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BLOCK MANAGERS MANUAL

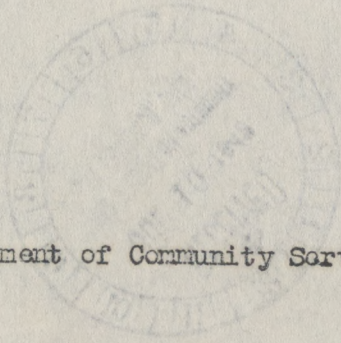
WAR RELOCATION AUTHORITY

TULE LAKE PROJECT

NEWELL, CALIFORNIA

JULY 6, 1942

Issued by the Department of Community Services





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FOREWORD

This block manager's manual is prepared with the purpose of standardizing the proper procedure and action to be taken in the pursuit of office of Block Manager. It is also designed to give new Block Managers who are unfamiliar with the duties, conducts, and responsibilities required in pursuit of their work, a good working knowledge of this office.

A Block Manager is a liason officer between the Administration and the people, and that as such, when coming in contact with individuals, we are obligated to be courteous, diplomatic, considerate and to give accurate information. Furthermore, you are required to stop and discourage the spreading of malicious rumors regarding the project. This is particularly necessary under the existing conditions.

Don Elbersen

Robert Ota

with assistance of:

William Mayeda

William Inouye



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SCOPE

This instruction and information manual provides the criteria and methods of organization, supervising, planning, developing and operating block communities under the jurisdiction of the War Relocation Authority.

MORALE AND LEADERSHIP

1. Manager should be the one to create and maintain a very friendly atmosphere within his block by encouraging recreation among the "isseis" and "niseis", and having group meetings and discussions.
It is inevitable that the colonists in the block will look to the Block Manager for leadership, because of their constant relationships with him. It will be the duty of the Block Manager to furnish this leadership, not only with respect to looking after the material needs of the colonists, but also with respect to the morale of the colonists and their ability to work together as a functioning unit.
Because of his closeness to the colonists in his block, the Block Manager will perform a very basic educational function. It shall be the duty of the Block Manager to carry on a constant educational program among the colonists in his block with respect to basic War Relocation Authority policies and in relation to any other problems which must be solved by general educational methods.

PURPOSE AND DUTIES

I. Distribution of Supplies

1. A designated number of blankets, 1 mop, 1 broom, 1 bar laundry soap, 1 bar toilet soap has been ordered for each apartment within the block and will be issued by you to the people as requested. After this initial supply has been received and used, each family will be asked to purchase it's own. Each manager is required to keep an inventory of such supplies and a weekly report must be submitted.
2. Janitorial supplies, and fuel must be referred to the superintendent of maintenance.

II. Request for Supplies

1. A secretary or route girl has been appointed primarily for the purpose of receiving your request for supplies and repairs. You must refer all your requests to this secretary rather than going directly to the superintendent of the various departments. Request may be either, in verbal (via telephone) or in written form. By this, it is hoped to eliminate congestion in the Administration office and to facilitate action on your request.

III. Distribution of Information

1. Manager shall inform and advise the people of his block concerning any rules, regulations, instructions, informations, and other forthcoming orders issued by the administration.

IV. The Receipt and Distribution of Mails

1. The manager is responsible for personal distribution of mails.
2. Mail is delivered and collected twice daily at each manager's office by the mail truck.

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3. For mailing of parcel post from the colony, advise the sender to personally take the parcel to the Post Office, for such parcels require weighing in order to determine the exact cost of postage.
4. Registered mail and money order, as in the case of parcel post, advise sender to personally attend to the mailing for you have no means of determining the cost and charges required for such.

HOUSING PROBLEMS

I. Moving

1. For moving from one block to another or from one apartment to another within the block, the prospective mover must be referred to the housing superintendent, whose approval is necessary for all moves. Wherever possible, the Manager must discourage moving; for it disrupts the census statistics, creates vacancies which must be filled by strangers, and may create jealousies and disturb equal distribution of supplies throughout the colony. If you find reasons satisfactory for moving, instruct the prospective mover to secure a permit from the housing superintendent. No moves will be permitted without his approval. With the exception of certain cases certified by Dr. Carson, there is no transportation available for the moving of families.
2. Advise single people in your block to combine into groups of six in an apartment, in order that it will not be necessary to house strangers with them later.

II. Repairs

1. If barracks within your block need repairs, such as roofing, stove connections, etc., refer directly to the housing superintendent or the sanitary inspectors.

III. Heating

1. In the interests of fire precaution, the colonists should be advised to place at least two inches of sand in the bottom of the stoves before use. The colonists should be assured that more suitable stoves will be provided before the cold season.
2. Adequate fuel will be supplied throughout the winter season by the Maintenance Department.

IV. Electrical

1. Discourage the use of hot plates with the exception of those being used for babies' bottles. Arrangements should be made so that two hot plates are never used at the same time in any barrack. For your information, the switch box in each barrack is equipped with a 15 amperes fuse which is capable of handling only 1500 watts. Therefore, the fuse is insufficient to handle a hot plate (which uses an approximately 1300 watts) when other electrical devices are being used within the same barrack.
2. Advise people that definitely no irons are to be used within the barracks. Facilities for same are provided within each block.
3. No more than two plugs or extensions can be placed in each socket.
4. Electrical repairs may be referred to Mr. Slattery or directly to the Electrical Maintenance Department located at Warehouse #348.



1A. HIRSHMAN

1B. HIRSHMAN

1C. HIRSHMAN

1D. HIRSHMAN

1E. HIRSHMAN

1F. HIRSHMAN

1G. HIRSHMAN

1H. HIRSHMAN

1I. HIRSHMAN

1J. HIRSHMAN

1K. HIRSHMAN

1L. HIRSHMAN

INSTRUCTIONS TO BLOCK MANAGERS IN REGARDS TO:

A. Messhall

1. He should not concern himself with the organization and operation of the messhall. However, he may aid in the proper operation of the messhall when requested by the Chief cook or the Steward to do so. He should act as a medium between the messhall and the people and may transmit complaints to the Chief Steward. For problems of supplies, the Chief cook of the respective messhall should notify the Chief Steward personally.

B. Janitorial

1. He should assist the janitorial staff in appointing the janitors. However, it is advisable that he should not interfere with the duties of janitorial staff within his block, although he may transmit complaints to the superintendent of maintenance. Janitors' supplies and other necessities should be referred by the janitors of the block to the head janitor of the ward or to the Maintenance Superintendent.

C. Trucks

1. Trucks may be obtained for community purposes only by requisition to and by approval of the Supervisor for Civic Organization. It shall be his responsibility that the entire block benefits equally from such use.

D. Employment

1. If the person desires any form of employment refer him to the Placement office at #1208.

E. First Aid

1. First-aid kits shall be available in each manager's office for minor injuries. (Instructions in first aid will be given in due time.)
2. In cases of emergency, he should assist in obtaining proper medical care. (Clinic schedules: see schedule in back).

F. Lost and Found

1. There shall be established in each manager's office a lost and found department for which he shall be responsible.
2. A weekly report of lost and found articles shall be made to the Superintendent for Community Services.

G. Utility Man

1. A block manager may appoint a utility man for his respective block. This person's duties are to aid the people in the construction of clothes lines, desk and chairs for the Manager's office and other necessary construction when requested.

H. Compulsory Weekly Report

1. A report of your activities should be turned into the Superintendent of Com. Activities each Monday by noon. This report may include a report of your problems and the methods you used in its solution. The report should cover the week beginning Saturday through Friday. Suggestions may also be included in this report.



TRANSMISSION TO BUREAU OF INVESTIGATION

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ANNOUNCEMENTS TO THE PEOPLE OF THE BLOCK:

A. Soldiers of Japanese ancestry

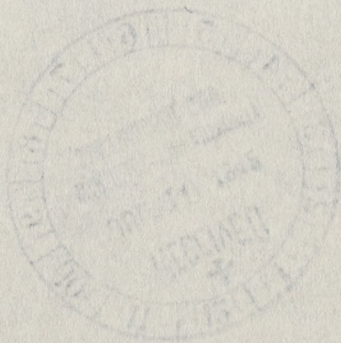
1. The Regional Director has informed us that soldiers of Japanese ancestry in the United States Army may not be furloughed to visit areas within the Western Defense Command.

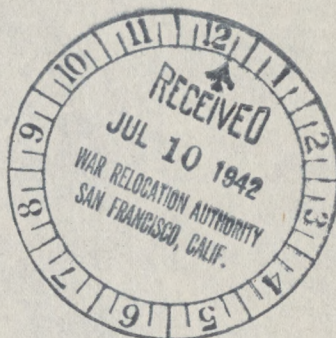
B. Banking Facilities

1. Banking facilities under the Bank of America will be available at #718 during the hours of 10:00 to 3:00 on Tuesdays and Fridays.

C. Canteens

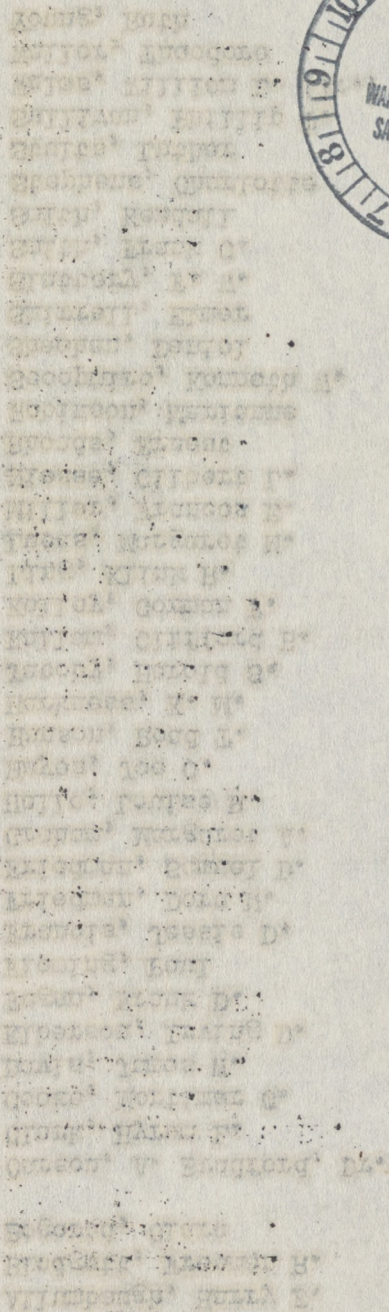
1. Temporary canteens have been established at Block #7 and #27 for the benefit of the colonists.





PERSONNEL--TULE LAKE PROJECT

<u>NAME</u>	<u>POSITION</u>
Allumbaugh, Harry E.	Superintendent of Maintenance
Blodgett, Freeman R.	Asso. Com. Enterprise Supt.
Bogorad, Clara	Clark-Stenographer (Sec. to Fleming, Chief Com. Service)
Carson, A. Bradford, Dr.	Senior Medical Officer
Clark, Hyrum L.	Head, Personnel Records
Cooke, Mortimer C.	Transportation & Supply Officer
Davis, James W.	Motor Pool Superintendent
Elberson, Irving D.	Community Activities Supv.
Fagan, Frank D.	Placement Officer
Fleming, Paul	Chief Com. Service
Francis, Jessie D.	Adult Education--Dept. Head
Friedman, Dora N.	File Clerk
Friedman, Samuel D.	Housing Superintendent
Graham, Margaret A.	Head Nurse
Halle, Louise R.	Asst. Community Worker
Hayes, Joe O.	Acting Asst. Project Director
Hanson, Road T.	Principal Fiscal Accountant
Harkness, K. M.	Supt. of Schools
Jacoby, Harold S.	Chief Internal Security
Kallam, Clifford B.	Farm Superintendent
Kelley, Gorman F.	Accountant--Detail
Ling, Klink R.	Storekeeper
Lucas, Margaret M.	Sec. to Administrative Officer
Miller, Frances E.	Leave Clerk
Niesse, Gilbert L.	Senior Administrative Officer
Rhoads, Ernest	Chief of Fire Protection & Safety
Robinson, Marianne	Nursery School Teacher
Seooprere, Kenneth W.	Head, Property Control
Sheehan, Daniel	Construction Engineer
Shirrell, Elmer	Project Director
Slattery, F. W.	Senior Engineer
Smith, Frank C.	Chief Employment Officer
Smith, Kendall	Acting Chief of Com. Enterprise
Stephens, Charlotte	Stenographic Pool
Stults, Luther	Project Steward
Sullivan, Phillip T.	Procurement Officer
Wales, William L. (Jr.)	Engineer Aid
Waller, Theodore	Com. Activity Supervisor
Young, Ruth	Sr. Clark-Steno. Sec. to Project Director



BLOCK MANAGERS

WARD I:

4----SHINBO, Ralph, 407-C
5----MAEKAWA, Tomijiro, 507-C
6----NAGASAWA, Tom T.
13----MITOMA, Toshichi, 1307-C
14----KASUBUCHI, Ben, 1407-C
15----ABE, Paul, 1507-C
16----FURUKAWA, Frank, 1607-C
17----FURUYA, William, 1707-C
18----SAKAMOTO, Shigoru, 1807-C

WARD III:

22----SAKIYAMA, George
23----TERAMOTO, William
24----INOUE, William
31----MIYAKE, Frank S.
32----MAYEDA, William
33----MIZUGUCHI, Yukio
34----OKUMURA, Jack
35----HIDA, Soichi
36----IZUNO, Minoru

WARD V:

40----NAKAYA, Harry I.
41----YAMADA, Clifford M.
42----
43----
44----
45----YAMANE, Shigeru
46----OKIMURA, Takeo
47----
48----

WARD II:

25----AKAHOSHI, Nobuta
26----OSHIMA, Ben
27----IWASAKI, Minoru
28----OSUGA, Peter
29----SAKAI, George
30----TAMURA, Bill
37----OSHIKA, Naichi
38----NODA, Jindo
39----MITA, Soji

WARD IV:

7----MARUYAMA, Masamori
8----TSUDA, Seiichi
9----
10----TSUDA, Wallace
11----TAKAHASHI, Jack
12----YOKOTA, Masao
19----ITO, Ted
20----YASUDA, Tuffy
21----MUROKI, George

WARD VI:

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WARD VII:

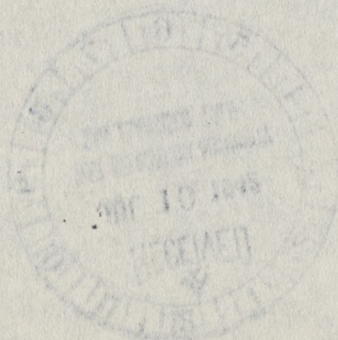
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ADVANCE BLOCK MANAGER----OTM, Robert, 615-C

CLINIC SCHEDULE

<u>DAY</u>	<u>MORNING CLINIC</u>	<u>AFTERNOON CLINIC</u>
Monday	Eye, Ear, Nose & Throat	Medical & Surgical (Men and Women) Gynecology, Orthopedics
Tuesday	Pre- and Post-Natal	Pediatrics
Wednesday	Eye, Ear, Nose & Throat	Medical & Surgical (Women only)
Thursday	Dermatology, Venereal Disease, Genital-Urinary	Pediatrics
Friday	Well Babies	Medical & Surgical (Men and Women)
Saturday	Still Open	Emergency Only
Sunday	- Emergency Only -	

One doctor on 24-hour Emergency Call constantly.





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FIREHOUSE 2

Block 34	Block 35	Block 36
Block 33	Block 32	Block 31
Block 22	Block 23	Block 24

Block 37	Block 38	Block 39
Block 30	Block 29	Block 28
Block 25	Block 26	Block 27

Block 52	Block 53	Block 54
Block 51	Block 50	Block 49

Block 56

Block 74	Block 73	Block 72
Block 69	Block 70	Block 71
Block 68	Block 67	Block 66

Block 21	Block 20	Block 19
Block 10	Block 11	Block 12
Block 9	Block 8	Block 7

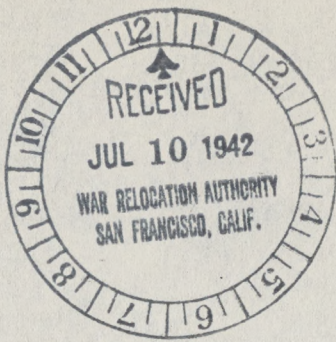
Block 18	Block 17	Block 16
Block 13	Block 14	Block 15
Block 6	Block 5	Block 4

Block 46	Block 47	Block 48
Block 45	Block 44	Block 43
Block 40	Block 41	Block 42

Block 57
Block 58
Block 59

FIREHOUSE 1

HOSPITAL



Block 10	Block 11	Block 12
Block 13	Block 14	Block 15
Block 16	Block 17	Block 18

Block 19	Block 20	Block 21
Block 22	Block 23	Block 24
Block 25	Block 26	Block 27

Block 28	Block 29	Block 30
Block 31	Block 32	Block 33
Block 34	Block 35	Block 36

Block 37	Block 38	Block 39
Block 40	Block 41	Block 42
Block 43	Block 44	Block 45

Block 46	Block 47	Block 48
Block 49	Block 50	Block 51
Block 52	Block 53	Block 54

Block 55	Block 56	Block 57
Block 58	Block 59	Block 60
Block 61	Block 62	Block 63

Block 64	Block 65	Block 66
Block 67	Block 68	Block 69
Block 70	Block 71	Block 72

Block 73	Block 74
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Block 75	Block 76	Block 77
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