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25-31, 33

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WAR RELOCATION AUTHORITY

Tule Lake, California

Project Instruction #5

June 9, 1942

MEMORANDUM TO: All Division and Section Heads
FROM: Elmer L. Shirrell
SUBJECT: Policy and Procedure

Attached is Budget and Finance Bulletin #1 dated June 9, 1942.

Your attention is invited to Paragraph 3 and its importance cannot be too greatly stressed.

Regarding Paragraph 4, this procedure is to be used only in the event the Property Control Unit is unable to supply your needs.

You are cautioned to comply with all requirements of the Bulletin.

Elmer L. Shirrell

WAR RELOCATION AUTHORITY

Tule Lake, California

Budget and Finance Bulletin #1

June 9, 1942

MEMORANDUM TO: All Division and Section Heads

FROM: Elmer L. Shirrell

SUBJECT: Fund Obligations
Policy and Procedure

1. The Regional Office has granted us various allotments, primarily to be used for field emergency purchases.
2. Purchase Orders are prepared by the Procurement Officer of the Administrative Division.
3. It is a mandatory requirement of the Comptroller General, that no official or employee of the Government may obligate funds appropriated by Congress, but what they have previously determined the availability thereto.
4. Therefore, before purchases are made, or obligations incurred, Form WRA-7 must be submitted to the Procurement Officer, indicating your requirements. If the source of supply is not known or prices are not available, a conservative estimate of the gross total must be shown, in order that the availability of funds may be indicated to the Procurement Officer by the Budget and Finance Division.
5. A confirmation Purchase Order will be prepared by the Procurement Officer, when all items shown on WRA-7 have been delivered, final quantities and with prices determined.
6. Procedure outlined in Paragraphs 4 and 5 are of a temporary nature, subject to change.
7. Unauthorized obligations made, under this procedure may result in that particular employee being forced to reimburse the vendor personally.

This procedure is to be effective as of date.

Elmer L. Shirrell

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

August 7, 1942

PROJECT INSTRUCTION NO. 6

TO: All Project Employees
FROM: Elmer L. Shirrell, Project Director
SUBJECT: Local Project Purchases

A telegram has just been received from the Regional Director stating that all purchases by the Project must be strictly limited to emergencies; that the Regional Office's copy of purchase order must be supported by an exigency statement, signed by the Project administrative officer.

In order to meet this requirement and to enable the administrative officer to satisfactorily determine that an emergency actually exists, it is requested that the division chief insert a statement on the requisition form, WRA-7, outlining the emergency need for the purchase, and why this need could not have been foreseen sufficiently in advance to enable us to request the materials or supplies through the Regional Office. This statement should be sufficiently specific in detail to enable the administrative officer to make a satisfactory exigency statement on the purchase order.

In view of this instruction, no purchase should be made in the future without prior clearance through the administrative division.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

August 5, 1942

PROJECT INSTRUCTION NO. 7

TO: All employees
FROM: Elmer L. Shirrell, Project Director
SUBJECT: COST ACCOUNTS TO BE MAINTAINED

The following cost accounts will be maintained during the current fiscal year. If further breakdowns are required by any Division, please clear with Mr. Conner so that necessary instructions may be issued to all concerned.

The cost account number must be placed on all requests for workers, time reports, requisitions for materials and supplies, etc.

COST ACCOUNTS TO BE MAINTAINED

Cost Account
Number

NAME

100 - Administration (Project Operations)

Includes salaries and expenses of offices of Project Director, Assistant Project Director, Project Attorney, and the Administrative Division, also general overhead expenses, such as office supplies, commercial telephone and telegraph service, etc.

PUBLIC WORKS

210 - Land Improvement

Includes all costs incident to clearing and leveling of land, etc.

220 - Building Construction

Includes all costs incident to construction of buildings. A separate account will be set up for each unit of construction by the Administrative Division upon request.

230 - Highway and Bridge Construction

Includes all costs incident to the construction of roads, trails, sidewalks, bridges, roadside ditches, etc.

240 - Fencing (Construction)

Includes all costs incident to the construction of fences.

250 - Drainage and Irrigation (Construction)

Includes all costs incident to construction of irrigation and drainage systems.

W/R WORKS

310 - Agricultural Production

Includes all costs incident to farming operations including maintenance of irrigation system, farm fences, water for irrigation, planting, harvesting, processing and marketing of crops. This account will be credited with all produce as turned into the warehouse. See account No. 1000.1.

320 - Manufacturing

Includes all costs incident to the manufacturing operations. Credit with the wholesale price of all articles manufactured at the same time debiting the Investment account "Stores L & G" or "Equipment." See account No. 1000.2.

GENERAL MAINTENANCE

410 - Building Maintenance

Includes all costs incident to the maintenance and upkeep of buildings, such as painting, repairs, etc.

420 - Grounds

Includes all cost incident to maintaining lawns, shrubs, flowers, etc.

430 - Utilities Systems

Includes all costs incident to the repair and upkeep of the utilities systems up to the building foundation, (water system, sewer system, etc.)

440 - Roads and Bridges (Maintenance)

Includes all costs incident to the repair and upkeep of bridges, roads, trails and sidewalk, roadside ditches, also road sprinkling and oiling to lay dust.

TRANSPORTATION AND SUPPLY

510 - Mess Operations

Includes all costs incident to operating the messes (food, labor, fuel, etc.)

511 - Employees Mess

See account No. 510. Does not include bake shop.

520 - Motor Operations

Includes all costs incident to the operation and repair of all motor propelled vehicles, including tires, gas and oil, batteries, etc. Time sheets must be kept on each piece of equipment and turned in to the Cost Keeper at the end of each month, as other divisions are to be charged on a flat rental basis.

530 - Warehousing

Includes all costs incident to the operation of the warehouses including salaries of warehouse personnel and persons employed on property records, freight, express and hauling charges.

COMMUNITY SERVICES

610 - Medical and Hospital Services

Includes all costs incident to furnishing medical and hospital services, such as salaries of doctors, dentists, nurses, ward attendants, X-Ray and Laboratory technicians. See also account No. 610.1.

610.1 - Laundry

Includes all costs incident to the operation of the laundry.

620 - Community Activities

Includes all costs incident to community activities.

621 - Community Self Government

Includes all costs incident to the Self Government program, such as salaries of block leaders, etc.

630 - Internal Security

Includes all costs incident to the operation of Internal Police force.

640 - Education Division

Includes overhead salaries and other expenses of the administrative staff of the division.

640.1 - High School

Includes all direct expenses incident to the operation of the High School.

640.2 - Grammar School

Includes all direct expenses incident to the operation of the Grammar School.

640.3 - Grade School

Includes all direct expenses incident to the operation of the Grade School.

640.4 - Kindergarten and Nursery School

Includes all direct expenses incident to the operation of the Kindergarten and Nursery School.

EMPLOYMENT AND HOUSING

720 - Occupational Coding, Placement and Housing

Includes all costs incident to occupational coding and placement.

720.1 - Quarters Operations

Includes all costs incident to the quarters operations, such as laundry services, fuel for heating, etc.

COMMUNITY ENTERPRISES

900 - Community Stores

This account will be charged with the value of any services or supplies furnished to the community enterprises.

PRODUCTION

1000.1 - Farm Produce

All farm produce will be recorded on a production report at going market prices, and turned in to the warehouse stock. The farm will be given credit for such produce and the warehouse stock account debited with the amount turned in.

1000.2 - Manufactured Articles

This account will be handled the same as farm produce.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

August 7, 1942

PROJECT INSTRUCTIONS NO. 10

MEMORANDUM TO: Division Chiefs, Section Heads
Supervisors and Foremen

SUBJECT: Instructions for use of Work Report Blanks

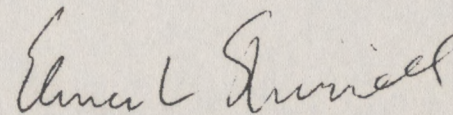
Attached herewith is a work report blank. This report should be filled out by all foremen, supervisors and heads of departments for all colonists under their jurisdiction.

Each colonist foreman who is supervising work of other people should realize this is our first attempt at getting a work report. The report should cover the period July 1 to July 31 and should be returned to Division Heads not later than August 10.

We want a careful, sincere rating on three subjects: quantity of work, quality of work and conduct. Under "conduct", the foreman should consider such things as punctuality, attention to duty, interest in the job, etc.

We have made this form as simple as possible and are not asking for anything except the rating. In cases where action is needed, the Division head should either make recommendations or take action and indicate on the report what has been done.

By August 15 these reports should be in the hands of the Merit Committee of which Joe Hayes is chairman with the following members: Ted Waller, Frank Fagan and the four members named by the council: Harry Mayeda, John Fukuyama, Ted Nakamura, Shigeichi Kiebo.



Elmer L. Shirrell
Project Director

Miss Young

WAR RELOCATION AUTHORITY

TULE LAKE PROJECT

OFFICE MEMORANDUM

August 10, 1942

PROJECT INSTRUCTION NO. 12

Attached you will find revised classification list as of Aug. 1st, 1942.

Classification of jobs is based on the responsibility of the job, the experience, skill and education necessary, and the degree of independent judgment and supervision required for proper completion of the task.

Class "A"--\$12.00 per month.

Jobs which require neither the skill nor responsibility required in Class "B" or "C" jobs will be placed in this category.

Class "B"--\$16.00 per month.

(a) This group includes jobs which demand a reasonably good knowledge of technical work process, or some experience or skill which can not be quickly acquired, or ability to operate fairly complicated machinery or the use of a certain amount of independent judgment or assumption of responsibility either for directing the work of others or for maintaining valuable equipment.

(b) Any jobs covering the supervision of five (5) or more men in Class "A" or "B" such as a foreman, may be placed in Class "B".

Class "C"--\$19.00 per month.

(a) Complex or responsible jobs requiring for their proper execution either considerable academic training or experience of such scope and character as to be equivalent to such training, and

(b) Jobs involving responsible policy making, planning, supervising, coordinating, or guiding the work of others.

(c) Jobs involving the supervision of five (5) or more employees in Class "B" or "C".

It is suggested that re-classifications for the month of August be made immediately on new forms now provided for that purpose. A re-classification sheet for each individual is required. Future re-classifications should be made effective on the first (1st) and fifteenth (15th) of each month and only on those days.

New request forms are to be used in making future requests. Each request should carry the account number which will be placed on the assignment sheet by the Placement Office.

Elmer L. Shirrell
Elmer L. Shirrell
Project Director

ENLISTEE CLASSIFICATION LIST

(CLASS A - \$ 12.00 PER MONTH)

<u>TITLE OF POSITION</u>	<u>CHART GRADE</u>
A.....Agricultural Under Aide	SP--2
Auto Mechanic's Helper	CU--4
B.....Baker's Apprentice	CU--3
Blacksmith's Helper	CU--4
Boiler Fireman (Assign as Janitor)	
Butcher's Helper	
C.....Card Punch Operator Assistant	CAF-1
Carpenter's Helper	CU--4
Chauffeur	CU--3
Checkers	
Clerk, Under	CAF-1
Clerk, Under Fiscal Accounting	CAF-1
Clerk, Under Typist	CAF-1
Cook's Helper	CU--4
Clerk, Stock	
Charwomen	
D.....Dishwasher	
Draftsman Apprentice Engineering	SP--2
Dietician, Assistant	
E.....Electrician's Helper	CU--4
Engineering Under Aide	SP--2
F.....Farm Labor	CU--3
Filling Station Attendant	
Fireman Trainee	
G.....Gardener, Junior	CU--4
Guard	CU--3
Grease Man	
Grounds Keeper (Unskilled)	
H.....Hospital Attendant	SP--2
Houseworkers	
I.....Ironer	
J.....Janitor	CU--3

K.....	Kitchen Holper	CU--2
L.....	Laboratory Holper	SP--1
	Laborer Unskilled	CU--2
	Laundry Worker	CU--2
	Library Assistant	CAF-1
M.....	Machinist's Holper	CU--4
	Mail Clerk	CAF-1
	Mason's Holper	CU--4
	Mechanic's Holper	CU--4
	Messenger	CU--2
	Mimeograph Operator	CAF-1
O.....	Office Boy or Girl	
	Orderly	
P.....	Painter's Holper	CU--4
	Playground Assistant	SP--1
	Plumber's Holper	CU--4
	Porter	
	Pump Operator Holper	
R.....	Rodman Trainee	
S.....	Seamstress	CU--3
	Sewing Machine Operator	CU--3
	Storekeeper Under	CAF-1
	Swampor (Assign as Unskilled Laborer)	
T.....	Tailor's Holper	CU--4
	Truck Driver Light Duty	CU--3
	Typist Junior	CAF-1
W.....	Waiter	CU--2
	Waitress	CU--2
	Ward Holper	
	Warehouse Workers	

ENLISTEE CLASSIFICATION LIST

(CLASS B--\$16.00 PER MONTH)

	<u>TITLE OF POSITION</u>	<u>CHART GRADE</u>
A.....	Agricultural Junior Aide	SP--3
	Adult Activity Leader Assistant	CAF-3
	Artist, Assistant	
B.....	Baker	CU--5
	Blacksmith	CU--6
	Bookkeeper	
	Butcher	
	Botanist, Junior	
	Boilerman (High Pressure)	
	Beautician	
	Barber	
C.....	Clerk, Audit	
	Chick Soxer	
	Cashiers	
	Cabinet maker	CU--6
	Card Punch Operator	CAF-3
	Carpenter	CU--6
	*Clerks Store	CAF-4
	*Clerk, Statistical	
	*Clerk Coding	CAF-4
	**Clerk Cost Accounting	CAF-4
	*Clerk Fiscal Accounting	CAF-4
	*Clerk Payroll	CAF-4
	*Clerk Procurement	CAF-4
	**Clerk Assistant	CAF-3
	**Clerk Assistant Fiscal Accounting	CAF-3
	**Clerk Assistant Mail	CAF-3
	***Clerk Junior	CAF-2
	***Clerk Junior Cash Accounting	CAF-2
	***Clerk Junior Fiscal Accounting	CAF-2
	Clerk Mail and File	CAF-2
	Cooks	CU--6
	Concrete Finisher	
	Caterpillar Operator	

IN THE CLERICAL LINE, the title of the position is selected to fit the job for which the clerk is required as well as the amount of responsibility and supervision required.

*---This group has no prefix and are assigned the more advanced clerical positions in Class 'B'. Additional types may be added as needed.

***--Where the prefix "Assistant" is added, clerks assume lesser duties than plain clerk.

***--Where prefix "Junior" is added, more supervision is required.

Class 'B'---Page #2

D.....	Dental Assistant	SP--3
	Dental Hygienist	SP--4
	Dietician Junior	SP--4
	Dispatcher Motor Vehicle	CAF-4
	Draftsman (Any kind)	SP--5
E.....	Electrician	CU--7
	Employment Agent	CAF-4
	Engineering Aide	SP--5
	Engineer Operating	
F.....	Fireman	CU--5
	Foreman	CU--6
	Farm Mechanic	
	First Aide Man	
G.....	Gardener Senior	
H.....	Hospital Principal Attendant	SP--4
I.....	Interpreter	CAF-3
	Interviewers	CAF-3
	Illustrator Junior	
	Irrigators	
J.....	Janitor Head	CU--5
L.....	Laboratory Helper	SP--3
	Laundry Foreman	CU--5
	Librarian, Junior	
	Locksmith	
	Lumber Graders	
M.....	Mechanic Automobile	CU--6
	Machinist	CU--6
	Mason	CU--6
	Medical Assistant	SP--4
N.....	Nurse (Not Graduate)	
	Nurse's Aide	SP--4
	Nurse Practical	
O.....	Office Machine Operators	
	Oiler (Machinery)	

P.....	Painter	CU--6
	Painter-Showcard	CU--7
	Pharmacist's Assistant	SP--4
	Playground Supervisor	CAF-2
	Plumber	CU--6
	Proofreader	CAF-2
	Poultry Cullers	
	Pump Operator	
R.....	Recreation or Group Activity Leader	
	Recruiter of Labor (Assign as Employment Agent)	
	Rodman (Assign as Engineering Aide)	
	Reporter	
	Repairman	
	Refrigerator Mechanic	
S.....	Sanitation Inspector	CU--6
	Seamstress Chief	CU--6
	Secretary (Assign as Steno.)	
	Social Case Assistant Worker	SP--4
	Statistical Clerk	CAF-4
	Stenographer	CAF-4
	Stenographer Junior Clerk	CAF-2
	Steward	CU--6
	Steward Senior	CU--7
	Store Department Head (Assign in Clerk Series)	
	Store Manager Assistant (Assign in Clerk Series)	
	Storekeeper	CAF-4
	Storekeeper Assistant	CAF-3
	Surgeon's Assistant	SP--3
	Shoemaker	
	Scientific Helper	
	Saw Filer	
	Saw Operator Electric	
T.....	Tailor	CU--6
	Teacher's Assistant	CAF-3
	Timekeeper	CAF-4
	Truck Driver (Heavy Duty--over 1 1/2 ton)	CU--5
	Truck Driver's Supervisor	CAF-4
	Typist, Senior	CAF-2
	Tractor Driver	
V.....	Veterinarian (not graduate)	
W.....	Warden	
	Welder	CU--6
	Welfare Worker Assistant	SP--4
	Waiter Head	CU--3
	Waitress Head	CU--3
Y.....	Youth Activity Leader (Boys)	CAF-4
	Youth Activity Leader (girls)	CAF-4

ENLISTEE CLASSIFICATION LIST

(CLASS C - \$19.00 PER MONTH)

<u>TITLE OF POSITION</u>	<u>CHART GRADE</u>
A.....Accountants	CAF-7
Adult Activity Leader	CAF-5
Administrative Junior Assistant	CAF-7
Agricultural Principal Aide	SP--7
Agronomist	P---3
Architect	P---2
Attorney Associate	P---3
Agricultural Economist	
Architect--Jr. Landscape	P---1
Auditor	
Artist	
B.....Blacksmith Foreman	CU--9
Block Manager	
Bldgs. and Grounds Superintendent	CAF-7
Botanist	
C.....Chemist	
Cashier, Senior	CAF-7
Chiropractor	
Clerk Senior	CAF-5
Clerk Senior Audit	CAF-5
Clerk Senior Fiscal Accounting	CAF-5
Communications Senior Foreman	CU--9
Community Assistant Worker	CAF-7
Cook Chief	
Clark Chief	
D.....Dentist	
Department Head (Education)	P---2
Dietician (Hospital)	SP--8
Dispatcher Principal	CAF-5
Draftsman Senior Engineering	SP--6
E.....Entomologist	
Editor Assistant	CAF-7
Elementary School Principal	P---2
Engineer Assistant Hydraulic	P---2
Engineer	
Engineer Assistant Civil	P---2
Engineer Associate Civil	P---3
Engineer Junior Civil	P---1
Engineer Assistant Construction	P---2
Engineer Junior Electrical	P---1
Engineer Junior Highway	P---1

(continued)

E...(cont'd)....	Engineer Junior Hydraulic	P---1
	Engineer Junior Mechanical	P---1
	Engineer Junior Sanitary	P---1
	Engineer Junior Topographic	P---1
F.....	Farm Assistant Superintendent	CAF-9
	Foreman Chief	CU-10
	Foreman Senior (Supervising 5 or more Class 'B' or 'C' workers)	CU--8
H.....	High School Instructor	P---1
	High School--Junior--Instructor	P---1
I.....	Interpreter Senior	CAF-5
L.....	Laboratory Technician	P---1
M.....	Manager Store, Dining Halls, Etc.	
	Machinist Foreman	CU--8
	Marketing Junior Specialist	CAF-7
	Mechanic Foreman	CU--8
	Medical Associate Officer	P---3
	Medical Senior Officer	P---5
	Medical Technician	SP--6
N.....	Nurse Assistant Chief	SP--6
	Nurse Graduate	
O.....	Optometrist	
	Osteopath	
P.....	Painters Senior Foreman	CU--9
	Pharmacist	P---1
	Photographer Senior	CAF-5
	Plant Superintendent	CAF-9
	Poultry Junior Husbandman	P---1
	Physician and Surgeon	
S.....	Social worker	SP--6
	Steward Assistant Project	CAF-7
	Senior Storekeeper	CAF-5
	Statistician	
T.....	Teacher -- Junior Supervisor	CAF-5
	Teacher -- Elementary School	P---1

Class 'C'---Page #3

T..(cont'd).....Teacher -- Adult Education
Teacher -- Nursery School
Translators

P---1

P---1

V.....Veterinarian

P---1

X.....X-Ray Technician

SP--6

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

August 31, 1942

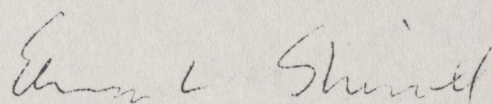
PROJECT INSTRUCTION NO. 13

MEMORANDUM TO: All Staff Members

SUBJECT: Translations and Verifications of all items in the Japanese
Language

The Information Division is now equipped to handle translations in the Japanese language of all posters, announcements, and news items and verification of same. It is the responsibility of the Information Division to verify the texts of all posters in the Japanese, and to verify the translations of all announcements and articles appearing in the Tulean Dispatch and other media.

All items of this kind in the Japanese language must be approved by the Information Division.


Elmer L. Shirroll
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 1, 1942

PROJECT INSTRUCTION NO. 14

MEMORANDUM TO: All Division and Section Chiefs

SUBJECT: Eight-Hour Day - Per Diem Labor

The following telegram has just been received from the Regional Office:

"IMPERATIVE PER DIEM LABOR BE EMPLOYED ONLY EIGHT HOURS PER DAY. THIS IS NECESSARY BECAUSE OF PREVAILING GOVERNMENT REGULATION WEEK I.E., SEVEN DAYS A WEEK EIGHT HOURS A DAY, BUT ALL EMPLOYMENT ON SUNDAY MUST BE FULLY EXPLAINED AS JUSTIFIED EMERGENCY. IMPERATIVE THIS INSTRUCTION BE FOLLOWED ABSOLUTELY."

All employees should be informed of the instructions contained in this telegram and cautioned that violations of the eight-hour law are subject, under the law, to both fine and imprisonment.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

#13
WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 9, 1942

PROJECT INSTRUCTION NO. 15

MEMORANDUM TO: All Caucasian Staff Members

SUBJECT: Procedure on Transfers Out of Project of Colonists

The social worker, or placement worker, in case of work leave, preparing the papers for persons leaving the project for the following reasons:

Business Emergency
Family Emergency
Student Relocation
Marriage
Reunion of families
Individual Work
Group Work

should check to see that the following matters are taken care of before departure:

1. Notify Travel Bureau and obtain itinerary.
 2. Notify Miss Young of proposed time of departure at least 24 hours in advance. Give Miss Young the original permit when notifying her, the social worker or placement worker to retain a copy for his information.
 3. Notify colonist.
 4. Notify the following 24 hours in advance:
 - (a) Budget and Finance Section. (If any cash advances are due the colonist, two days notice MUST be given in order for them to be obtained before the colonist leaves.)
 - (b) Mr. Elberson
 - (c) Mr. Frank Smith, if Social Welfare is preparing the papers; Mrs. Halle, if Placement is preparing the papers.
 - (d) Division of Internal Security (Mr. Kristovich).
- #13

5. Get OK on fact that Census Form 26 is on file.
6. In all cases, except of a worker leaving and the family remaining in the Tule Lake Project, the person leaving should turn in to the block manager all Government property in his possession; that is, bed, mattress, blankets, work clothing issued, etc., and get from him a receipt for these articles. This receipt is to be shown to the social worker or placement worker who is handling the case, and to whoever inspects baggage. The colonist will then retain the receipt. The block manager will turn the property in to the warehouse and in turn get a receipt which he will keep on file.
7. In the case of a colonist leaving and the family remaining, and where the presumption is that he will return, this Government property need not be checked in except for work clothing issued. If clothing is returned, receipts are to be obtained in the same manner as outlined in No. 6 above.

The block manager will see to it that in case the family leaves later to join the worker that goods charged to him are checked in at that time. For that reason, the block manager should keep a record of all persons leaving and note the cases where the families are remaining.

The Division of Internal Security shall be responsible for search of baggage, which, in the case of individuals, will take place at the colonist's residence, after which it will be placed on a truck to be held at the Administration Building until the individual leaves.

In cases of large numbers leaving, as for agricultural contracts, the workers may be required to bring their baggage to some central place for search. In this case, it will be held at this point until the workers are ready to go, when it will be delivered to the bus or train.

Attached is a form to be completed by the worker handling the case, detailing the matters mentioned above. When this form is completed, the worker will turn it over to Mrs. Halle or Mr. Frank Smith who in turn will check it and then forward to Miss Young for issuance of the final permit.

EXCEPT IN CASES OF EXTREME EMERGENCY, THIS PROCEDURE SHOULD BE CHECKED THROUGH BY SATURDAY NOON, IN ORDER THAT THE PERSON PREPARING THE CASE WILL NOT HAVE TO BE ASKED TO WORK SATURDAY AFTERNOON OR SUNDAY.

Elmer L Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

September 29, 1942

PROJECT INSTRUCTION #17

TO: All Members of the Staff

SUBJECT: Procedure in Handling Complaints Made by Colonists

It seems necessary at this time to clarify once and for all the procedure relative to complaints made by colonists.

The Project Director has previously designated the methods of filing general complaints by colonists in accordance with Circular Letter No. 25. This regulation provides that all complaints should be made in writing and submitted to the residents block manager. The block manager will forward such written complaints to the Project Director for his investigation and action. This procedure must be followed in future by all.

All employment complaints made under the new War Relocation Authority Administrative Instruction No. 27 must be filed with the Fair Practice Committee who will act in accordance with that Instruction.

Any complaint against a Caucasian staff member must be referred directly to the Project Director. This complaint must be signed by the colonist in person and presented by him to the Project Director. The Director will make his own investigation relative to the complaint and act in accordance with Civil Service Procedure.

Elmer L. Shirrell
Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 29, 1942

PROJECT INSTRUCTION #18

TO: All members of the staff

SUBJECT: Appointment of Mr. Don Elberson as Labor Relations
Representative

Effective this date, Don Elberson is detailed to the Project Director's office on a part time basis to represent the Director on all questions concerning labor relations.

Elmer L. Shirrell
Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Nowell, California

October 24, 1942

PROJECT INSTRUCTION NO. 21

TO: All Employees

FROM: Elmer L. Shirrell, Project Director

SUBJECT: Requisitions for Material, Supplies, and/or Equipment

All material, supplies, and/or equipment must be requisitioned directly from the Property Control Department on Requisition Form WRA-7 (Expendable) or Form WRA-8 (Non-Expendable), except food supplies requisitioned from the Army Depots. The Property Control Department will determine if the items on the requisition are in stock, and all items not in stock will be transferred to a Project Purchase Requisition, Form WRA-TL-180, and forwarded to the Procurement Department for purchase.

SERVICES

Only requisitions for services will be made directly with the Procurement Department on Form WRA-TL-180, Project Purchase Requisition, in original and two copies. Forward original and one copy to Procurement Department.

FORM WRA-7 (EXPENDABLE)

Requisition for all material and supplies will be prepared on Form WRA-7 (Expendable) in original and five copies (total of six *) duly signed by the division chief, and forwarded to the Property Control Department in original and four copies. Original and first copy will accompany the delivery of the property, except on incoming shipments for Mess Management, which will be accomplished on Form QMC-490. The original is to be signed by a duly authorized person of that department or division and returned with the delivering agent to the Property Control Department. The first copy will serve as a delivery ticket.

Equipment which is to be installed as an integral part of a building or plant will be requisitioned, in the above manner, on Form WRA-7 (Expendable), with a specific justification statement on the face of the requisition designating its intended use.

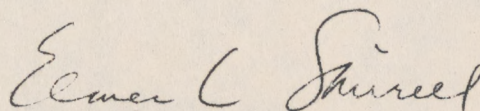
FORM WRA-8 (NON-EXPENDABLE)

Equipment and tools (all non-expendable items) will be requisitioned on Form WRA-8 (Non-Expendable) in original and five copies (total of six *) duly signed by the division chief and forwarded to the Property Control Department in original and four copies. Original and first copy will accompany the delivery of the property. The original is to be signed by a duly authorized person of that department or division and returned with the delivering agent to the Property Control Department. First copy will serve as a delivery ticket. A corresponding copy, item or items segregated into Class A or B, will be forwarded to the requisitioner within 48 hours.

PROJECT HOSPITAL REQUISITIONS

(*) In case of requisitions from the Project Hospital, one additional copy will be added to the required number.

NOTE: In the interest of paper conservation and legibility, all copies of the requisition will be made on corresponding forms mimeographed on "onionskin weight paper."



Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

November 12, 1942

PROJECT INSTRUCTION #22

MEMORANDUM TO: Division Chiefs, Section Heads
Supervisors and Foremen

SUBJECT: One Week's Notice Required for Termination

Effective this date colonist personnel who desire to resign from their position must give one week's notice before the resignation can be effective. Any exceptions to this will have to be approved by the Chief of Employment and Housing.

Any colonist personnel who are to be dismissed from a division on account of reduction of force must be given one week's notice. It will be necessary for all division chiefs to watch their work projects in order to judge accordingly when they are going to have a surplus so one week's notice can be given before terminating people because of a surplus.

This does not affect dismissal for cause which shall be immediate. Of course, the full reasons for dismissals for cause must be given on the termination sheet and the person dismissed must be assured he has a right to present his case before the Fair Practices Committee if he is not convinced the dismissal is justified.

Elmer L. Shirrell

Elmer L. Shirrell
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

November 17, 1942

PROJECT INSTRUCTION NO. 23

MEMORANDUM TO: All Employees

SUBJECT: Eligibility for Public Assistance Grants

The establishment of eligibility for public assistance grants is the responsibility of the Social Welfare Department, and the following rules shall apply in the determination of such eligibility:

The following groups of people will be eligible for certification:

1. Unemployable individuals and their dependents.
2. Employed individuals whose total income is not sufficient to meet their needs.
3. Employable persons who have not been placed in jobs, pending the establishment of unemployment compensation program.

The following factors will determine the applicant's eligibility for public assistance grants:

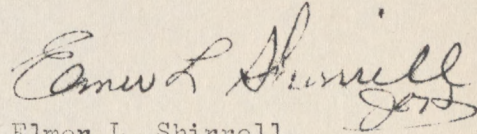
1. Possession of personal liquid assets not exceeding \$100 per individual or \$500 per family shall not constitute ineligibility if retained for purposes of relocation.

Applicants with frozen bank accounts in excess of the above amount but otherwise eligible will be required to obtain the proper license for monthly withdrawals through the Legal Aid Department and, if in immediate need, may be certified pending receipt of their first withdrawal.

2. If an applicant has an income in his family from employment or other sources, he will be entitled to a public assistance grant in an amount equal to the difference between the income and the amount that he would be receiving under a public assistance grant if the latter would be greater.

If the income within the family is the result of earnings of a minor less than 18 years of age, he will be allowed to retain 50% of the income, the part retained not to be considered in computing the family budget.

3. Any individual 65 years of age or more and his dependents, if unemployed and otherwise eligible, will be considered eligible for public assistance grants.
4. After investigation by the Social Welfare Department, orphans requiring foster parents will be placed with such foster parents who will be issued a public assistance grant under provisions of paragraph III-D of Administrative Instruction No. 35, within a range of \$2.50 to \$6.00 per month per child.

A handwritten signature in cursive script, reading "Elmor L. Shirrell". The signature is written in dark ink and is positioned above the printed name and title.

Elmor L. Shirrell
Project Director

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

February 12, 1943

PROJECT INSTRUCTION NO. 23, Revised

MEMORANDUM TO: All Employees

SUBJECT: Eligibility for Public Assistance Grants

The establishment of eligibility for public assistance grants is the responsibility of the Social Welfare Department, and the following rules shall apply in the determination of such eligibility:

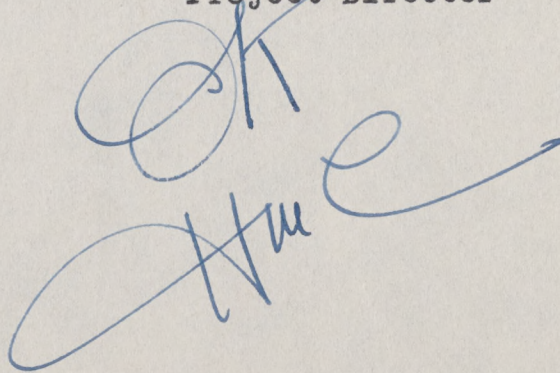
1. Possession of Personal liquid assets shall not constitute ineligibility if retained for purposes of relocation and if the amount is not in excess of the amount which would be needed for the relocation of the individual family. Eligibility shall be determined on an individual case basis by the Social Welfare Department.
2. Any individual 65 years of age or more and his dependents, if unemployed and otherwise eligible, will be considered eligible for public assistance grants.
3. The income of the entire family will be considered in determining eligibility.
 - a. Income derived from sources outside of the project will be considered in full.
 - b. Project earnings of adult persons will be considered in full.
 - c. Only 50% of the project earnings of persons under 18 years of age will be considered.
4. Project earnings will not constitute ineligibility if:
 - a. The earnings are less than the public assistance grants for the particular family would be.
 - b. The earnings are insufficient to meet the needs of the family as determined by the Social Welfare Department.

5. When an application is made for public assistance by a family in which someone is employed on the project, the person must bring to the Social Welfare Department a written statement from the section head where he works indicating the nature of the work and the amount of the earnings.

If the nature of the work is such that unusual expenses are incurred, it will be the responsibility of the Social Welfare Department to determine the amount of the need.

6. It shall be the responsibility of the person applying for public assistance to give full and accurate information regarding his financial situation.
7. The decisions of the Social Welfare Department will be final except in cases where the applicant is not satisfied with the decision when he may appeal to the Division head and to the Project Director.
8. After investigation by the Social Welfare Department, orphans requiring foster parents will be placed with such foster parents who will be issued a public assistance grant under provisions of paragraph III-D of Administrative Instruction No. 35, within a range of \$2.50 to \$6.00 per month per child.

Harvey M. Coverley
Project Director



WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

70.21

January 6, 1943

PROJECT INSTRUCTION NO. 25

TO: All Division Chiefs and Section Heads

SUBJECT: Housing for Caucasian Employees

This instruction is for the purpose of establishing a policy to govern the assignment of Government quarters to Caucasian employees engaged in work on the Project.

1. Responsibility for assignment of quarters is hereby delegated to the Assistant Project Director whose decision in all cases shall be final.

2. Types of quarters available are defined as follows:

a. Double Bedroom Apartment. This type of accommodation with housekeeping facilities is intended primarily for families with one or more children and except when otherwise justified will be assigned only to such families.

b. Single Bedroom Apartment. This type of accommodation, likewise containing housekeeping facilities is generally intended for married couples without children and otherwise related families of not more than two members. It will not be the policy to make this type of quarters available to unattached employees for either joint or single occupancy except in unusual cases, i.e., sickness necessitating prescribed diets that cannot be arranged in the Personnel Dining Room, etc.

c. Single Room - Private Bath. This type of accommodation, furnished but without housekeeping facilities, requires, except in unusual cases, double occupancy. First consideration will, however, in any event, be given to married couples either waiting for housekeeping quarters or having otherwise declined housekeeping quarters.

d. Single Room - Connecting Bath. This accommodation is designed for either single or double occupancy except that the need for quarters among all employees will govern in the assignment of single occupancy. Those cases involving employees required to work night shifts or other than regular hours will be given first consideration for single occupancy.

e. Military Barracks. (Intended only as a temporary expedient) This type of quarters will be discontinued with the completion of permanent quarters. Exception: Military Barrack No. 128, and which lies within the confines of the Military Area, will be continued as in the past for bachelor occupancy.

3. Assignment of quarters will insofar as possible be made on the basis of entrance on duty on the Project with respect to the type of quarters for which each employee is eligible. For example, a single employee would not become eligible for an apartment, regardless of seniority, so long as eligible employees were not supplied with such quarters. Exception: Certain key positions will establish housing preference, and in these cases entrance on duty will not be a determining factor in the assignment of quarters.

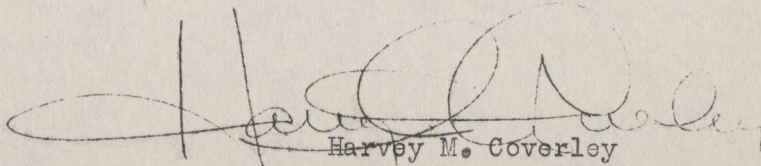
4. Clearance of Quarters. Division Chiefs will obtain clearance from the Assistant Project Director before offering quarters to prospective employees requiring housing on the Project.

5. Rentals will be reasonable and established in accordance with existing instructions (currently Administrative Instruction No. 31).

6. Furnishing of quarters will be furnished on a comparable basis for like types of quarters, and a list of furnishings to be provided by the Government will be released in a subsequent memorandum.

7. Vacating Quarters by Ineligible Employees. In any instance where an employee is permitted to occupy quarters for which he is ineligible, by reason of the fact that there are no eligible employees waiting for such quarters or for any other reason, he may be required to vacate such quarters when and if an eligible employee is added to the staff who requires such quarters.

This instruction becomes effective immediately, and employees are requested to acquaint themselves with its contents.


Harvey M. Coverley
Project Director

No changes in counseling until our
home room guidance program is set up.

By next Friday

See Harkness
list

Enrollment

Project Director
University of Georgia

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

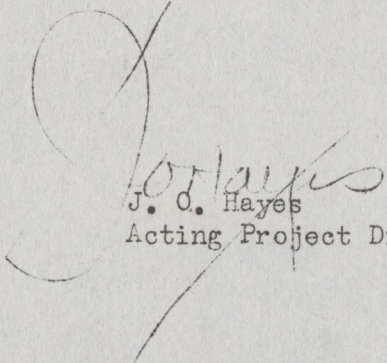
July 5, 1943

AMENDMENT #1 TO PROJECT INSTRUCTION NUMBER 25

This amendment is for the purpose of correcting numbered paragraph 1, Project Instruction Number 25, to read as follows:

1. "The responsibility for assigning of quarters is hereby delegated to the Supply Officer, whose decision in all cases shall be final."

The Project's Supply Officer is Mr. Mortimer C. Cooke, and it is requested that further housing problems be directed to him.


J. O. Hayes
Acting Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

70.21
January 8, 1943

PROJECT INSTRUCTION NO. 26

TO: All Caucasian Employees
SUBJECT: Hours of Work - Caucasian Employees

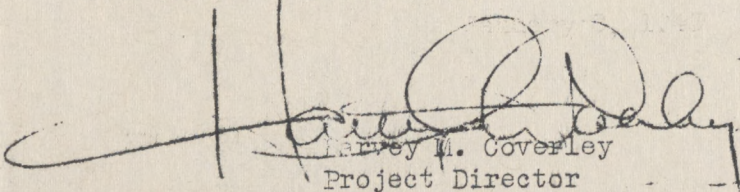
Effective Monday, January 11, 1943, the hours of
work for Caucasian employees will be as follows:

Week Days

8:00 A. M. to 12:00 Noon
12:45 P. M. to 5:30 P. M.

Saturdays

8:00 A. M. to 12:15 P. M.


Harvey M. Coverley
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

February 13, 1943

PROJECT INSTRUCTION NO. 27

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Identification Badges for Enlistee Workers

Numbered identification badges are to be issued to all Enlistee workers showing the Name, Family Number, Division, and Section. Badges will be issued to Enlistee workers who will be asked to sign, acknowledging receipt thereof. A value of 50¢ each has been established to determine the amount of reimbursement in the event badges are lost.

Workers Now Employed

The Placement Office will prepare the information inserts for the badges to be issued to the Enlistee workers who are now employed. Distribution will be made through the Divisions, and at the time of issue the worker's signature will be obtained on a numerical list opposite his typed name. These badges will remain in the possession of the worker until such time as he is terminated from his present employment at which time the badge, together with the Termination Notice, will be turned in to the Placement Office. Workers who are terminated in their employment and who fail to turn in the badges assigned to them will be required to deposit the sum of 50¢ to cover the lost badge.

New Employment

In all cases of new employment, the Placement Office will issue a badge to the worker together with his Assignment Slip. The badge will be retained by the new worker until such time as he is terminated from his then present employment.

Change of Assignment (Transfers)

A transfer from one job to another, which is in effect a termination and a reassignment, will be handled as such in the manner prescribed above.

Inserts

Identifying color inserts will be used to distinguish Division workers. Colors applicable to Divisions are listed below:

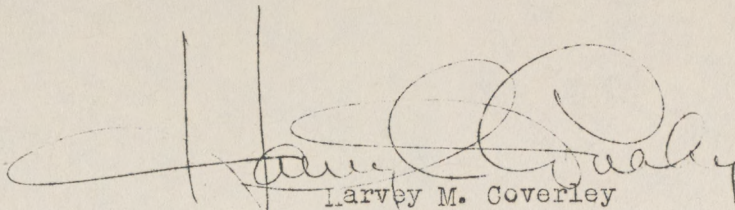
Gray -- Fire Control	Goldenrod -- Community Enterprises
Blue -- Transportation and Supply	Light Green -- Industry
Peach Employment and Housing	Dark Green -- Internal Security
Heliotrope -- Project Director Assistant Project Director Administrative	Canary -- Community Services
White -- Agriculture	Orchid -- Reports and Information Statistics
Salmon -- Health	Pink -- Public Works

General

Ruled sheets will be mimeographed to provide a record of badge issues. On this sheet will be shown the badge number, the worker's name (typewritten),

the family number, and space will be provided for the Enlistee worker's signature at the time he receives his badge. These lists will be distributed to Divisions who will in turn furnish the Placement Office with a list of names arranged in alphabetical order together with the identifying family number. The Placement Office will prepare the badge inserts with the identifying data at which time the number corresponding to the name will be typed on the list. Distribution of badges will be made through Divisions and Sections at which time they will identify the Enlistee worker and secure his signature in the space provided. The Division will retain the carbon copy of this list and forward the original to the Placement Office for their records.

Badges are to be worn by Enlistee workers at all times during working hours.



Harvey M. Coverley
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

February 19, 1943

PROJECT INSTRUCTION NO. 28

MEMORANDUM TO: All Personnel

SUBJECT: Automotive (Passenger-Carrying) Equipment, Use of

To insure proper use of Government-owned, passenger-carrying automotive equipment assigned to this Project and to prohibit misuse which might lead to criticism and embarrassment to the Authority, the following shall govern and become effective immediately:

1. All assignment of passenger-carrying vehicles will, as in the past, be made by the Office of the Chief, Transportation and Supply Division.

2. Until such time as housing can be furnished by the Authority within the Project, it will be the policy to provide minimum transportation facilities from the Project to Tulelake and return. Details in this instance will be worked out by the office of the Chief, Transportation and Supply Division and will not be for the convenience of the employee but rather to insure restricted minimum operation of motor vehicles to transport workers residing off the Project to and from work. In other words, a five-passenger sedan, for example, will normally be expected to transport five employees to and from work, and on this basis the Chief of the Transportation and Supply Division will work out assignments.

3. Use of vehicles during hours of work will be held at a minimum. Unnecessary operation should be discouraged, and any employee observing any instance of unauthorized use of equipment in any form should communicate immediately with the Chief of the Transportation and Supply Division. During this emergency we should strive in the performance of our duties to obtain a maximum of efficiency, at the same time restricting the operation of motor vehicles to an absolute minimum.

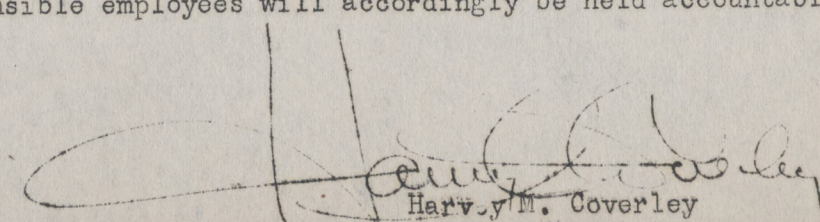
4. Effective immediately trips to Klamath Falls and neighboring communities on Saturday afternoons, Sundays, and authorized holidays (out of work hours) through use of Government-owned, passenger-carrying equipment will be permitted only for the following purposes:

(a) Meeting trains (taking official passengers either to or from Project).

(b) Attending prearranged meetings, having had prior approval of the Project Director.

(c) Project emergencies.

Trips other than those defined above will be considered unauthorized (misuse), and responsible employees will accordingly be held accountable.


Harvey M. Coverley
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

March 4, 1943

PROJECT INSTRUCTION NO. 29

SUBJECT: Functional Organization of the Tule Lake Relocation Center

I. FUNCTIONS OF WRA AT PROJECT LEVEL

- A. To provide shelter, sanitary facilities and necessary appurtenances thereto for persons evacuated from military areas. This function includes the construction, maintenance and repair of housing, dining halls and utility buildings containing facilities for bathing, disposal of human wastes, laundry, ironing and other uses.
- B. To provide a healthful and regular food supply for such evacuees including the procurement, transportation, warehousing, preservation, distribution, preparation and serving of food together with the supervision of diets.
- C. To provide essential public services to such evacuees including a pure water supply, sewage disposal, fuel for heating and cooking, garbage and waste removal, fire protection and the maintenance of internal security, together with the construction and maintenance of all physical plants and equipment necessary in connection therewith.
- D. To provide opportunities for useful and productive employment to such evacuees.
- E. To provide elementary high school and adult education including the construction and maintenance of school buildings and grounds, creation and administration of an educational organization, and the planning and execution of an educational program.
- F. To provide medical services for the protection of individual and community health, including the construction, operation and maintenance of a hospital, the organization of a medical staff, and the initiation and maintenance of a public health program.
- G. To promote and execute a program of evacuee relocation outside prohibited military areas.
- H. To provide a wholesome leisure-time program including the construction and equipping of playgrounds, sport centers, hobby shops and club rooms, together with the organization and training of a staff to carry out such a program.
- I. To provide means of determining the needs of destitute individuals

and families for essential requirements and to supply such needs. In this connection to furnish counseling and guidance services.

- J. To further the development of democratic institutions and the practice of democratic methods by encouraging the maximum degree of evacuee self-government that is consistent with National security.
- K. To provide expert assistance to such evacuees to enable them to develop and organize the necessary instrumentalities to supply the community with consumer goods and services that are not provided by the War Relocation Authority, on the basis of approved consumer cooperative principles.
- L. To provide legal aid to evacuees in need of such assistance and to assist in the protection of their interest in property which remains in prohibited areas.
- M. To create opportunities for such evacuees to keep informed and find means of self-expression through such media as newspapers, magazines, dramatics, painting and handicrafts.
- N. To perform such administrative, clerical, fiscal, transportation and personnel functions as are necessary to the proper discharge of the foregoing functions.

II. FUNCTIONS OF THE PROJECT DIRECTOR

- A. Responsible to the Director for carrying out the functions of the War Relocation Authority on the project in accordance with prescribed policies and procedures.
- B. To organize, train and administer a staff of personnel to assist him in accomplishing the foregoing.
- C. To direct personally the following Divisions and all functions delegated thereto:
 - 1. Agriculture
 - 2. Community Services
 - 3. Consumer Enterprises
 - 4. Employment
 - 5. Office of Project Reports
 - 6. Project Attorney

III. FUNCTIONS OF THE ASSISTANT PROJECT DIRECTOR

- A. Responsible to the Project Director for assigned functions and to serve as acting Project Director during the absence of the Project Director.
- B. Supervise activities of the following divisions:

1. Administrative
2. Internal Security
3. Public Works
4. Transportation and Supply
5. Industrial Division (Tent Factory and Furniture Factory)

C. Working in close collaboration with the Project Director, the Assistant Project Director assists in coordinating divisional responsibilities in order to insure unity of action and harmonious working relationships between divisions.

IV. FUNCTIONS OF THE AGRICULTURAL DIVISION

A. Responsible for all phases of the agricultural and marketing programs.

1. Farm Section

Responsible for the planting, growing and harvesting of all crops to be produced on the project farm; for the breeding, raising and slaughtering of hogs; for the raising of poultry; for egg and meat production.

2. Marketing Section

Responsible for the storage, packing, shipping, distribution and sale of all farm products.

3. Records and Reports Section

Responsible for the maintenance of cost accounts and records of all activities of the Division.

4. Technical Section

Supervises the control of insects and other pests; the maintenance of test plots to determine the proper use of fertilizers and the amount of water needed in the growing of crops in this area; to give advice on all matters of a technical nature to all sections of the Division.

V. FUNCTIONS OF THE DIVISION OF TRANSPORTATION & SUPPLY

A. Responsible for carrying out the following functions:

1. Garage Section

Maintains the machine and equipment shop, the function of which is to service and repair all heavy and light automotive equipment.

2. Motor Pool Section

Houses, dispatches, and operates all automotive equipment and distributes gasoline and oil; greases and services all automotive equipment, tire and miscellaneous repairs and adjustments.

3. Mess Operations Section

Responsible for determining and preparing all food rations for the Project community, including the requisitioning, storing, and distribution of subsistence supplies.

VI. FUNCTIONS OF THE REPORTS OFFICER

- A. Responsible for the dissemination of news both on the project and off: public relations; administration reports; compilation of historical and documentary articles and project photography.
- B. It is the duty of this office to see that the evacuees are provided with adequate and accurate information through the project newspaper in both Japanese and English regarding WRA and other governmental policies and other matters of general interest.
- C. This office assumes the major responsibility of conducting and giving direction to public relations work in communities adjacent to the center and in the surrounding area, providing these communities with information and in building public understanding and confidence in the relocation program.
- D. The preparation of administration reports on the project's activities, acting for the project director.
- E. Responsibility for the gathering and compilation of historical and documentary material relating to the project; interpreting and reporting of psychological and physical movements which may and do affect the community life of the project.
- F. Official project photographer, documenting and recording events and happenings on the project.

VII. FUNCTIONS OF THE OFFICE OF PROJECT ATTORNEY

- A. To furnish legal advice and service to the Project Director and members of his staff, to the Community Council, Judicial Commission, the Merit Rating Board, the Fair Practice Committee, evacuee operated enterprises, and other evacuee managed institutions functioning within the relocation center, and to any evacuee who may request such advice or service.
- B. Supervises and is responsible for the work of the evacuee attorneys assigned to his office.

- C. Furnishes Judicial Examiners for the Judicial Commission in the trial of criminal cases.
- D. Responsible for the legal work of the Evacuee Property Section.

VIII. FUNCTIONAL ORGANIZATION OF ADMINISTRATIVE DIVISION

- A. To provide general administrative service for the entire Project including:

- 1. Budget & Fiscal Accounting
- 2. Cost Accounting
- 3. Cash Advances to Evacuees
- 4. Timekeeping & Payrolls
- 5. Personnel Work (Appointed Personnel)
- 6. Procurement of Supplies & Services
- 7. Property Control
- 8. Warehousing (Receiving & Issuing)
- 9. General Office Services (Stenographic Pool, etc.)
- 10. Telephone and Teletype Office
- 11. Project Post Office

B. Fiscal Section

- 1. Fiscal Office - Prepares budgets and certifies all accounts for payment.
- 2. Fiscal Accounting Unit - Records all fiscal transactions and prepares financial reports.
- 3. Auditing Unit - Audits all accounts before payment and prepares schedules of disbursements.
- 4. Cost Accounting Unit - Keeps detailed records of costs of operations and maintains investment records.
- 5. Timekeeping & Payroll Unit - Keeps time records and prepares payrolls for all evacuees.
- 6. Agent Cashier Unit - Makes cash advances to evacuees for public assistance and travel grants.

C. Personnel Section

- 1. Handles all records in connection with appointed personnel and prepares all proposed personnel actions for the approval of appropriate officers.
- 2. Prepares payrolls, keeps leave records, etc.

D. Procurement Section

- 1. Procures all non-personal services and supplies for the Pro-

ject, both by contract and by open market purchase.

E. Property Control & Warehousing Section

1. Property Control Unit

- a. Keeps record of all properly received or manufactured goods on the Project.
- b. Keeps records of non-expendable property loaned to individuals.
- c. Keeps records of Evacuee Property.

2. Warehousing Unit

- a. Receives, warehouses and issues all equipment, materials and supplies received on the Project.
- b. Receives, warehouses and issues all evacuee property.
- c. Executes Government bills of lading for incoming shipments.
- d. Keeps worn-out and damaged property segregated and arranges to have surveyed.

F. General Office Services Section

1. Receives, sorts and routes all official government mail.
2. Maintains project general files.
3. Administers a stenographic pool.
4. Operates a duplicating unit.

G. Telephone & Teletype Office

1. Responsible for switchboard operation.
2. Responsible for teletype operation.

H. Project Post Office

1. Mail Unit - Responsible for receiving, sorting and delivering all evacuee mail received at the Project, except registered, c.o.d., and insured mail.
2. Contraband Unit - Responsible for having all incoming freight, express, and parcel post packages inspected by the Army for contraband before delivery to the evacuees.

IX. FUNCTIONS OF THE HEALTH DIVISION

- A. To provide necessary professional personnel and physical facilities for the protection, maintenance, and recovery of health of all

evacuees in accordance with the general health program of the War Relocation Authority, including

1. Medicine
 2. Surgery
 3. Dentistry
 4. Pharmacy
 5. X-ray
 6. Sanitation
 7. Optometry
 8. Laboratory
 9. Medical social work
 10. Records room
 11. Operating units
 - a. laundry
 - b. steam plant
 - c. maintenance
 - d. warehouse
 - e. requisition and property control, etc.
 12. Special diet and custodial care patients
 13. Nutrition
- B. Arrange any necessary hospitalization and specialized consultative services not available in the project at the nearest community where adequate facilities can be had.
- C. Promote public health and preventive medicine, including
1. Communicable disease control
 2. Immunization program
 3. Tuberculosis care and control
 4. Maternal and infant health
 5. Pre-school and school health services
 6. Industrial hygiene
 7. Food, milk, water inspection
 8. General camp sanitation, including living quarters, mess halls, etc.
- D. Supervise training program in all departments.
- X. FUNCTIONS OF PUBLIC WORKS DIVISION
- A. To execute all engineering, construction and maintenance programs arising in connection with the operation of this project.
- B. Construction Section
1. To execute plans in connection with all phases of construction operations within the camp area.

2. To build new roads and streets within the camp area and assist with maintenance of same.
3. To operate and maintain timekeeping and cost accounting records.
4. To operate and maintain a warehousing system covering both large and small types of construction materials.
5. To execute and prepare reports necessary to connection with proper records needed in accounting for buildings within the area.

C. Electrical Section

Responsible for the design, construction, maintenance, protection and repair of all electrical installations required on the project proper.

D. Water and Sanitary Section

Responsible for the care and operation of community domestic water supply system and to pump and distribute approximately 1,500,000 gallons of water daily throughout the colony; to maintain a complete sewage system, to operate and care for the disposal plant, a portion of which comprises the Imhoff spreading area; installing, caring for and assisting in the maintenance of all heating and plumbing operations, and overall direction of heating and plumbing facilities in connection with the hospital.

E. Irrigation and Roads Section

To plan, design and supervise the construction of irrigation, drainage and road systems for the project area. This involves collaboration with the Bureau of Reclamation officials under the provisions of "Memorandum of Understanding" in relation to construction work approved by the Bureau as a permanent portion of the Klamath Project; the supervision of pre-construction surveys; supervise construction surveys and yardage estimates to determine payments for earthwork moved under contract; and record amount of water applied to the land for annual payments to the Bureau of Reclamation under terms of the "Memorandum of Understanding;" to establish underground water measurements and records; to undertake such other engineering work as may be required.

F. Design Section

To prepare plans and supervise designs of structures, buildings and other facilities to be constructed on the project; to prepare all forms and statements, such as PD-200 forms and PD-408 forms, required for project priority ratings, and to prepare reports on various divisional operations and to assist in the maintenance of cost records.

taking of coal samples and handling of samples and reports necessary in connection with this operation.

G. Maintenance Section

Responsible for the care and repair of all buildings on the project, including fences; and the direction and supervision of janitorial and custodial services for the various project buildings during winter months; landscaping and upkeep of grounds within the residential area; proper operation of tinshop, paint and sign shops; assist in the maintenance of ranges and various hot water heater installations; checking and distribution of all heating fuel; supervision of garbage collection and disposal; assist in the repair and general maintenance of miscellaneous community property; maintenance and care of all project refrigeration equipment; obtaining and distribution of all janitorial supplies; maintenance of records necessary for accounting purposes and for cost estimates.

XI. FUNCTIONS OF COMMUNITY SERVICES DIVISION

- A. To provide educational services; to promote a leisure-time program to maintain social welfare services; to further the development of democratic institutions and the practice of democratic methods among the evacuees.

B. Community Activities Section

Responsible for assistance to the colonists in the establishment, maintenance, and coordination of all formal and informal associations in leisure-time pursuits in which the colonists participate, involving fine arts, crafts, athletics, indoor games, adult social and religious activities, youth social activities, boys and girls activities, special interest groups, and forensics. It is the responsibility of the section to stimulate as large a participation as possible.

C. Education Section

Responsible for the establishment and maintenance of elementary and secondary schools, and adult education classes; trains evacuee assistant teachers and clerical workers for possible relocation. The combined school and project libraries operate within the Education section.

D. Social Welfare Section

Responsible for the establishment and maintenance of adequate service to the project in all fields of social welfare, involving the following functions: certification of need for public assistance and eligibility for clothing allowances; investigation of eligibility for transfers between projects; service to families in case of funerals; receipt and distribution of donated clothing to needy persons; investigation of requests of families to join interned

relatives; operation of housekeeping services on a need basis; case work activities in all cases involving pre-delinquent minors; care and placement of orphans; prostitution; illegitimacy; family disputes and domestic problems; physically handicapped cases; psychiatric problems; and general services to families of mixed racial marriages.

E. Nursery Schools Section

Provides nursery school education, including typical activities found in the nursery school program--such as emphasis on routine activities; also opportunities for experience in social play creative play, and self-expression; gives in-service training evacuee assistant teachers employed in the section; chiefly in the form of supervised teaching, directed observations, and weekly lectures supplemented by whatever reading for which there is time.

F. Civic Organization Section

Responsible for community government by the evacuees to further the development of democratic institutions and the practice of democratic methods, involving legislative, judicial, and executive functions in governing the colony within the limitations prescribed by the War Relocation Authority.

XII. FUNCTIONS OF THE INTERNAL SECURITY DIVISION

A. Fire Department

Protection to the community against fire through organization and training of fire fighting companies. Analysis of community needs for fire fighting equipment. Analysis of fire hazards, and planning of measures to reduce and limit these hazards. Organization of a fire prevention program in the community.

B. Warden Organization

Maintenance of peace and order in the community through organization and training of a police force, and analysis and investigation of general and special conditions leading to criminal behavior and development of plans for correcting same.

1. Patrol Unit - To carry on constant watch of all parts of the project area and to apprehend offenders against life and property and to regulate traffic on the roads of project.
2. Investigation Unit - to investigate and report all offenses reported to the division, and to assist in making crime prevention analysis.
3. Office Unit - Holds custody of property and equipment belonging to the warden organization; keeps such records and statis-

tics as are useful in the operation of the warden organization, and acts as lost and found department of the project.

4. Front Gate Detail - Issues passes to all visitors entering the project and assists in the control of contraband.

D. Probation and Parole Section

1. Probation Section - Supervises the activities of persons placed on probation by Judicial Commission and outside courts; cooperates with the schools in handling truants; makes community analysis of potential delinquents so that information can be given to other divisions to assist in delinquency prevention programs.
2. Parole Section - Keeps records on, and frequently visits parolees from the internment camps of the Bureau of Immigration & Naturalization Service; administration of detail in connection with repatriation, i.e., transmittal of letters, receiving of application or declination forms, preparation of reports.

XIII. FUNCTIONS OF THE HOUSING AND EMPLOYMENT DIVISION

- A. Responsible for the employment and housing programs for the residents of the project.
- B. Quarters Section - Assignment of housing quarters to all residents; approval of all transfers of quarters; inspection of quarters.
- C. Occupational Coding and Records Section - Classification of all employable residents according to their skills, knowledges and abilities; maintenance of occupational and employment records and such other records as vital statistics.
- D. Placement Section - Selecting and placing residents in project jobs where their training will be best utilized; receives applications for employment; maintains employment records.
- E. Leave Section - Gathers all personal records on individuals applying for leave clearance, prepares indefinite leave permits on definite job offers and group leave permits; works in close collaboration with the Placement Section in selecting candidates for specific job offers; contacts private employers in the surrounding area for employment of residents outside the projects, and advises the Principal Employment Officer on violations of such standards.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

JUN 24 F

April 17, 1943

PROJECT INSTRUCTION NO. 30

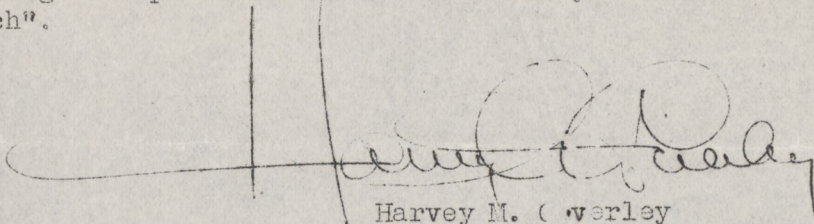
TO: All Division Chiefs and Section Heads
All Evacuees

SUBJECT: Traffic Code for the Tule Lake Project

There is attached herewith a copy of the new Traffic Code for the Tule Lake Project. The Code was officially approved by me under the provisions of Administrative Instruction No. 85, on April 17, 1943, and becomes effective as of that date.

The Chief of Internal Security is hereby directed to publish this Code by posting copies thereof in the Motor Pool, the Wardens' Office, the Block Managers' offices, and at the appointed personnel mail box. In addition, the Administrative Division should provide for a sufficient number of copies to be given to anyone upon request.

The Reports Officer is hereby directed to prepare a summary of the Code, containing its essential provisions, and arrange for publication of this summary in the "Tulean Dispatch".



Harvey M. Coverley
Project Director

Attachment

TRAFFIC ORDINANCES FOR THE
COMMUNITY OF TULE LAKE

Chapter 1

Licenses

Section 1. It shall be unlawful for any person to drive a motor vehicle owned or used by the U. S. Government in the Community of Tule Lake unless such person holds a Motor Vehicle Operator's License of the Department of Internal Security, Tule Lake Project. No license shall be issued to any person under the age of sixteen years.

Section 2. The operator of any motor vehicle shall have his operator's license in his immediate possession at all times while driving a motor vehicle and shall display the same upon demand of a member of the Department of Internal Security.

Section 3. Suspension of License, Whenever any person is convicted of a violation of any provision of this Traffic Code, the Project Director may, in addition to such other penalties which may be provided by ordinance, recommend to the Chief of Internal Security the suspension or revocation of the operator's license.

Chapter 2

OPERATION AND USE OF VEHICLES

Section 1. Speed Limit. No persons shall drive a vehicle upon a highway or the streets of the Tule Lake Project at a speed greater than that set forth in the following schedule:

- a. 20 miles per hour upon a paved street or highway.
- b. 12 miles per hour upon a gravel street or highway.
- c. 10 miles per hour upon any portion of streets or highways designated or marked as a school zone.

Section 2. Hand signals. All signals herein required given by hand and arm shall be given from the left side of a vehicle in the following manner and such signals shall indicate as follows:

- a. Left turn - hand and arm extended horizontally beyond the side of the vehicle.
- b. Right turn - hand and arm extended upward beyond the side of the vehicle.
- c. Stop or sudden decrease of speed signal - hand and arm extended downward beyond the side of the vehicle.

Section 3. The driver of any vehicle upon the streets and highways of the Tule Lake Project shall observe the following regulations:

- a. Shall not permit more than two person in addition to the driver in the front seat.
- b. Shall not permit any person to ride on running board, fender, top of cab or canvas-covered canopy.
- c. Shall not transport more than the number of passengers designated by the Transportation Office.
- d. Shall not permit any person to stand on the drop gate of the back of the vehicle when such vehicle is in motion.

Section 4. It shall be unlawful for any vehicle to be parked within twenty-five feet of any fire plug, building, or structure, or any material that is highly combustible.

Section 5. The Internal Security Department shall have the power to adopt and enforce rules and regulations regarding parking and storing of cars within the limits of Tule Lake, not inconsistent with the provisions of this Code and such rules and regulations shall have the same force and effect as any ordinance.

Section 6. The driver of any vehicle involved in an accident resulting in death or injury of any person shall stop such vehicle at the scene of the accident and shall render to any person injured in such accident reasonable assistance including the carrying or the making arrangements for the carrying of such person to a physician, surgeon, or the hospital for medical or surgical treatment if it is apparent that such treatment is necessary or if such carrying is requested by the injured person.

Section 7. The driver of any vehicle involved in an accident

resulting in damage to property only shall immediately stop such vehicle at the scene of the accident and shall take reasonable steps to locate and notify the owner or person in charge of such property of such fact and of his name and address and shall upon request exhibit his operator's license.

Section 8. Duty to report accidents. A driver of a vehicle involved in any accident resulting in any injury to person or property shall within 24 hours after such accident make or cause to be made a report of such accident to the Internal Security Department. The Internal Security Department shall prepare suitable forms for accident reports required hereunder, which report shall call for sufficiently detailed information to disclose with reference to a traffic accident cause, conditions then existing, and the persons and vehicles involved.

Section 9. Reckless driving. Any person who shall drive or operate any automobile, wagon or any other vehicle in a manner dangerous to the public safety, shall be deemed guilty of reckless driving.

Section 10. Any person who, while under the influence of intoxicating liquors or drugs, drives a vehicle and when so driving does any act forbidden by law or neglects any duty imposed by law in the driving of such vehicle, which act or neglect proximately causes bodily injuries to any person is guilty of an offense.

Section 11. It shall be unlawful for any person who is under the influence of intoxicating liquors or drugs to drive a vehicle upon any highway or street.

Section 12. A. Whenever a person is arrested for any violation of this Code, and such person is not immediately taken before the Project Director, the arresting officer shall prepare in duplicate a written notice to appear before the Project Director, containing the name and address of such person, the vehicle number of the vehicle operated by him, offense charged, and the time and place when and where such person shall appear before the Project Director.

B. Said officer shall deliver one copy of said notice to appear to the arrested person, and said arrested person in order to secure release must give his written promise to appear before the Project Director by signing the duplicate notice which shall be retained by such officer. Thereupon, the arresting officer shall forthwith release the person arrested from custody.

Section 13. Violation of promise to appear. Any person willfully violating his written promise to appear before the Project Director is guilty of an offense regardless of the disposition of the charge upon which he was originally arrested, and the Project Director may issue a bench warrant for his immediate arrest upon such failure to appear.

Section 14. It shall be unlawful for any person to operate an automobile, wagon or other vehicle through the center of any block.

This section shall not apply to any vehicle for which a special permit has been issued by the Chief of Internal Security or by a person especially designated by him, which permits shall be issued only to essential vehicles upon application and consideration of the same by the Chief of Internal Security or a person designated by him.

Section 15. It shall be unlawful for any person to operate an automobile, wagon or other vehicle between any barrack in the Tule Lake Project.

This section shall not apply to any vehicle for which a special permit has been issued by the Chief of Internal Security or by a person especially designated by him, which permits shall be issued only to essential vehicles upon application and consideration of the same by the Chief of Internal Security or a person designated by him.

Section 16. No person shall operate an automobile, wagon or other vehicle on or across any firebreaks in the Tule Lake Project, except on established roadways.

Section 17. The provisions of sections 1, 3, 4, 9, 14, 15 and 16 shall not apply to firetrucks, ambulances and police cars or to other emergency vehicles only in the performance of their respective duties.

Chapter 3

PENALTIES

A. Evacuees.

Section 1. Upon conviction of violation of any of the provisions of this Code, Project Director may, in the exercise of his disciplinary power, imprison the offender for a term not to exceed three months for each violation or he may deprive the offender, for not more than three months, work and pay privileges, clothing allowances, unemployment compensation, welfare grants, or any other privileges to which the offender may be entitled, or any combination of any of these penalties.

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

May 3, 1943

PROJECT INSTRUCTION NO. 31

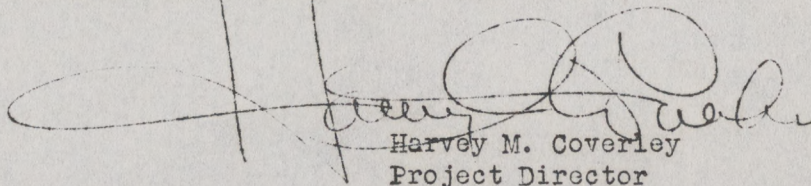
TO: All Division Chiefs and Section Heads
All Evacuees

SUBJECT: Designation of All Employees as Emergency
Fire-Fighters

In Solicitor's Opinion No. 64, each Project Director was advised that he might make emergency fire-fighting a part of the duties of all the employees of the Project. By so doing, evacuees who volunteer as fire-fighters following such appointment would become eligible for compensation benefits under the United States Employment Compensation Act in the event they should be injured while so engaged.

In order that our employees may be encouraged to assist as volunteer fire-fighters, and in order that they may be entitled to the benefits of the compensation act, I hereby, as of this date, designate as part of the duties of every employee of the War Relocation Authority at this Project the duty to assist in emergency fire-fighting.

I expect all division chiefs and section heads to communicate this information to their respective employees so that everyone may be advised of this action.


Harvey M. Coverley
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 29, 1943

PROJECT INSTRUCTION NO. 33

SUBJECT: Signing of Mail

I. Purpose. The purpose of this instruction is to delegate authority to certain persons to sign mail heretofore prepared for the signature of the Project Director.

II. Mail to be prepared for the signature of the Project Director. All mail addressed to a destination outside the Center shall be prepared for the signature of the Project Director if the text contains the following:

- (a) Statements of policy on any subject
- (b) Interpretations of established policy
- (c) Significant commitments or important administrative decisions
- (d) Statements concerning the work of more than one division
- (e) Material having a significant bearing on public relations or matters of public controversy

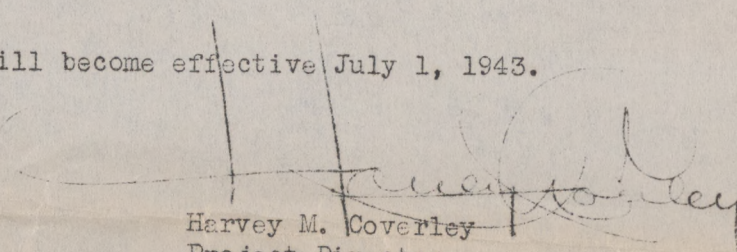
III. Mail to be prepared for the signature of other than the Project Director. The following mail addressed to a destination outside the center may be prepared for the signature of the appropriate Assistant Project Director or Division Chief if the text thereof is in accordance with the following:

- (a) Is of routine nature
- (b) Contains no statement of policy or interpretation of policy
- (c) Pertains only to the work of the Division in which it is prepared

IV. Routing of mail

- (a) All mail prepared for the signature of the Project Director will be routed first to any other Assistant Project Director or Division Chief who by the nature of its context has an interest in the subject matter. The Assistant Project Director or Division Chief to whom such mail is routed will indicate his approval by initialing the file copy. If he disapproves he will return the letter to the division in which it originated with his comments.
- (b) All mail prepared for the signature of an Assistant Project Director or Division Chief should be first routed to any other Section Head within the division who has an interest in the subject matter. The Section Head will initial mail so routed to him to indicate his approval and forward it to the Assistant Project Director or Division Chief, as the case may be, for signature. If he disapproves, he will return mail to the section in which it originated with his comments.

V. This instruction will become effective July 1, 1943.


Harvey M. Coverley
Project Director

10.1128

*Mr. Gunderson
High School*

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

July 9, 1943

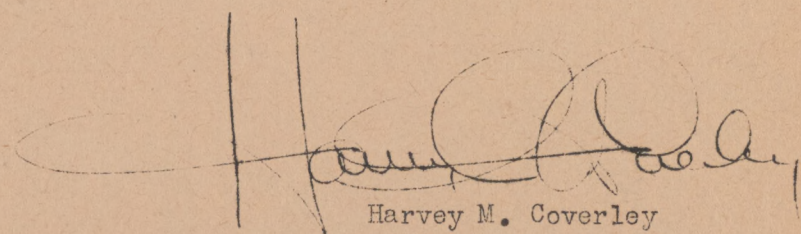
PROJECT INSTRUCTION NO. 33

AMENDMENT I

SUBJECT: Signing of Mail

Project Instruction No. 33, Paragraph II, is amended by adding the following sub-paragraph (f).

(f) a message on any subject addressed to the Director, W.R.A. Washington, D. C. (including letters and telegrams addressed to the attention of a particular individual in the Washington Office.)



Harvey M. Coverley
Project Director