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WAR RELOCATION AUTHORITY  
GILA RIVER PROJECT  
RIVERS, ARIZONA  
NOVEMBER 7, 1942

TO: All Travelers

SUBJECT: Instructions to Travelers and Preparation of  
Travel Vouchers

GENERAL STATEMENT OF TRAVEL:

Employees who are officially authorized by travel authorization may be reimbursed for mileage and per diem when away from official station, by submitting Voucher 1012 and 1012-E, correctly prepared.

AUTHORIZATION:

The original of travel authorization, when received by the traveler, is authority to perform travel on official business according to the provisions stated.

Under no condition should travel be performed without prior approval and/or receipt of travel authorization.

If a traveler's services are terminated, the original of the authorization must be forwarded with the last voucher of the traveler, together with travel letters of instruction.

TRAVEL BY COMMON CARRIER:

When transportation is authorized by common carrier (railway, bus or plane), and the trip ticket is less than \$1.00, payment should be made in cash and a receipt in duplicate obtained -- to be attached to the voucher. The traveler cannot be reimbursed for tax on transportation paid by cash unless traveler has carrier's agent complete tax exemption Form 731 and submits with voucher. 731's may be obtained from the Budget and Finance Section.

When transportation is more than \$1.00, it should be obtained by use of Government Request for Transportation, Standard Form 1030, to be supplied by the Budget and Finance Section, who will prepare the request properly for the required travel -- sufficient time in advance



must be allowed in which to secure request, at the same time will also issue to the traveler, U. S. Government Transportation Identification Card, Standard Form 1033, for identification to the carrier. The traveler will countersign this card immediately upon receipt. This card must be returned when employee is separated from the agency. When traveling by rail, a separate request is required for Pullman seat or berth.

In presenting a request to carrier's office in lieu of payment, the traveler should sign the request in ink or indelible pencil, in the presence of the agent, and shall also fill in the value of the transportation in the space provided on the duplicate travel request, but not on the original. The duplicate travel request must be attached to the voucher when same is submitted by traveler.

Every precaution should be taken against loss of transportation requests or the duplicates thereof. Loss should be reported immediately, accompanied by an affidavit of circumstances, as the traveler maybe required to reimburse the Federal Government for any "Transportation Request" lost.

If travel requests are not used, then should be returned immediately for cancellation.

If, after the travel request is issued, a different type of service is furnished by the carrier than indicated on the request, that fact should be noted in the space provided on the reverse side of the duplicate request and traveler's name signed as shown on the reverse side of 1012, and signed separately.

#### TRAVEL BY PRIVATELY-OWNED AUTOMOBILE

##### RATE PER MILE:

When stated on authorization, travel by privately-owned automobiles may be reimbursed at the rate of 5¢ per mile, provided all travel accomplished was outside official station.

##### OFFICIAL STATION:

Official Station is ruled to be the city limits of an incorporated town or city, or if not an incorporated town or city, the official extends within a two-mile radius of the location of the work assignment. When traveling from a point outside of official station to another point, and during the travel it is necessary to travel through the official station, the mileage through the official station must be deducted from the total.



When a traveler is authorized to travel outside of his official station, the mileage reading must start and finish at the outside limits of the official station, if the travel is accomplished by automobile. If required to travel by common carrier, it is permissible to use Transportation Request, which includes a portion of the travel inside such official station and per diem may be claimed for the entire trip.

OWNERSHIP OF PRIVATELY-OWNED VEHICLE:

Privately-owned vehicle may be a car owned by the traveler or another person.

TRAVEL BY GOVERNMENT VEHICLE:

Mileage traveled by Government-owned vehicle is not reimbursable. It is contemplated that all supplies and repairs shall be paid by the Government. Credit cards may be issued to operators of Federal Vehicles, and charges made to the appropriate account. Credit cards are issued to specific vehicles and specific operators only. Use of Government vehicles is limited to official business and cannot be used for the transportation of other than Government Employees (NO RIDERS).

METHOD OF RECORDING TRAVEL ON TRAVELER'S MEMO:

So that the traveler may properly record travel and per diem, we must stress the necessity of a proper recording during the time travel is being accomplished. Time should be recorded exactly--not the nearest hour or half hour. Actual speedometer reading must be recorded, not derivative readings. If accompanied by other persons, of each person; the purpose of travel and an explanation of any unusual condition such as delay between start and destination, reasons for not using the most direct route, direction and distance of visits from town during vicinity travel. Use location by distance and direction in describing vicinity travel.

Often exceptions are received twelve to eighteen hours after the voucher has been paid, and if the traveler cannot give proper explanations to cover the exception, he may be required to refund the amount by Government vehicle or by common carrier.

COMPUTATION OF MILEAGE:

Mileage recorded on the memorandum 1012-E should be the mileage shown on the official road map. The mileage claimed on the voucher should never exceed the official mileage.



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When the travel involved from Official Station to another point and return, between which point transportation by common carrier could have been utilized as advantageously from the Government's standpoint at a reduced cost is 200 miles or less each way, it will not be necessary to reduce claim to cost of common carrier.

However, if travel under this circumstance is in excess of 200 miles each way, payment must be reduced to common carrier, except when it is shown on voucher that traveler transacted official business at interim points, or performed vicinity travel, or was accompanied by other travelers on official business, or that the services provided by common carrier were not available or advantageous to the Government.

In preparing vouchers, all erasures, strike-overs and corrections must be manually initialed in ink by the traveler. Particular care should be exercised in checking all computations as an error will result in the rejection of the voucher; unnecessary work by the Administrative personnel and a delay in the payment of the voucher.

PREPARATION OF TRAVEL VOUCHERS (FORM 1012)  
AND SUBVOUCHERS (FORM 1012-E) STEP-BY-STEP

FORM 1012-E: (PREPARE IN AN ORIGINAL AND FOUR COPIES)

1. Fill in top of form as follows: Subvoucher No. (Number first sheet 1, second page 2, and so on); name of traveler; department of establishment (Office for Emergency Management, War Relocation Authority); Bureau of Office (Rivers, Arizona); make of automobile; in whose name automobile is registered; state in which automobile is registered; license number; number and date of authorization; period travel starts and period travel ends. Show only the dates covered by this particular subvoucher.
2. List date on which travel is performed; point travel starts from, and point visited, showing hour of departure and hour of arrival; speedometer reading at start of travel, and again upon arriving at point of duty.
3. At bottom of voucher show total miles traveled, rate per mile (show as 5, and not as .05); total amount of subvoucher. It is not necessary to show extension under "Rate Per Mile" and "Amount Claimed" after each entry. Show only after "Total" at bottom of form.



4. If travel is performed in a privately-owned automobile registered in other than the family name, type the following certification in at bottom of 1012-E, directly after the certification now appearing thereon; "Also that I paid all or a substantial part of the cost of operating the vehicle for the travel for which reimbursement is claimed." Sign 1012-E in space provided for signature.

REVERSE OF 1012-E: SPECIAL CERTIFICATION REQUIRED

If any part of expenses incurred on each 1012-E was borne by another person, proper deductions should be made. If all expenses were borne by traveler, show "None" on second line. Show pay roll name and pay roll title of all persons who accompanied traveler; also show on what dates accompanied. Sign certification; carry the totals of each 1012-E to the 1012.

FACE OF VOUCHER (FORM 1012): PREPARE IN AN ORIGINAL AND FOUR COPIES, FORM 1012-A)

1. Under heading U.S. show the following: Office for Emergency Management, War Relocation Authority.
2. On the following lines show in order as they appear, name (as shown on pay roll) ; home address and town, official headquarters. Do not use lines headed "Domicile" and "Residence".
3. On the following line show period of travel covered by voucher and 1012-E's; date travel started and date travel ended. (This does not mean to show date travel authorization authorizes travel, but dates travel commenced and ended) 1. Number and date of authorization.
4. Under the heading "Amount" "Dollars" - "Cents", show the total amount for which reimbursement is claimed, including per diem, mileage, et cetera, as reflected by inside of 1012. Do not show transportation request fare in this amount.
5. In the middle of the voucher, after the work "Payee" signature must be affixed the same as pay roll records. This is the only place on the face of the voucher that signature of traveler appears. Show title as set out on authorization. Voucher must be notarized.



NOTARIZATION:

The following may administer oath without expense to the traveler: (a) postmasters and assistant postmasters; (b) collectors of customs; (c) collectors of internal revenue; (d) superintendents, acting superintendents, custodians, and principal clerks of the various national parks and other government reservations; (e) superintendents, and principal clerks of the various Indian Agencies (hospitals of veteran's are not Government Reservations).

Certain WRA employees may administer a travel voucher oath, and it is suggested that travelers contact the Senior Administrative Officer regarding this.

Persons who administer an oath must also show on the left side of the voucher immediately after the jurat, "Act, June 5, 1939, Pub. 115, 76th Congress, (H.R. Res. 3646)." The correct functional title of WRA employees, when notarizing travel vouchers, must always be shown.

6. Fill in amount of voucher after "Approved for \$ \_\_\_\_\_".

INSIDE OF VOUCHER:

1. If traveler was away from this official station at the end of the voucher period of the preceding month, it is necessary to fill in headings Nos. 1. and 2 at top of voucher under "Itemized Schedule of Travel and other expenses."
2. If travel is performed in a privately-owned automobile, and mileage is claimed for same, and per diem has been earned, shown as "1 day" of "1 day" and show subvoucher number under "Sub. Vou. No.", and amount of per diem under "Subsistence".
3. When travel is performed and reimbursement for mileage not claimed, travel must be listed from point to point, showing times of departure and arrival, and mode of travel.
4. If traveler accompanies another Government employee, times of departure and arrival, and points visited, must correspond with voucher of person the traveler accompanied.
5. When travel is performed via common carrier, hours of departure and arrival should check with schedule of carrier, if not explain on voucher. When Government request for transportation is used, show mode of travel as "Travel on (show date) as per Government Request for Transportation No. \_\_\_\_\_ listed on reverse hereof".



6. When payments for transportation are made by cash, original and copy of the receipt from the carrier must accompany the voucher, and the amounts involved by the receipt must be shown on the inside of Travel Voucher under "other".
7. If reimbursement for taxi fare is claimed, list under date taxi used, showing as "Taxi fare from \_\_\_\_\_ to \_\_\_\_\_", showing amount of fare under "other".
8. All travel not supported by subvoucher (Form 1012-E) must show mode of travel of inside of the 1012.
9. After all travel is entered on inside of voucher, and voucher is supported by subvoucher, show the following: "Travel as per attached Standard Form 1012-E, Revised." Show amount of 1012-E under "other". If more than one form, repeat the above, showing each subvoucher number under "Sub. Vou. No." and amount of each 1012-E.

REVERSE SIDE OF VOUCHER:

1. When travel is performed under Government Transportation Request, list as follows: Date travel was performed, request number, points covered under this request, name of carrier, class of facility used (if by bus show miles traveled), and amount. List each request separately. If a facility other than the one shown by the Transportation Request, name of carrier, make statement showing type of facility actually used and this statement should be signed.

METHOD OF COMPUTING PER DIEM:

More than 24 hours:

12:01 A. M. - 6:00 A. M.      6:01 A. M. - 12:00 Noon  
12:01 P. M. - 6:00 P. M.      6:01 P. M. - 12:00 Midnight  
Midnight to Midnight  
 $\frac{1}{2}$  day per diem for each 6 hours or fraction thereof.

LESS THAN 24 HOURS:

Period commences with beginning of travel, and ends with completion.  $\frac{1}{2}$  day per diem for each 6-hour period or fraction thereof, will be allowed; Provided that no per diem will be allowed when the departure is after 8 A.M., and the return on the same day is prior to 6 P. M. or for any absence not exceeding three hours.

/s/ Rex J. Slawson  
R. J. Slawson  
Sr. Administrative Officer



MEMORANDUM

June 14, 1945

TO ALL CENTERS

ATTENTION: Welfare Section

SUBJECT: Administrative Notice No. 263, Temporary Assistance

You have by this time received copies of the above Administrative Notice setting forth the policy and procedure for granting temporary assistance to evacuees in re-establishing households. As you have probably noted, an error was made in assembling this. The schedules were placed following page 2, instead of following page 7 at the end. Staff members responsible for administering such assistance should reassemble their copies.

You will note that some changes have been made in the draft sent you on May 30. Many of these are editorial. Your attention is called particularly to a change on page 4 in the resources to be deducted in the amount which would otherwise be granted. The statement contained in the May 30 draft was revised to clarify a contradiction. You will note that the Notice, as finally approved, provides that WRA wages and payroll clothing allowances will be counted as resources and deducted and that public assistance grants and relocation assistance grants will not be considered as resources or deducted.

As provided in the teletype of May 19, signed by the Acting Director, temporary assistance may only be given to ten percent of the non-dependent families in the center. Your attention is called to the fact that this limitation is on family units and not persons. It also applies to that group of families who are not "dependency cases" as defined in this Administrative Notice.

As provided in Section VI, grants for household furnishings may be made under this Notice to "dependency cases". However, such grants are not within the ten percent limitation. In planning this program it was assumed that of the "dependency cases" as many as two-thirds of the families of three or more members may need assistance in purchasing household furnishings.

Marie D. Lane  
(Mrs.) Marie D. Lane  
Head, Welfare Section

4357







*Mr*

*Grisswald*

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

October 14, 1944

MEMORANDUM TO: Community Activities Section

SUBJECT: Budget Estimate - Third Quarter of 1945  
Fiscal Year

Attached hereto are sufficient copies for each objective classification except 01.1 and 01.3 pertaining to each Section under your supervision, for submittal of budget estimates for the third quarter of the 1945 Fiscal Year.

Budget estimates should be submitted in accordance with Manual Section 20.2 dated August 1, 1944.

Attached hereto is a supply of Form WRA-304 for appointive employees. This form should be submitted in original only.

The list of "Evacuee Personal Services Estimates" should be secured from the Personnel Management officer. This should be submitted in original only.

Estimates should be planned to correspond with lists submitted to the Supply Officer for January and February requirements.

All estimates must be submitted to reach the undersigned by November 6, 1944.

*W. G. Graham*  
W. G. Graham  
Finance Officer

Approved:

*B. F. Runyan*  
B. F. Runyan  
Assistant Project Director  
Administrative Management Division



WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
Gila River Project  
Rivers, Arizona

Int. Sec.

March 6, 1943

MEMORANDUM TO:

SUBJECT: Licensing of Dogs

The following administrative instruction is being issued at this time in order to keep the number of dog bites, and the attendant danger of rabies down to a minimum in this community. I am delegating responsibility for the enforcement of the Arizona State Law, quoted hereunder, to the Division of Internal Security. The following citation is taken from the Arizona State Penal Code, Section 17-1607, entitled Licensing of Dogs:

"17-1607. Tax on dogs.--(a) Except on dogs kept in recognized dog kennels for breeding, sale or sporting purposes, every owner, keeper, or claimant of a dog shall pay therefor an annual license tax of one dollar (\$1.00) if a male dog and two dollars (\$2.00) if a female dog. The constable or peace officer of each precinct shall collect the said tax. He shall record in a book kept for the purpose the name of the owner of each dog on which the tax is collected, a brief description of the animal, and the amount collected, and shall furnish the owner with a metallic tag indicating the year for which the tax is paid, which shall be attached to said dog by a collar.

(b) The license herein provided for shall expire on the first day of January of each year, and all dogs found running at large, without a collar and tag, after May 1 of any year, shall be killed by the constable, or at his discretion, may be confined and kept, not exceeding thirty (30) days, subject to redemption by the owner or by any other person, upon the payment of said license tax.

(c) The constable or peace officer shall promptly, and not later than the second Monday of each month, pay all moneys collected for dog license taxes to the county treasurer of the county in which the tax is collected and said treasurer shall deposit the same to the credit of the county school fund. Provided, however, the board of supervisors of the respective counties shall allow the constables or peace officers the necessary expenses of the enforcement of this act.



(d) Any constable or peace officer who fails, neglects or refuses to discharge the duties imposed upon him under the provisions of this act shall be guilty of a misdemeanor.

(e) This act shall not apply to incorporated cities or towns exercising, by ordinance, the powers vested by law in such cities or towns to tax dogs and to restrain them from running at large, and provided further that such cities and towns are taxing such dogs, as required by law.

The Chief of Internal Security who is also a Deputy Sheriff of Pinal County, Arizona, is hereby instructed to license, collect fees, and enforce the State law quoted above in its entirety. My memorandum to all Appointed Personnel and Block Managers, relating to licensing of domestic pets, dated February 18, 1943, placing responsibility for licensing on the Sanitation Corps at the Butte Hospital is hereby rescinded.

L. H. Bennett  
Project Director

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UNITED STATES  
DEPARTMENT OF THE INTERIOR  
WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

March 16, 1945

MEMORANDUM TO: Relocation  
Leave Office  
Welfare  
Evacuee Property  
Health  
Internal Security  
Legal  
✓ Community Activities  
Mail and Files

SUBJECT: Manual Release No. 179  
Dated March 7, 1945

The following instructions have just been received WRA Manual Office Services 20.8.51.

The Statistics Section at each center shall keep current a Central Individual File for each resident remaining at the center, cross indexed by families, and the family head designated according to Welfare Section Records.

The Individual File should include:

1. All Correspondence relating to the individual.
2. WCCA-5-3-Revised, Social Data Registration (in folder of family head.
3. WRA-26, Individual Record.
4. WRA-126-A, Application for Leave Clearance (citizen, male, 17 and over) or, WRA-126 Revised, Application for Leave Clearance (citizen, female, 17 and over, and aliens).
5. DSS-304A, Statement of United States Citizen of Japanese Ancestry (citizen, male, 17 and over).
6. Leave Clearance Hearings, Proceedings, and Correspondence.
7. WRA-329, Basic Family Face Sheet (in folder of family head).
8. WRA-340, Relocation Outlook (in folder of family head).
9. WRA-230 or WCCA Form R-100, Individual request for Repatriation or Expatriation.
10. WRA-152 Revised, 152-A, 152-B, and WCCA Form R-102, Cancellation or Declination of Repatriation.
11. WRA-231, or WCCA Form R-101, Family Summary -- Repatriation (in folder of family head).
12. Parolee Order, in case of parolees.
13. Other Similar Basic Records.

In case any of the records in 1 to 12 above are filed elsewhere, they shall be transferred promptly to the Central File, with suitable Cross References.

From the above instruction, you can readily see the detail connected with the orderly and accurate filing of all documents, data, and correspondence in a Central File.

✓ You should notify the Statistics Office when ready for the transfer, and completion of the consolidation from each unit will be made as rapidly as possible. In this manner, the records will be handled as received, and not stacked in a dormant file to await handling.

Your cooperation and assistance in an orderly transfer of records to the Statistics Section will be greatly appreciated.

*B. F. Runyan*  
B. F. Runyan  
Ass't. Project Director  
Administrative Management Division



WAR RELOCATION AUTHORITY  
INTEROFFICE MEMORANDUM  
GILA RIVER PROJECT  
RIVERS, ARIZONA

MEMORANDUM:

SUBJECT: Officer of the Day

In order to insure the proper and efficient flow of project activities as well as to meet any possible emergencies in project operation the following instructions are issued with regard to the position of Officer of the Day:

1. An Officer of the Day shall be assigned for each of the following periods of duty:

- a. Saturday from noon until 5 P.M.
- b. From 5 P.M. Saturday to 8 A.M. the following Sunday morning.
- c. Sundays from 8 A.M. to 5 P.M.
- d. From 5 P.M. Sunday to 8 A.M. on Monday
- e. The schedule on other days excluding holidays shall be from 5 P.M. on the day to 8 A.M. the following morning.
- f. On holidays the periods of duty shall be the same as on Sundays.

Assignments of duty as Officer of the Day shall be made by the Sr. Administrative Officer of the Project. Assignments to duty from 8 A.M. to 5 P.M. on Sundays and holidays shall be made from a list of Division Chiefs and other persons approved by the Project Director. When a tour of duty has been assigned to a person he must keep the assignment unless a substitution is approved by the Sr. Administrative Officer. Assignments of duty at other items shall be made from a list composed of all other male employees on the Project Administrative staff.



The Sr. Administrative Officer will also assign an evacuee stenographer to be stationed in the Administrative Office in Butte Community from 1 to 5 on Saturday afternoon and from 8 A.M. to 12 A.m. and 1 to 5 P.M. on Sundays and holidays. He shall also assign a messenger on Saturday from 1 to 5 P.M. and Sundays from 8 A.M. to 5 P.M. and every night from 5 P.M. to 10 P.M.

Division Chiefs and Section heads are requested to prepare a memo of instructions to Officer of Day covering any details or instructions of emergency matters concerning which arrangements have been made. These include funerals, leaves, arrival of new employees, official visitors, etc.

The Chief of Internal Security shall assign a warden to be on duty from 7 P.M. to midnight.

The telephone switchboard will remain open each night until midnight.

During his tour of duty the Officer of the Day shall be stationed, at the Administration office in Butte Community where he may be reached by the telephone operator, Military police, or anyone having occasion to enter or leave the project on business after office hours, and to receive any reports of emergencies. Whenever it is necessary for the Officer of the Day to leave his post, the telephone operator and the messenger and warden on duty shall be notified as to where he has gone and the approximate time of his return.

At his discretion the Officer of the Day may, after 10 P.M.



if no emergencies have developed by that time, go to his own quarters if living in the Butte Community or if living in the Canal Community, or living off the Project go to the quarters provided for the Officer of the Day. He shall, however, notify the telephone operator and the warden on duty as to where he can be reached if an emergency develops later in the night.

WAREHOUSE PROBLEMS:

The duties of the Officer of the Day may involve admittance of truck drivers making delivery to the Project warehouses after office hours. (Instructions are also posited on the Bulletin Boards in both offices giving the names and addresses of persons responsible for receiving and tallying in the various types of supplies). Truck drivers should be requested to remain at the office until a messenger returns with the employees for unloading.

For Mess and Supply Division the following key employees may be contacted:

<u>Canal:</u>	Josuke Ikeda . . . . .	Senior Storekeeper . . . . .	4-4-A
	Tom Ehara . . . . .	Assistant Storekeeper. . . . .	.21 -14
<u>Butte:</u>	Kay Yamamoto . . . . .	Senior Storekeeper . . . . .	.63-2-A
	Paul Sugano . . . . .	Assistant Storekeeper. . . . .	.59-7-A
	Shun Iida . . . . .	Senior Warehouse Clerk . . . . .	.63-2-A

CENTRAL WAREHOUSE LIST:

The following key employees may be contacted:

<u>Canal:</u>	Ted Sasaki . . . . .	Warehouse Supervisor . . . . .	.6-5-D
	Harry Sasaki . . . . .	Dispatcher. . . . .	.6-5-D



Butte: George Araki . . . . . Sr. Storekeeper . . . 56-13-B

COMMUNITY ENTERPRISES:

The following key employees may be contacted:

Canal:

Butte:

Gilbert Kuramitsu  
Roy Wakasa

44-11-B  
29- 1-A



PASSES

On Saturday, Sundays, and holidays the Officer of the Day shall have authority to countersign approved passes in cases where it is necessary for persons to enter and leave the project in connection with the delivery of supplies. He may also countersign approved visitors passes to persons who have business to transact by appointment with members of the project staff and where requests have been made by evacuees, and approved by the Project Office, for friends to visit them at the project. It is the duty of the Project Director's Secretary to see that a minimum of 12 approved emergency passes are available for the use of the Officer of the Day. On other days no passes shall be issued except in connection with the delivery of supplies. No evacuees are to leave the project without proper military clearance and passes signed by the Project Director or Assistant Project Director.

Under on circumstances are passes to be issued to visitors who wish to go through the Project as "sightseers".

Unless permission to remain longer is specifically approved by the Project Director's Office, all visitors are expected to leave the project by 5 P.M.

INTERNAL SECURITY:

Wardens are on duty on a 24-hour schedule in Block 16-13, Gnal Community, and Block 64, Recreation Hall in the Butte Community. Mr. William E. Williamson, Director of Internal Security, lives at Block 75-3-7, in Butte Community, and Mr. F.S.Fredericks,



Assistant Director, Block 1-1-3, in the Canal Community, In emergencies the Officer of the Day should immediately notify the warden incharge at the community concerned. The Chief of Internal Security Division shall notify the Chief Warden each day at each community as to the name of the person serving as Officer of the Day.

BLACK OUTS:

In case of emergency black-out orders or signal, the Officer of the Day should immediately proceed to Butte Administration Building and unlock box outside of Project Director's Office over door and press button marked "STOP". Messengers should also be immediately dispatched to Fire Wardens to give black-out siren warnings.

KEYS:

Each officer of the Day should, when entering on his tour of duty, report to the office of the Secretary to the Director and secure the following Keys:

- 1) Emergency barracks for evacuee reception
- 2) Black-out switch
- 3) Sleeping quarters for the Officer of the Day

MILITARY POLICE:

Military police can be reached on a 24-hour basis over Project telephone lines. Military Police quarters are located on the Main Road into the Canal Community immediately east of the Project boundary. In the event of disturbance the Project Director or Acting Project Director will be immediately notified and any requests



to Military Police for assistance in meeting an emergency should be made by the Project Director or Acting Project Director.

RECEPTION AND HOUSING PROBLEMS OF EVACUEES:

Occasionally telephone calls or telegrams are received indicating that one or more evacuees are enroute to the project and will arrive at a given place and time. These wires are usually received sufficiently in advance that there will be no emergency in connection with arrangements for meeting them and transporting them to the project. (See also Transportation). Occasionally, however, evacuees may arrive at the project for induction after the housing Division Office has closed for the day. If evacuees arrive at the project for reception on Saturday afternoon, or during daylight hours on Sundays and holidays, notify Mr. Joe Miyamoto, 64-3-A in Butte Community, or Mr. Kataro Saimoto, 10-14 in Canal Community. For Assistance in problems of locating families and assigning quarters contact Doris Mayeda, Block 60-3-A 7 B, Butte Community or Mrs. T. Ajari, Block 4-3-E, Canal Community. If evacuee arrive at night they should be taken to the emergency receiving barracks in Block 73, Butte Community. These barracks are located at 13-A, 14-A B & D, and provide accommodations for up to 25 persons. Keys for these emergency quarters are turned over to each Officer of the Day at the office of the Secretary to the Director and should be turned in by him at the end of his tour of duty to same. In emergencies, Mr. John C. Henderson, Chief of Employment and Housing Division, can be reached at Block 75-3-3.



EMPLOYMENT:

It is extremely unlikely that any emergency problems in connection with employment will ever arise. John C. Henderson, Chief of Employment and Housing Division, can be reached at Block 75-3-3, Butte Community.

DEATHS:

In case of death the Project Medical Officer should be notified and arrangements should be made to call Mrs. Plenz, Casa Grande 103, giving name and address of deceased and whether adult or child.

MEDICAL CASES:

All matters pertaining to the handling of medical cases or which have connection with the Medical Department should be referred to the Receptionist's desk at the entrance to the Butte Community Hospital; in the Canal Community, to the receptionist on duty at the Canal Community unit.

TRANSPORTATION:

A dispatcher shall be on duty at each community Motor Pool from 5 P.M. until midnight, from 8 A.M. to 5 P.M. on Sundays and holidays, and from 1 to 5 on Saturdays. He shall be responsible for having two trucks and one passenger car filled with gas and ready for immediate emergency service. After midnight the keys to the trucks and passenger car shall be left at the telephone office. The dispatcher shall arrange for emergency gas and oil service, repairs, and towing and for dispatching vehicles to pick up



evacuees and other persons at railheads in Casa Grande, Phoenix, Coolidge , Etc.

Motor Pool Locations;

Passenger: Canal Community, Block 1  
Butte Community, Block 70

Truck: Canal Community, Block 18  
Butte Community, Block 77

The Officer of the Day shall be furnished a car by the Motor Pool for emergency use during his tour of duty.

UTILITIES AND MAINTENANCE:

In case of mechanical difficulties involving the use of carpenters, electricians, or plumbers, the Public Works Division maintains emergency crews as follows from 8 A. M. to 10 P.M.

In the Canal Community:

Carpenter maintenance crew, located in Building 19-7,  
Isamu Narasaki, 7-3-B

Electrical crew, located in Building 19-4.  
Larry Iwami in charge. Address: 8-6-C, Canal

Plumbing crew, located in Building 19-4.  
Dick Seiki in charge. Address: 8-6-C, Canal

In the Butte Community:

Carpenter crew, located in Building 78-1.  
Wakamatsu Takasugi, 64-9-D, Butte Community

Electrical Crew, located in Building 78-1.  
Mas Harada in charge, Address: 56-8-D, Butte

Plumbing crew, located in Building 78-1.  
Ken Morioka, in charge, Address: 52-8-D, Butte

Mr. Lee J. Noftzger, Chief of the Public Works Division,  
75-4-6, Butte Community.



On Saturday afternoons, Sundays, and Holidays, there will also be a member of the staff of the Superintendent of Construction on duty in Public Works Office in the Administration Building at Butte Community.

When there is an interruption to electrical service the electrician crews will go into action at once without instructions from the Officer of the Day and will remain on duty until service has been restored. This will include any necessary resetting of water pump cut-out switches. If it is necessary for crew to go off Project, Officer of the Day should accompany evacuees who have been supplied with emergency passes.

RELIGIOUS SERVICES:

Occasionally, as in case of death, Services of a minister or a priest may be required. In Canal Community the list is as follows:

Buddhist Priests:

Hata, Taigan	5-9-A & B
Tsufura, Shosetsu	3-13-A
Kimura, Gibun	6-4-B
Matsumoto, Nobuo	21-11-D

Christian Ministers:

So, Otoyee	3-5-A
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In Butte Community:

Buddhist Priests:

Bishop Dojun Ochi	63-1-B
Rev. Daito Suzuki	63-1-B
Rev. Kammo Imamura	56-3-A



Christian Ministers

Rev. Katsuichi Satow	40-11-A
Rev. Royden Susu-Mago	52-1-A
Rev. Yasuburo Tsuda	28-9-D
Rev. Yasuo Oshita	44-2-B
Rev. Kengo Tajima	61-8-D
Rev. Hiroshi Izumi	64-10-A
Rev. John H. M. Yamasaki	32-5-A

There is no Catholic priest resident in the community, but in emergencies Father Healy may be called at Casa Grande 172.

STAFF HOUSING

If any emergencies arise with regard to assignment of space in Administrative barracks, contact Mr. Henderson in the Butte Community or Mary Togami, 6-6-D, Canal Community.

FIRE STATIONS:

Fire Stations are open 24 hours a day in Block 16-14 in Canal Community and in 52 Recreation Hall in Butte Community.

In Canal Community:

Thomas A. Fox, Assistant Fire Protection Officer, Room 1-1-10, Canal Community

Bennie Scott Robison, Assistant Fire Protection Officer, Room 1-1-11, Canal Community

In Butte Community:

Harvey Hilyard, Associate Fire Protection Officer, Block 75-4-7, Butte Community

CONTACTS WITH BLOCK MANAGERS:

In each block the block manager's office is located in apartment 1-D and his residence is in apartment 1-c.



TELETYPES AND TELEGRAMS:

The Officer of the Day should check periodically with the telephone operator and read incoming teletypes and telegrams so as to be advised of possible emergencies. In no instances, however, should original teletypes and telegrams be removed from the original office. It may be necessary to have copies made for the use of the Transportation Division in arraigning to meet trains and in other instances.

BUS SCHEDULE:

The first bus leaves at 7:45 A.M., from the Administration Building, Butte Community, and every 30 minutes thereafter until the last bus which is at 5:15 P.M. On Saturday afternoon and Sundays, the bus runs every hour, leaving Canal Community 15 minutes after the hour and leaving Butte Community 45 minutes after every hour.