

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

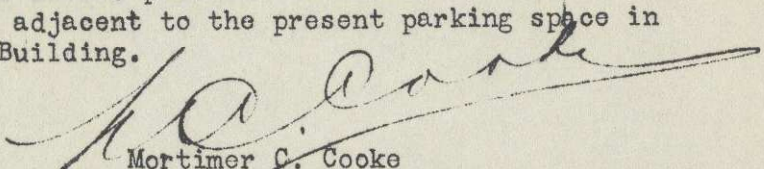
OFFICE MEMORANDUM

October 20, 1942

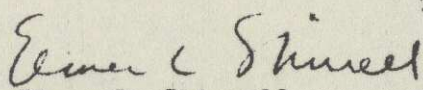
MEMORANDUM TO: Members of the Administrative Staff

SUBJECT: Car Parking

From this day forward, no cars are to be parked within the Administrative Residential Area. Members of the staff who have garages should utilize them and not park on the streets between the residential barracks, and those who do not have garages should park in the vacant lot across the street from the barracks and adjacent to the present parking space in front of the Administrative Building.


Mortimer C. Cooke
Transportation and Supply Officer

Approved:


Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project

OFFICE MEMORANDUM

January 8, 1943

MEMORANDUM TO: Staff Personnel

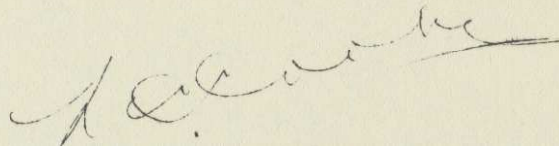
SUBJECT: Personnel Mess Hall

During the past few months and since the opening of our personnel mess hall, guests have been welcome and we wish to continue to offer to our staff members the privilege of inviting their friends to the dining hall.

We must, however, ask the co-operation of each and every staff member to reduce such invitations to a minimum. Our facilities are limited and an excess number of guests not only makes it impossible for us to serve our staff at one sitting but imposes a hardship upon the kitchen help and the waitresses as well.

We also request that you notify Miss Ito, Head stewardess, in advance, if you plan to have more than one guest so that she may have sufficient time to make the necessary preparations.

Your co-operation will be greatly appreciated.



Mortimer C. Cooke
Chief, Trans. & Supply

*cc routed to Mr Lowry
original*

MAR 20 1943

Mr. Coverley
Transportation

MEMORANDUM TO: Mr. Harvey M. Coverley, Project Director
Tule Lake Relocation Center

SUBJECT: Procedure for handling evacuee property

Reference is made to Mr. Lowrie's telephone call of March 19 regarding certain conditions for shipping evacuee property.

1. In regard to crating or packing of evacuee property to be shipped from the Project, please refer to the fifth paragraph of the memorandum addressed to all Project Directors dated February 20, wherein it is stated that any packing or crating performed at the Project is to be taken care of by the Project.

2. This office does not furnish tally sheets. Enclosed is a sample of the tally sheet we use. We suggest that you mimeograph at the Project whatever you require.

3. According to our Legal Department, the Authority will transport, at Government expense, 500 pounds of evacuee property from the Project to the evacuee and his family at their future destination. If there is a son or daughter living with the family and using the family number, he or she would, of course, be included in the evacuee's limit of 500 pounds. If, however, the son or daughter were living separately from the family, and had a separate family number, then he or she would be entitled to the movement of 500 pounds from the Project at Government expense.

4. You will note that in Paragraph 5.A of WRA form 156, it is definitely stated that if the evacuee chooses to have his property transported via his own choice, he must pay the expense in connection therewith.

5. In regard to insuring shipments at Government rates: The carrier will pay claims not to exceed 10¢

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per pound. This is the only insurance that this Authority will participate in. However, if the evacuee wishes to insure his property in transit for more than that amount, it is entirely up to him to make such arrangements.

(SIGNED)

J. G. Fitzhenry
Chief of Transportation

Enclosure 14271



WAR RELOCATION AUTHORITY
Tule Lake Project

April 15, 1943

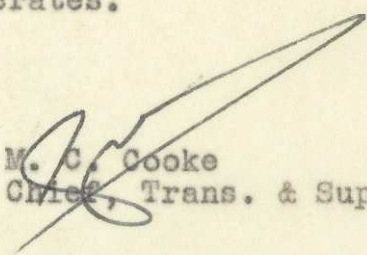
MEMORANDUM TO: Mr. Ralph E. Peck
Chief Project Steward

SUBJECT: Crates and sacks

You will recall that we experienced considerable difficulty during the harvesting season when delivering vegetables in crates and sacks to the mess halls, by the mess workers breaking up the crates and not returning the sacks to the farm.

Anticipating a possible recurrence of these difficulties during the next harvesting season, I propose that we work out an effective control to insure that all crates and sacks will be returned. It may be necessary for us to refuse to make deliveries to the mess halls unless they have on hand a sufficient number of crates and sacks to replace those at the time the vegetables are delivered. These crates and sacks are to be put in the same truck that delivers the vegetables and returned to the farm warehouse or whatever spot they may designate.

Will you please keep this in mind so that the Mess Management section will receive proper credit for the returned sacks and crates.


M. C. Cooke
Chief, Trans. & Supply

cc: Mr. C. E. Zimmer ✓

8-10-44

SPECIAL NOTICE

FEDERAL EMPLOYEES ARE SPECIFICALLY REQUESTED TO SPEND THEIR VACATIONS AT HOME OR NEARBY HOME THIS YEAR BECAUSE OF THE CONGESTED WAR TIME USES OF INTER-CITY RAIL AND BUS LINES. THERE IS NO SPACE FOR PLEASURE OR VACATION TRAVEL BECAUSE OF INCREASED WAR USES BY THE MILITARY AND OTHERS IN VITAL WAR ACTIVITIES.

APPEALS HAVE BEEN MADE TO THE PUBLIC BY THE CHAMBER OF COMMERCE, CIVIC AND INDUSTRIAL ORGANIZATIONS, CIVIC, STATE AND FEDERAL AUTHORITIES AND BY OUR DIRECTOR, COLONEL J. MONROE JOHNSON TO REFRAIN FROM HOLDING CONVENTIONS AND TO STAY AT HOME THIS VACATION.

GOVERNMENT EMPLOYEES ARE AGAIN REQUESTED TO REFRAIN FROM ANY TRAVEL IN CONNECTION WITH GOVERNMENT BUSINESS WHICH MAY BE HANDLED BY MAIL, TELEGRAPH OR BY TELEPHONE.

PLEASE DO YOUR PART AND ABIDE BY THESE DON'T TRAVEL REQUESTS. YOU WILL BE AIDING THE WAR EFFORT, AND THE PUBLIC WHOM WE SERVE WILL BE ASSURED THAT THE GOVERNMENT EMPLOYEES ARE COOPERATING 100 PER CENT IN REFRAINING FROM UNNECESSARY INTER-CITY BUS AND RAIL TRAVEL.

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UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

OFFICE MEMORANDUM

TO: All Division Heads

FROM: Local Mileage Administrator
C. A. Failing

SUBJECT: Gasoline and Mileage for Commercial Vehicles

January 22, 1945

The Office of Defense Transportation Division of Motor Transport, District Office, Sacramento, California, has issued to W.R.A. Tule Lake Center a certificate of War Necessity for the year 1945 allocating 1,050,500 miles. However they allocated only 85,050 gallons of gasoline for the year, a reduction of 485,207 miles and 72,248 gallons of gasoline from our actual usage in 1944.

I suggest that all section heads be notified of these facts and be asked to do everything in their power to keep the mileage at a minimum without interfering with the efficient operation of the activity. I feel that reduction of 20 per cent would not be impossible.

Chester A. Failing
Chester A. Failing
Local Mileage Administrator