

J1.27

67/14
C

OATH OF OFFICE AND PERSONNEL AFFIDAVIT

.....
(Department or Establishment)

.....
(Bureau or Office)

"I,, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

"I further solemnly swear (or affirm) that I have read and understand the provisions of the law printed on the reverse side hereof; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence."

.....
(Signature of appointee)

Subscribed and sworn to before me this day of, A.D. 19__

at
(City or place) (State)

SEAL

.....
Position to which appointed

.....
Date of entrance on duty

Section 9A of Public 252 - 76th Congress, approved August 2, 1939, otherwise known as the "Hatch ACT," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of Government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony, and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

* * * * *

EMPLOYMENT AGREEMENT
Contract No. 1351

October 29, 1943

The War Relocation Authority, hereinafter referred to as the Employer, hereby offers to hire _____ for the performance of work as herein-
after described. The Employer represents and agrees with the respect to said Employ-
ment:

1. The work will consist of the harvesting of potatoes, carrots and such other crop as will be designated by the Employer. The main work will consist in the harvesting of potatoes.
2. The Employer agrees that work may begin immediately upon arrival at the place of work and the period of employment will be from one month to six weeks or may be earlier terminated because of freezing weather preventing the continuance of work. Workers may put in up to ten hours a day if they so desire and if the weather permits.
3. The Employer agrees to pay the following wage scale which will be prevailing rates or better:
 - a. 90¢ to \$1.00 hour for general harvesting work.
 - b. 15¢ per sack of potatoes on a piece rate basis.
 - c. Prevailing wages or better for cooks and kitchen helpers and all other work.

The Employer represents that these wages are not less than the prevailing wages of the locality and not less than any minimum wage required by law. Furthermore, the worker will upon arrival at the place of work be assigned as regular WRA employees with all the benefits thereof.

4. The Employer agrees to provide room and board to cost not more than \$1.00 a day per person. Meals will be prepared by evacuee workers and rooms will be provided in army tents located about 3 $\frac{1}{2}$ miles from the Tule Lake Center. These tents are equipped with stoves, cots, mattresses, floors, and other items necessary for the comfort of the workers.
5. The Employer agrees to provide transportation for the workers from Poston, Arizona, to the place of work and transportation from the place of work back to Poston upon the termination of the work agreement. The worker will be provided meals enroute. The transportation will be in special cars coupled to regular trains, said cars to contain a minimum of 25 men and a maximum of 50 to be accompanied by a Caucasian escort, appointed by the War Relocation Authority.
6. In the event of illness or injury, the Employer agrees to take the necessary steps to insure immediate attention to the worker by the nearest physician or treatment at the nearest hospital.
7. The labor conditions of this employment agreement has been approved by the War Relocation Authority, and the community sentiment of the location of work has been checked as being favorable.

(Over)

8. The worker will in no event be permitted to leave the place of work to visit either the Tule Lake Center or any of the neighboring cities or towns. He shall at all times be expected to remain at the place of work, movement from said location being prohibited even under escort. This is because the location lies within the Western Defense Command Area and movement is restricted by military decree. These restrictions likewise necessitate a military guard around the place of work.

Signed _____

Giles E. Zimmerman
Chief, Employment Division

Note: This employment agreement must be filled out and signed in at least two copies. The original must be retained at the Relocation Office Master File of the Colorado River War Relocation Project. The duplicate shall be retained by the employee.

ACCEPTANCE

The undersigned worker hereby accepts the foregoing employment agreement and agrees to perform the work therein described in a good and workmanlike manner. This acceptance is given to the understanding that it constitutes a binding agreement, subject to the right of any party to withdraw from the agreement at any time upon five days notice.

Signed _____

NAME

ADDRESS

DATE OF APPLICATION

Note: It is to be understood that this work must be performed immediately in order that the vital potato crop at the Tule Lake Center be harvested before the onset of freezing weather or an unexpected early frost. The harvesting is essential in that \$500,000 worth of unreplaceable crops which are designated as part of the food consumption of the WRA Centers, is in danger of ruin. Because of a prevailing strike at the Tule Lake Segregation Center, workers who were originally intended to harvest these crops are now unavailable. The performance of the foregoing offer will not constitute "strike breaking" in as much as the harvesting of these vital crops has nothing to do with preventing or prolonging the strike, nor does it affect the residents of the segregation center in any other manner. The need for workers is an immediate urgency, time being the important factor. By doing your share in preventing the loss of this crop, you are making an important contribution to the welfare of the residents of the nine WRA relocation centers, as well as attesting to your loyalty to the United States.

TO FAMILIES WHO HAVE APPLIED TO JOIN RELATIVES IN A SPECIAL INTERNMENT CAMP

The following information has recently come. It is not new but makes previous statements somewhat clearer:

1. There will be no leaves from the Family Internment Camp except for study and for medical care which cannot be given in camp. In such exceptional cases each will be decided individually. There is no general rule for leaves.
2. The quarters occupied by individual family groups are small and the space in which personal property may be stored is limited. Each family of two adults will be allowed to bring not to exceed seventy-five cubic feet of personal effects with an additional fifteen cubic feet for each child over five years of age.
3. It will often be necessary to require teen-age children to sleep in dormitories established in close proximity to the quarters of their parents.

Families unwilling to accept the above conditions should not apply for voluntary internment.

In regard to an individual case, information came that the camp is for "wives and dependent children" of interned persons. We do not know who will be included in the classification, "dependent children."

We have no information as to when the next group will go to the camp nor as to who will be included in it.

Our records show that the following members of your family have made application for admission into a family internment camp.

If you wish to make any change in your application, please call at once at the Family Welfare Office in your Unit.

Lou E. Butler

Lou E. Butler, Counselor
Family Welfare Division

OFFICE OF PRICE ADMINISTRATION

Circular to Evacuees who are leaving War
Relocation Centers

Under war conditions in America, most foods and many commodities are rationed. To obtain canned fruits, vegetables, fish, meats, butter, cooking oils, fats, sugar and shoes, you will need ration stamps. Each person who lives in the United States is entitled to one ration book of each kind for his own use. It is a criminal offense for any person to apply for, or to use more than one ration book of each kind for his own use. In order to keep yourself supplied with your share of rationed foods and commodities you will need a ration book.

The Office of Price Administration has the power to, and will designate what stamps are to be used for which foods or commodities and the dates on which these stamps may be used. Newspapers and radios all over the United States will keep you informed on what stamps can be used and on what dates. Stamps not used on the dates designated become void and cannot be used.

Ration books are numbered I, II, and III. Books I and II will be given you on your release from the War Relocation Center. Book III you must apply for yourself just as soon as you reach your permanent address. Book I has a different type and kind of stamp in it from Books II and III. It has been designated as the book you will use to secure your sugar and your shoes. Watch the papers for the dates and the number of the stamps in this book that can be used.

Book II has been designated for meats and fats and for processed foods. Red stamps are for meats and fats, canned fish, oil and butter. Blue stamps are for canned fruits, vegetables and foods prepared from them. You have been given a pamphlet telling you how to use the stamps in Book II. Read it carefully.

Book III is not now in use, but will be used as a replacement for Book I and II when they are used up on or about September 12. Watch the papers for its designated use. To get your War Ration Book III go to the War Price and Rationing Board closest to the place you are going to make your permanent home. The clerks there will give you all the necessary information and the proper application blanks to fill out. War Ration Book III cannot be issued to you anywhere except at your permanent address. Make application immediately upon arriving at your permanent address.

THE ATCHISON, TOPEKA and SANTA FE RAILWAY COMPANY

~~Lines~~ East of Albuquerque

C.O. CLARK, Auditor
DALE McGRATH, Auditor of Disbursements
W.B. WATSON, Asst. Auditor of Disbursements
C.F. GILROY, Auditor of Freight Accounts
E.G. MILLER, Asst. Auditor of Freight Accounts
C.A. GARDINER, Auditor of Passenger Accounts
J. TASKER, Asst. Auditor of Pass. Accounts

In Your Reply Please Quote

File: _____

Topeka, Kansas

P R O T E S T

Solely because of the ruling of Mr J G Fitzhenry, Traffic Manager of War Relocation Authority, contained in his letter of December 30, I am rendering this bill for transportation on a land grant rate-reduction basis. I do this, however, under protest. We do not concede that this is the property of the United States, nor that it is military or naval property. Our purpose in resubmitting bills on the land grant basis is solely because of this ruling and of our charges. We shall expect to follow those resubmitted bills with supplemental bills for the difference between the land grant rates and applicable commercial rates, and shall expect to pursue them through to final determination, through the General Accounting Office, the Comptroller General, or the Court of Claims.

Yours very truly

C F Gilroy

Auditor of Freight Accounts

EXHIBIT VI

WAR RELOCATION AUTHORITY

(Center)

(Date)

Dear

This is to advise you that on the basis of the interview and hearing conducted by the Review Board for Segregation, you will remain in this center pending further hearing.

If, after further hearing, it is determined that you are to be denied leave clearance, you will be transferred to the Tule Lake Center.

If leave clearance is granted, you will be eligible for leave, or may remain in this center.

Very truly yours,

Project Director

EXHIBIT IV

WAR RELOCATION AUTHORITY

(Center)

(Date)

Dear

In accordance with a recent announcement of the Director of the War Relocation Authority, it is now the policy of the Authority to locate in a separate relocation center those persons of Japanese ancestry presently residing in various relocation centers who prefer to live in Japan, or whose declarations have indicated that their loyalties lie with Japan during the present hostilities, or that their loyalties do not lie with the United States.

This position has been taken in order to promote the general welfare and to provide a place of protection for those evacuees who are known to favor the cause of Japan.

You have by your acts or declaration indicated that you desire to live in Japan or that you are sympathetic to the war aims of that country, or that you are not loyal to the United States.

It will be necessary that you transfer to the Tule Lake Center. You should discuss this situation with your family group and make an appointment with the welfare section for an interview. The appointment for this interview should be made immediately. At the interview with the welfare section, you should be prepared to indicate what the members of your family have elected to do -- whether they will accompany you to the Tule Lake Center, or whether they will remain at this center. Plans for family welfare should be discussed.

After a decision has been made in regard to the plans of your family, you will be notified of the date that transportation has been arranged for you, and certain other important items of information regarding the preparations for travel and transfer.

Very truly yours,

Project Director

EXHIBIT V

WAR RELOCATION AUTHORITY

(Center)

Dear

You have previously been notified that you are to be transferred to the Tule Lake Center. At the bottom of this letter you will find the date, train trip number, and car initial of the specific train trip you are to accompany.

A representative of the War Relocation Authority will be available for consultation in the block in which you live within the next few days. Your block manager will advise you as to the exact date and place. This consultation is in regard to arrangements for property, travel, and baggage movements.

It is requested that you have an interview with this official representative while available in your block. Do not go to other blocks for interviews. This representative will give you detailed information regarding the preparations for the journey, including what you may take with you on the train and what arrangements should be made for the transportation of your household and other effects that are now in use and in storage at this center.

Please be prompt in making your arrangements. You must have all of your arrangements completed before the date specified.

Your assistance and cooperation in this transfer will be of great help to both you and to the War Relocation Authority and will be appreciated.

Very truly yours,

Project Director

Names of family members to accompany:

Your train travel will be on:

(Date)

(Hour)

(Trip No.)

(Car Initial No.)

(3470)

WAR RELOCATION AUTHORITY
Colorado River War Relocation Project
Poston, Arizona

Dear

There is enclosed herewith a letter for your addressed "To Whom It May Concern" and signed by Mr. W. Wade Head, Director of Colorado River War Relocation Project.

This letter, which will serve as your status authorization, replaces your _____ leave permit and should be carried by you at all times. As stated in the letter, you are at liberty to travel or reside anywhere in the United States outside "Military Area One and California portion of Military Area Two." In other words, you are privileged to resume your normal way of living, and you are no longer subject to the jurisdiction of Colorado River War Relocation Project of Poston, Arizona.

Your permit, which this letter replaces, should be returned immediately to this office, and, for your convenience in doing this, there is enclosed an addressed envelope requiring no postage. We will thank you to give this matter your prompt attention.

Very truly yours,

John G. Hunter
Project Leave Officer

Enclosure

ACCEPTANCE

The undersigned workers hereby accept the foregoing Offer of Employment and agree to perform the work therein described in a good and workmanlike manner. This acceptance is given with the understanding that it constitutes a binding agreement, subject to the right of any party to withdraw from the agreement at any time upon five days' notice. The agreement will terminate as to any party who withdraws from it on the date of such withdrawal.

<u>Name of Worker</u>	<u>Address</u>	<u>Date</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

ACCEPTANCE

The undersigned workers hereby accept the foregoing Offer of Employment and agree to perform the work therein described in a good and workmanlike manner. This acceptance is given with the understanding that it constitutes a binding agreement, subject to the right of any party to withdraw from the agreement at any time upon five days' notice. The agreement will terminate as to any party who withdraws from it on the date of such withdrawal.

<u>Name of Worker</u>	<u>Address</u>	<u>Date</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Evening Business School

The Night School Division of the Education Department is making preparation to offer the following evening commercial courses in each camp, providing sufficient numbers of interested students register. Each class will be of two hour duration and will be offered twice a week.

The courses to be offered are:

1. Beginning typing
2. Intermediate typing and office practice
3. Advanced typing and office practice
4. Beginning bookkeeping
5. Advanced bookkeeping
6. Beginning shorthand
7. Advanced shorthand

Registration will take place in the office of Adult Education, Block 36 Recreation Hall "C", Block 210-14-G, and Block 310-13-A, on Saturday, October 9, from 1:30 to 4:00 p.m.

The Project Outside Employment Office is constantly being referred secretarial opportunities on the outside. Most positions in urban areas pay \$25 a week to start for a person with good background and this means good business training. Although most office positions normally begin with \$25, there is no limit to the amount of responsibility, and consequently, raises that will be forthcoming after a short period of employment. Some bookkeeping positions are available starting from around \$140 a month.

Civil Service will likewise provide an excellent opportunity to qualified applicants. Beginning salaries for Junior Typists and stenographers are \$1,140 a year or \$120 a month. Nisei girls are continually being placed by government agencies in Washington and other cities.

These evening courses will afford the opportunity to become qualified for secretarial, stenographic, bookkeeping, and other office practice. It will also be an excellent means of brushing up on typing or shorthand that may have become rusty.

PREPARE YOURSELF FOR THAT FUTURE JOB NOW!

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

Date _____

Mr. Ray Bowers
Yuma Mortuary
Yuma, Arizona

You are hereby instructed to perform mortuary services for the remains of the following named evacuee. The expense of this service is a proper charge against public funds and will be paid for under Item No. _____ of contract dated July 12, 1943, numbered I-130-ind-338, in the amount of \$ _____. Final disposition as provided in the said item has been requested and is hereby authorized. All work shall be performed in full accordance with the provisions of the contract and the laws of the State of Arizona. Instructions with respect to billing, etc. will be furnished by the Procurement Office of the Project.

Name of deceased:

Sex:

Cause of death:

Date of death:

Age at time of death:

Address at time of death:

Name of next of kin:

Director of Health & Sanitation.

2 copies to
Procurement.

WAR RELOCATION AUTHORITY
Colorado River War Relocation Project
Poston, Arizona

Dear _____

In connection with your employment in seasonal work, it is believed that information concerning the conversion of your seasonal leave to indefinite leave, together with advice regarding financial assistance which might be allowed you through the WRA, would be helpful to you.

Application for indefinite leave must be presented through the relocation officer of the area in which you are employed and, if financial assistance is needed by you in order to take advantage of new and regular employment in connection with your indefinite leave, such application should also be made through the relocation officer. This officer will transmit your application or applications with his recommendations to the project director of the relocation center from which you came. Action will then be taken by the project director, and the indefinite leave permit as well as financial assistance, if granted, will be sent to you through the relocation officer who transmitted the applications. It should be pointed out that all applicants for financial assistance will not necessarily receive it. However, there are a great number who, because of one circumstance and another resulting in inability to save money on seasonal work, will be able to qualify.

While the WRA, as stated above, may allow you financial assistance in getting started with your indefinite leave employment, when this initial financial help is given, no more help of this kind can be expected from that source. Should further assistance be required, you may make application to the local Public Welfare Agency in the community in which you are working. The relocation officer will advise you in such regard.

Return to centers before completion of the seasonal contract is discouraged. However, unless indefinite leave has been granted to replace seasonal work leave, you must return to the center by the expiration date shown on the leave or any authorized extension thereto. Return to centers in restricted military areas can be made only when an escort is available.

It is hoped that the suggestions herein may prove helpful, and it is also hoped that through experience and contacts afforded you in your seasonal work that you will be able to find employment that will enable you to relocate yourself and your family in a way that will bring you satisfaction.

Very truly yours,

John G. Hunter
Project Leave Officer

(3417)

UNITED STATES
DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

FIELD SERVICE

Colorado River War
Relocation Project

Poston, Arizona

Please send us your commercial price list, amounts
available, and propagated material on the following
trees and shrubs:

Chinese Elm	Arizona Ash
Loquat	Figs
Pomergranate	Chilopsis
Willow	Pepper Tree
Arizona Cypruss	Umbrella Tree
Olive	Lantana
Euononymous Japonica	Pittosporum
Bottle Brush Tree	Yellow Jasmine
Bouganvilla	Bird of Paradise
Carrisa (Natal Plum)	Pryocantha
Carob Tree (Jacob Bread Fruit Tree)	
Eucalyptus Rostrata (Red Gum)	
Native Arizona Palm (Washingtonia arizonica)	

Yours very truly,

W. C. Sharp
Chief of Agriculture

Colorado River War Relocation Project
Poston, Arizona

NOTICE OF EFFICIENCY RATING

To _____

From _____

☐ Excellent

☐ Very Good

Your efficiency rating for the period ending March 31, 1943 is:

☐ Good

☐ Fair

Unless indicated otherwise below your conduct was satisfactory.

☐ Unsatisfactory

Employees are rated on their efficiency once a year. The rating shown above was made by the person who supervised your work on March 31, 1943, and covers all service under that supervisor. Ratings were not made for work under any other supervisors you may have had during the rating year. All ratings made by the person who rated you were reviewed by a higher official who had the authority to raise or lower the rating.

Ratings were made and reviewed in accordance with the following standards. After each definition is an explanation of the connection between an employee's efficiency rating and his salary.

Excellent--outstanding in all important job requirements and not below satisfactory in any respect. (Promotable one salary step within grade.)

Very Good--~~more~~ than met job requirements, and not below satisfactory service in any respect. (Promotable one salary step within grade.)

Good--~~met~~ all job requirements and, everything considered, has given satisfactory service. (Promotable one salary step within grade, up to and including the middle rate of compensation in the grade.)

Fair--generally acceptable, but in some essential respects not offset by performance in other phases of the work, has not come up to job requirements. (Salary must be reduced one step if above the middle rate for the grade.)

Unsatisfactory--failed, on the whole, to meet the job requirements. (If the rating covers 90 days or more, employee must be removed from his position by transfer, demotion in grade, or dismissal.)

In addition to being promotable, as the word is used above, an employee must meet certain legal requirements as to length of service and recency of promotion to be eligible for a salary advancement within a grade. These statements do not apply to promotions from one grade to another.

NOTICE

Date: _____

You did not report for your treatment on _____.
Cure or improvement of your condition depends on strictly
following your schedule of treatments. It is, therefore, ex-
tremely important that you do not miss any of these regular
injections.

Your next scheduled injection is on _____, and you must
make every effort to report on that date.

/s/ A. Pressman, M. D.
Principal Medical Officer

御注意

貴下の

の治療の約束の日に

御来院なされなかつたのです

あなた様の病気を治療して全快させる為
めには期日を厳守する。より外には方

法がありません

で、さう大切な事は指定期日に於ける

注射を怠らぬ様に注意いたします

貴方の此の注射は

とします

つて居ます。何卒其日は万障を排除し

せし御来院下さい

院長 A. P. プレスマン

Project Employment Office
Poston, Arizona

Dear J. J. J.

The Project Employment Division extends its greetings to you and hopes that this letter finds you well and happy in your life outside.

Because Re-Relocation is a known eventuality for the major portion of Americans of Japanese ancestry, we are devoting an "all-out" effort towards their early re-establishment in the scheme of things outside. In our efforts, however, we realize that mere advertisement of job offers and generalized statements regarding their favorable aspects hardly suffice to arouse and nurture the sincere interest of the project evacuees in the whole Re-Relocation program.

We realize that we must disseminate information of a more familiar nature which will have a direct meaning to each and everyone of the prospective "out-going" evacuees.

In this respect, there can be no more helpful information than a survey of individual and family budgeting on the part of those who have gone out from the project. The problem of making a living is most fundamental and information regarding the actual dollars and cents expenditures incurred in wartime living as against income earned would have inestimable value in orienting them to the scheme of things which they must sooner or later enter.

Your vital cooperation in filling out the enclosed form to the best of your ability is being asked because we know that you, as a representative member of the much publicized Japanese evacuees, are the only one who could have a real interest in their future welfare - an interest in them far more than as commodities on the labour market.

We trust that you will cooperate with us.

No identity will be divulged on the returning form.

Thank you kindly,

Giles Zimmerman
Chief, Project Employment Division

WAR RELOCATION AUTHORITY
Colorado River War Relocation Project

N O T I C E

MEMORANDUM TO: _____

You are requested to call at Unit I Leave Office, Block 27 for the purpose of discussing Relocation and Leave matters with the Relocation Adviser. You will be interested in this interview whether or not you plan immediate relocation.

Present this notice to your employer in arranging the time off required. Please call between _____ and _____, _____, _____
_____. This time will be reserved for you.

John G. Hunter
Relocation Adviser

(4062)

WAR RELOCATION AUTHORITY
Colorado River War Relocation Project

N O T I C E

MEMORANDUM TO: _____

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Present this notice to your employer in arranging the time off required. Please call between _____ and _____, _____, _____
_____. This time will be reserved for you.

John G. Hunter
Relocation Adviser

(4062)

Since receiving the enclosed communication from Dr. Beatty, arrangements have been completed for students to receive credit in California state colleges for work done at Poston. A number of students are planning to apply at the end of the summer for credit for all completed during the year and at the Fort Apache session. One student has applied and received credit at San Jose State College for work done in the Valley School Training Program, summer, 1942 and for supervised teaching on the project at Poston. The transcript reads as follows:

"5-12-43 Granted 9 quarter units for Teacher Training Methods taken in connection with War Relocation Project, Parker Arizona, and Poston, Arizona.

"5-27-43 Granted 6 quarter units for supervised practice teaching in the elementary grades in Poston, Arizona. (signed) Personnel Committee"

Arthur L. Harris
Arthur L. Harris
Acting Director of Education

(3321)

(3321)

Acting Director of Education

Arthur L. Harris

Arthur L. Harris

Since receiving the enclosed communication from Dr. Beatty, arrangements have been completed for students to receive credit in California state colleges for work done at Poston. A number of students are planning to apply at the end of the summer for credit for all completed during the year and at the Fort Apache session. One student has applied and received credit at San Jose State College for work done in the Valley School Training Program, summer, 1942 and for supervised teaching on the project at Poston. The transcript reads as follows:

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EMPLOYMENT NOTICE CONCERNING PUBLIC PROCLAMATION NO. 3

In Paragraph 6, Page 2 of the booklet "When You Leave the Relocation Center" it states that there are Army regulations applying to all persons of Japanese descent residing in Idaho, Nevada, Utah, Montana, Oregon, Washington, California, and Arizona that special regulations of the Western Defense Command require the following:-

6. After March 31, 1942, no person of Japanese ancestry shall have in his possession or use or operate at any time or place within any of the Military Area 1 to 6 inclusive, as established and defined in Public Proclamation Nos. 1 and 2; above mentioned any of the following items:

- (a) Firearms
- (b) Weapons or implements of war or component parts thereof
- (c) Ammunition
- (d) Bombs
- (e) Explosives or the component parts thereof
- (f) Short wave radio receiving sets having a frequency of 1,750 kilocycles or greater or of 540 kilocycles or less
- (g) Radio transmitting sets
- (h) Signal devices
- (i) Codes or ciphers
- (j) Cameras

Any such person found in possession of any of above named items in violation of the foregoing will be subject to the criminal penalties provided by Public Law No. 503, 77th Congress, approved March 21, 1942, entitled: "An Act to Provide a Penalty for Violation of Restrictions or Orders with Respect to Persons Entering Remaining in Leaving or Committing any Act in Military Areas or Zone."

(4006)

W. Wade Head, Project Director

EMPLOYMENT NOTICE CONCERNING PUBLIC PROCLAMATION NO. 3

In Paragraph 6, Page 2 of the booklet "When You Leave the Relocation Center" it states that there are Army regulations applying to all persons of Japanese descent residing in Idaho, Nevada, Utah, Montana, Oregon, Washington, California, and Arizona that special regulations of the Western Defense Command require the following

6. After March 31, 1942, no person of Japanese ancestry shall have in his possession or use or operate at any time or place within any of the Military Area 1 to 6 inclusive, as established and defined in Public Proclamation Nos. 1 and 2; above mentioned any of the following items:

- (a) Firearms
- (b) Weapons or implements of war or component parts thereof
- (c) Ammunition
- (d) Bombs
- (e) Explosives or the component parts thereof
- (f) Short wave radio receiving sets having a frequency of 1,750 kilocycles or greater or of 540 kilocycles or less
- (g) Radio transmitting sets
- (h) Signal devices
- (i) Codes or ciphers
- (j) Cameras

Any such person found in possession of any of above named items in violation of the foregoing will be subject to the criminal penalties provided by Public Law No. 503, 77th Congress, approved March 21, 1942, entitled: "An Act to Provide a Penalty for Violation of Restrictions or Orders with Respect to Persons Entering Remaining in Leaving or Committing any Act in Military Areas or Zone."

(4006)

W. Wade Head, Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS
COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

Enclosed is United States War Relocation Authority Indefinite Leave Permit No. _____ which has been issued pursuant to your application for indefinite leave from this Project.

Under the War Relocation Authority Administrative Instruction No. 22 (Revised), Supplement 4, you are requested to secure two prints of a full face photograph of yourself no larger than $1\frac{1}{4}$ " x $1\frac{1}{2}$ " and take them together with the enclosed permit, to the most convenient post office. Request the postmaster to place your right index finger print on the reverse side of the permit card in the place provided and to mail personally the two prints of the photograph and the card permit to W. Wade Head, Project Director, Colorado River War Relocation Project, Poston, Arizona, by registered mail.

On receipt of the photographs and permit with your finger print thereon, the permit will be validated and returned to you by registered mail. The other photograph will be retained in our files.

In order that you may possess leave authorization while your permit is being validated as provided above, you should request the postmaster to sign certificate shown below.

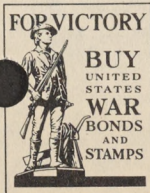
Will you kindly show this letter to the postmaster, and we hereby request his cooperation.

Sincerely yours,

W. WADE HEAD
Project Director

Notice:

I certify that the person to whom this letter is addressed has conformed to above instruction.



Post Office

Postmaster

Date

COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

MEMO TO:

FROM: Ration Board

Upon checking your individual record in this project we find that you have returned to this project from the outside recently and failed to return your War Ration Books No. 3 and 4 to this office.

For your future information following are excerpts from the instruction received from the Office of Price Administration "The Office of Price Administration, in Article 17, of General Ration Order Two, has laws which definitely state any person entering an institution of fifty or more persons must surrender his ration books to that establishment, and that the institution must deduct stamps from the books for the time the person eats at such establishment, which stamps are turned over to the local rationing board. The War Ration Books, with stamps detached as required above, must be returned to the persons from whom they were received when he leaves the establishment. The reason for this is clear - the government, in the case of the WRA, has supplied points for the purchase of food for the various individuals eating in the messhalls, and for a person to retain his ration books would be a direct violation of the law."

This is not a law made especially for the WRA, but applies to any establishment in the United States, serving fifty or more persons a month at a regular mess, so please give this matter your prompt consideration and return your Ration Books to the local Ration Board, located in the Project Leave Office, without moment's delay.

Your co-operation will be greatly appreciated.

Distribution Clerk
Ration Board

Several misplaced.

I N T E R - O F F I C E M E M O R A N D U M Date _____

TO: _____ APT: _____

FROM: REGISTRATION-HOUSING OFFICE BLOCK _____ Recreation Hall

SUBJECT: Housing of Incoming Evacuees.

This is to advise that DUE TO THE SHORTAGE OF VACANT APARTMENTS the minimum number of occupants for an apartment has been raised temporarily to a minimum of FIVE and a maximum of EIGHT.

This Department regrets to inform you that the records of this office show that the above apartment occupied by you contain occupants only. Therefore IT MAY BECOME NECESSARY for this Department to assign another family with you within the next few days.

Every effort will be made to avoid such an occurrence, but if it becomes necessary to do so, your kind cooperation and help is respectfully requested.

Respectfully,

REGISTRATION-HOUSING OFFICE

By _____
James D. Crawford

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

Date _____

TO: OCCUPANTS OF APARTMENT: _____

FROM: REGISTRATION-HOUSING OFFICE

It is with regret that this Department hereby informs you that due to the shortage of apartments the bearers of this note are herewith asked to share your apartment with you until other more satisfactory arrangements are completed.

Respectfully,

REGISTRATION-HOUSING OFFICE

By _____
James D. Crawford

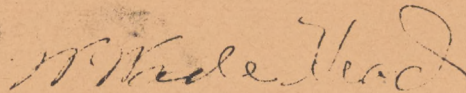
COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

November 22, 1943

MEMORANDUM TO:

You have been designated to assist in taking the project property inventory, work on which is to begin Thursday morning, November 25th. A meeting will be held in the Conference Room (Administration Office Building, Room No. 38), Wednesday, November 24, at 9 o'clock A.M.

In order that you may be properly informed as to procedure and requirements, it is requested that you attend this meeting.



W. Wade Head
Project Director

(3967)

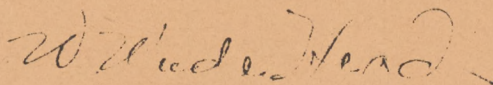
COLORADO RIVER WAR RELOCATION PROJECT
Poston, Arizona

November 22, 1943

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In order that you may be properly informed as to procedure and requirements, it is requested that you attend this meeting.



W. Wade Head
Project Director

(3967)

Colorado River Relocation Center
Poston, Arizona

March 30, 1944

MEMO TO: _____

FROM: Philip J. Cassilly, Personnel Officer

SPECIAL NOTICE OF ASSIGNMENT

You have been requested by your Block Manager as one of four special census enumerators to assist in taking the Block Census on Saturday morning.

Will you please report at 8 o'clock Saturday morning to

Name _____

Place _____

Please bring this slip with you and turn it in with your census forms upon completion of the survey

Philip J. Cassilly
Personnel Officer

Per: _____

(4275)

Colorado River Relocation Center
Poston, Arizona

March 30, 1944

MEMO TO: _____

FROM: Philip J. Cassilly, Personnel Officer

SPECIAL NOTICE OF ASSIGNMENT

You have been requested by your Block Manager as one of four special census enumerators to assist in taking the Block Census on Saturday morning.

Will you please report at 8 o'clock Saturday morning to

Name _____

Place _____

Please bring this slip with you and turn it in with your census forms upon completion of the survey.

Philip J. Cassilly
Personnel Officer

Per: _____

(4275)

Colorado River War Relocation Project
Poston, Arizona

I, the undersigned, in accordance with regulations set forth by the Office of Defense Transportation, pledge and certify that

1. Vehicles under my control will not be driven for and purpose not sanctioned by the Office of Defense Transportation.
2. That to the best of my ability tires will not be driven beyond recapping point.
3. That tires will be inspected at least once every sixty days or 5,000 miles, whichever occurs first.
4. That speedometers will be kept in working order at all times if possible.
5. That the vehicle will not be driven in excess of 35 miles per hour.
6. That the required records will be currently and accurately kept.
7. That the Certificates of War Necessity under which trucks on this Relocation Project are operating do not relieve me of complying with any other Federal, State, or local laws or regulations pertaining to operating authority.

(Signed) _____

(Titled) _____

COLORADO RIVER RELOCATION CENTER
Peston, Arizona

September 6, 1945

MEMO TO:

SUBJECT: Emergency Fire Protection Service

Due to the shortage of regularly assigned firemen, you are hereby designated as an Emergency Fireman and will serve, when requested to do so, in addition to your regularly scheduled work hours.

Time from your regular duties will be allowed for training purposes.

Service at fires occurring within your regular tour of duty will be considered as part of your normal duties and will be shown on the time report in the usual manner.

Service at fires when occurring outside of your regular tour of duty, i.e., after you have worked a total of eight hours in any one day or a total of forty hours in any one week, will be considered and reported as overtime and payment therefor will be made at the end of the pay period at the established overtime rates, unless you elect instead to take compensatory time off.

Duncan Mills
Project Director

UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Colorado River War Relocation Project
Poston, Arizona

March 19, 1943

Dear

The Office of Indian Affairs, under which the Colorado River War Relocation Project is administered, has designated me as Accountable Officer for this Project for property accountability purposes. Under rules and regulations promulgated by the Secretary of the Interior and the Office of Indian Affairs, I am authorized to request you to furnish an appropriate bond to me since you in your capacity of _____ are responsible for the care and preservation of Government-owned supplies, materials, and equipment.

Contrary to popular belief which has grown up in the Indian Service for many years, property for accountability purposes has been classified in three major groups: (1) fixed property (2) equipment, and (3) supplies and materials. Under the first classification, items such as real estate, buildings and structures, irrigation, water, sewer, gas, telephone and electric systems, stationary machinery, and equipment permanently installed and affixed to buildings such as boilers, water heaters, etc., are included.

Under equipment such items as automobiles; implements; vehicles; machines of all kinds; medical, surveying and scientific instruments; tools, utensils; furniture, etc., are included.

Under the third classification fall other commodities which are actually consumed or used up in operation, maintenance, manufacture, or construction. Typical items are food, clothing, textiles, drugs, medical supplies, stationery, fuel, lubricants, oils, gasoline, builder's supplies, and the like.

It will be seen, therefore, that for accountability purposes there are no longer the two main classifications, viz., non-expendable and expendable property. One of the prime requirements of the property regulations is that unless all property is properly accounted for, it is necessary to hold officers and employees of this Project financially responsible, and they will be required to reimburse the Government for any shortages or losses of property unless relieved of liability through the proper procedures.

Regulations under which we operate require the establishment of a Board of Survey consisting of five members, three of whom will constitute a quorum. This Board of Survey will be appointed and appropriate notices issued in the near future relative to its establishment. The duties of the Board and its relationship to the various officers and employees of the Project are fully outlined in the Property Accounting Regulations issued by the Secretary of the Interior. Copies of these regulations should be in your possession and studied from time to time to see that the various requirements thereof are complied with by you and employees under your jurisdiction who are charged with the responsibility of caring for and preserving Government-owned property. Copies of these regulations may be had by a request addressed to the Property Custodian.

Your attention is particularly invited to section 6, paragraph 5, supra, which reads as follows:

"Upon separation or transfer of an employee having custody of property, a complete inventory thereof should be made and if everything is accounted for satisfactorily, a clearance will be given. Certification for final salary payment should be withheld until this clearance is obtained."

There is attached hereto a sample form of bond for your use in making application to your own bonding company. In requesting your bond you should ask the bonding company to furnish a copy of the Power of Attorney showing the authority of the person who signs for the bonding company, and a statement indicating that such Power of Attorney is on file with the Clerk of the United States District Court in the state in which the bond is issued. A statement should also be requested from the representative of the company to indicate that their company has been approved by the Treasurer of the United States, and that their company is authorized to do business in the State of Arizona, having received permission from the State Corporation Commission.

It is requested that this bond be filed in the amount of \$_____ at the earliest possible date, but in no event later than April 15, 1943.

Sincerely yours,

A. W. Empie
Chief Administrative Officer

Attachment

Adm.--Personnel
CHS

COLO. RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA.

June 19, 1942

Dear Sir:

Due to a drastic reduction in funds we are compelled to curtail our construction program and other related projects and must, of necessity, terminate the services of nearly all our irregular employees. Therefore, you are hereby notified that your services will no longer be required after today, Saturday, June 19, 1943. According to our records you have approximately ___ days' annual leave to your credit, for which you will be paid by check. It is requested that you report to the Payroll office Monday morning so that your time may be computed and definitely determine the amount of leave to your credit, disposition to be made of bonds which may be due, and issue you a letter of release. Thereafter, you will be routed to the Disbursing Section where it is planned to pay you in cash for services rendered during the first half of June.

In conclusion, we wish to assure you that your separation in no way reflects upon your ability but is entirely due to circumstances over which we have no contr

P.S. If after July 1, 1943, funds become available for additional employment, we will notify you.

Very truly yours,

W. Wade Head
W. Wade Head

Project Director

(3123)

CHS/mh

Adm.--Personnel
CHS

COLO. RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA.

June 19, 1943

Dear Sir:

Due to a drastic reduction in funds we are compelled to curtail our construction program and other related projects and must, of necessity, terminate the services of nearly all our irregular employees. Therefore, you are hereby notified that your services will no longer be required after today, Saturday June 19, 1943. According to our records you have approximately ___ days' annual leave to your credit, for which you will be paid by check. It is requested that you report to the Payroll office Monday morning so that your time may be computed and definitely determine the amount of leave to your credit, disposition to be made of bonds which may be due, and issue you a letter of release. Thereafter, you will be routed to the Disbursing Section where it is planned to pay you in cash for services rendered during the first half of June.

In conclusion, we wish to assure you that your separation in no way reflects upon your ability but is entirely due to circumstances over which we have no control.

P.S. If after July 1, 1943, funds become available for additional employment, we will notify you.
CHS/mh

Very truly yours,

W. Wade Head
W. Wade Head

Project Director

(2 312)

Colorado River War Relocation Project
Poston, Arizona

April 14, 1943

This is to notify you that from information received from the District Recruiting and Induction Officer at Phoenix, you have been rejected for general military service as a result of the physical examination. I do not have information as to the nature of your disability. However, I will attempt to obtain this information from the District Recruiting and Induction Officer and will notify you when the information has been received.

At the present time the only information I have is that you have been disqualified due to some physical disability.

Sincerely yours,

Ralph M. Gelvin
Ralph M. Gelvin

Associate Project Director

部落長へ

リー・ヨウ・ボード

F. R. Mathiesen

六月十五日から一般居住者は新しい靴^{スタンプ}購買券の申込みをする事が出来る様になります。以下の諸規則を御覧下さい。

靴スタンプは発行の日から三十日間だけが通用し、それから直ぐに靴を購入しない人の申込は受け付けられません。特別の場合を除くの外はこのスタンプの書替はしない事になって居ります。部落長は部落居住者の人名簿を作成して申込者の姓名を一々記録して下さい。そうすれば間違ひを防止し、事が出来ます。靴スタンプを受けとる人がセクターを出る場合はその人のリー・ヨウ・ボードから第十六号スタンプが切りとられる事になります。外部よりセクターへ歸する人はそのリー・ヨウ・ボード第一号及び第二号を所持してゐる人は所内でこれらを持てゐると違反とになりますから直ぐにリー・ヨウ・ボードへ返して下さい。様に御願ひします。

F. R. Mathiesen 自署

MEMORANDUM TO: BLOCK MANAGER

FROM: F. R. MATHIESEN, RATION BOARD

Residents are eligible for new shoe stamps June 15. Please observe the following rules.

Send no applications unless the person needs shoes immediately as stamps are good only for 30 days from the date issued.

No stamps will be renewed except in unusual cases.

Keep a list of all people in the block and check off as applications are taken so that there will be no duplicate applications made.

Anyone who has received a shoe stamp will have stamp #18 removed from his ration book when leaving the center.

Anyone returning to camp who has been issued books #1 and #2 must return them to the ration office immediately as it is illegal for anyone in camp to hold them.

DEPARTMENT OF THE INTERIOR
U. S. INDIAN IRRIGATION SERVICE
Colorado River Irrigation Project
Parker, Arizona

Date _____

Mr.:

Dear Sir:

It has become necessary to have roads on the bank of many of our canals and laterals so as to operate and maintain them properly. In order to do this, all fences that cross our canals must be removed and kept off.

No fences are allowed to be built across our canals or close enough to interfere with maintenance and operation unless first a permit is obtained from this office and fences are built according to specifications issued from this office. Permits will be issued only in a very few cases and only for a short time.

As no permit has been issued for your fences crossing our canal known as _____ Lateral in Section No. _____ T. _____ R. _____ and fence is not built as specified, you are notified to remove all your fences from this canal as soon as you conveniently can.

We regret to cause this inconvenience at this time but fences crossing our canals are getting more numerous all the time and it is not fair that some are allowed to fence across our canals and others are not.

Thank you,

W. L. Buck

W. L. Buck, Irrigation Manager

WLB:sy

(2486)