their needs so that requisitions for supplies may be made on the basis of a "week's supply". It would be helpful also if activities could anticipate in advance the need for purchase of items not ordinarily in stock so that purchases can be made and held in stock for immediate delivery upon requisition.

This cooperation will enable the Supply Section to render better service with less labor than if requisitons are expected to be filled on a "hand to mouth" basis. The Supply Section is always ready to give any possible service in any case of real emergency, but it is necessary to mininize such emergencies by careful planning.

The usual good cooperation of all Sections and Units will be appreciated.

R. R. Best

R. R. Best
Project Director

April 4, 1945

TO: All Division, Section & Unit Heads

FROM: R. R. Best, Project Director

SUBJECT: Lost or Stolen Property

The Board of Survey, in making a recent survey of a number of items of small tools and other minor equipment and several items of major equipment which had either been lost or stolen, found that no report had been made to Internal Security at the time the property was discovered missing. As a result, the Board was called upon to survey property which had disappeared but for which, apparently, insufficient effort had been made to recover.

It is hereby directed that in all appropriate cases the assistance of Internal Security be requested to find and recover missing property. These cases would not include instances of accidental loss unless Internal Security can be provided with evidence of theft or deliberate carelessness on the part of the person responsible. For example, workmen on the installations of the irrigation canal frequently lose tools in deep water, laborers at the septic tanks sometimes lose tools in the tanks or small tools sometines are lost from the trucks in the course of work, genuninely by accident. These and similar cases should not be referred to Internal Security, but should be covered by reports of foremen to supervisors.

Cases referred to Internal Security should include those in which there is reason to believe that either theft or deliberate carelessness is involved, and the report to Internal Security should include these reasons, as well as the full description of the missing item or items, location, and time the discovery was made of the loss. If the missing item or items, thus referred to Internal Security, have not been recovered within a period of thirty days, Internal Security should report this fact to the Supply Officer, sending a copy of its report to the Unit reporting the loss.

It cannot be too highly emphasized that the accountability of Government property is for primary consideration in all Activities.

R. R. Best

R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

August 23, 1945

MEMORANDUM TO: All Appointed Personnel

FROM: Harry L. Black, Actg. Project Director

The Motor Pool will operate on a new schedule, starting Sunday, August 26, 1945, opening at 6:00 a.m. and closing at 10:00 p.m. each day: seven (7) days a week.

Anyone who must leave the Project on official business before 6:00 a.m. may check the vehicle out of the Motor Pool the evening before and park the vehicle in the Internal Security parking area, near gate One. The same parking arrangement would apply if a vehicle were needed after 10:00 p.m. for official business. In the latter case, the key and Trip Record Form 159 must be left with the Internal Security Section.

This applies to any activity authorized to use a vehicle or vehicles after 10:00 p.m., closing time. However, it does not affect activities who are operating their own dispatching systems, namely: Internal Security, Colony Police, Hospital, Fire Department, or vehicles on 24 hour assignments.

There will be no gasoline or oil issued after 10:00 p.m.

In case of an emergency between the hours of 10:00 p.m. and 6:00 a.m. contact Mr. C. A. Failing - Apartment 101-1, or Mr. Ted Bulpin - Apartment 104-1

Harry L. Black
Harry L. Black
Actg. Project Director

Reports

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

September 26, 1945

MEMORANDUM TO: All Division, Section and Unit Heads

FROM: Harry L. Black, Assistant Project Director

SUBJECT: Storage of Old Records

An acute need for additional filing cabinet space has developed throughout the Project and more especially in those sections where activity has been greatly increased by the prospect of increased relocation. In order to meet this need it will be necessary to place in dead storage all such records and files which are considered to be complete and to which no further reference need be made in carrying on the business of the Project.

It is further pointed out that with the prospective closing of the Center, it will sooner or later become necessary to prepare the files for permanent storage or disposition as the case may be. In this connection your attention is directed to the following:

Manual Section 20.8.30 to .38B
Manual Section 20.8.60 to .76D
Manual Section 20.8.90 to .93
Administrative Notice No. 296
Manual Release No. 194

All records which are to be preserved for shipment to the archives in Washington will be placed in fireproof storage. Each transfer case should be identified in accordance with the instructions contained in the references above, and it is emphasized that the information required to be placed on the outside of the transfer cases must be in complete detail. Extra information is better than not enough.

Transfer cases for both letter size and legal size documents are now available in the Property Control Unit, and Form WRA-7 in duplicate should be forwarded to that unit for your needs.

It is requested that all filing cabinets be cleared of all records which can be stored as stated above, so that the cabinets may be better utilized for current needs and at the same time supply sufficient surplus cabinets to equip those sections which are of necessity expanding.

The full cooperation of all concerned is anticipated and any questions regarding this procedure may be referred to the Supply Officer.

Harry L. Black
Harry L. Black
Asst. Project Director

UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

M E M O R A N D U M

October 4, 1945

TO: All Members of Appointive Staff

FROM: R. R. Best, Project Director

SUBJECT: PERSONNEL PROCEDURES

The employment, transfer or detail of either an evacuee worker or appointive staff member is the responsibility of the Personnel Officer.

No Section or Unit head shall interview or consider the application of an evacuee or appointive staff member for any position, or position created by transfer from another section; nor shall they contact any employee of WRA with the view of effecting the transfer of an employee from his present position to a position in their Section.

Any person applying for a position, or requesting transfer to any Section or Unit shall be referred, without interview, to the Personnel Officer, where full consideration will be given such application or request. In cases where pre-employment interviews may be helpful, such interviews will be arranged by the Personnel Officer.

These procedures are necessary for the orderly operation of employment practices. Observance will be increasingly necessary as relocation progresses. The uniform cooperation of all staff members is appreciated.

R.R. BEST
Project Director

Reports

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 5, 1945

MEMORANDUM TO: All Division, Section and Unit Head

FROM: Harry L. Black, Assistant Project Director

SUBJECT: Storage of Old Records

Reference is made to memorandum of September 26, same subject, in which it was stated that each transfer case should be properly identified.

Attached hereto is a copy of the label to be used on said cases. A supply of these labels is now available at Office Services for your needs, and it is requested that the separation and transfer of files be started immediately.

Harry L. Black
Harry L. Black
Asst. Project Director

Attachment

RECORDS STORAGE

Contents

Form No. _____

Title _____

Period Covered _____

Disposal Date _____

Remarks _____

Stored By

Division _____

Section _____

Unit _____

Sub-Unit _____

Submitted for Storage

By _____

Date Stored _____

Box No.

Tule Lake

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 19, 1945

TO ALL EMPLOYEES:

With the closing date for this Center set for February 1, 1946, naturally you have some concern about just how long you will be needed to assist in the work of closing the program at this center. Every effort will be made by WRA to assist you in obtaining employment with other Federal Government Agencies. A few Center positions may be abolished, in some of which cases transfers may be effected to other positions in the Center.

To those who wish further government employment, it is planned to give every assistance possible in locating a suitable position. In order that we may begin work at once to that end, we should like to have you complete the enclosed questionnaire and submit it to the Personnel Officer. In the space provided for information as to the agency preferred, please also show the location preference. If you do not plan further government employment, the form should be checked accordingly and returned so that we may be sure that no one is overlooked who wishes assistance. These forms will be forwarded to the Washington Personnel Officer not later than November 1, 1945.

The Authority will work very closely with the Department of the Interior, the Civil Service Commission and other agencies in order to obtain the transfer of employees to positions they wish in the Government. Wherever possible, arrangements will be made for transfer well in advance so that the employee can finish his work with the Authority in the secure knowledge that a new assignment in the Government is awaiting him when this one is completed.

The Authority will attempt to assist employees who have reemployment rights in other agencies in establishing their return to such agencies if the employee so desires. Please indicate at the bottom of the form what reemployment rights you have, and the agencies with which you hold them.

I would like to request those employees who receive offers for other positions in the future which they feel they cannot afford to overlook, to discuss them with the Personnel Officer so that a plan for their release or transfer may be worked out. This office will be glad to assist in making a transfer or release effective at a time suitable to all concerned.

You, who have been with us all these months, are the ones upon whom I shall have to rely to complete the program. I am sure you will find it the most interesting phase of the work and one from which you will derive considerable satisfaction. I am confident that I can count on you in the future as I have in the past.

R. R. BEST
Project Director

Personnel

WAR RELOCATION AUTHORITY

Washington

September 28, 1945

PROCEDURE FOR DELAYED PLACEMENT OF W.R.A. PERSONNEL

.1 In order to accomplish its scheduled liquidation, the War Relocation Authority must retain the services of as many of its employees as possible. So that employees who remain with the Authority until their services are no longer needed may not thereby suffer loss of opportunity for futher suitable Government employment, the following procedure for delayed placement of WRA personnel has been adopted by the Authority. This program will be carried out with the help of civil service representatives who are being detailed to the WRA to take direct and positive action in helping locate suitable jov opportunities for WRA personnel through interviews with regional civil service representatives and field representatives of federal agencies. The WRA will assign personnel representatives to the centers to interview employees and to keep the Washington Personnel Management Section supplied with current information as to the employees' desires. The Washington Personnel Management Section will, in turn, keep the civil service representatives supplied with current information.

.2 The delayed placement program shall be under the direction of the Washington Employment Officer of the Personnel Management Section.

A. The Employment Officer shall make certain that all requests for placement assistance coming to the attention of the Washington Office are channeled to the appropriate civil service representative.

B. The Employment Officer shall coordinate the work of the various civil service representatives and shall make certain that they are supplied with all available information necessary to carry out an effective placement program. This will include Forms 57, abstracts of employees' education and experience, reference lists of personnel, notifications concerning changes in the desires of employees concerned and information regarding organization and location of WRA offices.

C. The Employment Officer will supervise and coordinate the work of members of the WRA staff who are assigned to placement work at the centers.

D. He will contact federal and public agencies in the District of Columbia to arrange for placement of WRA personnel and to bring to their attention the Authority's placement program and WRA personnel who will be available for possible transfer to field offices of those agencies.

OM-3583

E. He will furnish the centers with copies of the abstracts of education and experience of persons employed at each center to be available as a ready-source of information which can be furnished upon request.

3. In order that the qualifications of WRA employees may be brought to the direct attention of regional civil service offices and federal offices in the field, representatives from the Civil Service Commission have been detailed to the War Relocation Authority.

These employees shall work with the WRA as a part of the WRA Personnel Management Section and shall follow administrative directions from the WRA in so far as the objective of placement of its employees is concerned but will also function as liaison representatives of the Civil Service Commission in their dealings with other federal agencies and with the regional offices of the Civil Service Commission.

A. The official headquarters of the civil service representatives shall be Washington, D. C. Their names, field stations, and territories served are as follows:

Name	Field Station	Address	Territory Served
Harold E. Finnegan	Washington, D.C.	WRA Barr Bldg.	Territory east of the Mississippi River, with the exception of the State of Mississippi.
Marvin W. Jackson	St. Louis, Mo.	W.R.A. Paul Brown Bldg.	Territory east of the borders of New Mexico, Colorado, Wyoming, and Montana and west of the Mississippi River, and the State of Mississippi.
Herbert F. Nyo	Seattle, Wash.	W.R.A. Walker Bldg.	Washington, Oregon, Idaho, Montana, Utah, and Wyoming.
Stewart R. Allen	Denver, Colo.	W.R.A. Midland Savings Bldg.	California, Nevada, Arizona, New Mexico, and Colorado.

B. Each civil service representative shall be furnished with one set of Form 57 applications and ten copies of abstracts of education and experience of those employees who have indicated a preference to continue on to secure employment in one of the states within the area for which he is responsible. Each will also be furnished with an alphabetical list and an occupational list of all employees who have requested placement assistance and three copies of abstracts

for all such employees other than those who have requested placement in his area.

C. (1) The civil service representatives will work directly with regional civil service officials and federal agencies in their areas in the development of job opportunities. They will be furnished with supplementary data by the Washington Office and by representatives of the WRA personnel Management Section assigned to WRA centers and other field offices, in accordance with Section .4.

(2) The civil service representatives will leave with each regional and branch regional office of the Civil Service Commission visited a set of abstracts for all employees who have indicated their desire for placement within the area served by each office.

(3) Information regarding job opportunities coming to the attention of the civil service representatives for which they have no immediate candidates will be transmitted to the Washington Employment Officer.

.4 Representatives of the WRA Personnel Management Section shall be assigned to centers from two to four weeks before the scheduled closing date to interview WRA employees in order to secure current information as to their desires in the matter of further employment.

A. Employees who have not previously requested placement assistance, in accordance with the Director's memorandum of March 17, 1945, but who wish this assistance shall be requested to complete three copies of Form 57 and indicate their preferences as to type of work and location. Notification will be made immediately to the Washington Employment Officer who will have prepared from the official personnel record an abstract of the employee's education and experience. Copies of the abstracts will be forwarded by the Washington Employment Officer to the civil service representatives and to the center at which the individual is employed. The personnel representative on duty at the center will be instructed as to the location of the civil service representative to whom the completed application forms should be sent.

B. Empolyees who desire to transfer to WRA officer will be called to the attention of the Employment Officer in Washington immediately, together with a statement of their preferences of location.

C. Notification shall be made to the civil service representatives by the Washington Empolyment Officer of those empolyees who have decided that they no longer wish to continue in the government service.

.5 A. Each civil service representative shall submit to the Washington Employment Officer by telegram or teletype on Thursday of eah week his proposed itinerary for the ensuing two weeks. Approval of the itinerary by the Washington Employment Officer will be by telegram or teletype and any change in itinerary will be reported to the Washington Office in the same manner.

At the end of each week each civil service representative will submit to the Washington Employment Officer a report showing the agencies contacted by him during the week, the type of vacancies which exist at the various offices visited, and known placements made.

B. Each personnel representative shall submit a daily teletype report to the Washington Empolyment Officer of changes in plans of employees as disclosed by the day's interviews and other information which will be of assistance in futhering the placement program.

C. Each Project Director shall submit to the Washington Office at the end of each week a report showing disposition of project personnel.

W

* * * * * * * * * * * * * * * * * * * *

When the Civil Service Liaison Representatives contact various WRA offices they should be given every possible consideration that would be provided to other WRA employees such as desk space, telephone and telegraph service, stenographic assistance as may be necessary, and the handling of mail and correspondence.

* * * *

/s/ D. S. Myer

Director

INFORMATION FOR TRANSFER OF EMPLOYEES

(Please Print)

Name: _____
(First) (Middle) (Last)

Home Address: _____
(Street No.) (City) (State)

_____
Present Position Title Grade Salary

_____ _____ _____ _____
Present Station - Name of Center or Field Office Age Draft Status No. of Dependents

Do you intend to continue employment with the Government after termination of your work with WRA? Yes_____ No_____

Do you want WRA to assist you in obtaining such a position? Yes_____ No_____

If so, list preference as to type of position desired if different from present job:

_____

_____

List agencies you prefer to work for in order of preference:

(1)_____

(2)_____

(3)_____

Will you accept a position in Washington, D. C.? Yes_____ No_____.

What is the lowest salary you will accept? $_____

If you wish assistance in obtaining a transfer, it will be necessary to attach two copies of completed application Form 57. Additional copies will make possible considerable from a number of agencies. Copies attached_____.
(No.)

OM-2009

Reports

TULE LAKE CENTER
NEWELL, CALIFORNIA

MEMORANDUM TO: All Office Personnel

FROM: James H. Wells
Assistant Project Director

SUBJECT: Telephone Directory

The Tule Lake Center Personnel telephone directory was published on July 25th for your convenience in locating various employees and offices of the War Relocation Authority. This directory lists the main stations by Division name and number, as well as an alphabetical list of employees with their home address and office phone numbers.

The telephone office is always striving to improve their service by giving you courteous, prompt and quick connections, and it would therefore be appreciated if you would cooperate with the operators by calling by number instead of by name.

/S/ James H. Wells
Assistant Project Director

Reports

TULE LAKE CENTER
Newell, California

MEMORANDUM TO: All Division and Section Heads

FROM: R. R. Best
Project Director

SUBJECT: Working Hours

Some sections are not complying with the administrative instructions that require a 44-hour work week, eight hours per day.

The War Relocation Authority work corps supervisors should take steps to inform their various employees these instructions must be adhered to. Timekeepers should also be instructed that any employees not conforming to the required number of hours will be charged with leave-without-pay for any hours less than the number of hours as set forth in the Administrative Instructions.

R. R. Best
Project Director

#30,800

Stafford
c: Pomeroy
c: File
c: D. Miller
c: Davidson

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
TULE LAKE CENTER
NEWELL, CALIFORNIA

B

MEMORANDUM

To: All Staff Members and Others Concerned

From: R. R. Best, Project Director

Subject: Arrival and Induction of Transfers from Other Centers.

Announcement is made of the schedule of train movements transferring to Tule Lake Center further contingents of evacuees from other Centers as a part of the Segregation Program.

These contingents are scheduled for transfer from six other Centers, including Jerome, Rohwer, Granada, Heart Mountain, Minidoka and Gila River, and all transfers will be carried out during the month of May. The transfers from Jerome, Rohwer, Granada and Heart Mountain will be in the form of train movements carried out by the Army. The transfers from Minidoka and Gila River will be the responsibility of WRA.

Numbers of evacuees to be transferred from the various other Centers, according to the lastest information, is as follows:

From	Number
Jerome	660
Rohwer	700
Granada	140
Heart Mountain	125
Minidoka	59
Gila River	59
	1743

SCHEDULE OF ARMY MOVEMENTS

The schedule of movements under the jurisdiction of the Army calls for arrivals at Tule Lake by train loads as follows:

Trip No.	From	Date and Hour of Arrival	Passengers
40	Jerome	May 12 (Friday) at 2:00 P.M.	500
41	Rohwer	May 13 (Saturday) at 2:00 P.M.	500
43	Heart Mountain	May 20 (Saturday) at 9:00 A.M.	125
42	Jerome-Rohwer-Granada	May 21 (Sunday) at 5:00 P.M.	500

The arrival time in the schedule above is based on normal running time over the routes involved, and are, of course, subject to the usual conditions of railway operation.

5-06-45

MINIDOKA TRANSFER

The transfer from Minidoka will be effected by two special cars attached to regular trains. Arrival will be on May 5 at Klamath Falls at an hour to be announced later. Arrangements will be made for trucks to meet the train at Klamath Falls and transport the evacuees and their baggage to the Center. The Motor Pool will have the responsibility to provide the trucks for the Klamath Falls-Tule Lake Movement Divers will be detailed by the Army. Military escort will be provided by the Army. The Chief of Police will detail four Internal Security Officers to meet the train. The Welfare Section will have a car or the station wagon for pregnant mothers or others in delicate health. The property Section will be responsible for the transportation of checkable baggage. This transfer includes 59 passengers. Processing and baggage inspection will take place at the Army Processing Station. Delivery of evacuees and belongings to assigned apartments will take place from that point. Medical inspection will be made at the Army Processing Station as trucks are unloaded.

GILA RIVER TRANSFER

The transfer of 59 evacuees from Gila River will be carried out on a similar plan to that of Minidoka above. The tentative date of arrival is May 26, the definite date and hour will be announced later. The details of transportation from Klamath Falls and induction here will be similar to that of the Minidoka contingent.

INDUCTION OF ARMY MOVEMENTS

Trips 40, 41, 42 and 43, which arrive at Tule Lake Center under jurisdiction of the Army will be handled, upon arrival, generally in the same manner as previous incoming train movements, and particularly similar to the incoming trains of the Manzanar contingent. Trains will be spotted on the main line opposite the Center. The Army will be in charge of the detrainment and the transportation of evacuees and hand baggage to the Center.

The electrician will be responsible to install flood lights in case detrainment of any trains should take place at night.

Army processing, including processing records, photographing, and fingerprinting will take place at the Center of origin before departure.

Inspection of hand baggage, checkable baggage and freight probably will be done at Tule Lake and prior to delivery to owners. Personnel and facilities for this inspection are said to be unavailable at the Centers of origin.

The mess hall of Block 80 is designated for the inspection of handbaggage for Trips 40 and 41, the first train load from Jerome, and the first train load from Rohwer. Residents assigned in this block will be served meals in other mess halls in the area until this mess hall is ready for service.

The recreation hall of Block 79 is designated as the headquarters of the Housing Unit for the taking of housing records and for the issue of blankets on the day of arrival.

The Center electrician will install temporary lights over the entrances and exits (both ends of buildings) of mess hall and recreation hall involved.

MEDICAL INSPECTION

In the case of trains arriving via Klamath Falls, Center Medical Officers will board the train at Klamath Falls and make the necessary medical inspection en route from Klamath Falls to Newell, In case of trains arriving from Reno, the Project Director will ascertain from Lieut. Col. Austin where the medical officers may board the train to make this inspection en route.

In the course of the medical inspection, the doctors will identify for Welfare workers at point of detrainment those passengers whose physical condition makes it inadvisable to transport them from the train to the induction center by truck. These passengers will be moved by Station wagon or Passenger car.

Ambulances will be on hand at the point of detrainment for the transportation of hospital cases.

The hospital dietitian will make arrangements for formula feeding if any is required.

WELFARE SERVICE

Members of the Welfare staff, with appropriate transportation, will meet the incoming trains and transport special health cases as designated by the train physician or medical officers as being unable to be transported to the Center by Army trucks. These would include pregnant women, mothers with very young babies, and the especially infirm.

HOUSING

Housing assignments will be made at the Center of origin by Mr. Joe J. Thomas, Supervisor of evacuee housing, in advance of departure. The general plan is to house the contingents of the first two train loads, except unattached bachelors, in the three remaining blocks of the new area, Blocks 79, 80 and 84. Housing assignments for all incoming unattached bachelors of the four trains, as well as those from Minidoka and Gila Rivers, will be in existing vacancies and incomplete occupancies in the old area. Housing assignments for incoming families other than those of the first two trains will be in existing vacancies and in partitioned recreation halls in the old area. So far as possible the family contingents from Jerome and Rohwer respectively arriving on the first two trains will be housed contiguously.

Until after the arrival of the last contingent from Gila River, housing adjustments, except for the convenience of the administration, are frozen.

In instances where the transfers bring in members of families already residing in Tule Lake Center, the Housing Unit will make an effort to assign the newcomers to live with other members of the same family already here. This is for the purpose of reuniting the families and conserving housing space.

After the assignment of the last contingent, the Housing Unit will then accept applications for housing adjustments within the space and facilities available for the convenience of the applicants. In general these adjustments should aim to vacate recreation halls which are to be used for temporary and emergency housing.

All assignments of housing in recreation halls should be looked upon as temporary assignments only, and families and individuals so assigned should be prepared to move into residential apartments when and as they become available.

MESS OPERATIONS

The Mess Operations Section should employ emergency crews to prepare the first meals for the arriving contingents in the mess halls yet to be opened up. After the arrival of the newcomers, permanent mess crews for the newly opened mess halls should be chosen and employed from the Jerome and Rohwer contingents who become residents of the respective blocks. As soon as the new crews are organized and ready to assume their duties, the temporary crews should be withdrawn.

EMPLOYMENT

So far as possible all job positions pertaining to the servicing of the blocks occupied by the newcomers should be filled by appointment of suitable and qualified personnel from among the residents of the respective blocks. These positions would include the mess crews, the Block Manger, the Block Manager's secretary, janitors and others employed in the block utilities.

The Operations Division may also be able to provide employment for qualified newcomers in the construction of partitions, in rewiring apartments to comply with fire protection regulations, and in installing sheet rock in the new area and in apartments and recreation halls of the old area where such work may not have been completed.

Aside from these specific positions, newcomers who desire employment will be advised to register with the placement office as soon as practicable after arrival, and they will be given the same opportunity for employment as other residents of the Center.

It will be the responsibility of the Placement Office to see that appropriate announcements are made, including notices in the NEWELL STAR, to advise the newcomers with employment practices at the Center.

VISITING RESTRICTIONS

Blocks 79, 80 and 84 will be closed to visitors of the remainder of the Colony until after all housing assignments have been made in that area. All evacuee workers whose duties require them to enter the above blocks, including temporary mess crews, welfare workers, community Activities guides and aides, and employees of the Housing Unit, will be identified by distinguishing arm bands and special passes to permit them to work in the three-block area. Passes will be issued by the Police Department upon the request of the Supervisor of the respective Section. Arm bands will be provided and distributed to Section Heads by the Supervisor of Community Activities. The Colonial Police will establish a guard detail, under the supervision of an appointive officer of the police Department to patrol the warning fence. The Army will also provide a boundary patrol as was provided for the Manzanar movement.

The visiting restriction will be lifted as soon as practicable after the housing of the incoming evacuees, and the Construction Section will be asked to remove the warning fence, since it can no longer serve a useful purpose.

COMMUNITY ACTIVITIES

As in the case of the reception of the Manzanar group, Community Activities Section is asked to provide guides, aides and monitors to give assistance to the newcomers in getting settled. These workers should be able to give a variety of information to the new arrivals, such as the location of the Placement Office, the Welfare office, the Colonial Police Headquarters, and the Housing Office, the Post Office, the Police Department, etc.

Authorization is bestowed on the Community Activities Section to provide whatever welcome entertainment may be deemed appropriate.

HOUSING OF TRIPS 42 AND 43.

It is anticipated that Trips 40 and 41, the trains scheduled to arrive May 12 and 13, will completely fill the housing facilities of Blocks 79, 80 and 84. It will, therefore, be necessary to make housing assignments for Trips 42 and 43 in available vacancies and in partitioned recreation halls inthe old area. In view of this fact a different procedure will have to be followed. The High School Auditiorium will be used by the Army for the inspection of hand baggage and by the Housing Unit as headquarters for the distribution of blankets.

The High School is remote from the various sections of the Center to which housing assignments will be made. It is, therefore, required that a large number of cargo trucks be available to transport the newcomers from the induction center to their respective assigned quarters. This movement will follow the same pattern as during the major segregation program last fall.

Colonial Police will be assigned to work under the supervision of Internal Security Officers for the purpose of establishing patrol lines to restrain visitors from intering with the induction work and to control traffic in the vicinity of the High School. Authorized workers within the restricted area will be identified by arm bands and passes as in the Manzanar induction.

HOUSING OF MINIDOKA AND GILA RIVER CONTINGENTS

These contingents of 59 transferees from each Center will be processed at the Army Processing Station. It is suggested that since these contingents are relatively small, the Housing Unit prepare to make issue of blankets from a truck stationed near the exit of the Processing Station rather than from a storage building. Again it will be necessary to transport the arrivals to their quarters by truck, and the Housing Unit should make the necessary advance requisition for cargo trucks and drivers to the Motor Pool. Arm bands and passes will be used to identify authorized workers in the area.

Community Activities will again be asked to provide guides, aides, and information assistants.

Special arm bands and passes will not be required for the handling of Trips 42 and 43, nor of the Minidoka and Gila contingents.

CHECKABLE BAGGAGE AND FREIGHT.

It will be the responsibility of the Property Section to receive and make distribution of the checkable baggage and freight. Since this baggage and freight will not have been inspected prior to departure from Center of Origin

arrangements must be made with the Army for this inspection. The process will follow the same general plan as in previous inductions. Special arrangements will have to be made for the handling of checkable baggage from Minidoka and Gila River, including transportation from Klamath Falls. This responsibility is delegated to the Chief of the Property Section. The Property Section will also provide labor to unload hand baggages from incoming trains, and to unload again from trucks and place in processing rooms for inspection.

RECORDS

All records pertaining to the respective movements and the evacuees concerned will be routed directly to the Statistics Office. As in past movements, it will bethe responsibility of the Statistics Office to route to the various Sections, including Health, Education, Welfare, Personnel and Finance, the specific records which concern them.

R. R. Best

R. R. Best
Project Director

Smith
Johnston
Manghan
Rains
Files

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
TULE LAKE CENTER
NEWELL, CALIFORNIA

MEMORANDUM

To: All Staff Members and Others Concerned

From: R. R. Best, Project Director

Subject: Arrival and Induction of Transfers from Other Centers.

Announcement is made of the schedule of train movements transferring to Tule Lake Center further contingents of evacuees from other Centers as a part of the Segregation Program.

These contingents are scheduled for transfer from six other Centers, including Jerome, Rohwer, Granada, Heart Mountain, Minidoka and Gila River, and all transfers will be carried out during the month of May. The transfers from Jerome, Rohwer, Granada and Heart Mountain will be in the form of train movements carried out by the Army. The transfers from Minidoka and Gila River will be the responsibility of WRA.

Numbers of evacuees to be transferred from the various other Centers, according to the lastest information, is as follows:

From	Number
Jerome	660
Rohwer	700
Granada	140
Heart Mountain	125
Minidoka	59
Gila River	59
	1743

SCHEDULE OF ARMY MOVEMENTS

The schedule of movements under the jurisdiction of the Army calls for arrivals at Tule Lake by train loads as follows:

Trip No.	From	Date and Hour of Arrival	Passengers
40	Jerome	May 12 (Friday) at 2:00 P.M.	500
41	Rohwer	May 13 (Saturday) at 2:00 P.M.	500
43	Heart Mountain	May 20 (Saturday) at 9:00 A.M.	125
42	Jerome-Rohwer-Granada	May 21 (Sunday) at 5:00 P.M.	500

The arrival time in the schedule above is based on normal running time over the routes involved, and are, of course, subject to the usual conditions of railway operation.

MINIDOKA TRANSFER

The transfer from Minidoka will be effected by two special cars attached to regular trains. Arrival will be on May 5 at Klamath Falls at an hour to be announced later. Arrangements will be made for trucks to meet the train at Klamath Falls and transport the evacuees and their baggage to the Center. The Motor Pool will have the responsibility to provide the trucks for the Klamath Falls-Tule Lake Movement Divers will be detailed by the Army. Military escort will be provided by the Army. The Chief of Police will detail four Internal Security Officers to meet the train. The Welfare Section will have a car or the station wagon for pregnant mothers or others in delicate health. The property Section will be responsible for the transportation of checkable baggage. This transfer includes 59 passengers. Processing and baggage inspection will take place at the Army Processing Station. Delivery of evacuees and belongings to assigned apartments will take place from that point. Medical inspection will be made at the Army Processing Station as trucks are unloaded.

GILA RIVER TRANSFER

The transfer of 59 evacuees from Gila River will be carried out on a similar plan to that of Minidoka above. The tentative date of arrival is May 26, the definite date and hour will be announced later. The details of transportation from Klamath Falls and induction here will be similar to that of the Minidoka contingent.

INDUCTION OF ARMY MOVEMENTS

Trips 40, 41, 42 and 43, which arrive at Tule Lake Center under jurisdiction of the Army will be handled, upon arrival, generally in the same manner as previous incoming train movements, and particularly similar to the incoming trains of the Manzanar contingent. Trains will be spotted on the main line opposite the Center. The Army will be in charge of the detrainment and the transportation of evacuees and hand baggage to the Center.

The electrician will be responsible to install flood lights in case detrainment of any trains should take place at night.

Army processing, including processing records, photographing, and fingerprinting will take place at the Center of origin before departure.

Inspection of hand baggage, checkable baggage and freight probably will be done at Tule Lake and prior to delivery to owners. Personnel and facilities for this inspection are said to be unavailable at the Centers of origin.

The mess hall of Block 80 is designated for the inspection of handbaggage for Trips 40 and 41, the first train load from Jerome, and the first train load from Rohwer. Residents assigned in this block will be served meals in other mess halls in the area until this mess hall is ready for service.

The recreation hall of Block 79 is designated as the headquarters of the Housing Unit for the taking of housing records and for the issue of blankets on the day of arrival.

The Center electrician will install temporary lights over the entrances and exits (both ends of buildings) of mess hall and recreation hall involved.

MEDICAL INSPECTION

In the case of trains arriving via Klamath Falls, Center Medical Officers will board the train at Klamath Falls and make the necessary medical inspection en route from Klamath Falls to Newell. In case of trains arriving from Reno, the Project Director will ascertain from Lieut. Col. Austin where the medical officers may board the train to make this inspection en route.

In the course of the medical inspection, the doctors will identify for Welfare workers at point of detrainment those passengers whose physical condition makes it inadvisable to transport them from the train to the induction center by truck. These passengers will be moved by Station wagon or Passenger car.

Ambulances will be on hand at the point of detrainment for the transportation of hospital cases.

The hospital dietitian will make arrangements for formula feeding if any is required.

WELFARE SERVICE

Members of the Welfare staff, with appropriate transportation, will meet the incoming trains and transport special health cases as designated by the train physician or medical officers as being unable to be transported to the Center by Army trucks. These would include pregnant women, mothers with very young babies, and the especially infirm.

HOUSING

Housing assignments will be made at the Center of origin by Mr. Joe J. Thomas, Supervisor of evacuee housing, in advance of departure. The general plan is to house the contingents of the first two train loads, except unattached bachelors, in the three remaining blocks of the new area, Blocks 79, 80 and 84. Housing assignments for all incoming unattached bachelors of the four trains, as well as those from Minidoka and Gila Rivers, will be in existing vacancies and incomplete occupancies in the old area. Housing assignments for incoming families other than those of the first two trains will be in existing vacancies and in partitioned recreation halls in the old area. So far as possible the family contingents from Jerome and Rohwer respectively arriving on the first two trains will be housed contiguously.

Until after the arrival of the last contingent from Gila River, housing adjustments, except for the convenience of the administration, are frozen.

In instances where the transfers bring in members of families already residing in Tule Lake Center, the Housing Unit will make an effort to assign the newcomers to live with other members of the same family already here. This is for the purpose of reuniting the families and conserving housing space.

After the assignment of the last contingent, the Housing Unit will then accept applications for housing adjustments within the space and facilities available for the convenience of the applicants. In general these adjustments should aim to vacate recreation halls which are to be used for temporary and emergency housing.

All assignments of housing in recreation halls should be looked upon as temporary assignments only, and families and individuals so assigned should be prepared to move into residential apartments when and as they become available.

MESS OPERATIONS

The Mess Operations Section should employ emergency crews to prepare the first meals for the arriving contingents in the mess halls yet to be opened up. After the arrival of the newcomers, permanent mess crews for the newly opened mess halls should be chosen and employed from the Jerome and Rohwer contingents who become residents of the respective blocks. As soon as the new crews are organized and ready to assume their duties, the temporary crews should be withdrawn.

EMPLOYMENT

So far as possible all job positions pertaining to the servicing of the blocks occupied by the newcomers should be filled by appointment of suitable and qualified personnel from among the residents of the respective blocks. These positions would include the mess crews, the Block Manger, the Block Manager's secretary, janitors and others employed in the block utilities.

The Operations Division may also be able to provide employment for qualified newcomers in the construction of partitions, in rewiring apartments to comply with fire protection regulations, and in installing sheet rock in the new area and in apartments and recreation halls of the old area where such work may not have been completed.

Aside from these specific positions, newcomers who desire employment will be advised to register with the placement office as soon as practicable after arrival, and they will be given the same opportunity for employment as other residents of the Center.

It will be the responsibility of the Placement Office to see that appropriate announcements are made, including notices in the NEWELL STAR, to advise the newcomers with employment practices at the Center.

VISITING RESTRICTIONS

Blocks 79, 80 and 84 will be closed to visitors of the remainder of the Colony until after all housing assignments have been made in that area. All evacuee workers whose duties require them to enter the above blocks, including temporary mess crews, welfare workers, community Activities guides and aides, and employees of the Housing Unit, will be identified by distinguishing arm bands and special passes to permit them to work in the three-block area. Passes will be issued by the Police Department upon the request of the Supervisor of the respective Section. Arm bands will be provided and distributed to Section Heads by the Supervisor of Community Activities. The Colonial Police will establish a guard detail, under the supervision of an appointive officer of the police Department to patrol the warning fence. The Army will also provide a boundary patrol as was provided for the Manzanar movement.

The visiting restriction will be lifted as soon as practicable after the housing of the incoming evacuees, and the Construction Section will be asked to remove the warning fence, since it can no longer serve a useful purpose.

COMMUNITY ACTIVITIES

As in the case of the reception of the Manzanar group, Community Activities Section is asked to provide guides, aides and monitors to give assistance to the newcomers in getting settled. These workers should be able to give a variety of information to the new arrivals, such as the location of the Placement Office, the Welfare office, the Colonial Police Headquarters, and the Housing Office, the Post Office, the Police Department, etc.

Authorization is bestowed on the Community Activities Section to provide whatever welcome entertainment may be deemed appropriate.

HOUSING OF TRIPS 42 AND 43.

It is anticipated that Trips 40 and 41, the trains scheduled to arrive May 12 and 13, will completely fill the housing facilities of Blocks 79, 80 and 84. It will, therefore, be necessary to make housing assignments for Trips 42 and 43 in available vacancies and in partitioned recreation halls inthe old area. In view of this fact a different procedure will have to be followed. The High School Auditiorium will be used by the Army for the inspection of hand baggage and by the Housing Unit as headquarters for the distribution of blankets.

The High School is remote from the various sections of the Center to which housing assignments will be made. It is, therefore, required that a large number of cargo trucks be available to transport the newcomers from the induction center to their respective assigned quarters. This movement will follow the same pattern as during the major segregation program last fall.

Colonial Police will be assigned to work under the supervision of Internal Security Officers for the purpose of establishing patrol lines to restrain visitors from intering with the induction work and to control traffic in the vicinity of the High School. Authorized workers within the restricted area will be identified by arm bands and passes as in the Manzanar induction.

HOUSING OF MINIDOKA AND GILA RIVER CONTINGENTS

These contingents of 59 transferees from each Center will be processed at the Army Processing Station. It is suggested that since these contingents are relatively small, the Housing Unit prepare to make issue of blankets from a truck stationed near the exit of the Processing Station rather than from a storage building. Again it will be necessary to transport the arrivals to their quarters by truck, and the Housing Unit should make the necessary advance requisition for cargo trucks and drivers to the Motor Pool. Arm bands and passes will be used to identify authorized workers in the area.

Community Activities will again be asked to provide guides, aides, and information assistants.

Special arm bands and passes will not be required for the handling of Trips 42 and 43, nor of the Minidoka and Gila contingents.

CHECKABLE BAGGAGE AND FREIGHT.

It will be the responsibility of the Property Section to receive and make distribution of the checkable baggage and freight. Since this baggage and freight will not have been inspected prior to departure from Center of Origin

arrangements must be made with the Army for this inspection. The process will follow the same general plan as in previous inductions. Special arrangements will have to be made for the handling of checkable baggage from Minidoka and Gila River, including transportation from Klamath Falls. This responsibility is delegated to the Chief of the Property Section. The Property Section will also provide labor to unload hand baggages from incoming trains, and to unload again from trucks and place in processing rooms for inspection.

RECORDS

All records pertaining to the respective movements and the evacuees concerned will be routed directly to the Statistics Office. As in past movements, it will bethe responsibility of the Statistics Office to route to the various Sections, including Health, Education, Welfare, Personnel and Finance, the specific records which concern them.

R. R. Best

R. R. Best
Project Director

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Evacuee Domestic help for Caucasians

FROM: R. R. Best, Project Director

In accordance with Administrative Instructions, all evacuees employed by appointed personnel, doing domestic work such as caring for children, house cleaning, etc., on either a monthly or daily basis, must be hired through the Community Enterprise.

The following rates will apply: Eight hours per day, forty-four hours per week, $22.50 per month. The minimum pay for less than one full month shall be $1.00 for a full or part of any day, and an evacuee will not be permitted to work for more than one person during one day.

Evacuees will be paid by the Community Enterprise at the rate of $16.00 per month plus clothing allowance. All compensation to evacuees is to be paid by Community Enterprises. Billing to the appointed personnel will be on the above basis.

The Placement office will select or assign evacuees to the personnel staff upon request to Frank D. Fagan, Acting Personnel Officer. Anyone now being employed on the project as a domestic should be sent to the Placement Office for assignment and clearance. Assignments will be dated back to the original date of their employment if prior to January 18, 1944. Personnel may give name and address of any evacuee they wish to employ. Please advise the Personnel office the date evacuees enter on duty.

R. R. Best
Project Director

1/27/44

THE FOLLOWING SHALL BE IN EFFECT COVERING THE ADMISSION OF VISITORS (BUSINESS AND PERSONAL) TO TULE LAKE CENTER

1. There is at Gate #1 a Pass Register for the proper issuance of passes to visitors to Tule Lake Center.

2. The United States Army stationed at the Main Gate will be asked to cooperate to the point of asking all persons not carrying a regular pass to stop at the Administrative Police Headquarters (Gate #1) for the issuance of a visitor's pass.

3. The gate clerk stationed on Gate #1 will have possession of the pass machine.

4. Gate clerks are authorized to issue visitor's passes after the visit has been cleared as set forth below.

5. When a visitor presents himself or herself at Gate #1 for the issuance of a pass, the gate clerk shall ascertain from the visitor the purpose of the visit, the name of the person they desire to see and the length of time which the visit will require. After having ascertained this, the gate clerk will contact the person whom the visitor desires to see and ascertain whether that person desires to see the visitor.

6. When number 5 has been carried out, and the issuance of a pass to the visitor has been cleared, the Gate Clerk will write the pass on the pass register. Care must be used to fully complete all the blanks of the pass. It must also be noted carefully on the face of the pass issued whether or not the visitor is allowed to enter the Colony or just the administrative area. (However, it is necessary at this time for visitors to have a pass from the Project Director or his assistants to enter the colony.) It will also be noted in some place on the face of the pass the amount of time which the visitor is allowed to spend within the administrative area (length of time required for the visit.) After the pass is filled out and before it is removed from the machine the visitor will be required to sign in the space provided for visitor's signature. The blank "Person visited" will be left blank and the person who sees the visitor will sign his or her name in this space, and will also indicate the time the visit was terminated.

7. Gate Clerk at Gate #1 will take the pass from the visitor as he or she departs from the center and turn them into the Administrative Police Department, after noting thereon the time the visitor departs from the center.

8. The Pass Register makes an original and two copies. The original (white) copy will be delivered to the visitor after it is written. The second (yellow) copy will be placed on a time peg in the gate house at Gate #1. The third (pink) copy remains in the machine and automatically goes into the locked portion of the machine. The desk sergeant on day shift will dispose of the issued passes which are issued for each preceding 24 hour shift, which will be turned over to the Record Division for future reference.

R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California
August 10, 1944

WAR RELOCATION AUTHORITY

Tule Lake Center
Newell, California

MEMORANDUM TO: Division Chiefs and Section Heads

SUBJECT: Evacuee Employment

Standard evacuee positions have bee established by the Washington Personnel Management Section to be used on all centers. Titles have been given to all positions and only those titles which have been approved by the Washington Office are considered to be authoritative in Tule Lake Center.

Since titles and rates of pay do not in a number of cases conform with those established by the Washington Office, I should like to convert to the standard evacuee employment pattern established for all centers.

A personnel ceiling will be set quarterly by the Washington Office as to the total number of evacuees who may be employed on this center. This ceiling may not be exceeded without prior approval from Washington. Allotment of funds for evacuee employment will be made on the basis of this ceiling.

The number of $19 positions will be limited to 15% of the total number of evacuee positions authorized on the Center.

Unless otherwise specified, each center may determine the number of each type of authorized positions it requires. The Washington Office may recommend the number of positions of a certain type to be used. Such recommendations may be varied from, however, without prior approval as long as no definite restriction has been placed on the individual positions, as long as evacuee ceiling is not exceeded. To assist in determing the center's needs the Washington Office has provided and will continue to provide certain advisory standards of employment, such as the number of janitors per block, the number of cooks per mess hall, the number of pupils per teacher, etc. These standards will be used as the basis for advisory allocation of positions by the Washington Office.

Recommendations for the establishment of positions not on the list authorized by Washington must be submitted to Washington. These should be sent from the Personnel Management Section on this center and accompanied by descriptions and justifications.

Certain services have been centralized in the organizational units where it is felt they belong. The Messenger Service function has been centralized by the Washington Office in the Office Services Section. No messengers are to be authorized for individual organizational units. Messengers will be on the payroll of the Office Services Section and assigned from that section to serve the units needing them.

All janitorial functions, with the exception of those in the hospital and schools, are to be centralized in the Construction and Maintenance Section. All Equipment Operations (tractor, caterpillar, dragline, cars, trucks, etc.) will be assigned to the Motor Transport and Maintenance Section and assigned from there to the units needing their services. This is with the exception of drivers in the Fire Protection Section and Ambulance Drivers assigned to the Health Section.

All timekeeping and cost accounting functions have been centralized in the Property Control Unit. All storekeeping functions have been centralized in the Property Control Unit. Employees performing duties relating to the above will be under the supervision of the Units mentioned and will be assigned to service other units. All protective and custodial functions have been assigned to the Internal Security Section.

The policy has been set that no additional $19 secretarial positions shall be authorized. In the future the only $19 secretarial or stenographer positions will be those in which an evacuee is filling a position which could be authorized as an appointive position; i.e., the secretary to one of the Assistant Project Directors, the Internal Security Officer, the Attorney, or Welfare Counselor. All other stenographic positions shall be compensated for at the $16 rate. However, to permit this change to become effective with the least possible disruption of present relationships, continuation of present incumbents in $19 secretarial positions has been authorized. Upon termination of the present incumbents these positions shall be abolished and Clerk-Stenographer positions at the $16 rate substitued.

The use of the term "classified" to distinguish positions which are identical with those authorized for appointive personnel has been discontinued. In the future all such positions will be given a special code number as identification.

There are two conditions under which appointive positions may be filled by evacuee personnel.

(1) If a position has been authorized for an appointive incumbent but no Civil Service employee has been appointed, it may be filled by an evacuee meeting the minimum qualifications without prior authorization from Washington unless specific instructions have previously been issued to the contrary. Unless otherwise indicated by special notice or by listing on the authorized schedule, the salary rate for such a position will be $19. No charge will be made against the evacuee personnel ceiling in this case.

(2) Positions identical with appointive positions and listed on the evacuee schedule may be used in the same manner as any other authorized evacuee position. The duties of these positions will conform to those described for appointive positions of the same title. Such positions will be charged against the evacuee personnel ceiling. Evacuee job descriptions will not be issued for such positions. The appointive job descriptions will be used. It will be responsibility of the Personnel Office to determine that minimum qualifications are being met and that the job described is being performed.

In order to effect the conversion as smoothly as possible it will not be necessary for persons now employed at the $19 rate where the job has been classified by the Washington Office at the $16 rate to suffer a reduction in salary. Replacements, however, will be made to the position title and rate set by the Washington Office. If it is felt that certain jobs approved by the Washington Office are incorrectly classified, justification for changes may be submitted to the Personnel Office and then forwarded to the Washington Office for review.

EACH DIVISION CHIEF AND SECTION HEAD IS REQUESTED TO FILL IN ON THE ATTACHED AUTHORIZED LIST OF EVACUEE POSITIONS THE NUMBER OF JOBS NEEDED IN THAT PARTICULAR ORGANIZATIONAL UNIT AND RETURN IT IMMEDIATELY TO THE PERSONNEL OFFICE.

R. R. Best

R. R. Best
Project Director