

R1.33

2 of 3

1943

67/14  
C



RELOCATION AUTHORITY  
TULE LAKE PROJECT

O F F I C E   M E M O R A N D U M

Date: Jan. 4, 1943

TO: All Caucasian Personnel  
FROM: Harvey M. Coverley, Project Director  
SUBJECT: Staff Meeting

There will be a meeting of all Caucasian personnel on

WEDNESDAY, JANUARY 6, 1943

4:45 P. M.

PERSONNEL RECREATION HALL

Your presence at this meeting is requested. Wives and husbands of staff members are cordially invited to attend.

Harvey M. Coverley  
Project Director



Tule Lake Center  
Newell, California

January 28, 1943

MEMORANDUM TO: All Employees  
FROM: R. R. Best  
SUBJECT: Surrender of Ration Books

The following regulation issued by the Office of Price Administration is quoted for your information and guidance:-

Paragraph 465 (3)

"Any employee, specified in paragraph (a) - who lives in the place where food is served to him (or in the premises maintained in connection with that place) for seven (7) consecutive days or more, and who takes eight (8) or more meals a week MUST turn over all his War Ration Books to his employer in the manner prescribed in Par. (a) of 17-1-(421) during the period for which his employer has received allotments of rationed foods pursuant to this section."

In accordance with the above quoted regulation, <sup>per week</sup> all employees of the WRA who eat eight (8) or more meals in the Administrative Mess Hall Must turn in their ration books immediately.

Mr. Raymond B. Hayward, Chief Project Steward, has been designated by me as the official who shall have custody of the ration books surrendered under this regulation.

R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

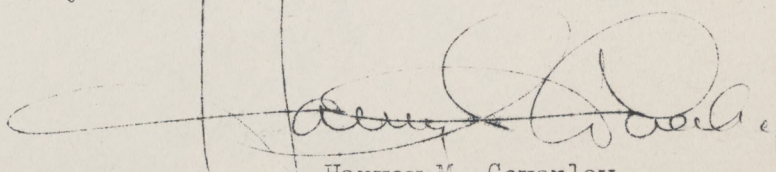
January 29, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Replacement of Eyeglasses

Mr. Shirrell's memorandum of November 30, 1942, relative to the replacement of eyeglasses of evacuees which are destroyed as a result of an accident occurring during the course of work for W. R. A. is hereby rescinded.

Eyeglasses will be replaced, however, in accordance with the provisions of Administrative Instruction No. 54. You will note that this instruction requires a certificate of medical necessity and a statement that the evacuee is unable to bear the expense involved. Both of these certifications should appear upon the requisition when it is forwarded to the Property Control Section. The governing instructions shall not be interpreted narrowly in such instances.

A large, stylized handwritten signature in dark ink, appearing to read 'Harvey M. Coverley', is written over a horizontal line.

Harvey M. Coverley  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project

February 2, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Incoming Telegrams

Every effort must be made to speed up replies to incoming telegrams. Telegrams should be answered the same day but when circumstances do not permit, a definite reply must be made within twenty-four hours following the message's arrival. The following routing procedure will go into effect immediately.

Regardless of the number of copies routed, the officer responsible for answering the incoming telegram will be designated by the figure "1". Should the officer so designated feel that he is not responsible for the reply to the incoming message, he is to notify Miss Young immediately so that she may notify the individual on whom the responsibility should be placed.

Harvey M. Coverley  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project

February 2, 1943

MEMORANDUM TO: All Personnel

SUBJECT: Personnel Mess Hall

In our recent memorandum we requested that all members of the staff cooperate with us in keeping to a minimum the guests invited to the Personnel Mess Hall and in cases where guests are to be invited, they should notify Miss Ito, Head Stewardess, at least one day in advance.

I regret that in some instances members of the staff are not cooperating and only giving Miss Ito ten or fifteen minutes' notice before inviting guests for luncheon or dinner.

May I reiterate that mess facilities are limited, especially at dinner time, and we must have your cooperation as previously requested.

Mortimer C. Cooke  
Acting Asst. Project Director



MEMORANDUM  
WAR RELOCATION AUTHORITY  
TULE LAKE PROJECT

February 23, 1943

TO: ADMINISTRATIVE PERSONNEL  
FROM: PROJECT DIRECTOR  
SUBJECT: RATIONING

This is to inform you that a special panel of the Tule Lake Rationing Board has been established for this project. The members on this panel are Mr. Dayton of the Tule Lake Board, Mr. Paul Fleming and Mr. Don Elberson of the administrative staff. It will be the duty of this Board to handle the rationing problems of the staff as well as those of the evacuees.

Beginning February 25 at 9:00 A.M., this panel will begin the registering of the administrative personnel for War Book No. 2 (food ration) at the now vacated No. 4 store. You will find attached to this announcement a Consumer Declaration which you are to fill out and present on registering for the No. 2 book. It will also be necessary for you to present your No. 1 War Ration Book at the time of registration.

Any further questions regarding the ration program may be submitted to the panel during their hours of business.

(Signed) HARVEY M. COVERLEY  
Project Director



WAR RELOCATION AUTHORITY

Tule Lake Center  
Newell, California

March 1, 1944

TO: All Evacuee and Appointed Personnel

SUBJECT: Fire Reporting Telephone

Effective 4:15 P.M., February 29, 1944, the following changes in location of fire reporting telephones will be official:

Fire reporting telephone No. 53 removed from location outside of former main gate to the center of southeast side of Block 79.

Fire reporting telephone No. 1 removed from Block 59 and installed in center of southeast side of Block 76.

Fire reporting telephone No. 15 removed from Block 57 and installed in center of southeast side of Block 83.

All of these fire reporting telephones terminate at the fire alarm switchboard, located at Fire Station No. 1, and are subject to restrictions as any other fire reporting telephones.

H. L. Black  
Acting Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

March 8, 1944

TO: All Appointed Personnel & Their Families

SUBJECT: Tule Lake Fire and Speed Regulations

FIRE REGULATIONS: (Section 40.4)

The fire regulations of WRA are found in Section 40.4 of the Fire Protection Manual and Handbook.

Very definite responsibilities and duties are placed upon the personnel by these regulations. (Sections 40.4.13 and 40.4.23-A)

Penalties for violation are provided. See Section 20.1.252 of the Personnel Management Handbook and Section 40.4.19-E of the Fire Protection Handbook.

You should read and become familiar with your fire regulations and do your utmost to contribute to the fire safety of Tule Lake.

Always feel free to call upon the fire protection officers for any advice or suggestions you may desire. It is their duty to give such assistance, and they always welcome the opportunity to serve you.

If you are in doubt regarding your responsibilities or regarding the possible existence of any dangerous condition in your home on the Center or at your station of duty, it is suggested that you make this request, even though you see nothing that appears dangerous.

The Fire Protection Officer can give you valuable advice. Please use this service.

REPORTING FIRES:

Fifty-four (54) reporting telephones are scattered throughout the Center. These telephones go direct to Fire Station No. 1 and cannot be connected to any other telephones. Locate the fire reporting telephone nearest your residence and station of duty.

You can also report a fire over the other telephones. When using regular telephone to report a fire always say: ("I WANT TO REPORT A FIRE.") The operator will connect you to the fire station or take the location. Speak slowly and distinctly; do not become excited. Learn the official locations of your home and station of duty. This will assist in rapid response by the Fire Department.

The use of a fire reporting telephone is preferred for reporting fires. The exact location will then be known by the fire alarm operator. Tell him what is burning, if possible.



Stay at the fire reporting telephone until the Fire Department arrives. Give them exact location of the fire if its location is not very apparent. This is important.

#### WHEN YOU EXTINGUISH A FIRE:

If you have a fire and extinguish it yourself, always call the Fire Department. Many fires have been disastrous because one tiny spark remained. Your cooperation in all matters pertaining to fire prevention and fire protection is earnestly solicited.

#### SMOKING:

Smoking is prohibited in all places except where suitable ash trays are provided. (Section 40.4.11-B) Very shallow ash trays or those made of combustible materials are not considered suitable. Therefore, provide yourself with a satisfactory ash tray if you wish to smoke in your apartment or in authorized locations at your station of duty.

Do not smoke in a prohibited location or throw cigarettes, hot matches, ashes, etc, into waste paper baskets or into other combustibles.

#### FIRE PROTECTION:

Fire Prevention and fire protection are very important subjects in any city or camp situated in a semi-arid and remote location, with scant water supply and the minimum amount of fire apparatus and well-trained Fire Protection Officers, especially where winds of high velocity can be expected with little or no advance warning.

Tule Lake has all of the above handicaps in a very pronounced degree, with the added hazards of all buildings in this city being constructed of very flammable materials and classified by Fire Protection Authorities as a conflagration breeder, because even the smallest fire can quickly spread into a destructive inferno far beyond the capacity of all fire apparatus within a radius of many miles, even though the water supply was unlimited.

The smallest spark, left in a location exposed to the unpredictable wind, can become the agent of destruction that could wipe out the entire camp in an unbelievably short time. A single live coal can be carried great distances by the wind, and start a fire, causing wide-spread suffering and destruction in the Center. Fire records show many cases where conflagrations have been started by small apparently unimportant things.

Every pile of kindling, wood, coal or rubbish or combustible material, especially those left within 20 feet of such building, therefore, becomes a serious fire hazard. Such piles, even though quite remote from structures, can be dangerous in a wind. Section 40.4.11-A to I

Tule Lake center, like all other WRA centers, was constructed on very short notice and under the conditions imposed by war. Fire hazards are to be found in nearly every building and in every office and apartment--fire hazards that are a source of grave concern to the experienced Fire Protection Officer, but usually passed over lightly, or deemed safe by the average layman.



ELECTRICAL HAZARDS:

Electrical circuits were designed for loads far lower than is found to exist in nearly every building on the Center. The unauthorized use of hot plates, irons, electric heaters and many extension cords from a single electrical outlet contribute to the overloads and becomes a matter of serious concern. You must have approval to use such devices. Section 40.4.9-D and E

Stoves of all types are natural fire hazards, unless properly installed. Our Regulations specify that all new installations of stoves or changes of location, including any alteration that affects the clearances to combustible materials, shall be approved by a Fire Protection Officer. It is known that many stoves, as now installed, are not safe because of dangerous changes that have been made without proper approval. If there is any evidence of scorch or char near your stove, please notify the Fire Department at once. Section 40.4.8.

PARKING:

Fire Regulations on all Centers and on all government properties prohibit parking of automobiles or automotive equipment closer than 20 feet from a building or fire hydrant. Your cooperation in this respect is requested. Please park your car in a parking lot or in an approved location. Section 40.4.12

SPEED REGULATIONS:

The speed of fire apparatus responding to an alarm of fire is 25 miles per hour on the Center. In the past, cars of appointed personnel and others have interfered with fire apparatus responding to fires and by parking near the fire, which materially interfered with Fire Department operations. Don't follow closer than 200 feet to any fire apparatus nor park closer than 500 feet to a fire.

If you lead the fire apparatus to the fire, you are breaking the Center speed laws. The maximum speed is 20 miles per hour except for emergency equipment responding to a call.

*Harry L. Black*  
Harry L. Black  
Acting Project Director

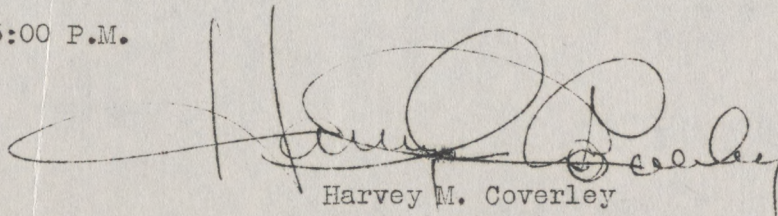


WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

March 23, 1943

MEMORANDUM TO: All Appointed Personnel  
SUBJECT: Staff Meeting

There will be a staff meeting of all appointed  
personnel in the Recreation Hall on Thursday, March 25,  
1943 at 5:00 P.M.

A large, stylized handwritten signature in dark ink, appearing to read 'Harvey M. Coverley', is written over the typed name and title.

Harvey M. Coverley  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

April 7, 1943

MEMORANDUM TO: All Division Chiefs and Section Chiefs

SUBJECT: Changes in the Preparation of Outgoing Official Mail

In the interest of stationery conservation during the war emergency, certain changes in the preparation of outgoing official mail will be necessary.

Effective immediately, all correspondence addressed to the Washington WRA Office and to the WRA Field Offices will be placed in envelopes prepared in and by the Mailing Room; and Divisions should no longer include separate envelopes in the letter assembly.

All correspondence directed to offices other than those mentioned above should continue to be accompanied by envelopes addressed in the usual manner by the division originating the correspondence.

(Exception - - strictly confidential matter)

Joe O. Hayes  
Assistant Project Director



*Rationing*

WAR RELOCATION AUTHORITY

Tule Lake Project

OFFICE MEMORANDUM

Date: 4.20.43

TO: All Appointed Personnel

FROM:

SUBJECT: Purchase of Rationed Articles for Evacuees

I am informed that members of the appointed personnel have, at times, been asked by evacuees to make purchases of rationed articles, and some have done so either using Ration Book 1 which has not been turned in according to instructions or Ration Books 1 and 2 issued to those who are going on indefinite leave within a few days.

I am asking that this not be done in any case inasmuch as it is contrary to OPA regulations.

*Harvey M. Coverley*  
Harvey M. Coverley  
Project Director

WAR RELOCATION AUTHORITY



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

June 4, 1943

MEMORANDUM TO: All Staff Members

For the benefit of those who have arrived on the project since August 10, 1942, I should like to call your attention to the fact that at that time it was requested of all staff members that they curfew their radios at 10:30 p.m.

Of late it has been reported by some that radios have been turned on loudly well after midnight. Please cooperate with us in this matter.

If you have children, it is requested that during working hours they not be allowed to loiter in the offices. Of late considerable confusion, noise and unnecessary clamor has been noticeable both in the offices and in the corridor.

*J. O. Hayes*  
J. O. Hayes

Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

June 9, 1943

MEMORANDUM TO: Appointed Personnel

SUBJECT: Juvenile Depradations

A complaint has been received from the Public Works Division that children of appointed personnel have been invading the lumber yard north of the Military Area and causing considerable damage and confusion.

In addition to tearing down and moving piles of material, they have been running and jumping from one pile to another, which may result in serious injury to some child.

If your child or children are playing in this general area, please instruct them to stay out of the lumber yard.

01-124/10  
Joe O. Hayes

Assistant Project Director



WAR RELOCATION AUTHORITY

Tule Lake Project  
Tule Lake, California

June 9, 1942

MEMORANDUM TO: All members of the Staff

SUBJECT: Project Instructions #4 - Method of  
Handling Outgoing Mail and Telegrams

Please note the Regional Office instructions regarding the method of handling outgoing correspondence from this Project.

All letters leaving this Project for the Regional Office are to be prepared for the signature of the Project Director. This correspondence will be routed to Miss Young's desk and she will be authorized to sign my name, referring to me any matters which are out of the ordinary.

No telegrams will be sent without being initialed by the Project Director, or, in his absence, by Miss Young.

*Elmer L. Shirrell*

Elmer L. Shirrell  
Acting Project Director



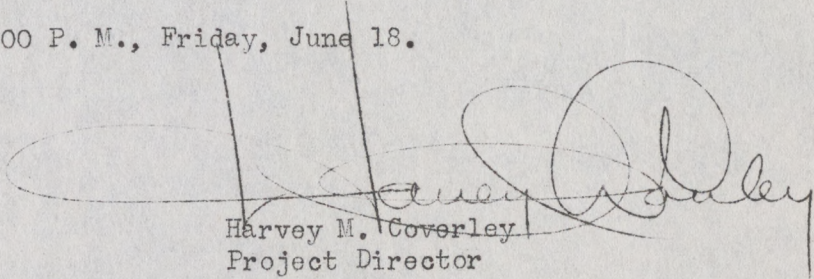
WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

June 15, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Staff Meeting

A general staff meeting will be held in the Personnel  
Recreation Hall at 5:00 P. M., Friday, June 18.



Harvey M. Coverley  
Project Director

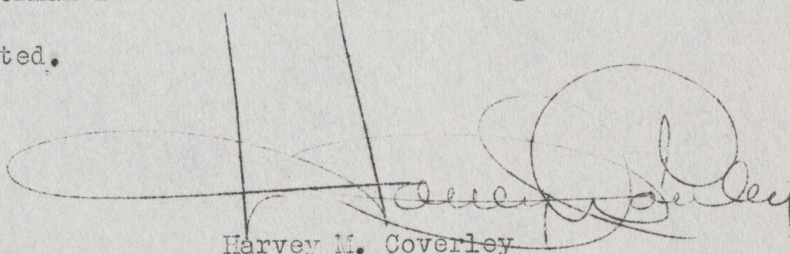


WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

June 15, 1943

MEMORANDUM TO: All Employees  
SUBJECT: Community Services Division

Effective at the beginning of business on Wednesday, June 16, 1943, Mr. Kenneth M. Harkness will be Acting Chief of the Community Services Division succeeding Mr. Paul Fleming, whose resignation became effective June 15. Mr. Harkness will continue to serve in this capacity until such time as a permanent successor to Mr. Fleming has been appointed.



Harvey M. Coverley  
Project Director



TULE LAKE PROJECT  
WAR RELOCATION AUTHORITY  
NEWELL, CALIFORNIA

OFFICE MEMORANDUM:

June 23, 1942

TO: All Division Chiefs and Section Chiefs

FROM: Elmer L. Shirrell  
Acting Project Director

SUBJECT: Approval of Requisitions -- Revision of Office  
Memorandum Dated June 15, 1942

Hereafter, all division heads, before approving requisitions from their divisions, will contact the Property and Transportation Division (Mr. Hayes) to ascertain that the materials needed are not in stock. If no supply is on hand, the division chief will approve by signing and then will route these to the Project Director's desk for his approval. From there requisitions will be routed to the Administrative Division where they become an order for the Procurement Section to take the necessary steps to purchase items named.

I am asking that you anticipate your needs as far in advance as possible. Buying on the open market is expensive and extravagant and we have no right to do it except in cases of dire emergency. We should be over the emergency stage by now and settled down to anticipating our needs at least one month in advance.

*Elmer L. Shirrell*  
Elmer L. Shirrell  
Acting Project Director



June 27, 1942

MEMORANDUM for All Caucasian Administrative Personnel

At the outset of the Project, arrangements were made with the Ford J. Twaits Co. to have loaned to the WRA a number of sheets, pillow cases, and pillows for the use of WRA personnel, who were at the time of arrival here unprepared to provide their own. Since the contractor will leave the Project shortly after the first of July, the property we have borrowed must be returned. In view of this, personnel are requested to have turned into the warehouse by not later than Saturday, July 4, sheets, pillow cases, and pillows which they have borrowed at this time. It is hoped that by July 4, we will have received pillows for personnel quarters which have been purchased for early delivery.

Daily the condition with regard to blankets for colonists is growing more critical, and personnel must therefore make arrangements to return all Government blankets they have in their custody by not later than Saturday, July 11, 1942. It is regretted that the Government will not be able to furnish these facilities, and it is hoped that the time allowed personnel to secure their own facilities will prove adequate.

In our new building program, guests quarters have been proposed. While these, of course, will of necessity be limited, they will be equipped completely.

*E. L. Shirrell*  
E. L. Shirrell



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

June 24, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Speech by Dillon S. Myer

Director Myer will be on March of Time Program tonight, June 24,  
at 7:30 P.M. Pacific Time.

*J. O. Hayes*  
J. O. Hayes  
Acting Project Director



WAR RELOCATION AUTHORITY

Tule Lake Project  
Newell, California

July 5, 1943

MEMORANDUM TO: All Staff Members

SUBJECT: Office Management

In connection with other duties,  
Mr. Mortimer C. Cooke is charged with the  
responsibility for managing Project office  
space. Any further adjustments by divisions,  
sections, or units should therefore be handled  
through Mr. Cooke.

*J. O. Hayes*  
J. O. Hayes  
Acting Project Director

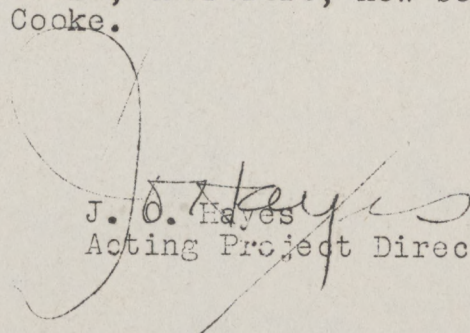


Tule Lake Project - Newell, California  
July 7, 1943

MEMORANDUM TO: All members of the Personnel  
SUBJECT: Alignment of Authority

A number of staff members are still placing requests for automotive equipment through the former Chief of Transportation and Supply Division, Mr. M. C. Cooke. For your information, on July 1, responsibility for Motor Transport and Maintenance was transferred to the Operations Division and is now under the jurisdiction of Mr. C. E. Zimmer, Assistant Project Director. Requests should, therefore, flow through Mr. Zimmer's division.

For your further information, Procurement; formerly under the Administrative Division, was on July 1 transferred to the responsibility of the Supply Section under the jurisdiction of Mr. Mortimer C. Cooke. Procurement problems should, therefore, now be routed through Mr. Cooke.

  
J. O. Hayes  
Acting Project Director



WAR RELOCATION AUTHORITY

Tule Lake Project  
Newell, California

July 11, 1942

MEMORANDUM TO: Division Chiefs

SUBJECT : Government Obligations

Several situations have arisen in the past and are continuing to occur which are very embarrassing to the War Relocation Authority. They are caused by individuals making commitments for purchase of materials and supplies and the hiring of personal services. The Procurement Officer is the only individual on the project who has received authorization to obligate Government funds for the purposes indicated above.

It is highly possible that individuals obligating Government funds without proper authorization may be called upon by the Government to make payment of such obligations from their personal funds. Therefore, in order to protect your interest as well as those of the Government, it is asked that you caution all personnel in your division against making any commitments that could be construed by a firm or individual as an order to furnish materials, supplies, or personal services.

*E. L. Shirrell*

E. L. SHIRRELL  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

July 22, 1942

MEMORANDUM TO: All Staff Members  
Tule Lake Project

SUBJECT: War Savings Bonds

After a staff member has been at Tule Lake Project for a few days, he or she is almost certain to say, "I feel so far away from the war here. There's no war consciousness." However, I am sure none of us has forgotten that there is a war or that it takes money to win a war.

The War Relocation Authority is now engaged in a campaign, sponsored by the Treasury, for the voluntary purchase of War Savings Bonds through pay-roll deductions. Attached is a set of questions and answers explaining the method used, kinds of bonds which can be purchased, etc. The goal set by the Treasury for each government office is 90% participation with 10% of the pay-roll pledged.

The Regional Office has asked us to send in a report by July 31 of the amount pledged and number of persons participating from this Project. Therefore, I am asking Miss Bogorad to call on you in the next day or two for the purpose of obtaining your pledges. First deductions will be made on the pay-roll for the period August 1 to 15.

*Elmer L. Shirrell*

Elmer L. Shirrell  
Project Director



## QUESTIONS AND ANSWERS

All references hereinafter to the terms and conditions of United States War Savings Bonds refer only to bonds of series "E", which are the only bonds purchasable on the Pay-Roll Savings Plan.

1. Q. What is a U. S. War Savings Bond?

A. A United States War Savings Bond is proof that you have loaned money to the United States Government for the purpose of financing the war and is the Government's promise to return to you (the purchaser or lender) 100 percent of your investment, and in addition thereto an increase in value provided you keep the bond at least 1 year. The amount of the total increase will depend upon the length of time you retain the bond.

2. Q. What rate of interest do War Savings Bonds pay?

A. War Savings Bonds do not bear interest as such, but increase in value periodically, the increase being such that if the bond is held to maturity (10 years) the return is at the rate of 2.9 percent compounded semi-annually, the equivalent of 3-1/3 percent simple interest.

3. Q. May I sell or transfer a War Savings Bond if I need money?

A. The bond, for your protection, is registered in your name and is not transferable during your lifetime, therefore cannot be sold by you or by any one else named on the bond. YOU MAY, HOWEVER, SURRENDER THE BOND TO THE UNITED STATES TREASURY DEPARTMENT, OR TO ANY FEDERAL RESERVE BANK, AT ANY TIME AFTER 60 DAYS FROM THE ISSUE DATE, WITH THE REQUEST FOR PAYMENT ON THE BOND DULY EXECUTED, AND RECEIVE THE FULL PURCHASE PRICE, PLUS ANY INCREASE IN VALUE WHICH MAY BE DUE.

4. Q. What is the purchase price of a War Savings Bond?

A. For the smallest bond you pay \$18.75. This bond increases in value until it is worth \$25 in 10 years. Series "E" bonds are also issued in denominations of \$50 at a cost of \$37.50; \$100 at a cost of \$75; \$500 at a cost of \$375; and \$1,000 at a cost of \$750. Any of these denominations may be purchased under the Treasury Pay-Roll Savings Plan.

5. Q. Must I purchase these bonds by paying cash in a lump sum?

A. No. You may authorize a periodic allotment of your pay and as soon as the purchase price has accumulated the bond will be delivered to you. Your Minute Man has a schedule of allotments and can explain it to you. Thousands of private concerns including many of the country's largest corporations have established similar plans for their employees.



6. Q. How may I become a subscriber to the Pay-Roll Allotment Plan?
- A. You simply fill out Treasury Form No. 2254 (supplied by your Minute Man) and the amount of savings you wish to set aside each pay day will automatically be placed to the credit of your account.
7. Q. What is this plan called?
- A. Voluntary Pay-Roll Savings Plan for the Purchase of War Savings Bonds.
8. Q. What is the smallest reservation I may authorize?
- A. You are asked to save at least 10 percent of your ~~gross~~ pay. A minimum of \$6.25 semimonthly has been established except that an allotment of \$3.75 or \$5 will be considered for employees receiving less than \$1,500.
9. Q. What is the largest reservation I can authorize?
- A. No limit, so long as the reservation is an aliquot part of the purchase price of a bond or a combination of bonds.
10. Q. Is it compulsory for me to authorize a reservation?
- A. No. This plan is voluntary, and is set up for your benefit and the benefit of your country. Let your conscience be your guide, keeping in mind that your country is at war, and the only way that a voluntary system can be maintained is through sympathetic cooperation of all the people.
11. Q. May I sign an authorization card now and have the deductions start at some later date?
- A. Yes.
12. Q. What becomes of my money?
- A. Your money is held by the Treasurer of the United States in trust until purchase price of the bond is accumulated.
13. Q. What happens then?
- A. A War Savings Bond is then registered and delivered as requested in your authorization.
14. Q. After my first bond is issued is another authorization necessary to get another bond?
- A. No. Your original authorization remains in effect until you make any change in the amount, or in the registration instructions, or direct otherwise. In such cases you must execute a new authorization card (Form 2254).



15. Q. I am now purchasing bonds under the Treasury Pay-Roll Plan. Is it necessary for me to execute a new authorization card?

A. Yes.

16. Q. How soon may I expect delivery of the bond after I have completely paid for it?

A. On the pay day following the one on which the purchase price of a bond has accumulated.

17. Q. What date will appear on my bonds?

A. Bonds will be dated as of the first day of the month in which the pay-roll allotments of the employee accumulate to the full purchase price of the bond to be issued. For example, if the third allotment of \$6.25 should be made on the pay roll for June 23, the employee would receive a \$25 bond (maturity value) dated June 1. However, if the employee desires fewer bonds of higher denominations, arrangements may be made for the issuance of such larger denomination bonds without loss of increment because of later delivery. In such cases, the bonds will be dated as of the first of the month in which one-half of the purchase price accumulates to the credit of the employee, delivery to be made when the full purchase price has been accumulated. For example, a semimonthly allotment of \$6.25 would entitle an employee to a \$25 bond every third pay period. Under this plan, in lieu of receiving a \$25 bond at the end of every third pay day, he may prefer to receive a \$100 bond at the end of every twelfth pay period, in which case the bond would be dated as of the first of the month in which the sixth pay period falls.

18. Q. If I find that I have oversubscribed and cannot continue my payments, what do I do?

A. Notify your Minute Man who will assist you in making an adjustment of your authorization card (Form 2254). Nothing further is required.

19. Q. May partial withdrawals be made from accumulated pay-roll deductions or may loans or assignments be made against them?

A. No. Withdrawals must be made in full. Loans will not be authorized.

20. Q. What happens to my money if I should leave the Government before I have completed my payments?

A. You may either complete payment for the bond in cash or you may withdraw your balance.



21. Q. May I renew my authorization after I have canceled it?

A. Yes. Obtain another Form 2254, execute it properly, and deliver it to your Minute Man as you did your prior authorization.

22. Q. May I increase or decrease the amount of my authorization?

A. Yes, by canceling the active reservation and authorizing a new one. (It is requested that these changes be made effective as of the first pay period following the purchase of a bond.)

23. Q. May I have alternate deductions made from my salary?

A. No. Regular and equal amounts must be set aside. Any other arrangement would make the plan too expensive to operate.

24. Q. What is a co-owner?

A. A co-owner is either of two persons named on a bond registered in the form "John Jones or Mrs. Mary Jones." Each co-owner has equal rights and the bond may be redeemed by either co-owner without the signature of the other. In the case of the death of one the surviving co-owner becomes the sole owner.

25. Q. What right does such a co-owner have?

A. A co-owner may, upon presentation and surrender of the bond with the request for payment duly executed and certified, obtain payment thereof without the signature, presence of, consent or knowledge of the other co-owner.

26. Q. What is a beneficiary?

A. A beneficiary is a person named in the bond as such, who becomes the owner upon the death of the original owner. The beneficiary thereupon acquires all of the rights of the original owner.

27. Q. May Series "E" Bonds be registered in the name of a trustee?

A. No.

28. Q. If I should die and my allotment account has insufficient credits to purchase a bond at my death, what happens to this money?

A. The records are transferred to the General Accounting Office, Washington, D. C., where final settlement is made with your estate in the same manner as unpaid salary.



29. Q. May a person under 21 own War Savings Bonds?

A. Yes. A bond may be registered in the name of a minor but if a legal guardian has been appointed such facts must be stated.

30. Q. What happens if my War Savings Bond is lost, destroyed, or stolen?

A. Obtain Proof of Loss Form from any Federal Reserve bank, or write to the Treasury Department, Division of Loans and Currency, Washington, D. C., for it. Upon proper execution and approval of these forms, duplicate bonds will be issued. If your bond should be lost or stolen the finder or thief could not redeem it because it is registered in your name.

31. Q. Is an indemnity or surety bond required in such cases?

A. Since the Series "E" Bonds are registered and nontransferable a bond of indemnity is not required unless for some special reason the Secretary of the Treasury deems it necessary in the public interest.

32. Q. Is interest payable on bonds?

A. War Savings Bonds are called "appreciation bonds"; that is, they do not pay interest periodically, but their redemption value steadily increases after the first year of their purchase and up to the time they mature. Such increased values are received at redemption of the bonds and are not paid separately. Remember, they will always be worth as much or more than you paid for them.

33. Q. How much interest is paid on bonds?

A. Interest as such is not paid but is represented by the difference between the purchase price of the bonds and the amount received for them at redemption. Thus, a bond bought in May 1942, for \$18.75 will be payable in May 1952, in the amount of \$25, an increase in principal amount of  $33\frac{1}{3}$  percent which is equal to an interest return of 2.9 percent per year compounded semiannually, or  $3\frac{1}{3}$  percent simple interest.

34. Q. Please explain the interest computation.

A. A table on the face of your bond shows in detail the periodic increase in value which represents accruing interest. No increase in value takes place during the first year and in no case is it payable until the bond is surrendered for payment. If the bond is held to maturity you will receive one-third more than you paid for it. The rate of return increases materially the longer you retain it, but of course no appreciation occurs after the maturity date.



35. Q. Where are War Savings Bonds registered?
- A. At the U. S. Treasury, Washington, D. C.
36. Q. May the Treasury call War Savings Bonds for redemption prior to maturity?
- A. No, but you may redeem your bonds any time after 60 days from the date of their purchase.
37. Q. May bonds be used as security for a loan or in payment of income taxes?
- A. No. They are nontransferable and cannot be used as collateral or in payment of any debt.
38. Q. Will War Savings Stamps be allowed as a credit in the purchase of bonds through this Pay-Roll Savings Plan?
- A. No. The plan is designed only for sale of bonds through pay-roll allotments. The accounting and other work involved in the sale or redemption of stamps would make the cost prohibitive.
39. Q. What can I do with the stamps I now have?
- A. It is suggested that you continue to buy stamps until you have accumulated enough to buy an additional bond. This should not, however, be done in lieu of the pay-roll allotments but, rather, in addition to it.
40. Q. Are the bonds subject to taxation?
- A. The law provides that such bonds shall be subject to Federal income and profits taxes, and estate, inheritance, gift or other excise taxes, whether imposed by the United States or by a State, but shall be exempt from all other taxation now or hereafter imposed on the principal or interest of the bonds by any State or local taxing authority or any possession of the United States.
41. Q. For Federal income tax purposes, how do I determine the amount to be reported as taxable in any particular year?
- A. Most income tax returns are filed on a cash basis. The purchase price of the bond as such is not subject to income taxation, but the income from the bond is taxable in the year in which it is actually received as a result of the cashing or redeeming of the bonds. The amount taxable is the difference between the cost price of the bond and amount received from it.



42. Q. Who should buy War Savings Bonds?

A. Everyone who is able to do so should invest the maximum amount he can afford, even though it involves personal denial. It is hoped that all salaried employees and wage earners throughout the country will invest at least 10 percent of their current income in War Savings Bonds. In so doing they (1) help finance the winning of the war, (2) eliminate a large amount of competition with the Government in the purchasing market, (3) help in the checking of the rise in prices, and (4) establish purchasing power for use after the war when it will be needed to keep factories going and men at work.

Help the Government protect your future. Buy War Savings Bonds -  
through the Pay-Roll Savings Plan.



WAR RELOCATION AUTHORITY  
Tule Lake Project  
July 29, 1943

MEMO TO: All Division, Section & Unit Heads

SUBJECT: Requisitions

It is requested that requisitions be placed with the Procurement Office on or before July 26, 1943, for the following list of materials and supplies:

B. Project 7--Candles, matches, soap, and toilet paper

Candles

Issue

Lantern

Matches, safety, 12 boxes to package

Paper, toilet, 1,000 sheets to roll

Powder, scouring, floor, type B

Soap:

Chip, 5-pound package

Grit, type A (fine)

Grit, type B (coarse)

Laundry, ordinary issue

Powder, hand scouring, mechanics' (detergent)  
(Federal Specification P-D 221)

Toilet, floating, white, 2-ounce cake

Trisodium phosphate technical (phosphate cleaner),  
for dishwashing machines.

C. Project 8--Miscellaneous and sanitary supplies

Brooms:

Corn

Rattan, push, without handle

Brushes:

Dust counter

Marking

Sanitary or toilet, type II, with 17-inch handle

Scrubbing, floor, hand, palmetto fiber

Stove blacking

Sweeping, floor without handle, 18-inch

Whitewash

Buckets, G.I.

Calcium hypochlorite



Cans, corrugated, nesting, G. I., with cover:  
Capacity, gallons: 10, 16, 24, 32  
Cleanser, toilet, bowl, and urinal  
Cuspidors (spittoons), plain, type 1, steel, with  
top (class D).  
Forks, manure:  
D-handled  
Long handled  
Handles:  
Broom, rattan, push, 51-inch  
Brushes, sweeping, floor, 72-inch  
Fork, manure, D-grip  
Mop, spring lever type  
Rake, garden, steel, 14-tooth  
Hooks, grass, curved-blade  
Hose, water:  
Braided; 5/8-inch  
Wrapped, 3/4-inch  
Insecticide  
Kerosene, for cleaning and sanitary purposes  
Lime, chlorinated  
Locks, pad, brass:  
1 1/2-inch  
2-inch  
Mats, door:  
Cocoa, 18 by 30 inches  
Cocoa, 22 by 36 inches  
Leather  
Mats, rubber; cuspidor, 18-inch  
Mops, cotton, 12 pounds per dozen, type 1, class A,  
without handle  
Nozzles, water hose  
Oil:  
Clock  
Petroleum, crude  
Paint, stencil, paste, black, 5-ounce  
Fans, dust  
Paper:  
Fly, 250 sheets to box  
Fly, ribbon, 100 ribbons to box  
Pigment, in-japan, lampblack  
Polish:  
Metal, liquid  
Stove  
Rakes, garden, steel, 14-tooth  
Ropes, used for other than transportation or construc-  
tion purposes.  
Scythes, grass, complete with snath  
Soda, caustic (lye), 13-ounce can  
Sodium carbonate, granular (monohydrate crystals),  
(commercial sal soda)  
Sprayers, hand



Traps, mouse and rat  
Turpentine, type I  
Wool, steel (Federal grade 1)  
Wringers, mop

D. Project 12--Kitchen and mess equipment

Breakers, salt (for salt shakers)  
Chinaware (thickware):  
Boats, sauce, 13-ounce  
Bowls:  
General use, 5 3/4-inch  
Sugar, with cover, 17-ounce  
Covers:  
Mustard pot  
Sugar bowl  
Cups, coffee, unhandled, 3 3/4-inch  
Dishes:  
Pickle, No. 2 club celery, 9 3/8-inch  
Vegetable baker, 11 7/8-inch  
Pitchers:  
Sirup  
Water, 8-pint  
Plates:  
Dinner, 9 5/8-inch  
Soup, 9-inch  
Platters, meat, 17 1/2-inch  
Pots, mustard, unhandled, with cover, 6 1/2-ounce  
Saucers, coffee, 7-inch  
Stoppers, bottle, vinegar (cruets, vinegar)  
Forks, table:  
Corrosion-resisting steel, rounded handle, type II,  
class B, de luxe finish  
Nickel silver  
Silver plated  
Glassware:  
Bottles, vinegar, with stopper (cruets, vinegar).  
Covers, mustard pot  
Pitchers, sirup  
Pots, mustard, with cover  
Shakers:  
Pepper, with metal top  
Salt, with metal top  
Tumblers, 10-ounce  
Knives, table:  
Corrosion-resisting steel, grille, type I,  
class C, de luxe finish.  
Corrosion-resisting steel, steak, type I,  
class B, de luxe finish  
Nickel silver  
Silver-plated



Pitchers:

Sirup; M1940, aluminum  
Water; aluminum, 5-quart  
Water, corrosion-resisting steel, 5 $\frac{1}{2}$ -quart,  
M-1939.

Platters:

Meat, metal; open-flanged edges, 17-inch  
Meat, metal, open-flanged edges, 17-inch aluminum.

Spoons:

Table, corrosion-resisting steel, type III, class C  
de luxe finish.  
Table, nickel silver  
Table, silver-plated  
Tea, corrosion-resisting steel, type III, class A,  
de luxe finish.  
Tea; nickel silver  
Tea, silver-plated

Tops, metal:

Pitcher, sirup:  
China  
Glass

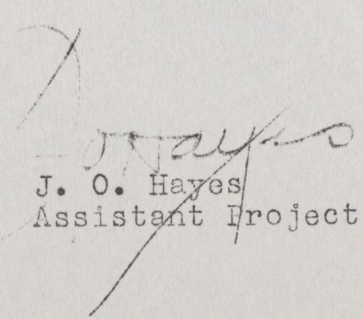
Tops, metal-ring, nonmetallic insert:

Shaker:  
Pepper  
Salt

Requisitions must have sufficient materials and/or supplies to insure that this Project will have an anticipated 90-day supply at all times with an additional 30-day supply enroute, which will mean that initial requisitions should call for an 120-day supply.

The following information must be placed on all requisitions:

1. Anticipated 90-day supply
2. Inventory of stock on hand
3. Amount enroute
4. Amount desired

  
J. O. Hayes  
Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

July 31, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

Effective Monday, August 2, Mr. W. A. Leigh will be Acting  
Finance Officer.

M. C. Cooke  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

Date: August 10, 1943

To: All Division Chiefs and Section Heads  
From: R. R. Best, Project Director  
Subject: Personnel Housing for Visitors

Inasmuch as several additional appointed personnel will arrive to help in the segregation program, will you please draw it to the attention of your division or section that before such persons may occupy any housing on the project, it is necessary to register with Mr. Ralph Peck, who is in charge of personnel housing. Some have come, and without authority, have taken up quarters which they found vacant and transferred bedding from other quarters.

Your attention to this detail will be appreciated.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

OFFICE MEMORANDUM

Date: August 10, 1943

TO: All Division and Section Heads  
FROM: R. R. Best, Project Director  
SUBJECT: Additional Staff for Segregation Program

Due to the amount of detail work which will fall within your various divisions and sections relative to the additional load thrown on you by the segregation movement program, if you need any additional staff members under an emergency appointment, will you send a list and a justification for such staff members to Mr. Harkness not later than the close of business Wednesday night, August 11.

It will probably be necessary that you put on additional evacuee employees to assist with the program and also to train them to take over the jobs which will be left vacant in your division or section due to segregation. If this be necessary, in putting through requests for appointments, please report on the request for labor that the appointment is "for segregation purposes."

It is anticipated that there will be a special allotment set up to cover the additional cost of the segregation movement. Therefore it is important that we keep this category of workers separate from the regular staff so that they will not be charged against the allotment set up in your budget.

*R. R. Best*

R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

OFFICE MEMORANDUM

Date: August 11, 1943

To: All Section and Division Heads  
From: R. R. Best, Project Director  
Subject: Meeting

There will be a meeting of all division chiefs and section heads in the personnel recreation hall at 4 p.m. Wednesday, August 11.

The purpose of this meeting is to clear the decks regarding the participation in the segregation program and to give each one an opportunity to clear up with other chiefs the questions involved in the overlapping of responsibilities so that you may lay out your plans accordingly.

It will be well for those of you who have Operations manuals to have those with you at the time of the meeting and to come with additional questions which you have relative to the program.

*R. R. Best*  
R. R. Best,  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

OFFICE MEMORANDUM

Date: August 11, 1943

To: All Division Heads and Section Heads

From: R. R. Best, Project Director

Subject: Requisition for Special Materials for Segregation

In order to avoid confusion in the allocation of funds for the purchase of special supplies or services necessary for the segregation program, it has been deemed advisable to set up a special account and to initiate all such requisitions through a central office. All requisitions for supplies or service which are to be charged to the special allotment for segregation will clear over the desk of the Community Management chief. Each requisition is to be clearly marked "for segregation program."

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

OFFICE MEMORANDUM

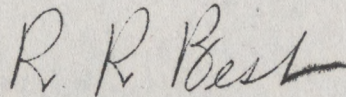
Date: August 11, 1943

To: All Division Heads and Section Heads  
From: R. R. Best, Project Director  
Subject: Responsibility in Segregation Program

Fifty additional copies of the Manual of Evacuee Transfer Operations have been ordered and as soon as they arrive each division chief and section chief will have access to a copy. It will be your responsibility to see that each function which is specifically delegated to your division or section be properly carried out.

Leeway is being given to the individual project to deviate from the Manual of Operations to facilitate the handling of its local problems. Where changes of responsibility will be effected for this project, Mr. darkness will notify you with a written memorandum regarding such changes of responsibility.

On receipt of a copy of the manual, please study it carefully and be sure that you understand thoroughly the entire program of transfer operations and your responsibility in the program.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

OFFICE MEMORANDUM

Date: August 12, 1943

To: All Section and Division Heads

From: R. R. Best, Project Director

Subject: Segregation Interviews

The Legal Aid Department is setting up a series of interviews for evacuees falling in Group II and may be calling some of your employees for such hearings. A notice is sent out to the individual giving the time and place of the hearing. Our employees are to be excused from their duties for the hearings. They may have to wait in the reception room for a short time before going before the interview panel but it should not be necessary for them to be away from their work more than a hour or two.

*R. R. Best*

R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

August 12, 1943

MEMORANDUM TO: All Division Chiefs  
All Section Heads

SUBJECT: SEGREGATION TRANSFERS

Decisions as to destinations of evacuees being transferred to other relocation centers through the segregation program is the responsibility of the SOCIAL WELFARE DEPARTMENT.

Inasmuch as these decisions are going to be based upon complex investigation and interviews, all members of the appointed personnel should not discuss preference in destination with any evacuee. Any questions that you may receive should be referred to the Social Welfare Department.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

August 13, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Meeting

There will be a meeting of all appointed personnel interested in the segregation program at 4:30 p.m., Friday, August 13, at the Personnel Recreation Hall. Material covered will be very similar to that presented to the Division and Section Chiefs this week, and it will not be necessary for them to come unless they wish to do so.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Relocation Center

August 13, 1943

MEMORANDUM TO: All division Chiefs and Section Heads

SUBJECT: Retaining key evacuee workers

In response to our request to Washington to be permitted to delay the transfer of key evacuee office workers until mass movements have been completed we received such authorization by wire yesterday.

This does not mean, however, that you will be permitted to freeze your office workers in their jobs but if they are willing to remain to help in the program, permission will be granted for them to follow their families after the segregation movements have been completed.

In order that the Social Welfare group may be able to keep their records clear on family groups it will be necessary that you notify my office promptly the names and addresses of such workers as you plan to keep for later movement.

We shall also need this list in order to set up a system of dormitories for such workers as we cannot permit them to retain the family apartments for single persons.

Please have a complete report of all such cases in my office before the close of business August 20.

*R. R. Best*

R. R. Best  
Project Director



August 18, 1943

TO: All Project Personnel

FROM: R. R. Best, Project Director

SUBJECT: Relocation

It is our desire to emphasize relocation now from Tulalake for two basic reasons: (1) In many cases it will be to the advantage of the evacuee to relocate directly without going through the intermediary step of transferring to another center; (2) Direct relocation has the double effect of lightening the taxpayer's burden, while at the same time a new producer is added to the nation's corps of victory workers. It is our responsibility as citizens and humanitarians to encourage this process.

It is my hope that each one of you will personally take this responsibility. Your individual help is needed because the present pace of relocation from this center should be speeded up. We should be receiving 500 applications for indefinite leave each week; we are receiving only 75. We can increase this to 500 if you will all help.

HOW CAN YOU HELP? There are at present 204 active members of our appointed personnel. The average evacuee family consists of three to four persons. If each one of you will personally see to it that at least one family relocates in the next few weeks, we shall have accomplished a great deal. We are convinced that it will take the expression of your friendly interest to give a large number of families the confidence and assurance necessary to embark on what they consider to be a bold adventure. It is not enough to have job offers pouring into the Placement Office; your personal solicitation is essential and indispensable.

THIS IS WHAT YOU DO: Many of you have friends or relatives in the unevacuated area. In some cases you have good church or business connections back home or elsewhere. If you fall into this group, we ask you to follow:

PLAN I: Establish contact immediately. Call upon your friends, relatives, etc., to assist you in relocating at least one family. Tell them you can get farmers, domestics, gardeners, clerks, stenographers, mechanics, almost anything. The Placement Office will send a telegram for you to your friends as a preliminary inquiry. Then you can dictate a follow-up letter to one of the Placement secretaries or to your own if you have one. Be sure to ask your correspondent to give complete data on the job descriptions and on subsistence factors when replying.



When you receive information on a relocation offer take it to the family of one or more of the evacuees with whom you are personally acquainted. Be sure that they are eligible for relocation. The Leave Office will determine this for you upon request. Also, it is important to know that evacuees going to the Atlantic Coast and Gulf Coast states must have Eastern Defense Command clearance (impossible to obtain on short notice).

We believe the personal relationship between you, the evacuee family, and the friend back east will make possible a number of successful relocations. Don't give up too quickly if the evacuees do not show immediate enthusiasm. It is our experience that they give considerable thought to these offers before making up their minds. On the other hand, high pressure methods, you will agree, will be unsuccessful.

There is no limit to the amount of help the Placement Office can give you in establishing contact with your friends outside, but in the event that all your connections are within the area prohibited to the evacuees, we ask you to follow:

PLAN II: There are more job offers at the Placement Office than we can presently fill. Surely you can find some evacuee of your acquaintance who will become interested upon your personal solicitation. It has been proven again and again by those staff members directly interested in the relocation program that one of the greatest stumbling blocks to relocation is inertia on the part of the evacuees. This can be overcome by your personal efforts.

Will you kindly take an evacuee, and the members of his family if possible, with you to the Placement Office and confer with one of the Relocation Officers? Perhaps a visit by you to the evacuees' home will help to build up confidence and hope. How many of you have never been in one of the colonist's apartments?

THE FIRST STEP: Attached you will find a response form which we ask you to complete and return to the Placement Office. If you are interested in helping, one of the Relocation Officers will ask you to come to the Placement Office (1208), at a time set by mutual agreement, to discuss what you can do under Plan I or II.

In asking for this contribution on your part, I do not want to overlook the fact that some individuals have already given a considerable amount of their time in bringing about the relocation of some evacuees. These efforts we deeply appreciate and hope that others will share the enthusiasm of those who have been helping since the beginning of the relocation program.

*R. R. Best*  
R. R. Best  
Project Director



August

To: Placement Office (1208)

Subject: Relocation

I am interested in helping at least one more evacuee family to relocate by following:

☐ Plan I

☐ Plan II

☐ My own plan as outlined below

as suggested in Mr. Best's memorandum of August 18. Please feel free to call upon me.

---

Signed



WAR RELOCATION AUTHORITY

Tule Lake Project  
Newell, California

August 20, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Limited Services of Photographic Section

Developing and printing films for the Appointed Personnel or for colonists by the Reports Office is forbidden. If exceptions are made to this rule, this service would have to be extended to all Appointed Personnel and evacuees. The Photographic Section is maintained by the Government for documentary purposes only.

The Appointed Personnel are asked not to request favors since no charge can be made for the printing and developing of these films. The allotment of funds and equipment of this section are limited.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

August 25, 1943

To All Division, Section & Unit Heads:

The telephone facilities at this Center are not sufficient to handle the business calls which are necessary at the present time and all personal calls should be eliminated immediately. The functions of several departments are being seriously handicapped due to such personal calls holding up necessary business calls.

The telephone operators have been instructed to cut off any unnecessary personal calls interfering with business calls.

Please advise all appointed and evacuee employees of the above restriction.

*R. R. Best*  
R. R. BEST  
Project Director



Tule Lake Relocation Center  
Newell, California

August 28, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Meeting

There will be a meeting of all appointed personnel  
5 o'clock Monday, August 30, 1943, at the Personnel Recreation  
Hall.

*R. R. Best*  
R. R. Best  
Project Director



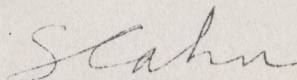
WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

August 31, 1943

MEMORANDUM TO:

There is transmitted herewith one copy of the War Relocation Authority Finance Manual and one copy of Administrative Instruction No. 41 (Revised,) which authorizes its use.

As changes or revisions, if any, are made to the manual, new sheets will be issued for insertion.



S. Cahn  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 1, 1943

To All Appointive Staff:

At the present time it is necessary that the administrative offices be opened a minimum of the regular forty-eight hours work week. It is understood that it is necessary for employees to have adequate time to transact personal business and for shopping during business hours.

In order to accomplish both requirements it is requested that effective immediately a schedule be planned by each division in order that not more than one-third of the appointive staff be away during the business hours of the six-day week. (Monday through Saturday) This shall be accomplished through having the "half day off" staggered on three different days of the week--Tuesday, Thursday and Saturday. It is suggested that it may possibly be a good plan to rotate the half days off in order that all employees would get the advantage of one Saturday afternoon in three.

*R. R. Best*  
R. R. Best  
Project Director



Tule Lake Project  
Newell, California

September 4, 1943

MEMORANDUM TO: ALL DIVISION CHIEFS  
ALL SECTION HEADS  
ALL UNIT HEADS

SUBJECT: VOLUNTEER SWAMPERS

An appeal is being run in the Tulcan Dispatch, Monday, for volunteers to help in the handling of the household goods and the baggage of the evacuees. The necessity for men to handle these goods is urgent and you are requested to release men from your division in every way possible.

It is best to have men who are not too young to assist in the handling of this heavy material. We need at least 150 men and as the turnover will be very high due to evacuees leaving the project, will you give this your personal attention?

Men should be transferred to the motor pool and their time should be reported daily by the time-keeper of your section and charged to segregation. If anyone wishes to terminate in his present job for this particular kind of work, and if it meets with your approval, you may grant such a termination effective immediately. State that they are volunteering to work as swamper in handling baggage as the reason for termination. There may be cases where some of your workers are leaving on trains during the segregation movement and therefore prefer to terminate from your section and be assigned direct to the motor pool for this work. To do this will not be considered a violation of the instruction given by Mr. Harkness regarding the inter-division transfer of workers during the segregation movements.

*R. R. Best*

R. R. Best  
Project Director



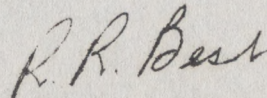
WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 4, 1943

MEMORANDUM TO: All Appointed Personnel

SUBJECT: Copy for "Tulean Dispatch"

All copy of whatever nature that is to be published in the "Tulean Dispatch" must be cleared through the Reports Office. It is very important that information regarding segregation and other matters conform to Administrative Instructions. So that all copy may be thoroughly checked, please do not send any material to the Dispatch without first having submitted it to John D. Cook.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY

Tule Lake Project  
Newell, California

September 6, 1943

MEMORANDUM TO: Unit, Section, and Division Heads

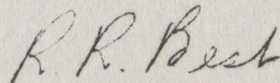
SUBJECT: Reporting of Compensatory Time

Effective as of September 1, 1943, the Attendance Record submitted to the Personnel Section at the close of every pay period will indicate the number of hours worked each day by each individual employee in order that WRA Form 262 can be maintained in the Personnel Office for all employees.

The normal work day is eight hours and the work week is six days which is a total of 48 hours in the Administrative work week; however, the location of this project is such that personal business, shopping, etc., cannot be transacted by the employees if this schedule is strictly adhered to unless they take annual leave for the time off.

In order that everyone may have an opportunity to transact their personal business during business hours, authority has been granted to work sufficient compensatory time each week to give all employees one-half day off during the week. Heretofore, Saturday afternoon was granted to all as the half day off, but experience is such that the best interests of the project is not being served by this method; and the policy has been changed to permit all units to function in a normal manner six full days each week.

The half days off will be Tuesday, Thursday, and Saturday, thereby allowing for approximately two-thirds of the appointive personnel being on duty on these three days and a full force Monday, Wednesday, and Friday. By rotating this system each week, an employee will have a Saturday off every third week. An employee's afternoon off will appear on the Attendance Record under the proper date and will be credited to Form 262 thereby balancing the compensatory time account.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 6, 1943

MEMORANDUM TO: All Appointive Personnel  
SUBJECT : Personnel Recreation Hall

It is my desire to organize the appointive personnel recreation hall in order that it may serve as a meeting place and a place of relaxation to all residents of the appointive personnel quarters. Some work has voluntarily been done by members of the staff. However, it has now come to the point where I think it should be organized and operated by a representation of the personnel. I am today appointing the following temporary committee:

Chairman: Mr. Mortimer Cooke

Members: Mr. Pete Zimmer  
Mr. Ralph Peck  
Mr. Frank Fagan

Within the recreation hall it is suggested that there might be organized a canteen to be operated by the appointive personnel on a co-operative basis, the receipts derived to be used for furthering a planned recreational program. As soon as the committee has a definite plan of operation it is my desire that a permanent committee be elected by an entire representation of the appointive personnel. Mr. Mortimer Cooke, together with the other committee members, will plan the date and arrange for the group meeting.

I realize that we have many problems to contend with at the present time and primarily in our minds is the segregation program. I do not intend that we divert our efforts or thoughts from this program. However, it is my feeling that possibly a small amount of time may be found during the day to organize this very necessary facility to the better operations of this project. I think we should have such facilities on the project and I would appreciate all the efforts and co-operation of the appointive personnel in carrying this program to the desired conclusion.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project

OFFICE MEMORANDUM

September 6, 1943

TO: Mr. Best  
Division Chiefs  
Section Chiefs  
Clothing Unit  
Payroll Unit  
Examination Unit  
Miss Gifford

FROM: S. Cahn, Acting Assistant Project Director

SUBJECT: Procedure for Issuance of Clothing Allowance for Transferees

The following procedure will be used in preparation of payment of Clothing Allowance for transferees from this project to other centers.

The Clothing Unit, upon receipt of a copy of the payroll for each train, will post to the Family Earnings Cards and prepare the Clothing Allowance Order. The Clothing Allowance Order will be forwarded to the Examination Unit for the preparation of the vouchers, the Payroll Unit assisting in this preparation. Upon completion of the typing of the vouchers, a check transmittal will be prepared to insure the transmittal of the check direct to the new center from the Disbursing Officer. The Schedule of Disbursement will also show on the face the mailing address of the checks. A letter of transmittal will be forwarded to the Disbursing Officer authorizing the delivery of the checks to the new center. A copy of the clothing allowance voucher together with a copy of the letter to the Disbursing Officer, will be forwarded to the new center so that they may check the receipt of the checks against the voucher.

The Clothing Unit, upon completion of the Clothing Allowance Order, will number the Family Earnings Cards for identification purposes. In those cases where the record must be separated according to particular circumstances of the case, such as, a family being separated, a separate card will be prepared for each portion of the family and the correct card for the portion of the family being transferred will be included in the records prepared for transmittal.

"Key Workers" who are retained at Tule Lake after their families leave for a new center will be paid clothing allowances here for themselves and family for the period of time they work at Tule Lake and the period of time they are en route to the new center, in the same manner as if their family had remained here with them.

A transmittal list, 1 original, 1 blue, 1 yellow, and 3 white copies, will be prepared in accordance with the train list, and the documents, together with the transmittal list, forwarded to Mr. Harkness for transmission to the new center.

*S. Cahn*

S. Cahn  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 8, 1943

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Housing Survey

Because of the critical need at present for adequate housing facilities and because it is necessary to have certain information for the intelligent management of the housing facilities at the project, I have directed the Administrative Management Division to perform a survey of all available quarters. I have instructed them to be as considerate as possible in this work and to keep the information regarding personal statistics to a minimum.

The survey covers:

- 1) A brief outline of the family structure.
- 2) An inventory of the furnishings and condition of the furnishings and quarters.
- 3) An adequate description of the housing facilities.

I do not like to survey housing facilities in this manner in excess of absolute essential requirements. However, the need for adequate records and control of housing on this project is now urgent and I will appreciate your co-operation with the employees assigned to this work in order that it may be concluded at the earliest possible date. I believe all residents will ultimately benefit from this survey.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY

Tule Lake Project  
Newell, California

September 9, 1943

MEMORANDUM TO: Division, Section and Unit Heads  
SUBJECT: Reporting Time for Employees Assigned Temporarily.

It is requested that all divisions which have been assigned school teachers on a temporary basis include their time on the Attendance Report for that section. The current Attendance Report should include the time for the employees assigned on this basis from the date they reported for duty.

Inasmuch as it is the desire of this office to deliver salary checks on the closing date of each pay period, it is requested that all divisions have their Attendance Reports in the Personnel Office not later than 10:00 a.m., on the 15th and last day of each month. It is important that Attendance Reports be complete to include the accurate time on duty for the entire pay period.

*R. R. Best.*

R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 11, 1943

MEMORANDUM TO: ALL DIVISION HEADS  
ALL SECTION HEADS  
ALL UNIT HEADS

SUBJECT: Reporting of Compensatory Time

Your attention is directed to the two memoranda issued by the Project Director under dates of September 6 and September 9 relative to reporting of appointive personnel overtime, compensatory time and the reporting of time for employees assigned to you temporarily. You will notice that no compensatory time can be allowed for overtime unless it is approved in advance by the Project Director. If you are going to find it necessary to require appointive personnel to work specific overtime, it will be your responsibility to prepare a memorandum requesting this authority in advance so that the necessary approval can be obtained.

In the event an emergency arises making it impossible to get such approval prior to the performance of the duty, and the emergency is such that it makes it necessary for you to make commitment to the employee for compensation for the overtime, it will be your responsibility to report this immediately the following morning in memorandum form to the Project Director explaining the circumstances.

The question has arisen as to whether or not it is possible to accumulate the half-day holiday, taking a full day or more at a later date. This must similarly be considered as additional overtime and shall be handled in the same manner as herein outlined. A previous instruction required that attendance reports show actual hours worked. That means actual authorized time worked - that is, the regular authorized work day plus any authorized overtime. When employees have their half-day off the attendance report should show the actual hours worked that day and the amount of leave taken as compensatory (i.e., 4 1/2). It is not necessary to submit a leave slip for the regular half-holiday.) When authorized overtime other than the half-holiday is compensated for, a leave slip shall be submitted to the Personnel Office and the form of leave shall be written as "compensatory".

Employees should understand, in connection with the half-holiday, that they are only entitled to time off equivalent to the amount of overtime worked during the week. That is, an employee works three-quarters of an hour overtime each of the five working days of the week, which is a total of 3-3/4 hours overtime for the week. On the day on which they take the half-holiday they work from 8:00 to 12:15, which is 4 hours and 15 minutes and the 3-3/4 hours compensatory time makes up the 8-hour normal working day. However, if an employee takes leave during the week he has only been charged for 8 hours. He, therefore, does not earn the 3/4-hour overtime that he would have earned had he worked that day. At the close of that week he would not be entitled to 3-3/4 hours but rather 3 hours, or as many 3/4-hour periods deducted as days on which he has been on leave for the week. In this case he is only entitled to the compensatory time due him and if he takes the full afternoon off the additional time must be charged as annual leave. A leave slip must be submitted to cover this time.

On the rotating plan of having employees take the half-holidays on three different days of the week it is understood that those taking the compensatory time in the early part of the week will not have yet earned it at the time of taking the leave. However, the personnel records will accumulate the overtime for one week and after that period of time any shortage of compensatory time to cover the leave will be charged to annual leave.

*S. Cahn*

S. Cahn  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 11, 1943

MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Statistics Section

Miss Gloria Waldron has been appointed head of the Statistics Section at this project. In order that she may carry out her assignment it is necessary that she have access to all of the files, confidential and other data on the project. You are requested to make such information available to her at her request.

It is my intention, as soon as possible, to correlate certain information now scattered through various offices of the project in the Statistics Section. I will make specific requests to transfer certain files from time to time to the Statistics Section.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 14, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Meeting

There will be a meeting of all Division Chiefs and Section Heads in the Personnel Recreation Hall today, September 14, 1943, at 5:00 P.M.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Relocation Center  
Newell, California

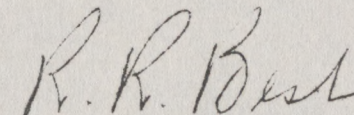
September 15, 1945

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Designation of Harry L. Black

Mr. Harry L. Black has reported to this Center for duty. He will be the Acting Assistant Project Director in charge of the Community Management Division. Your usual splendid cooperation will be appreciated.

Mr. Harkness will resume his former position as Superintendent of Schools in addition to continuing as coordinator of all segregation activities.



R. R. Best  
Project Director



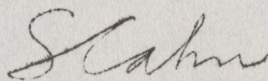
WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 16, 1943

MEMORANDUM TO: All Appointive Personnel  
SUBJECT: Administrative Personnel Housing

For your information the following change in organization has been made within the Administrative Management Division.

Personnel Housing, formerly temporarily under the Supervision of the Chief Steward, has now been transferred as a permanent allocation of work to the Property Control and Warehouse Unit. This duty is under the immediate supervision of Mrs. Mary Bello and Mrs. Emily Desper. All inquiries regarding Personnel Housing shall be made to these employees.



S. Cahn  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

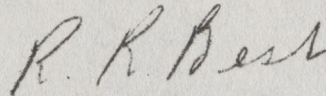
September 17, 1943

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Designation of Mr. Arthur J. Muir

Effective Thursday, September 16th, Mr. Arthur J. Muir of the Washington staff will temporarily act in the capacity of Finance Officer of the Tule Lake Project.

All duties assigned to the Finance Officer of this Project will come under the Direction of Mr. Muir.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 17, 1943

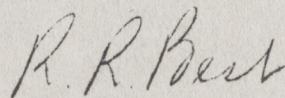
MEMORANDUM TO: All Appointed Personnel

Due to the uncertainty of train schedules, it is absolutely impossible to give any definite information relative to the arrival of incoming trains more than three hours in advance of the arrival of the train.

Therefore, a bulletin board will be established at the end of the hall of the center administration building opposite Mails and Files, where the latest train reports and the time of receipt of such reports will be posted.

For those concerned with train movements, it is your responsibility to consult that bulletin board frequently to keep yourself informed of any unexpected changes in the hour of arrival of incoming trains.

These bulletins will be posted by Captain H. S. Jennings.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

September 18, 1943

MEMORANDUM TO: All Division, Section, and Unit Heads  
SUBJECT: Night Mess Hall

Recently certain appointive supervisors have been personally authorizing mess hall #720, the necessary authority for the serving of meals to night workers. The authority to authorize the serving of such meals at any hour in this mess hall is solely the responsibility of the Chief Steward of this project. Because of these irregularities a misunderstanding occurred recently which might have turned into a serious incident.

There are no employees on this project, other than the authorized individuals in the Administrative Management Division, delegated the responsibility of issuing instructions to the chef at the night mess hall.

It is the duty of any supervisor who requires his evacuee employees to work evening or night hours to make the necessary arrangements with the Chief Steward in advance for the serving of necessary meals. Supervisors are not authorized to make these arrangements at the mess hall. In the event an emergency arises requiring immediate action and the Chief Steward cannot be located, such arrangements shall be made with Mr. Mortimer Cooke or Mr. S. Cahn.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
TULE LAKE PROJECT  
NEWELL, CALIFORNIA

September 30, 1943

MEMORANDUM TO: All division, Section and Unit Heads

SUBJECT: Cost Accounting and Property Control Unit

In order to improve our methods of operations, the following changes in authority and procedure will be effective immediately:

All property control and warehousing and all property, both expendable and non-expendable, shall come under the supervision of the Administrative Management Division, Cost Accounting and Property Control Unit.

Divisional storehouses are hereby abolished on this project and all policies and procedures approved by me shall be administered by the Administrative Management Division. It will be appreciated if Divisions will carry on as heretofore until a specific request is made of them to return the property to the custody of the project Property Officer. The project Property Officer shall assign the necessary warehouse space, prescribe the records and supervise its maintenance.

All storekeepers shall come under the supervision of the Cost Accounting and Property Control Unit as soon as the Administrative Management Division makes request for the transfer of their services. The Administrative Management Division shall prescribe procedures and policies for my approval and I hereby request that all operating units of the project abide by these procedures. These procedures may allow for certain activity storerooms which may be prescribed in order to facilitate the handling of certain types of property. Divisions, Sections and Units will be notified of these procedures in due time.

All accounting functions and timekeeping shall also come under the supervision of the Administrative Management Division as ordered by Administrative Instructions. The services of all persons engaged in this work shall be transferred to the Administrative Management Division and it shall be the responsibility of that Division to render satisfactory service to the other operating units of this project in order that they may intelligently carry on their duties. Cost accounting and timekeeping will come under the supervision of the Cost Accounting and Property Control Unit.

It will be appreciated if the operating units of the project will carry on as heretofore for the next few days until the Administrative Management Division is ready to assume its responsibilities, whereupon they will issue notification.

Any questions concerning this instruction may be clarified by calling the Acting Finance Officer.

*R. R. Best*  
R. R. Best

Project Director



October 7, 1943

MEMORANDUM TO: All Division, Section, and Unit Heads

SUBJECT: Answering of Official Correspondence

In order to insure prompt replies to our Center's incoming correspondence record, I have instructed Office Services Section to notify my office of failure by divisions, sections, or units to answer or acknowledge official letters within 72 hours of the time stamped on the back of the incoming correspondence.

The Mailing Room has also been instructed to keep an accurate record of all official wires and teletypes as a means of insuring their being answered within 48 hours of the time stamped on the back of each copy.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
TULE LAKE PROJECT  
NEWELL, CALIFORNIA

October 8, 1943

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Property Inventory

There is attached for your information a memorandum regarding physical inventory prepared by the Administrative Management Division. In order to get control of the property on this project it is absolutely necessary that this inventory be prepared as expeditiously and accurately as possible. The Administrative Management Division has assigned 8 appointive staff to supervise this inventory,

I will appreciate it if you will assign several appointive staff of your Division to assist this inventory and check the inventory of the property now in your possession. This inventory is to start immediately.

I have also requested that in order to conform to the new property procedure of centralized property control a copy of the inventory be signed by both the Property Officer and the head of the Division as this property is returned to the Property Officer.

Please submit the names of those you have assigned in your Division to assist the inventory to the head of the Administrative Management Division.

*R. R. Best*  
R. R. Best  
Project Director

Attachment



TO: Section and Unit Heads of Administrative Management  
SUBJECT: Physical Inventory  
FROM: S. Cahn, Acting Assistant Project Director

The physical inventory of non-expendable property (equipment) and expendable property (materials and supplies) as of September 30, 1943, has been started by a few section and unit heads. Property Control now has a small crew listing the office equipment located in the administrative building..

In order that this inventory will be expedited, the following men have been designated by me to actively head inventory crews.

Mr. Hedrick  
Mr. Levine  
Mr. Thompson  
Mr. C. Forrest  
Mr. Tracy  
Mr. A. Forrest  
Mr. Bailey  
Mr. J.W. Johnson

It is requested that the inventory be given precedence over all but emergency duties.. It shall be completed at the very earliest moment.

New property cards have been provided and set up on the basis of the June 30 inventory. Acquisitions and dispositions of property are being posted to the new cards. The



present inventory figures will be reconciled with the new card records and adjustments, when necessary, will be made.

Your particular attention is called to a new feature of our property procedure. All equipment of a durable nature is being assigned a WRA serial number. Decal transfers are being used for this purpose. An extra inventory crew member will affix the serial number to the piece of equipment at the time the item is listed on the inventory tally sheet. The serial number will be listed on the tally sheet and then it will be posted to the equipment property card when the physical inventory is checked with the card inventory.

Accurate and complete property records are essential to the proper conduct of our program. Supply, Procurement, and Fiscal activities are unable to efficiently function unless our property records are dependable and maintained in a current manner. All cost accounting records are dependent on the property movement factor and the cost accounts and reports are only as valuable as their source documents.



*Two distributed*  
*10/11/43*

WAR RELOCATION AUTHORITY  
TULE LAKE PROJECT  
NEWELL, CALIFORNIA

October 9, 1943

MEMORANDUM TO: Division, Section and Unit Heads  
SUBJECT: Correspondence with Prospective Employees

Several of the supervisors on this project have been corresponding directly with applicants for positions to fill vacancies in their organization. Considerable confusion has been caused because of this practice as a result of inaccuracies appearing in letters and other correspondence in connection with the position, salary, working hours and so forth.

It is requested that this practice be stopped immediately and the following procedure adhered to:

Supervisors may prepare letters for the signature of the head of Administrative Management contacting proposed incumbents for positions in their work. They may not, however, correspond directly with them.

This procedure is based on the premise that the control for employment is in the Personnel Office and it is necessary that they be currently advised at all times of all commitments on the part of this project. Further, it is necessary that all commitments be verified for accuracy before they leave this project.

Your co-operation will be appreciated.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
TULE LAKE PROJECT  
NEWELL, CALIFORNIA

October 9, 1943

MEMORANDUM TO: All Appointive Staff

SUBJECT: Half-Holiday

Beginning the week of October 18th, the half-holiday will again revert to Saturday afternoon. Employees formerly scheduled to take half-holidays during the week will discontinue this practice and will take the time off on Saturday afternoon.

It is requested, however, that each Section have one employee on duty on Saturday afternoon who in turn shall be given his time off on Wednesday afternoon.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

October 15, 1943

MEMORANDUM TO: All Appointive Staff

SUBJECT: Project Director's Meeting

There will be a Project Director's meeting Saturday morning, October 16th, at 10 a.m. of all appointive staff. The meeting will be held in the hospital, Ward E.

Among other subjects, the new Administrative Manual will be discussed. It is requested that those employees who have received this Manual bring it to the meeting.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Nowell, California

October 18, 1943

MEMORANDUM TO: All Division, Section and Unit Heads

SUBJECT: Outgoing Reports

I have requested the Administrative Management Division to establish in Office Services a control on outgoing reports. This control is to ensure the prompt mailing of all reports regularly required on specific days. The mailing date has been moved up, in some cases, to ensure receipt in Washington when required on the date stipulated in instructions.

If there are any errors, charges or additions to the attached list, which is intended to cover all reports required by the entire project, please advise Office Services immediately.

Effective November 1st, Office Services are to notify Division Heads when any report required in this attachment is not in their possession as of the close of business on the date shown in order that it may get into the first mail of the following morning. If the report is not furnished to them after their enquiry, Office Services are to notify me and I will take whatever action is necessary to have the report submitted.

It is my personal desire, in order that Tule Lake may maintain a reputation for prompt rendition of reports, that the attached schedule be strictly adhered to.

*R. R. Best*  
R. R. Best  
Project Director

Attachment



OFFICE OF PROJECT DIRECTOR

Project Director

Report - WRM 237 Revised - Part I - Government

To Washington (Director)

To San Francisco Field Office (Assistant Director)

Monthly report mailed from Reports Office on the 2nd of the following month.

LEGAL DIVISION

Project Attorney's

Report - Project Attorney's

To Washington (Solicitor)

To Chicago (Mr. Maurice Walk)

To San Francisco (Mr. Edgar Bernhard)

To all other Projects. (One copy each)

Weekly report mailed by each Saturday.

REPORTS DIVISION

Reports Officer

Report - WRM 125 Revised

To Washington (Office of Reports)

To San Francisco (Assistant Director)

Monthly report mailed by the 2nd of the following month

ADMINISTRATIVE MANAGEMENT DIVISION

Personnel Section

Report - Federal Civil Employees (3257)

To Washington

Monthly report mailed by the 3rd of the following month.

Report - Personnel Report (Att. 3257)

To Washington

Monthly report mailed by the 3rd of the following month.

Report - Selective Service Status (W.M.C. - 27)

To Washington

Quarterly report mailed tenth of the month following end of quarter.

Report - U.S. Information Return

To Washington (Office of Internal Revenue)

Yearly

Mailed January 31 following the close of the calendar.

Report - WRM 295 Weekly Report of Critical vacancies

To Duncan Mills Personnel Officer

Each Saturday before noon to Washington



Supply Section  
Mess Management

Report - Monthly Subsistence Supplies Received

To Washington

To San Francisco (Quartermaster Depot)

Monthly report mailed 5th of the following month.

Report - Subsistence Supplies on Hand (WPA 108)

To Washington

To San Francisco (Quartermaster Depot)

Monthly report mailed on 5th of the following month.

Report - Bank Status

To Washington (Chief of Mess Operations)

To San Francisco (Quartermaster Depot)

Monthly report mailed on 5th of the following month.

Report - Quarterly submission of thirty-day menus

To Washington (Chief of Mess Operations)

Quarterly report to be mailed 20 days in advance of the quarter concerned.

Report - Copies of all Requisitions Submitted to Quartermaster Depots  
(QM 400)

To Washington (Director)

Monthly report mailed on the 5th of the following month

Finance Section

Accounts

Report - WPA-80 - Status of Funds Allotted - 1943

To San Francisco (QM)

Monthly report mailed the 26th of each month.

To Washington

Monthly report to be mailed on the 3rd of following month

Report - WPA-80 - Status of Funds Allotted by Objective - 1944

To Washington

Monthly report mailed on the 3rd of the following month.

Report - WPA-80 - Status of Funds Allotted by Objective by Activity - 1944

To Washington

Monthly report mailed on the 3rd of the following month.

Report - WPA-81 - Trial Balance of General Ledger Control Accounts.

To Washington

Monthly report mailed by the 3rd of the following month.

Report - P.R.C. - 10 - Report of Participation in Payroll Savings Plan

To Washington

Monthly mailed by the 1st of the month for preceding month.



Report - OEM 649 - Daily Register of Transactions

To OEM San Francisco

Monthly report mailed by the 26th.

Report - WRA 251 - Personal Services Budget Analysis Report

To Washington

Monthly report mailed on the 2nd of the following month.

Report - IWSBC - 2 - Semi-monthly Report of U.S. Government Payroll Savings Plan

To Washington

Monthly report mailed on the 3rd of the following month.

Report - PRC - 10 - Inter-departmental War Savings Bond Committee

To Portland (Regional Coordinator)

Semi-monthly report mailed on the 16th and 2nd of each month.

Report - SF 1095 - Statement of Disbursements and Collections by Appropriation Limitations

To Washington

Monthly report mailed on the 15th of each month.

Report - W - 1 Return of Income Tax Withheld on Wages

To San Francisco (Collector of Internal Revenue)

Quarterly report mailed by 10th of month following quarter.

Mr. Eula Helt (Agent Cashier)

Report - TF 1655 Statement of Accounts of Funds Entrusted to Agent Cashier

To Portland

Monthly report mailed the 26th of each month.

#### Finance Section

##### Cost Accounting and Property Control

Report - WRA 217 - Statement of Current Costs

Report - WRA 218 - Progress and Cost Statement

Report - WRA 196 - Monthly Subsistence Report

Report - WRA 202 - Monthly Report of Administrative Mess Operations

Report - WRA 165 - Monthly Report of Passenger Car and Truck Mileage

Report - WRA 216 - Health Section Operating Statement

To Washington

Monthly Reports

Each report mailed the 15th of every month.



EMPLOYMENT DIVISION

Report - WRA 176 - Daily Summary

To Washington (Director)

Daily report mailed every morning

Report - WRA 177 - Admissions

To Washington (Director)

Daily report mailed every morning.

Report - WRA 178 - Departures

To Washington (Director)

To U.S. Attorneys and Relocation Officers (Aliens)

To Relocation Officers (Others)

Daily report mailed every morning.

Report - Summary of Daily Report

To Washington (Director)

To San Francisco Field Office (Assistant Director)

Weekly report to be sent Monday morning.

(One by wire

Three copies by letter.

Report - WRA 122 Revised

To Washington (Via Reports Office)

Monthly report mailed by the tenth of the following month.

COMMUNITY MANAGEMENT DIVISION

Business Enterprise Section

Report - WRA 240

To Washington

To San Francisco

Monthly report mailed from Reports Office on the 2nd of the following month.

Community Activities Section

Report - WRA 239

To Washington

To San Francisco

Monthly report mailed from Reports Office on the 2nd of following month.

Education Section

Report - WRA 238

To Washington

To San Francisco

Monthly report mailed from Reports Office on the 2nd of the following month.



Report - C - 0238 - PI - 9 - NOBU Annual School Report

To San Francisco

Mailed immediately after the end of school year.

Evacuee Property Section

Report - WRA 241

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from Reports Office.

Internal Security Section

Report - WRA 236

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from Reports Office.

Public Health Section

Report - WRA 242

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from Reports Office.

Welfare Section

Report - WRA 243

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from Reports Office.

OPERATIONS DIVISION

Agriculture Section

Report - Agriculture - WRA 123 Revised

To Washington

To San Francisco Field Office

Monthly report mailed on 5th of the following month.

Engineering Section

Report - WRA 235 - Monthly Report for Project Engineering

To Washington (Mr. Utz, Operations Division)

To San Francisco

Mailed on 5th of the following month.

Progress Report - BLS - 1491 Bureau of Labor Statistics

To Washington (WPB)

Monthly reports mailed on the 5th of the following month.

Fire Protection Section

Report - WRA 158

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from the Reports Office.



Industry Section

Report - WRA 119 Revised

To Washington

To San Francisco

Monthly report mailed on the 2nd of the following month from  
Reports Office.

Motor Transport and Maintenance Section

Report - WRA 180 - Summary of Motor Repair Section

To Washington

Monthly report mailed on the 5th of the following month.

Report - WRA-TL 650A - Monthly Summary of Equipment Operations

To Washington

Monthly report mailed on the 5th of the following month.

Report - Quarterly Mileage Report

To Medford (ODT)

Mailed 10th of the month following the end of the quarter.



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

October 20, 1943

MEMORANDUM TO: All Appointive Staff

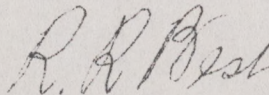
SUBJECT: Ration Book No. 4

Arrangements have been made with the Ration Board at Tule Lake to have the necessary mechanics set up at the project in order that Ration Book No. 4 may be issued to the staff here.

Arrangements have been made under Mr. Harkness' direction to have the necessary registration and issuance of ration books to appointive staff on Thursday, October 21, from 10:00 a.m. through 5:30 p.m. This is the only time that ration books will be issued here.

All appointive staff who require ration books will please report during this designated time to the High School Office, north end of Administration Building (Auditorium).

It is necessary that all employees bring their No. 3 Ration Book, as the No. 4 Book cannot be issued without it.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

October 20, 1943

MEMORANDUM TO: Appointive Personnel Staff and Visitors on Detail

SUBJECT: Adjustment in Meal Rates at the Administrative Mess Hall

In accordance with authority from the Washington office, the rates for meals at the Administrative Mess Hall will be changed effective November 1, 1943, and in order to have closer supervision, Mr. A. Thompson has been appointed Supervisor with full authority and responsibility for its operation.

As a result of the appointment of Mr. Thompson, which will be to the advantage of all concerned, a service charge of 5¢ for each meal will have to be made, which amount must be paid in cash to the Cashier upon entering the Mess Hall.

The adjusted rates, effective November 1, 1943, will be as follows:

Appointive Staff

Appointive staff members and their families may take meals at the Administrative Mess Hall on a monthly board basis at the rate of \$30.00 per month for adults and \$18.00 per month for children under 8 years of age. This plan requires that all meals be paid for whether eaten or not, and the payroll deductions must be authorized in advance. These authorizations will be handled by the Personnel Office. One-half the monthly rate shall be deducted each 15-day period.

Individual meal rates for adults and children over 8 years of age (not on the monthly board basis) will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
30¢ plus 5¢	40¢ plus 5¢	50¢ plus 5¢

Individual meal rates for children under 8 years of age (not on the monthly board basis) will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
25¢ plus 5¢	30¢ plus 5¢	40¢ plus 5¢



Appointive staff members on the project payroll may take individual meals at the above rates on the payroll reduction plan.

All Others

Meal rates, payable in cash, for personnel on detail and/or for guests of the appointive staff will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
30¢ plus 5¢	40¢ plus 5¢	50¢ plus 5¢

Important

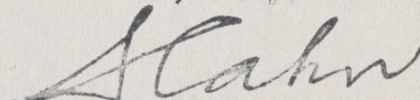
The service charge of 5¢ per meal must be paid in cash to the Cashier at the desk and has no connection, whatsoever, with the payroll reduction.

The Chief Steward shall post a schedule of the rates for meals in a conspicuous place in the Administrative Mess Hall.

Food for the Administrative Mess Hall will be requisitioned by Mr. Thompson, Mess Hall Supervisor, through the Chief Steward.

The Mess Hall Supervisor is charged with the responsibility of seeing that meal costs do not exceed the prices charged (exclusive of service charge) and that ration points are not used in excess of the specific allowances.

The Mess Hall Supervisor shall make a separate accounting for cash receipts for meals sold, and for the 5¢ service charge per meal, and shall turn the total cash in to Mr. William L. Leigh, Fiscal Accountant, daily.

  
S. Cahn

Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

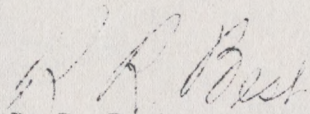
October 22, 1943

MEMORANDUM TO: Division Chief, Section and Unit Heads

SUBJECT: Termination of Segregation Workers

During the segregation period workers were detailed and charged to segregation by the various divisions and section heads. Segregation is now sufficiently completed that these workers should either be terminated or re-assigned to the regular payroll of the respective payroll division or section. By the end of the present pay period, October 31, all workers assigned to the segregation program should be transferred thus.

In some cases, such as evacuated property, where the work concerned with segregation is still continuing, workers may be retained on the segregation payroll. Outside of the evacuated property section any other workers needed for segregation work must be approved by the Project Director in order to be carried on the segregation payroll after October 31.

  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Project  
Newell, California

MEMORANDUM TO: Divisions, Sections and Units

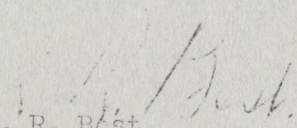
SUBJECT: Employment

This memorandum is issued as a directive to all Divisions, Sections and Units relative to employment, that we may develop and standardize an employment schedule for this Project.

It will be necessary to analyze labor requirements. For these reasons, I am delegating the Employment Section to make a study of our needs to establish a working basis for Tule Lake Project. Representatives will call upon you to analyze and justify your labor requirements and will help you in working out adequate personnel.

The Employment Section will supply job description for each Division, Section and Unit and until completion of this study, please do not call upon placement for any unnecessary additional personnel.

Your cooperation with this program will be appreciated and will help in establishing our evacuated employment quota for submission to our Washington Office for approval. In order to intelligently conduct this survey, operating officials must furnish accurate information to those surveying employment requirements. DO NOT ask for unnecessary jobs - sufficient jobs will be allocated.

  
R. R. Best  
Project Director



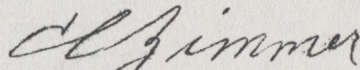
W/R RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 2, 1943

TO: All Division, Section and Unit Heads  
SUBJECT: W.R.A. Records

In connection with the completion of the transfer movement to other Centers from Tule Lake of individuals and families who could not move at the time of the scheduled train departures, we must of course also transfer the records to the respective Centers.

As individual families leave, some sections have been sending their records to Mr. Harkness, or to the statistician, etc. This has proven confusing and time consuming because of the extra effort required to keep track of these individual records. It is believed more feasible for each section to retain all such records until lists are prepared by the Division notifying you of the Center of final destination. When you receive this list please forward such records, grouped by Center of destination, to the statistician.



C. L. Zimmer  
Assistant Project Director



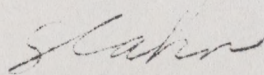
WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 3, 1943

MEMORANDUM TO: Division, Section and Unit Heads  
SUBJECT: Half-Holiday

Reference is made to the Director's memorandum of October 9, 1943, on the subject of Saturday afternoon half-holiday. In order to clarify a misunderstanding, employees are required to work 48 hours each week and since previous instructions stated that this compensatory time of an extra 45 minutes each day is calculated on a week-to-week basis, it is necessary that the plans for the one employee working Saturday afternoon in each Section be pre-determined and that employee take the Wednesday afternoon off of the same week in which he is going to work Saturday afternoon. Of course, in the event some situation precludes that employee's working the Saturday afternoon after he has had the Wednesday afternoon off, he shall only be given credit for the number of hours actually worked in the week and he shall be given the opportunity of working the additional hours in the following week, or as soon as is practical. Such extra time worked shall then be credited and charged to regulation compensatory time.

If, in the event certain employees originally scheduled to be off Saturday afternoon are required to work on that Saturday afternoon, they shall be given the regular compensatory time for that work.



S. Cahn  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 3, 1943

MEMORANDUM TO: All Appointive Staff

SUBJECT: Drivers' Licenses

Henceforth all Government Drivers' licenses (WRA)  
for the members of the appointive staff will be issued  
by the Personnel Office.

The Personnel Office shall assume the responsibility  
of recovering all such licenses when members are separated  
from the Tule Lake Staff.

*R. R. Best*

R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 8, 1943

MEMORANDUM TO: Division, Section & Unit Heads  
SUBJECT: Evacuee Employment

Effective the close of business November 4th, all evacuee employees on the payroll of the Tule Lake Center shall be terminated. The employment office will prepare the necessary papers to effect these terminations.

The Placement Office has been established in the Leave Building. In order to carry on certain necessary functions of the project, it is requested that section heads submit through their division heads to Mr. Frank Fagan, a list of employees required to carry on the physical operations of the division. At present this list should be kept to a minimum and if possible should be former workers whose ability and employment record indicate they are desirable. At present there are to be no office workers assigned to the Administration Building, however clerical workers may be assigned to other positions.

Certain workers, such as mess workers in the colony kitchens, workers of the Operations Division in sewage disposal, workers on the hog farm, Internal Security wardens, hospital workers and so forth, have been carrying on their former functions without a break in service. Division heads shall submit a list of such workers immediately. Workers in this category whose services in the past have not been deemed satisfactory shall be terminated as of the close of business November 10th and shall be considered as interim workers allowable under the conditions of an emergency period and not as permanent re-assignments.

Workers who have not previously been on the payroll or who have been employed in other branches of the work and who are suggested by the head of the activity shall be submitted in the form of a list to Mr. Fagan, who will take the necessary steps to have these employees put back to work immediately. Workers (who are re-employed at the present time) shall be instructed that in the event of their re-employment does not conform to the employment policies of the WRA, the Employment Officer shall reserve the right to terminate them in the future without cause.

The Operations Division, Mess Management Unit and Warehousing Unit shall submit the names of sufficient employees to Mr. Fagan immediately to carry on their basic necessary activities.

*R. R. Best*  
R. R. Best



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 8, 1943

MEMORANDUM TO: Division, Section & Unit Heads  
SUBJECT: Assignment of School Teachers

It will be appreciated if you will immediately advise as to whether any school teachers assigned to your office have stenographic or typing ability.

PPlease have them report to the Personnel Office for assignment in this type of work.

WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, *S. Cahn*

S. Cahn  
Acting Assistant Project Director

November 8, 1943

MEMORANDUM TO: Division, Section & Unit Heads  
SUBJECT: Assignment of School Teachers

It will be appreciated if you will immediately advise as to whether any school teachers assigned to your office have stenographic or typing ability.

PPlease have them report to the Personnel Office for assignment in this type of work.



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 8, 1943

MEMORANDUM TO: All Appointive Staff  
SUBJECT: Personnel

Announcement is made of the appointment of Mr. Neil MacNeil to assume the duties of Acting Supervisor of Business Enterprises, to succeed Mr. Don Elberson whose transfer to other duties in WRA Business Enterprises Section is effective November 15th.

All matters intended for the attention of the Supervisor of Business Enterprises will be routed to Mr. MacNeil.

*R. R. Best*  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 15, 1943

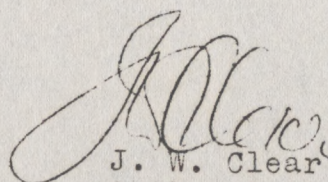
MEMORANDUM TO: Division, Section and Unit Heads

SUBJECT: Third Quarter Budget Estimates

1. Requests for Quarterly Allotments
2. Proposed Organization Charts for  
Appointive Personnel
3. Estimates of Evacuee Employment

Administrative Manual Release No. 22 advises us that effective immediately the above reports are to be incorporated in one submission to the Washington office, and are to be prepared in accordance with Manual Section 20.2, Budget Estimates, which has been distributed to you.

It is requested, therefore, that your reports be forwarded to our Finance Section, no later than November 25, 1943, so that they may be checked and consolidated for submission on the date required.



J. W. Clear  
Acting Assistant Project Director



WAR RELOCATION AUTHORITY  
Tule Lake Center  
Newell, California

November 18, 1943

MEMORANDUM TO: All Appointive Personnel

SUBJECT: Housing

We hope to have, in the not too distant future, sufficient accommodations to be able to house all project personnel with a minimum of crowding. In the meantime all assignments made will be on a temporary basis with a view to taking care of as many people as possible.

We realize that it would be ideal to have sufficient housekeeping apartments for all employees, but since this is not the case the system of priorities must be devised. This system will be based on family composition and length of service with the Tule Lake Center.

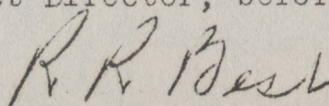
First preference on housekeeping apartments shall be given to employees with families which include children under 10 years of age. This preference shall hold regardless of length of service.

Second preference shall be given to employees who are required to follow special diets or whose family members are required to follow special diets. In order to establish this priority, a doctor's certificate will be required. This preference shall also hold regardless of length of service.

All remaining housekeeping apartments shall be assigned solely on the basis of length of service at Tule Lake, provided that full use of the facilities is made. That is, if a single person is assigned a housekeeping apartment, he or she shall be required to select one or more persons as roommates to share the facilities.

If an employee is appointed who is entitled to first or second preference and all housekeeping apartments are occupied, it will not be necessary for employees of a lower priority to move. The first available housekeeping apartment, however, shall be assigned to the new employee.

In order that we may establish the preference list, it is requested that you complete the attached form and return it to Mr. J. W. Clear, Acting Assistant Project Director, before November 23, 1943.

  
R. R. Best  
Project Director



WAR RELOCATION AUTHORITY

TULE LAKE CENTER

NEWELL, CALIFORNIA

November 21, 1943

MEMORANDUM TO: All Appointive Staff  
SUBJECT: Personnel Assignments

The attention of all staff members is directed to the confusion which results from supervisors issuing instructions to other staff members to leave one assignment and report to another.

Supervisors who are in need of additional help, either for long or short periods, should transmit request through Section Heads and Division Chiefs to Mr. Frank Fagan, Acting Personnel Officer, indicating the work to be done, its location, nature and duration. Mr. Fagan will make the proper assignments within the limits of personnel available.

In case of emergency the request can be made personally or by telephone, but in every instance, should be confirmed by memorandum to Mr. Fagan.

Individual staff members who have been assigned to temporary duties are asked to make no change except upon instructions of the Acting Personnel Officer.

*R R Best*  
R. R. Best  
Project Director

MEMORANDUM TO:

All Appointive Staff

SUBJECT:

Personnel Assignments

The attention of all staff members is directed to the confusion which results from supervisors issuing instructions to other staff members to leave one assignment and report to another.



WAR RELOCATION AUTHORITY  
TULE LAKE CENTER  
NEWELL, CALIFORNIA

November 23, 1943

MEMORANDUM TO: All Division and Section Heads

SUBJECT: Personnel Actions

The purpose of this memorandum is to clarify and prescribe procedure governing personnel actions by the Center Personnel Officer executed through the services of the Personnel Transactions Officer.

A "Request for Personnel Action" initiates the desired change of status for a project employee or the requested appointment of an outside individual. It may be an indefinite or temporary appointment, a transfer, a change of duties, a reclassification, or a termination. The form "Request for Personnel Action" should be prepared by the supervisory employee who initiates the action, and transmitted, properly signed, to the Personnel Transactions Office through the Personnel Officer.

The Personnel Transactions Officer prepares the correspondence, arranges for the necessary clearances with the Washington Office and with interested agencies such as Civil Service Commission, Office of Emergency Management, etc., in such manner that all steps conform to established procedures and requirements.

When all the necessary clearances have been made, the Personnel Transactions Officer prepares a Journal embodying the personnel action and submits it through the Division Chief concerned to the Project Director for his signature.

It should be noted that the Journal is the objective document which makes the proposed action effective. The "Request for Personnel Action", all correspondence, telegrams, etc., providing clearance and authorization for the action are preliminary and intermediate documents culminating in the issue of the Journal.

With particular respect to appointments and reclassifications, it is important to remember that the action does not become final until the Journal is signed by the Project Director. Inasmuch as the date of that signature may determine a change of payroll status, the Personnel Transactions Officer should present the Journal to the Project Director for his signature immediately upon preparation, regardless of the time of month or the time of the payroll period.

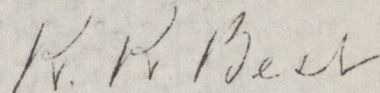
Page 1 of 2 pages

The Personnel Transactions Officer prepares the correspondence, arranges for the necessary clearances with the Washington Office and with interested agencies such as Civil Service Commission, Office of Emergency Management, etc., in such manner that all steps conform to established procedures and requirements.



Pertinent Administrative Instructions prescribe the distribution of copies to the Journal at the end of each month, but it is pointed out that the signature of the Project Director should not be delayed until the time of distribution of the Journal.

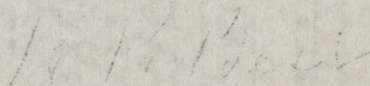
Further, it is important to remember that until the Journals are signed by the Project Director, the proposed personnel actions are not completed or final, and no announcement concerning such actions should be made because they are not official.



R. R. Best  
Project Director

Pertinent Administrative Instructions prescribe the distribution of copies to the Journal at the end of each month, but it is pointed out that the signature of the Project Director should not be delayed until the time of distribution of the Journal.

Further, it is important to remember that until the Journals are signed by the Project Director, the proposed personnel actions are not completed or final, and no announcement concerning such actions should be made because they are not official.



R. R. Best  
Project Director



WAR RELOCATION AUTHORITY  
TULE LAKE CENTER  
NEWELL, CALIFORNIA

December 31, 1943

MEMORANDUM TO: All Appointive Personnel on Semi-Monthly Payrolls

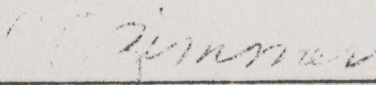
SUBJECT: Designation of Pay Day

Salary checks for personal services of appointive personnel for the pay period December 16, 1943, through December 31, 1943, will be delivered on or about January 8, 1943.

The present method of computing subsistence and quarters and making deductions from the payrolls has been very unsatisfactory and has resulted in considerable confusion in the maintenance of records. Therefore payrolls will hereafter be prepared on the day following the close of the pay period, and subsistence and quarters of appointive personnel will be deducted for the current pay period. This practice will be beneficial to the employee as well as the WRA, by making deductions cover the preceding pay period rather than being two weeks or more in arrears, and salary checks for personal services will hereafter be delivered on the 8th and the 23rd of each month for the preceding pay periods, with deductions current.

It has been customary for the various divisions and sections to turn in attendance reports prior to the close of the pay period. Effective immediately, it is requested that this practice be discontinued, and attendance for each pay period be submitted to the personnel office not later than 10:00 a.m. on the day following the close of the pay period for which the attendance record is prepared.

In the event that more than one member of a family is employed on the project, quarters will be computed accordingly, and equal amounts deducted from the respective checks. Each individual employed will be responsible for payment of his or her subsistence, and in no event will this policy be deviated from except on written authorization by members of the family concerned.

  
\_\_\_\_\_  
C. E. Zimmer  
Acting Project Director



WAR RELOCATION AUTHORITY  
TULE LAKE CENTER  
NEWELL, CALIFORNIA

December 31, 1943

MEMORANDUM TO: All Appointive Personnel on Weekly  
Payroll

SUBJECT: Designation of Pay Day

The work week of all employees on weekly payrolls begins at 12:01 a.m. Sunday, and continues through the following Saturday midnight. All employees hired on this basis will be paid on Tuesday of each week at 5:00 p.m. for the preceding week's work.

*C. E. Zimmer*  
\_\_\_\_\_  
C. E. Zimmer  
Acting Project Director