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ASSEMBLY CENTER MEDICAL SERVICES

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Manual of Operation
and
Regulations

A. SCOPE OF SERVICES

The medical department of the Assembly Center shall embrace the practice of curative and preventive medicine, the latter to include supervision of general sanitation of the premises, immunization, special clinics, health education and other activities designed to promote the health of the Japanese residents. In carrying out these functions, there shall be operated an infirmary, an outpatient department including a dental clinic and a sanitation division. The services rendered by the medical department shall be limited to the Japanese members of the Center, except that under conditions of exigency other persons may be given emergency treatment pending more appropriate disposition of the case.

B. GENERAL ORGANIZATION

The United States Public Health Service has been delegated the responsibility of providing personnel and supervising the health and medical care of Japanese evacuees. In discharging this responsibility, the United States Public Health Service has enlisted the assistance of the State Department of Public Health and the County Health Department of the respective Counties in which Assembly Centers are located. Japanese physicians, dentists, nurses and medical technicians will provide the actual health and medical services within the Assembly Center.

The Japanese physician designated as "in charge" shall have professional and administrative supervision over all other physicians, dentists, nurses and hospital personnel and shall be responsible, through the director of services and the Center manager, to the United States Public Health Service or its representative for the proper administration of health and medical services in the Assembly Center.

The County Health Officer has been designated as the local representative of the United States Public Health Service and shall have administrative supervision over medical care, but shall be directly responsible to the camp manager for weekly sanitary inspections of the premises, making appropriate recommendations to the manager in writing for the correction of unsanitary conditions found to exist. A copy of each report shall be forwarded to the Director, District #5, United States Public Health Service, Room #112, Federal Office Building, San Francisco, California. The County Health Officer is authorized to utilize his professional staff in assisting the physician in charge in the organization of clinic services and in the conduction of periodic sanitation inspections. The services of the County Health Officer shall be available to the Center manager at any time for assistance in the solution of sanitary or medical problems arising in the Assembly Center.

The State Department of Public Health shall contribute to the Assembly Center such services as it maintains on a state-wide basis.

C. ASSEMBLY CENTER INFIRMARY OR HOSPITAL

General: The infirmary shall be organized to provide bed care for minor medical, surgical, uncomplicated obstetrical and contagious disease cases. The distribution of nurses assigned to the infirmary should be such that one registered nurse, or a doctor, is on duty at all times. Under these conditions, undergraduate nurses and nursing aids may be utilized for nursing services. The necessary clerical and maintenance staff shall be assigned to the infirmary by the Assembly Center manager.

Complicated obstetrical and major surgical and medical cases shall be referred to a local hospital for treatment. The Center manager will be responsible for securing the necessary permits and providing transportation to and from the local hospital.

In the Centers at Santa Anita, Pomona and Manzanar, California, adequate hospitals have been set up to care for all but the most serious surgical conditions. Ordinary medical, surgical and obstetrical cases will be cared for in these hospitals.

Records and Reports: A hospital record shall be kept for each patient admitted to the infirmary on forms furnished for that purpose. Each patient admitted to the infirmary shall be seen by a physician on admission, at which time a tentative diagnosis shall be recorded and appropriate treatment instituted.

The physician in charge shall submit to the Assembly Center manager a daily report on illness in the infirmary, in the quarters, and in outside hospitals, and a weekly hospital census report on a form to be provided, a copy of which will be forwarded to the United States Public Health Service.

Narcotics: The physician in charge shall be responsible for maintaining appropriate records covering the dispensing of narcotic drugs. For each dose of a narcotic drug administered, an entry shall be made on the individual case record and also in the narcotic record book showing the date, amount, and name of patient receiving the drug. A daily check of narcotics on hand, and dispensed, shall be made. A weekly report made by the physician in charge shall be submitted to the local representative of the Public Health Service showing the original supply with any additions thereto, the amount used and the balance on hand. Proper instruction of undergraduate nurses and nursing aids in the use and care of narcotic drugs is imperative. All narcotic drugs shall be kept locked with keys available only to the physician in charge and nurse on duty.

Ward Rounds: A physician shall see each infirmary patient a minimum of twice daily; once at morning rounds and again at evening bed check.

D. OUTPATIENT SERVICES

Medical: An outpatient clinic service shall be available at stated hours for the care of ambulant patients with minor complaints. Residents of the Assembly Center should be requested to observe the clinic hours and avoid calling a doctor to their quarters unnecessarily. Physicians assigned to the Assembly Center should arrange their schedule so that one member of the staff is on call each night.

Special: Special clinic services shall be provided by the medical staff as often as needed. The County Health Officer and his staff will assist in the organization and operation of special clinic sessions.

Dental: Emergency dental treatment to include extractions, fillings, and other procedure of non-extensive nature shall be provided through the operation of a dental clinic. A chief of the dental section shall be selected by the United States Public Health Service, or its local representative, after consultation with the physician in charge.

E. SANITATION

While the County Health Officer or a sanitary inspector on his staff shall make a weekly inspection of the Center premises, the physician in charge shall, with the assistance of the County Health Officer, organize a sanitary squad from Japanese residents, whose duty it will be to make daily inspections of toilets, baths, laundries, kitchens, dining room, and grounds. The members of the sanitary squad shall be selected from persons who have had some technical training, such as undergraduate medical students, laboratory technicians, and undergraduate engineering students. The County Health Officer and his sanitary inspectors should train the sanitary squad by lectures and demonstrations. The sanitary squad, under the direction of the physician in charge, should have supervision over the labor squads assigned to the maintenance of toilets, baths, laundry, and general premises.

F. ADDITIONAL REGULATIONS

The physician in charge may make such additional rules and regulations as are necessary for the operation of medical services, provided these additional rules are not in conflict with those set forth herein by the U. S. Public Health Service and those placed in effect by the Assembly Center manager, and provided, further, that the additional rules are reviewed and approved by the local representative of the U. S. Public Health Service and the Assembly Center manager.

Approved:

W. T. Harrison

W. T. Harrison, Senior Surgeon
District Director

U.S. Public Health Service District #5
San Francisco, California

May 9, 1942

WAGE SCALE FOR JAPANESE WORKERS

The following telegram was received today relative to the wage scale to be paid in Assembly Centers. It was addressed to all Public Relations representatives in the various centers.

At the request of the Administration in the Center, the body of the telegram is herein printed verbatim:

"The following information regarding wages, pay and maintenance of Japanese evacuees at Assembly Centers has been approved by the Secretary of War and the Director of the War Relocation Authority. This information is furnished for distribution to public relations representatives of Assembly Centers to be given to press representatives only on specific request for this information. Certain Japanese at Assembly Centers are engaged in administrative and maintenance work. No wage schedule has been fixed for such employment. The Army will compensate those Japanese evacuees who actually worked for work done on nominal basis, supplying in addition to all concerned, subsistence, shelter, and a small money allowance with which to purchase such items as tobacco, toilet articles, etc. With the concurrence of the Director of the War Relocation Authority, the following plan is now effective:

WAGES AND HOURS

The following schedule of grade and wages based on a 44-hour week will be applicable to evacuees performing work at Assembly and Reception Centers operated by the Army:

Unskilled - \$ 8.00 per month

Skilled - \$12.00 per month

Professional
and
Technical - \$16.00 per month.

Payment for work performed will be made from appropriated funds retroactive to first assignment for evacuees to work after arrival at Center.

MAINTENANCE OF EVACUEES

- A. The Army will furnish without cost to the evacuees the following:
1. Subsistence, shelter and hospitalization, medical and dental care.
 2. Where necessary a gratuitous issue of clothing will be made upon application.
- B. The Army will make available upon application the following allowance for evacuees to provide the necessities of life:
- \$2.50 per individual per month
 - \$4.00 per couple per month
 - \$1.00 for each individual under 16 years old
 - \$7.50 maximum allowance for any one family

The above allowance will be issued in the form of a coupon book which will be obtained from the Center Manager, having a cash value good for purchase of merchandise at the Center Store."

Moffitt, Capt.
Executive Officer
Whitcomb Hotel
San Francisco

WAGE SCALE FOR JAPANESE WORKERS

1942
1943
1944
1945

1. The wage scale for Japanese workers shall be as follows:
2. The minimum wage shall be fixed by the Government.
3. The maximum wage shall be fixed by the Government.
4. The wage scale shall be revised annually.
5. The wage scale shall be applicable to all Japanese workers.
6. The wage scale shall be applicable to all Japanese workers.
7. The wage scale shall be applicable to all Japanese workers.
8. The wage scale shall be applicable to all Japanese workers.
9. The wage scale shall be applicable to all Japanese workers.
10. The wage scale shall be applicable to all Japanese workers.

Approved: _____

PERSONNEL LIST

As of October 27, 1943

HOSPITAL PERSONNEL LIST
As of October 27, 1943

	<u>NAME</u>	<u>I. D.</u>	<u>ADDRESS</u>	<u>DATE STARTED</u>	<u>POSITION</u>
A.	Akagi, Saeko	2658-B	28-9-5	10/11/43	Nutrition Aide
	Akita, Hideyo	1133-C	28-14-5	7/1/43	Nutrition Aide
	Akita, Teruko	1133-D	28-14-5	9/15/43	Nutrition Aide
	Akita, Yone	3683-C	34-6-4	4/29	Reg. Nurse
	Akiyama, Yukino	3125-B	14-6-6	9/5/43	Nurses' Aide
	Amamoto, June	3062-C	34-6-1	5/1	Secretary
	Amino, Masae	2197-D	34-9-2	6/1/43	Typist Clerk
	Anderson, Edna Marie		Nurses'	1/6/43	Reg. Nurse
	Araki, Tsuru	2641-B	22-13-2	9/16	Linen Clerk
	Aramaki, Miwako	3303-F	23-3-2	3/23/43	Receptionist
	Asano, Bunjiro	1381-A	28-3-2	3/22/43	Janitor
B.	Baba, Tsuruyo	1353-B	6-9-5	10/15	Hand Finisher
	Ban, Dorothy	2410-G	26-10-4	8/3	Attendant
	Ban, Florence	2410-H	26-11-4	3/7/43	Attendant
*	Bannai, Rose	1071-E	5-5-1	5/18	Dental Ass't
	Bozono, Fumi Mary	3907-C	24-10-5	5/12	Dental Ass't
	Bowker, Martha		Hospital	9/4/43	Reg. Nurse
	Basson, Nathan			9/29/43	Sanitarian
C.	Carney, Lucille			3/26/43	Reg. Nurse
	Chida, Jessie	1837-C	22-1-2	8/3	Steno
	Chomori, Takeo	3489-C	22-7-2	3/17/43	Washer Operator
	Chuman, Yemi	936-C	29-7-1	3/23/42	Chief Med. Clerk
F.	Folk, Anna C.		Nurses'	7/5/43	Reg. Nurse
	Fredenburg, Emmalou			10/18/43	Reg. Nurse
	Fujii, Marion	2200-D	33-8-1	3/12/43	Typist
	Fujikawa, Haruko	3485-C	12-3-1	5/1/43	Attendant
	Fujikawa, Teruko	3485-D	12-3-1	5/10/43	Attendant
	Fukagawa, Sam. K.	871-A	4-5-4	9/21	Janitor
	Fukunaga, Chikamatsu	1215-A	4-8-2	11/11	Janitor
	Fukushima, Kane	3508-B	17-5-5	10/17/43	Attendant
	Fukushima, Tsunetaro	2529-A	30-7-1	6/1/43	Janitor
	Furuya, Masami	1913-D	28-7-2	2/1	Nutrition Aide
	Furukawa, Toshiko	851-C	3-10-4	6/24/43	Attendant
G.	Gavigan, Irene			10/23/43	Reg. Nurse
	Goto, Miyo	891-B	29-4-3	5/23	Janitress
	Goto, Kikutaro	1454	28-8-3	9/10/43	Janitor
H.	Hagimori, Shinichiro Jim	2855-A	17-7-4	6/4/43	Ambulance Driver
	Hama, Yasaburo	285-A	34-12-3	6/1/43	Med. Equip. Repair Technician
	Hamada, Otokichi	3740-A	18-4-1	6/1/43	Janitor
	Hamaguchi, Aiko	797-C	34-7-3	9/4/43	Reg. Nurse
	Hamaguchi, Yoshiko	797-D	29-5-1	7/1/43	Typist Clerk

Personnel (continued)

	Hanaoka, Wilfred Y.	3370	Hospital	8/7/43	Physician
	Hanawa, Machiko	1729-F	30-2-2	8/6	Attendant
	Harada, Claire	1954-C	29-9-3	5/19	Steno
	Hasegawa, Johnny	922-A	29-11-3	5/1/43	Ambulance Driver
	Hatago, Tsugenobu	2961-A	28-5-2	1/13/43	Janitor
	Hatae, Junko	1971-C	28-13-3	3/8/43	Nutrition Aide
*	Hatae, Mariko	1971-D	28-13-3	6/1/43	Nutrition Aide
	Hataye, Satsuki	1972-B	28-13-2	9/1	Nutrition Aide
	Hawes, Josephine L.		Nurses'	10/5	P. H. Nurse
	Heishi, Helen	1940-B	31-2-3	10/1/43	Med. Steno
	Hiroto, Torazo	873-A	4-5-4	1/8	Janitor
	Hohri, Asa	1515-B	10-4-2	7/23/43	Attendant
	Horimoto, Soichi	2144-A	19-9-2	9/1/43	Ambulance Driver
	Hoshizaki, Rika	1237-B	12-9-1	10/10	Flat Iron Operator
	Hosokawa, Isamu	2249-A	28-10-4	4/22/43	Occupational Ther.
	Hori, Hideo	1197-G	4-5-2	9/7/43	Bus Boy
I.	Ichiyasu, Kiyoshi	75-E	31-5-1	3/25/43	Dental Techn. Ass't
	Idota, Sato	419-B	12-1-5	8/24	Hand Finisher
	Ikeda, Shigekata	566-A	28-6-3	3/26	X-Ray Technician
	Ikemura, Tojiro	40-A	29-4-2	7/1/43	Janitor
	Imahori, Saburo	3095-E	3-12-3	5/7	Ass't Chief Whse.
	Imamura, Yoshie	3487-C	22-11-4	8/21	Flat Iron Oper.
	Imanaka, Fusajiro	1453-A	4-13-3	2/22	Janitor
	Inaba, Yone Dorothy	1927-D	21-4-4	6/5	Dental Ass't
	Inaba, Marjorie	1927-C	21-4-4	6/4	Dental Ass't
	Inouye, James	2554-C	34-11-1	5/1/43	Ambulance Driver
	Inouye, Tom	1245	4-13-3	10/1	Janitor
	Isago, Tomiko	3870-C	24-11-4	10/1/43	Receptionist
	Ishii, Alice	1502-D	10-2-2	4/15	Receptionist
	Ishii, Shizuo	1970-A	28-12-2	10/1/43	San. Insp.
	Ishimoto, Itsuo	2731-A	34-8-4	9/21/43	Orderly
	Itatani, Masayoshi	2601-A	34-11-2	8/8	Optometrist
	Itaya, Tomanosuke	2017-A	30-13-5	8/25	Janitor
	Ito, Masaju	1144-A	33-9-4	3/17/43	San. Insp.
	Ito, Tom	2518-D	30-4-4	10/2	Whse. Man
	Iwaki, Mamoru	2857-C	2-2-3	9/23	Pharmacists Aide
	Iwamizu, Fred H.	2323-C	26-3-4	5/20	Dentist
J.	Jeniye, Yoshino	3824-D	24-14-4	9/24/43	Receptionist
K.	Kageyama, Mae	3347-D	29-2-4	5/28	Steno
	Kakiuchi, Aiko	3912-D	23-12-3	4/1/43	Attendant
	Kakehashi, Rokuzo	3946-A	23-9-4	8/1/43	Janitor
	Kamimura, Fumiko	1188-B	34-10-3	8/18	Flat Iron Oper.
	Kamimura, Kesakichi	3392-A	3-14-4	8/2/43	Orderly
	Kamimura, Suyeko	3491-C	22-11-2	8/21	Flat Iron Oper.
	Kamizono, Juro	322-A	26-8-5	8/4/43	San. Insp.
	Kanemoto, George	2186-C	19-4-3	1/8	Pharmacy Ass't
	Kano, Tom	974-D	3-14-5	7/1/43	Orderly

Personnel (continued)

Kashitani, Asako Dawn	2755-B	28-6-2	10/17/43	Nutrition Aide
Katada, Sonoji	881-A	31-9-2	9/1	Janitor
Kato, Kaneshige	3969-B	22-14-3	10/9/43	San. Insp.
Kawagoye, Keiji	3814-A	24-5-4	4/13/43	Orderly
Kawahara, Keiko	1214-C	29-2-1	4/21	Secretary
Kawahara, Nobu	1214-B	29-2-1	4/22/43	Dishwasher
Kawamoto, Mitsuo Ralph	2575-E	31-2-2	6/15	Whse. Man
Kikuchi, Yoriyuki	895-A	34-7-5	4/1	Chief Dentist
Kimura, Yukio	1476-C	9-8-1	8/11	Janitor
Kinoshita, Michiyo	1468-C	25-2-3	9/12	Flat Iron Oper.
Kishi, Setsuko	3594-D	12-7-1	5/25	Attendant
Kitagawa, Mariko	3997-D	23-11-1	5/1	Lab. Ass't.
Kitayama, Julia	1906-D	21-9-1	9/7	Secretary
Kitsuse, Suye	3863-B	29-10-5	4/5/43	Dishwasher
Kobayashi, Midori	2567-E	30-11-4	9/25	Attendant
Komine, Yuri	3438-B	28-2-6	9/1/43	Nurses' Aide
Kondo, Kameki		29-1-2	4/9	Attendant
Kowata, Tsuyoshi	1293-A	11-7-1	8/12	Janitor
Kurata, Norio	44-A	31-9-1	8/17	H. Hand Finisher
Kuwahara, Seiiji	1894-A	21-5-5	7/19/43	Janitor
Kyosai, Kenji	2334-D	27-12-2	9/10/43	Bus Boy
L. Little, Morse, M.D.		Doctors'	10/1	Physician
M. Maeda, Otojiro	1652-A	8-11-4	7/27	Janitor
Maier, Paul K.			10/18/43	Physician
Maruyama, Bud	1817-D	22-3-1	7/27	Orderly
Maruyama, Roselyn	608-B	17-2-1	5/20	Steno
Maruyama, Tamaki	3625-B	12-8-1	8/17	Hand Finisher
Masuda, George	889-C	4-6-3	9/10/43	Bus Boy
Masuda, Ritsuko Mae	2139-E	19-9-1	5/19	Secretary
Masunaka, Koichi	2180-A	19-6-3	3/23/43	Public Rel. Sup.
Matoba, Masami	2576-D	31-3-2	4/1/43	Med. Acc. Clerk.
Matsumoto, Takeshi	2751-D	15-14-1	9/14/43	Messenger
Matsuno, Susie	4028	25-1-5	1/4	Flat Iron Oper.
Matsuo, Masako	2085-C	20-4-3	5/7/43	Attendant
Matsuoka, Toichi	1285-A	11-6-2	8/18	Janitor
Matsuzawa, Matsuko	1050-B	23-4-3	8/10	Janitress
Mayeda, Michiko	2542-D	30-5-4	8/1	Attendant
Mayekawa, Shigeo	3449-A	23-4-5	7/16	Pharmacist
Miki, Sangoro	1523-A	10-7-4	10/1/43	Janitor
Mikuriya, Chiyeko	1206-E	6-12-4	5/5/42	Steno
Minabe, Hideko	3886-E	24-13-2	9/24/43	Typist Clerk
Mitsuda, Chikamatsu	1182-A	13-14-1	4/1/43	Janitor
Miyake, Giro	1349-A	24-12-4	6/1	Head Janitor
Miyake, Jimmie	1349-C	24-12-4	10/1/43	Washer Operator
Miyamoto, Aiko	1960-D	29-9-2	6/4/42	Med. File Clerk
Miyamoto, David S.	58-A	29-11-2	4/17	Pharmacist
Miyamoto, Jane	1213-F	11-8-4	5/1/43	Attendant

Personnel (continued)

Miyamoto, Kazue	3553-D	29-3-3	6/10/43	Dental Ass't
Miyamoto, Yoshie	1960-B	29-9-2	8/21	Hand Finisher
Miyoshi, Fumiko	2177-C	28-4-3	3/22/43	Med. File Clerk
Mizumoto, Shizumi	1615-C	9-3-1	7/5/43	Attendant
Mochizuki, Tomiko	3853-C	21-1-4	8/18	Flat Iron Oper.
Miyagishima, Yoshi	2148-B	29-9-1	10/9/43	Dishwasher
Momiyama, Rin	776-B	34-5-2	6/14/43	Hand Finisher
Morita, Kingo	2984-A	29-12-2	7/1/43	Janitor
Munemori, Kikuyo	3604-E	34-5-5	8/2/43	Attendant
Muramoto, Jiro	6460-A	Doctors'	11/1	Physician
Murao, Barbara H.	2277-C	34-1-4	5/18	Attendant
Murata, Toju	271-A	1-11-3	6/16	Del Boy
Muto, Mitsuru	2164-C	36-2-2	7/13/43	Washer Operator
Muto, Saburo	2164-A	36-2-2	8/4	Ass't. Foreman
N. Nagahama, Kazuko	3608-C	29-6-4	4/30	Reg. Nurse
Nagao, Kaichiro	3314-A	31-9-3	1/25	Dentist
Nagayama, Genji	3972-A	23-10-3	4/1/43	Janitor
Nakamura, Isayo	1911-B	21-6-1	8/1/43	Hand Finisher
Nakamura, Jean	1300-E	11-9-1	10/1	Attendant
Nakamura, Mary	627-B	4-6-4	3/19/43	Nutrition Aide
Nakamura, Misuko	1497-C	10-1-3	6/1/43	Typist Clerk
Nakamura, Tom		34-3-1	8/6/43	Orderly
Nakano, George Tsuyoshi	3386-C	5-1-4	12/1	Dr's Ass't
Nakano, Herbert	2541-E	30-7-4	4/1/43	Med. Acc't Clerk
Nakano, Janet	2541-F	30-7-4	3/22/43	Steno
Nakashima, Tom	1236-D	12-10-6	7/19/43	Ambulance Driver
Nakashimo Keiji	3582-D	28-5-4	8/26	Orderly
Namikawa, Chika	1246-B	12-10-5	11/18	Hand Finisher
Namiyoshi, Teizo	1585-A	29-8-5	11/17	Janitor
Nanchi, Katsuyo	1481-F	34-12-2	10/7/43	Receptionist
Narikawa, George	1142-A	34-11-3	8/1	Service Supervisor
Nenashi, Viola	2526-C	30-6-4	6/21	Record Clerk
Niguma, Betty	2632-A	19-14	9/17	Attendant
Niguma, Ruth	4056	19-14	5/12/43	Attendant
Niina, Mogusa	65-A	17-6-3	6/1/43	Janitor
Nishi, Setsuko	3968-C	22-12-1	5/1	Sr. Clerk
Nishida, Iwano	1933-B	21-4-2	8/21	Flat Iron Oper.
Noma, Yuri	2148-C	29-9-1	5/18	Supervisor of Steno
Nozawa, Masao	2174-A	27-1-4	6/24	Head Flat Iron Oper.
Nozawa, Hanzaburo	2440-A	36-2-3	8/4	Laundry Foreman
Nozawa, Tsuye	2174-B	27-1-5	8/1/43	Tumbler Operator
O. Oda, Tamiye	3151-C	16-4-1	5/1	Statistician
* Ogura, Sada	3438-B	11-7-4	9/12/43	Attendant
Ohashi, Hideko	3084-D	29-8-4	5/13/42	Dental Ass't
Okami, Grace	3128-E	34-2-2	7/23	Lab. Ass't
Okamoto, Akira	2283-C	28-6-1	6/8/43	Repairman
Okamoto, Hideko	1922-C	21-7-4	8/18	Hand Finisher

Personnel (continued)

	Okamoto, Otsuno	1922-B	21-7-3	8/21	Flat Iron Oper.
	Okamuro, Teruko	1225-C	12-6-1	4/12/43	Steno
	Okazaki, Toraichi	908-A	4-3-5	9/19/43	Janitor
	Oliver, Wanda		Nurses'	4/19/43	Reg. Nurse
	Ono, Mary C	1365-D	10-4-5	9/12/43	Chart Aide
	Otsuki, Fukuji	3290-A	16-11-4	9/23	San. Insp.
	Ozaki, Tomiko	1369-E	12-4-4	5/10	Attendant
	Ozawa, Kinu	223-B	12-8-2	10/9	Hand Finisher
Q.	Quarnstrom, Dagmar		Nurses'	9/19	Reg. Nurse
S.	Saito, Alyce Hisako	3563-C	34-8-1	1/1/43	Nutrition Aide
	Saito, Yagoshichi	3563-A	34-8-1	7/1	Barber
	Sakaguchi, Hisaji	3411-B	11-7-3	4/10/43	Attendant
	Sakaguchi, O. T.	40582	11-7-4	8/1/43	Dentist
*	Sakaki, Michiko	1867-D	21-12-4	9/18/43	Attendant
	Sakamoto, Gisuke	3812-A	28-4-2	3/24/43	Janitor
	Sakata, Kazumaro	3345-C	17-2-3	12/14	Orderly
	Sakata, Kiyoko	3880-B	36-6-2	9/13/43	Attendant
	Sakuda, Kesanosuke	1965-A	19-11-2	5/19	Pharmacist
	Sameshima, Asaka	3936-B	30-13-5	5/1	Hand Finisher
	Sano, Benkichi	186-A	6-2-5	10/1	Washer Operator
	Sano, Teruko	1127-B	6-3-4	8/7	Hand Finisher
	Sansui, Tomoichi	1176-A	22-13-2	8/21	Washer Operator
	Sato, Rosemary	1601-B	29-8-1	4/21	Sup. of Clerks
	Sedohara, Toshihiko	2762-D	8-1-4	9/13/43	Messenger
	Sewaki, Kazuo	3823-A	18-14-4	8/1/43	Orderly
	Shimamoto, Emy	3327-C	33-5-2	4/19/43	Receptionist
	Shimazu, Tadao	3813-C	28-8-2	3/1/43	X-Ray Ass't.
	Shimizu, Masami	2369-A	27-8-2	3/3/43	San. Insp.
	Shimizu, Yaye	2150-F	27-6-2	4/14/43	Clerk
	Shiohama, Flora	2496-D	27-11-1	8/21	Dental Ass't.
**	Shiono, Kazumi	1542-C	10-9-3	9/25/43	Attendant
	Shirakawabe, Hikomachi	2506-A	27-12-3	8/6	Janitor
	Shishido, Anna	1519-C	10-5-2	4/18	Steno
	Silber, Bernice		Nurses'	2/24/43	Med. Social Worker
	Sleath, Jack C.			10/19/43	Physician
	Sugimoto, Sayeko	3346-E	17-2-4	2/5	Linen Clerk
	Suzuki, Mary	2184-C	32-4-4	12/1	Steno
**	Sugiyama, Shigeki	2480-C	27-8-4	10/18/43	Orderly
T.	Tabuchi, Yoshiko	3534-D	28-10-1	12-1	Nutrition Aide
	Takahashi, Seijiro	3304-A	16-14-1	12/19	San. Insp.
	Takahashi, Teiji	1763-A	Doctors'	5/3	Physician
	Takahashi, Tsune	1763-B	Doctors'	5/5	Graduate Nurse
	Takahashi, Ureko	3738-E	23-1-4	7/27	Secretary
	Takahashi, Yoshiharu	2573-C	31-2-4	6/15	Whse. Man
	Takaki, Miyono	2273-B	25-9-1	5/1/43	Janitress
	Takayama, Yone	3397-B	6-9-1	8/8/43	Attendant
	Takesaki, Fred	2019-A	26-14-2	5/1/43	Sterilizer Oper.

Personnel (continued)

	Takeuchi, Norie	2709-A	34-14-1	2/1	Washer Oper.
	Takimoto, Tomoyo		14-6-4	9/14/43	Attendant
	Tanabe, Yoshiko	1887-E	21-9-4	10/17/43	Attendant
	Tanaka, Walter	3450-A	23-2-3	7/25	Pharmacist
	Taniguchi, Tokie	1412-D	11-13-3	4/23	Attendant
	Tanikawa, Kimiko	2574-D	30-12-4	4/7/43	Typist
	Tashima, Fumiko	3881-C	24-13-4	5/1/43	Secretary
	Tochioka, Hideo	3981-D	23-5-3	11/16	Whse. Man
	Tochioka, Shigeo	3979-A	34-4-3	5/22	Med. Adm. Ass't.
	Toizumi, Hyozo	2276-A	36-6-1	8/1	Dental Tech.
	Tokuda, Tom	3819-D	24-6-2	7/27	Timekeeper
	Tokunaga, Katsuto	1777-A	22-9-2	5/10/43	Washer Oper.
	Tomikawa, Alice	3063-B	34-9-3	9/1/43	Nutrition Aide
	Tsukahara, Iwao	1797-A	22-12-3	8/17	Hand Finisher
	Torii, Patricia	2145-G	19-9-4	7/19/43	Attendant
	Toyama, Sumiko	932-E	4-7-1	7/14/43	Attendant
U.	Uchida, Elmer	2547-C	30-8-3	9/22	Personnel Manager
	Uchida, Sumiye	2547-F	30-8-3	10/1/43	Attendant
	Uemura, Kimiko D.	3490-C	22-11-1	9/16	Flat Iron Oper.
	Ujie, Ura	1252-B	12-11-2	3/9/43	Hand Finisher
*	Umehara, Betty	3179-E	16-6-4	7/5	Attendant
	Umeki, Toshiko	3120-C	24-9-5	9/22/43	Chart Aide
	Uyeda, Lois	1073-C	5-11-1	5/1	Steno
	Uyeda, Toraichi	2235-A	36-1-4	5/6/43	Dishwasher
	Uyeda, Seijuro	3291-A	16-11-4	10/1/43	Night Watchman
	Uyeno, Chokichi	1465-A	29-5-4	5/4	Head Janitor
	Uyeno, Misao	1465-C	29-5-4	4/6	Steno
	Uyeno, Shizuko	1448-B	12-8-4	8/17	Hand Finisher
	Uyesugi, Moshiro	1426	28-9-3	5/19/43	Janitor
	Ushijima, Chiyokichi	1727	34-7-2	7/1/43	Orderly
W.	Wakamatsu, Mary	3756-C	18-5-1	8/7	Lab. Ass't.
	Wakamatsu, Matsunosuke	3756-A	18-5-1	7/1/43	Janitor
	Wakita, Giichi	1939-A	21-3-2	9/1/43	San. Insp.
	Watanabe, Fujiye	3481-C	12-5-1	5/20	X-Ray Ass't.
	Wetzel, Gertrude		Nurses'	10/2	Chief Nurse
	Williams, Mary		Independ.	1/18	Dietician
Y.	Yamaguchi, Kikuye	1671-C	32-9-3	4/24	Attendant
	Yamahiro, Tokiye	1575-C	18-14-5	4/25	Clerk
	Yamamoto, Shinjiro	1513-A	28-10-2	7/29	San. Insp.
	Yamamoto, Tetsuo	367-A	1-13-4	10/12	Janitor
	Yamamoto, Yoneo	1513-C	28-10-2	4/14/43	Pharmacist Ass't.
	Yamanaka, Chiye	650-B	34-7-4	4/26/43	P. H. Nurse
	Yamanaka, Yokichi	2360-A	16-7-4	4/1/43	Night Watchman
	Yamasaki, Kanari	211-A	34-7-2	8/10	Janitor
*	Yamashita, Kiyoko	4068	19-14	7/5/43	Attendant
	Yashiki, Yoshi	1950-B	34-8-3	7/22	Seamstress
	Yasuda, Tomiko	1095-C	29-10-3	5/16	Student Nurse

Personnel (continued)

Yokoyama, Frances	3702-C	18-8-5	10/11/43	Chart Aide
Yokoyama, Tokichiro	2020-A	27-14-1	8/2	Janitor
Yonemitsu, Lucy	1153-F	34-9-4	10/1/43	Chart Aide
Yonemitsu, Michael	34-9-4	1153-C	8/1	X-Ray Tech.
Yoshida, Waka	224-B	12-8-5	9/29	Hand Finisher
Yoshimura, Yoshimasa	2092-C	20-2-1	7/5/43	Orderly
Yoshino, Gorokichi	1739-A	1-13-1	10/24	Janitor
Yoshizaki, Toshiko	1189-C	6-10-3	3/24/43	Attendant
Yuzuki, Kiyoko	1789-B	22-10-2	10/30	Hand Finisher
Z. Zoriki, Sadayo	3862-B	12-3-4	3/22/43	Hand Finisher

* Part-time worker

** Partial-time worker

TOTAL NUMBER OF EMPLOYEES -- 286

Chart of Accounts Health Section

40 - 720 Health Section Control

40 - 721 Health Section Overhead

This account will be used to carry of the Chief Medical Officer and salaries of his assistants and any other items which can not be distributed to any of the accounts listed below. An effort should be made to keep the use of this account at an absolute minimum.

40 - 722 Hospital Mess Hall

This account will be used to carry all costs (food, supplies, labor, etc.) incident to the operation of the hospital mess hall as well as the feeding of the patients in the hospital.

40 - 723 Household Expense

No charges will be made to this account. That is, all charges will be carried in the breakdowns enumerated below:

40 - 723.1 Laundry

This account will carry all salaries, materials and supplies, and items of miscellaneous expense applicable to the operation of the laundry. A monthly report of work done for other divisions showing commercial rates for same will be submitted to the cost unit so that the hospital laundry may be credited and the other divisions debited.

40 - 723.2 Housekeeping

This account will carry salaries, materials and supplies, etc., for maid work, janitor work, etc.

40 - 724 Property

No charges will be made to this control account, but rather to the breakdowns enumerated below:

40 - 724.1 Utility Operations

This account will carry all costs for utility operation; including, heat, light, power, and water. These charges will include salaries of personnel engaged in the maintenance and operation of the utilities as well as a proportionate share of the utilities bill to be charged to this account directly by the cost unit. In addition any miscellaneous supplies used in the operation of the utilities systems will be charged to this account.

40 - 724.2 Maintenance of and Repairs to Buildings and Grounds

This account will be used to carry all items of cost (salaries, materials and supplies) incident to maintenance and repairs of the hospital buildings and grounds.

40 - 724.3 Storehouse

This account will be used to carry salaries and items of miscellaneous expense incident to operating the hospital storehouse.

40 - 725 Motor Service

This account will carry all costs pertaining to the operation of motor equipment by the Health Section. The charges for the equipment will be posted to the account directly by the cost unit from the reports of the transportation division. Salaries of all personnel engaged as drivers, chauffeurs, etc., will be charged to this account.

40 - 726 Hospital Service Control

No charges will be made to this control account, but rather to the breakdowns enumerated below. Charges will include salaries, supplies, etc.

40 - 726.1 Obstetrical, Medical, and Surgical

This account will carry all costs incident to the operation of wards treating patients of this category.

40 - 726.2 Tuberculosis

This account will carry all costs incident to the operation of wards treating patients of this category.

40 - 726.3 Pediatrics

This account will carry all costs incident to the operation of wards treating patients of this category.

40 - 726.4 Communicable Diseases

This account will carry all costs incident to the operation of wards treating patients of this category.

40 - 727 Non-Hospital Services

No charges will be made to this control account. It should all be made in the breakdowns enumerated below, and will include salaries, materials and supplies, etc.

40 - 727.1 Out-Patient Clinics

40 - 727.1-1 Medical and Surgical

40 - 727.1-2 Dental

40 - 727.1-3 Optometrical

40 - 727.2 Visiting Services

This account will carry all costs incident to the operation of the Public Health, Medical Social, Sanitary, and Nutritional programs.

40 - 728 Operational Services

No charges will be made to this control account, and all charges should be made to the breakdowns enumerated below. These charges will include salaries, materials and supplies, etc.

40 - 728.1 X-Ray

40 - 728.2 Laboratories

40 - 728.3 Surgical Unit

40 - 728.4 Pharmacy

40 - 728.5 Education

40 - 728.6 Records and Libraries

COPY
File under
Admin. Station

TIME-KEEPING PROCEDURE

Extend time and amount, obtain workers, supervisors and timekeepers signature on Time Card when:

1. Services are terminated.
2. Transfer between sections or divisions.
3. At end of the month.

Service shall be terminated if sick leave is more than 15 days.

Record all "C" time on reverse side of the Time Card. All "C" time must be approved by A.P. Supervisor. Transfer all "C" time that is shown on Time Card to Compensatory Time; also show all "C" time that employee has taken.

Administrative instruction ten and our telegram of April 8 are amended to provide for the payment of compensatory leave after departure from the Relocation Centers to evacuees inducted in the Armed Services of the United States.

Only excused absence from work for which payment to be made is when evacuee is on sick leave, any other excused absence shall be without compensation unless charged to accrued compensatory leave.

In case of evacuees transferred between centers unused compensatory leave may also be transferred, no authority to pay for compensatory time after evacuee leaves center on leave.

SUGGESTIVE

Basis for refers between P.W. and Med. Soc. Worker and for division of responsibility in cases known to both.

1. In general, case work responsibility rests with P.W. in cases in which the basic problem is social. When individuals known to P.W. are referred to clinic or hospital, phone or written reports may be given the M.S.W. who will then give any pertinent social information to the examining doctor and will report to P.W. the result of the examination and the medical recommendations. Medical-social interpretation may be given to the patient by the M.S.W.

2. When the basic problem is medical, e.g. such cases as stomach ulcer and hyperthyroidism in which the patient's reaction to the social situation may have a direct bearing on the illness, case work responsibility may be carried by the M.S.W. and reports given to P.W. if the case is known to them.

3. It may happen that in a family known to P.W., one member has a medical condition in which medical social case work may be helpful. In such a situation, frequent mutual reports are indicated with a decision as to the responsibility to be carried by each.

4. In cases which may be either medical or social (a classic example being the unmarried mother) the point of origin and of the first intensive case work relationship may be given M.S.W. who will then assist the patient in her adjustment to hospital or clinic and will report to P.W. When a case has originated in hospital or clinic, it may be wise for M.S.W. to carry case work responsibility, giving a report to P.W. Good team work will reveal situations in which transfer of case work responsibility will effect best results.

5. Frequent, regular case conferences at which cases of mutual interest are discussed will furnish the best opportunity for constructive planning in individual cases and for allocation of responsibility in carrying out part or all of the plan.

MEDICAL SOCIAL SUPERVISOR

Duties and Responsibilities

Under administrative direction of the project medical officer, and receiving the technical supervision of the medical-social consultant, to organize and carry out a program of medical-social work in the health services of the Relocation Center, and to assume other related duties as assigned.

- To be responsible for supervision of other medical-social personnel in the Relocation Center;
- To bring to the attention of the medical officer or appropriate personnel recurring social factors which impede adequate medical care of any group of patients;
- To cooperate with the social, educational, recreational, and other services available in the Relocation Center for meeting the needs of patients;
- To provide information to the attending physicians regarding social situations of patients which may influence medical treatment or hospital discharge plans;
- To assist patients to carry out medical recommendations through an adjustment of social problems interfering with medical care;
- To help patients and families meet the social problems involved in convalescent, chronic or terminal care.

and is to come under the direct supervision of the Adult Education department. It can be housed in the North-west corner of the Adult Education office if a closet or cupboard is prepared for it. This office could become the clearing house for the entire movie program of the education department if desired.

5. Hospital Patients

We have attempted to cooperate with the hospital on a program suitable for convalescing patients--T. B. patients especially--but no real results have been obtained, due to several reasons. Three times the nurse with whom we were planning has resigned and left the program hanging; arts and crafts are more suited to patients' needs than correspondence courses, University extension courses, or other academic activities.

A new nurse is expected soon to replace the one who replaced Mrs. Silber, with whom we began this planning, and I would suggest that a representative of this department again volunteer to help if help is desired.

Our total enrollment in the Adult Education program has fallen off from a summer quarter high of 2100 to a current enrollment of 917. We are still attempting to outgrow the effects of segregation, which took place six weeks ago, and to replace the many losses to relocation which have hit our department very hard this spring.

I believe the centralized language school, that you recently proposed, will create new interest in Adult English. The two major goals of our department from now on, it seems to me, should be expansion of Adult English and increased vocational training opportunities.

A person who may desire to relocate should have confidence in his ability to get and hold a job, and in his ability to use the English language with reasonable ease.

May I take this opportunity to express my sincere appreciation to you for the help, inspiration, and good common sense you have injected into our program during the past year, since I took over?

I have enjoyed this year's work and am resigning only in the hopes of bettering my position from the point of view of location, advantages for my family, and future salary outlook.