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TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 1

William R. Lawson  
Camp Manager  
MAY 6, 1942

HOUSE MANAGERS

I. GENERAL. In order to provide for the general welfare of the Assembly Center residents and to provide a unified system of determining and providing for the needs of the camp residents, house managers will be appointed for each of the large barracks buildings in the Center and house managers for individual groups of the smaller barracks buildings.

II. The following named persons are hereby appointed as house managers for the buildings noted:

<u>For Building No.</u>	<u>Name</u>	<u>Residence of House Manager</u>
Men's Dormitory	Kazuo Fujii	Men's Dormitory
Men's Dormitory	Hitoshi Katayama	Men's Dormitory
2	Tad Fujita	2-15
3	Masao Ishida	3- 3
4	Sam Naito	4- 9
5	Hayaji Oda	5-12
6	Masaru Nakao	6-14
7	Toby Ogawa	7- 8
8	Kinichi Inouye	8-24
8	James Hirano	8-16
9	Fred Yamashiro	9- 5
10	Tom Yamashita	10- 1
13	Henry Y. Kawahara	13-82
13	Henry Takahashi	13-15
14	Harry Mayeda	14-54
14	Shinji Yamamoto	14-102
16	Torao Ichiyasu	16-25
16	Tomotsu Shibutani	16-49
18	Henry Kobayashi	18- 2
93-102	Toshiro Kubokawa	101- 3
82- 92	Hi Korematsu	90- 5
67- 75	Michio Nakajima	72- 2
61-66,77,76,81	Min Isoye	76- 2
55-60, 78-80	Kaz Sakai	79- 1
47- 54	Thomas Suzuki	51- 2

*William R. Lawson*  
WILLIAM R. LAWSON  
CAMP MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 1  
(Revised May 18, 1942)

William R. Lawson  
Center Manager

MAY 6, 1942

HOUSE MANAGERS

I. GENERAL. In order to provide for the general welfare of the Assembly Center residents and to provide a unified system of determining and providing for the needs of the Center residents, house managers will be appointed for each of the large barracks buildings in the Center and house managers for individual groups of the smaller barracks buildings.

II. The following named persons are hereby appointed as house managers:

<u>Name</u>	<u>Residence of House Manager</u>	<u>Name</u>	<u>Residence of House Manager</u>
Kazuo Fujii	Men's Dormitory	John Yoshino	22-17
Hitoshi Katayama	Men's Dormitory	Alice Matsui	23-54
Tad Fujita	2-15	Shigeru Nieda	23- 5
Masao Ishida	3- 3	Tad Yamada	24-15
Sam Naito	4- 9	Thomas T. Okada	25-30
Hayaji Oda	5-22	Hiroshi Yamauchi	26-57
Masaru Nakao	6-14	Tad Nishiyama	26-65
Toby Ogawa	7- 8	John Takeuchi	32- 2
James Hirano	8-16	Dave Saito	39- 4
Kinichi Inouye	8-24	Thomas Suzuki	51- 2
Fred Yamashiro	9- 5	Victor Abe	78- 5
Tom Yamashita	10- 1	Min Isoye	76- 2
George Kondo	13-18	Henry Kobayashi	68- 1
Henry Y. Kawahara	13-82	Hiroshi Korematsu	90- 5
Harry Mayeda	14-54	Toshiro Kubokawa	101- 3
Yusen Shimizu	14-78	Kenji Fujii	111- 1
Torao Ichiyasu	16-25	Masazo Nakamura	120- 2
Tomotsu Shibutani	16-49	Kaz Shikano	123- 1
Koji Murata	18- 7	Nora Sakaki	138- 5
William Takeda	19-30	Sat Fujinaga	145- 3
John Yamashita	20-17	Iwao Shimizu	155-5B
Ben Y. Oishi	21- 1	Tamotsu Sakai	161-5A

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 1  
(Revised May 8, 1942)

William R. Lawson  
Center Manager  
MAY 6, 1942

HOUSE MANAGERS

I. GENERAL. In order to provide for the general welfare of the Assembly Center residents and to provide a unified system of determining and providing for the needs of the Center residents, house managers will be appointed for each of the large barracks buildings in the Center and house managers for individual groups of the smaller barracks buildings.

II. The following named persons are hereby appointed as house managers for the buildings noted:

<u>For Building No.</u>	<u>Name</u>	<u>Residence of House Manager</u>
Men's Dormitory	Kazuo Fujii	Men's Dormitory
Men's Dormitory	Hitoshi Katayama	Men's Dormitory
2	Tad Fujita	2-15
3	Masao Ishida	3- 3
4	Sam Naito	4- 9
5	Hayaji Oda	5-12
6	Masaru Nakao	6-14
7	Toby Ogawa	7- 8
8	Kinichi Inouye	8-24
8	James Hirano	8-16
9	Fred Yamashiro	9- 5
10	Tom Yamashita	10- 1
13	Henry Y. Kawahara	13-82
13	George Kondo	13-18
14	Harry Mayeda	14-54
14	Shinji Yamamoto	14-102
16	Torao Ichiyasu	16-25
16	Tomotsu Shibutani	16-49
18	Koji Murata	18- 5
19	William Takeda	19-30
21	Henry Takahashi	21-18
22	John Yoshino	22-17
24	Tad Yamada	24-15
26	H. Yamauchi	26-57
26	T. Nishiyama	26-65
27- 36	John Takeuchi	36- 2
37- 46	Tom Tanase	38- 1
47- 54	Thomas Suzuki	51- 2
55-60, 78-80	Victor Abe	78- 5
61-66, 76, 77, 81	Min Isoye	76- 2
67- 75	Henry Kobayashi	68- 1
82- 92	Hi Korematsu	90- 5
93-102	Toshiro Kubokawa	101- 3
104-113	Kenji Fujii	111- 1
114-122	M. Nakamura	120- 2

**RECEIVED**  
ADMINISTRATIVE OFFICE

May 9, 1942

Work Projects Administration

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

B3.04

INFORMATION BULLETIN NO. 1  
(Revised August 10, 1942)

Frank E. Davis  
Center Manager

MAY 6, 1942

HOUSE MANAGERS

I. GENERAL. In order to provide for the general welfare of the Assembly Center residents and to provide a unified system of determining and providing for the needs of the Center residents, House Managers will be appointed for each of the large barracks buildings in the Center and House Managers for individual groups of the smaller barracks buildings.

II. HOUSE MANAGERS. The following named persons are hereby appointed as House Managers:

<u>BUILDING</u>	<u>NAME</u>	<u>ADDRESS</u>
2	Tad Fujita	2-15
3	Masao Ishida	3- 3
4	Sam Naito	4- 9
5	Hayaji Oda	5-22
6	Masaru Nakao	6-14
7	John Kiuchi	7-19
8A	James Hirano	8-16
8B	Kinichi Inouye	8-24
9	Fred Yamashiro	9- 5
10	Tom Yamashita	10- 1
13A	George Kondo	13-18
13B	Henry Kawahara	13-32
14A	Harry Mayeda	14-54
14B	Kazuo Fujii	14-97
16A	Torao Ichiyasu	16-25
16B	K. Kanehara	16-48
18	Harry Nomura	18-30
19	William Takeda	19-30
20	John Yamashita	20-17
21	Ben Oishi	21- 1
22	John Yoshino	22-17
23A	Shigeru Nieda	23- 5
23B	Alice Matsui	23-54
24	Tad Yamada	24-15
25	Tom Okada	25-30
26A	Hiroshi Yamauchi	26-57
26B	Tad Nishiyama	26-65
27-36	John Takeuchi	32- 2
37-46	Dave Saito	39- 4
47-54	Thomas Suzuki	51- 2
55-60,78-80	Victor Abe	78- 5
61-66,76,77,81	Min Isoye	76- 2
67-75	Henry Kobayashi	62- 1
82-92	Shiro Shibata	90- 1
93-102	Toshiro Kubokawa	101- 3
103,106-114	Kenji Fujii	112- 1



MAY 6, 1942

<u>BUILDING</u>	<u>NAME</u>	<u>ADDRESS</u>
115-123	Sam Narahara	120- 2
124-133	Kaz Shikano	124- 1
134-140	Nora Sakaki	139- 5
141,142,148-150	Frank Ogawa	149-10
105,143-147	Yasuo Abiko	144- 8
151-154,156-158	Yusen Shimizu	152- 4
160-163,157,159	Satoshi Fujinaga	157- 6
164-169	Iwao Shimizu	169-10
155,170-174	Hitoshi Katayama	172- 9
175-180	Tamotsu Sakai	179- 9

FRANK E. DAVIS  
CENTER MANAGER



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TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 1  
(Revised May 18, 1942)

William R. Lawson  
Center Manager

MAY 6, 1942

HOUSE MANAGERS

I. GENERAL. In order to provide for the general welfare of the Assembly Center residents and to provide a unified system of determining and providing for the needs of the Center residents, house managers will be appointed for each of the large barracks buildings in the Center and house managers for individual groups of the smaller barracks buildings.

II. The following named persons are hereby appointed as house managers:

<u>Name</u>	<u>Residence of House Manager</u>	<u>Name</u>	<u>Residence of House Manager</u>
Kazuo Fujii	Men's Dormitory	John Yoshino	22-17
Hitoshi Katayama	Men's Dormitory	Alice Matsui	23-54
Tad Fujita	2-15	Shigeru Nieda	23- 5
Masao Ishida	3- 3	Tad Yamada	24-15
Sam Naito	4- 9	Thomas T. Okada	25-30
Hayaji Oda	5-22	Hiroshi Yamauchi	26-57
Masaru Nakao	6-14	Tad Nishiyama	26-65
Toby Ogawa	7- 8	John Takeuchi	32- 2
James Hirano	8-16	Dave Saito	39- 4
Kinichi Inouye	8-24	Thomas Suzuki	51- 2
Fred Yamashiro	9- 5	Victor Abe	78- 5
Tom Yamashita	10- 1	Min Isoye	76- 2
George Kondo	13-18	Henry Kobayashi	68- 1
Henry Y. Kawahara	13-82	Hiroshi Korematsu	90- 5
Harry Mayeda	14-54	Toshiro Kubokawa	101- 3
Yusen Shimizu	14-78	Kenji Fujii	111- 1
Torao Ichiyasu	16-25	Masazo Nakamura	120- 2
Tomotsu Shibutani	16-49	Kaz Shikano	123- 1
Koji Murata	18- 7	Nora Sakaki	138- 5
William Takeda	19-30	Sat Fujinaga	145- 3
John Yamashita	20-17	Iwao Shimizu	155-5B
Ben Y. Oishi	21- 1	Tamotsu Sakai	161-5A

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

B3.04

INFORMATION BULLETIN REVISIONS NO. 1

Frank E. Davis  
Center Manager

July 1, 1942

I. GENERAL. The following revision shall be made in all copies of Information Bulletins.

II. INFORMATION BULLETIN NO. 7 (Revised June 15, 1942)

The following paragraph shall be substituted for Paragraph IV of this Bulletin:

"IV. TIME SIGNALS. The Center Fire Siren will be used to give time signals as follows:

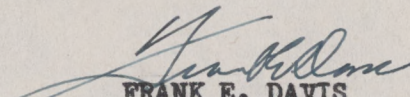
- A. 12:00 Noon each day--one 15-second blast
- B. 6:25 P.M. and 6:40 A.M. each day to call all persons except workers assigned to duty at that time directly to their apartments in order to be present for the daily count.
- C. It shall be the responsibility of the Director of the Work Division through the Chief Engineer to assure that these time signals are sounded promptly each day at the specified time."

III. INFORMATION BULLETIN NO. 15--June 13, 1942

The following paragraph shall be substituted for Paragraph IV of this Bulletin:

"IV. TIME SIGNALS. Each day at 6:40 A.M. and 6:25 P.M. the fire siren will be blown with one 15-second blast to indicate that all persons other than those regularly assigned to duty at those hours must go to their apartments and remain there until the count is completed."

IV. EFFECTIVE DATE. The revisions shall be effective immediately.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 2

William R. Lawson  
Camp Manager  
MAY 6, 1942

THE DUTIES AND RESPONSIBILITIES OF HOUSE MANAGERS

I. GENERAL. It will be the duty and responsibility of properly appointed house managers to act as liaison and contact men between the residents of his building or buildings and the Supervisor of Housing in all matters pertaining to the physical welfare of the residents. All matters pertaining to housing should be taken up by building residents with the appointed house manager as the Supervisor of Housing will not deal directly with any individual building resident except the properly appointed house manager.

II. The house managers will perform the following specific functions:

- A. To take necessary action to assure that all residents of his building or buildings are provided with the necessary cots, mattresses or ticks and blankets where required.
- B. To take such steps as are necessary to insure the cleanliness of the grounds around the house, the proper cleaning and maintenance of laundries, bathrooms and washrooms adjacent to his house. This will be carried out in cooperation with other house managers whose residents use these same facilities.
- C. To be responsible for custody of all tools used in the cleaning and maintenance of the houses and for the proper inventory and return of these tools to the housing headquarters.
- D. To be responsible for recruiting necessary labor among the residents of his house for voluntary community work and in times of emergency.
- E. To report to the Superintendent of Housing all necessary repairs to buildings and appertinent facilities.
- F. To attend scheduled meetings of the housing section at times and places prescribed by the Supervisor of Housing.
- G. To maintain a bulletin board and to be responsible for advising residents of his building or buildings as to all rules and regulations as may be issued from time to time.
- H. To assist the Internal Police Department in inspection of buildings and personal effects and to cooperate with the Internal Police in the maintenance of order within the Center.
- I. To report to the Supervisor of Housing any violation of established rules and regulations that come to their attention.
- J. To perform other duties as may be delegated to him by the Supervisor of Housing.

WILLIAM R. LAWSON  
Camp Manager



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN REVISIONS NO. 2

Frank E. Davis  
Center Manager

JULY 25, 1942

I. GENERAL. The following revisions should be made in all copies of Information Bulletins as follows.

II. INFORMATION BULLETIN NO. 7 (Revised June 15, 1942). The following paragraph should be substituted for Paragraph IV of this Bulletin:

"IV. TIME SIGNALS. The Center fire siren will be used to give time signals as follows:

- A. 12:00 Noon each day—one 15-second blast
- B. 6:25 P.M. and 6:40 A.M. each day to call all persons except workers assigned to duty at that time directly to their apartments in order to be present for the daily count.  
6:35 P.M. and 6:50 A.M. each day to signal the end of the count. All persons should remain in their apartments until this signal is given.
- C. It shall be the responsibility of the Director of the Work Division through the Chief Engineer to assure that these time signals are sounded promptly each day at the specified time."

III. INFORMATION BULLETIN NO. 15--June 13, 1942. The following paragraph should be substituted for Paragraph IV of this Bulletin:

"IV. TIME SIGNALS. Each day at 6:40 A.M. and 6:25 P.M. the fire siren will be blown with one 15-second blast to indicate that all persons, other than those regularly assigned to duty at those hours, must go to their apartments and remain there until the count is completed. Each day at 6:50 A.M. and 6:35 P.M. one 15-second blast to signal the end of the count."

IV. EFFECTIVE DATE. These revisions shall be effective at 6:35 P.M., Monday, July 27, 1942.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

Frank E. Davis  
Center Manager

INFORMATION BULLETIN REVISIONS NO. 2

July 25, 1942

GENERAL

I. <sup>←</sup> The following revisions should be made in all copies of Information Bulletins as follows.

II. <sup>FULL CAPS</sup> Information Bulletin No. 7 (Revised June 15, 1942)  
<sup>←</sup> The following paragraph should be substituted for Paragraph IV of this Bulletin:

<sup>FULL CAPS</sup>  
"IV. Time Signals. The Center ~~Fire~~ Siren will be used to give time signals  
<sup>←</sup> as follows:

A. 12:00 Noon each day--one 15-second blast

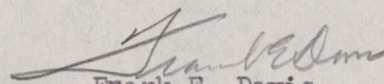
B. 6:25 P.M. and 6:40 A.M. each day to call all persons, except workers assigned to duty at that time, directly to their apartments in order to be present for the daily count. 6:35 P.M. and 6:50 A.M. each day to signal the end of the count. All persons should remain in their apartments until this signal is given.

C. It shall be the responsibility of the Director of the Work Division through the Chief Engineer to assure that these time signals are sounded promptly each day at the specified time."

III. <sup>FULL CAPS</sup> Information Bulletin No. 15, June 13, 1942, The following paragraph should  
<sup>←</sup> be substituted for Paragraph IV of this Bulletin:

<sup>FULL CAPS</sup>  
"IV. Time Signals. Each day at 6:40 A.M. and 6:25 ~~P.M.~~ the fire siren will be blown with one 15-second blast to indicate that all persons other than those regularly assigned to duty at those hours must go to their apartments and remain there until the count is completed. Each day at 6:50 A.M. and 6:35 P.M. one 15-second blast to signal the end of the count."

IV. <sup>EFFECTIVE DATE. SHALL</sup> These revisions ~~should~~ be effective at 6:35 P.M., Monday, July 27, 1942.

  
Frank E. Davis  
Center Manager

(follow other copy)



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

B3.04

INFORMATION BULLETIN NO. 3

William R. Lawson  
Camp Manager  
MAY 7, 1942

RULES AND INFORMATION FOR RESIDENTS OF THE CENTER

I. GENERAL. The following rules have been formulated by the management for the information and guidance of residents of the Center. It is believed that strict compliance with these rules will greatly promote the general welfare of the residents of the Center.

II. The cooperation of all residents is requested in the observance of the following rules:

- A. Residents of the Center should consult with the House Manager and discuss their problems with him. The name of their particular House Manager can be obtained at the Housing Headquarters and will be posted on established bulletin boards.
- B. A Lost and Found Department has been established at the Housing Headquarters and all persons finding any material or articles should immediately take them to this department where they can be claimed by the owner.
- C. The borrowing or purloining of light globes, fuses, dishes, or any other utensils from unoccupied buildings, mess halls, washrooms, or other places must be discouraged as this only adds to the inconvenience of the persons who use these facilities.
- D. Certain particular buildings and areas have been designated as quarantine areas and the residents of the Center should not enter these areas as this would only tend to spread diseases to other persons. Quarantine signs placed on any building or in any area must not be removed without specific authority of the Hospital Manager.
- E. Persons will not be allowed to move from the quarantine areas without the approval of the Hospital Manager.
- F. The present supply of cotton mattresses is limited and persons now using straw ticks will not be permitted to exchange them for cotton mattresses without prior approval through the Hospital Manager. The exchanges will be made only in cases of illness or for medical reasons.
- G. When blackouts occur all lights should be immediately extinguished. It is requested that all persons remain in their quarters during the blackout in order that unnecessary confusion will not exist. Any light which is visible from outside the building will not be permitted.



MAY 7, 1942

- H. All residents of the Center are requested to remain away from the outside fence.
- I. The use of electric heating stoves, cooking utensils, irons, etc., in individual apartments should be discouraged as this places a heavy load upon the electric lines and causes fuses to blow out, thereby disrupting electric facilities for the entire building.
- J. A limited number of oil stoves are available for families with babies and younger children and older persons, or in case of illness in the apartments. Application by eligible families should be made to the House Manager.

WILLIAM R. LAWSON  
Camp Manager



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 4

William R. Lawson  
Center Manager

MAY 9, 1942

HEALTH AND SANITATION

1. The health and welfare of every member of this community depends on the cleanliness and sanitary conditions in the grounds and facilities within the Center. It is necessary for every resident to do everything possible to keep the Center clean. Refuse should be deposited in garbage cans and other receptacles for that purpose.

2. In order to maintain the necessary sanitary standards a great amount of work is required. This necessary labor must be supplied by the residents of the Center. Crews are being organized at the present time, and it is hoped that no trouble will be experienced in getting sufficient men.

3. If necessary, penalties will be imposed on those who refuse to work, or who do not maintain proper sanitary practices.

WILLIAM R. LAWSON  
Center Manager



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 5

William R. Lawson  
Center Manager

MAY 9, 1942

INFIRMARY OPERATION

I. GENERAL CLINIC--daily, Monday through Friday, 8:00 A.M. to 10:00 A.M. and 1:00 P.M. to 3:00 P.M.; Saturday, 8:00 A.M. to 11:00 A.M.

II. Special clinics as follows:

- A. WELL BABY CLINIC (For babies under 18 months only)--Monday, 1:00 P.M. to 3:00 P.M.; Friday, 1:00 P.M. to 3:00 P.M.
- B. PRENATAL CLINIC--Tuesday, 1:00 P.M. to 3:00 P.M.; Thursday, 1:00 P.M. to 3:00 P.M.
- C. CHEST AND DIABETIC CLINIC--Wednesday, 1:00 P.M. to 3:00 P.M.

III. Smallpox vaccination and typhoid inoculation, each Monday and Wednesday from 9:00 A.M. to 11:00 A.M. Persons vaccinated for smallpox should report back to the Infirmary for checkup on the third and seventh days after application, until completed.

IV. Immunization cards for each individual in the Center will be distributed through the House Managers. When an individual has previously been immunized for typhoid or smallpox, he must have a certificate executed by proper medical authorities. These cards are necessary in the event of relocation.

V. All emergency cases should be reported to the Infirmary immediately.

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 5  
(Revised May 27, 1942)

William R. Lawson  
Center Manager

MAY 9, 1942

I. GENERAL CLINIC

Daily Monday through Friday 9 A.M. to 11 A.M.  
1 P.M. to 3 P.M.

Saturday 9 A.M. to 11 A.M.

II. SPECIAL CLINICS AS FOLLOWS:

A. Well Baby Clinic (For well babies under 18 months only)

Mondays 1 P.M. to 3 P.M.  
Fridays 1 P.M. to 3 P.M.

B. Prenatal Clinic

Tuesdays 1 P.M. to 3 P.M.  
Thursdays 1 P.M. to 3 P.M.

C. Post Partum Clinic

Fridays 1 P.M. to 3 P.M.

D. Chest Clinic

Tuesdays 9 A.M. to 11 A.M.

E. Diabetic Clinic

Wednesday 1 P.M. to 3 P.M.

F. Dental Clinic

Daily 9 A.M. to 11 A.M.  
1 P.M. to 4 P.M.  
Saturdays 9 A.M. to 12 M.

For emergency treatments to include extractions,  
fillings and other dental work of non-extensive  
nature.

G. Optometric Clinic

Daily 9 A.M. to 11 A.M.  
1 P.M. to 4 P.M.  
Saturdays 9 A.M. to 12 M.

A record of all prescriptions for glasses will be  
made at this clinic. Also examinations for those  
not having prescriptions. Arrangements may be made  
to send out broken glasses for repair.



III. SMALLPOX VACCINATION AND TYPHOID INOCULATION

Mondays and Wednesdays      9 A.M. to 11 A.M.

Persons vaccinated for smallpox should report back to the Infirmary for checkup on the third and seventh days after application, until completed.

- IV. Immunization cards for each individual in the Center will be distributed when the immunization has been completed and information is recorded. Immunization cards will not be issued to any individual until his record is complete. Every person must have his record completed before relocation.
- V. All emergency cases should be reported to Infirmary immediately day or night.

WILLIAM R. LAWSON  
CENTER MANAGER



TAIFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 6

William R. Lawson  
Center Manager

MAY 14, 1942

REGULATIONS FOR VISITING

I. GENERAL. To provide for the orderly conduct of visiting and other contacts with residents of the Center, it is necessary that certain rules and procedures be followed. A reception parlor has been established for this purpose in the southerly portion of the first floor of the main building. Access to this reception parlor will be through the westerly main door of the building only.

II. REGULATIONS. Visiting and other contacts with residents will be conducted in accordance with the following procedures:

- A. Visiting and other contacts must be made between the hours of 10 A.M. to 12:00 Noon and 1:00 P.M. to 4:00 P.M. daily.
- B. Visitors will not be allowed to accompany residents around the grounds, into living quarters or mess halls.
- C. Visiting at the fences or in the grounds between the main buildings and the front fence will not be permitted.
- D. All packages or parcels brought to the Center by visitors will be subject to inspection before delivery to the Center resident.
- E. Visitors arriving at the Center must secure a Visitor's Pass from the Internal Police Headquarters adjacent to the main gate. The visitors will then be conducted directly to the reception parlor where an attendant will be available to arrange to call the person or persons to be contacted to the parlor.
- F. Upon the conclusion of a visit or other contact, the receptionist will request the visitor to go directly to the main gate where the Visitor's Pass must be surrendered upon leaving the grounds. Visitors will be requested to leave the grounds promptly at the end of the established visiting hours.
- G. Visitors and persons making other contacts will not be permitted to drive their private automobiles into the grounds.

III. NOTIFICATION. Residents are requested to notify all persons, who may be expected to visit them, of these regulations so that there may be no confusion or misunderstanding concerning visits to the Center. The cooperation of all residents is necessary in complying with all regulations concerning visiting, as disregard of these established rules will result in drastic curtailment of visiting hours and privileges.

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 6  
(Revised June 12, 1942)

Frank E. Davis  
Center Manager

MAY 14, 1942

REGULATIONS FOR VISITING

I. GENERAL. To provide for the orderly conduct of visiting and other personal contacts with residents of the Center, the following rules and procedures shall be followed. A Reception Parlor has been established for this purpose in the southerly portion of the first floor of the Main Building. Access to this Reception Parlor will be through the westerly main door of the building only.

II. REGULATIONS. Visiting and other personal contacts with residents will be permitted only in the Reception Parlor and in accordance with the following procedures:

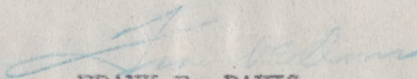
- A. Visiting and other personal contacts with residents will be permitted between the hours of 10:00 A.M. to 12:00 Noon and 1:00 P.M. to 4:00 P.M. daily except Monday.
- B. Visitors will not be allowed to accompany residents around the grounds, into living quarters or mess halls.
- C. Visiting at the fences surrounding the grounds or in the grounds between the main buildings and the front fence will not be permitted.
- D. All packages or parcels brought to the Center by visitors will be delivered to the package window at the Information Building adjacent to the Main Gate and will be subject to inspection before delivery to the Center residents. All packages must be adequately addressed with the barrack and apartment number of the residents and will be delivered direct to the apartments of the residents.
- E. Packages brought to residents of this Center will be accepted only between the hours of 8:00 A.M. and 4:00 P.M. daily except Monday.
- F. Visiting with residents confined in the Infirmary or in their apartments due to illness will be permitted only with the specific approval of the Center Manager, and then only upon a signed statement by the Hospital Manager or physician in charge that such a visit will not be detrimental to the resident concerned.
- G. Visitors arriving at the Center must secure a Visitor's Pass from the Information Office adjacent to the Main Gate. The visitors will then be conducted directly to the Reception Parlor where an attendant will be available to arrange to call the person or persons to be contacted to the Parlor.
- H. Upon the conclusion of a visit, the receptionist will request the visitor to go directly to the Main Gate where the Visitor's Pass must be surrendered upon leaving the grounds. Visitors will be requested to leave the grounds promptly at the end of the established visiting hours.
- I. Visitors and persons making other contacts with residents will not be permitted to drive their private automobiles into the grounds.

*Reception*



MAY 14, 1942

III. NOTIFICATION. Whenever possible advance notification should be communicated to the Center Manager giving the persons to be visited, the hour of expected visit, and the purpose of the visit. Residents are requested to notify all persons who may be expected to visit them of these regulations so that there may be no confusion or misunderstanding concerning visits to the Center. The cooperation of all residents is necessary in complying with all regulations concerning visiting, as disregard of these established rules will result in drastic curtailment of visiting hours and privileges.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 6  
(Revised August 6, 1942)

Frank E. Davis  
Center Manager

MAY 14, 1942

REGULATIONS FOR VISITING 27

I. GENERAL. To provide for the orderly conduct of visiting ~~and other personal contacts~~ with residents of the Center, the following rules and procedures shall be followed. A Reception Parlor has been established for this purpose in the southerly portion of the first floor of the Main Building. Access to this Reception Parlor will be through the westerly main door of the building only.

II. REGULATIONS. Visiting with residents will be permitted only in the Reception Parlor and in accordance with the following procedures:

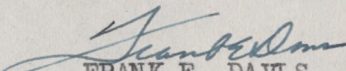
- A. Visiting will be permitted between the hours of 1:00 P.M. to 4:00 P.M. daily except Monday.
- B. Visitors will not be allowed to accompany residents around the grounds, into living quarters or mess halls.
- C. Visiting at the fences surrounding the grounds or in the grounds between the main buildings and the front fence will not be permitted.
- D. All packages or parcels brought to the Center by visitors will be delivered to the package window at the Information Building adjacent to the Main Gate and will be subject to inspection before delivery to the Center residents. All packages must be adequately addressed with the barrack and apartment number of the residents and will be delivered direct to the apartments of the residents.
- E. Packages brought to residents of this Center by visitors will be accepted only during the established visiting hours.
- F. Visiting with residents confined in the Infirmary or in their apartments due to illness will be permitted only with the specific approval of the Center Manager, and then only upon a signed statement by the Hospital Manager or physician in charge that such a visit will not be detrimental to the resident concerned.
- G. Visitors arriving at the Center must secure a Visitor's Pass and Button from the Information Office adjacent to the Main Gate. The visitors will then proceed directly to the Reception Parlor where an attendant will be available to arrange to call the person or persons to be contacted to the Reception Parlor.
- H. Upon the conclusion of a visit, the receptionist will request the visitor to go directly to the Main Gate where the Visitor's Pass and Button must be surrendered upon leaving the grounds. Visitors will be requested to leave the grounds promptly at the end of the established visiting hours.
- I. Visitors will not be permitted to drive their private automobiles into the grounds.



MAY 14, 1942

III. PERISHABLE PRODUCTS. No perishable products, vegetables, food stuffs, staple food products or other similar perishable products will be accepted at the Center when delivered by visitors except fresh fruits such as oranges, apples, lemons, plums and other citrus or deciduous seasonal fruit.

IV. NOTIFICATION. Whenever possible advance notification should be communicated to the persons to be visited, giving the hour of expected visit. Residents are requested to notify all persons who may be expected to visit them of these regulations so that there may be no confusion or misunderstanding concerning visits to the Center. The cooperation of all residents is necessary in complying with all regulations concerning visiting, as disregard of these established rules may result in curtailment of visiting hours and privileges.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 7

William R. Lawson  
Center Manager

MAY 15, 1942

RULES FOR FIRE PREVENTION AND CONTROL

I. GENERAL. To insure proper fire prevention and control and to eliminate fire hazards, it is necessary to establish definite rules of conduct for all residents of the Center. The Chief Engineer or his delegated assistants will be responsible for the enforcement of all rules and for reporting all violations to the Center Manager. Violation of any rule will be punishable in accordance with established legal procedures.

II. The following specific rules for fire prevention and control are established to govern all residents of the Center:

- A. All fires observed by any resident shall be reported immediately to the Fire Department by the fastest possible means. This may include telephone, runner, oral signals or other means.
- B. Immediately upon a fire siren call, all residents shall clear all roadways in order not to hamper the movement of equipment.
- C. All residents except regular or volunteer firemen shall remain away from all fires so that firemen and equipment can work efficiently.
- D. Burning of all rubbish, waste paper and other debris shall be done under the supervision of the Fire Department. No open fires will be permitted.
- E. No candles shall be used by the occupants of dwellings for illumination.
- F. All heaters, stoves or electric appliances shall be inspected by the Fire Department before being used in the dwellings, recreation halls and other buildings.
- G. No dry grass, rubbish, scrap wood, or other inflammable waste material shall be allowed to accumulate or be stored under, within or near any dwellings, halls or other buildings.
- H. No person shall remove or cause to be moved, any Fire Department extinguishers, hose carts or other equipment except to use at a time of fire, unless granted permission by the Fire Department.
- I. No person shall place or cause to be placed any pennies or other metal objects behind blown out fuse plugs.



- J. All entrances and exits to all buildings, fire houses and equipment shall be kept clear at all times.
- K. All coals from kitchen stoves shall be emptied in steel or metal drums.
- L. All garbage, waste paper, and other wastes from kitchens shall be stored in garbage cans, cartons or barrels until removed by collectors.
- M. No smoking allowed in mess halls, recreation halls or any place where the public meets.
- N. No burning matches or tobacco shall be thrown in or near any combustible material.
- O. No cleaning fluids or other combustible or explosive liquids will be allowed in the dwellings.
- P. No smoking shall be allowed in or near any buildings where fuel oil or other highly combustible materials are stored or kept.
- Q. No clothes or other combustible materials shall be hung in or near any heater, boiler or fire.
- R. The Fire Department shall be notified in advance of meetings and other functions where crowds may gather.

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 7  
(Revised June 15, 1942)

Frank E. Davis  
Center Manager

MAY 15, 1942

RULES FOR FIRE PREVENTION AND CONTROL

I. GENERAL. To insure proper fire prevention and control and to eliminate fire hazards, it is necessary to establish definite rules of conduct for all residents of the Center. The Chief Engineer or his delegated assistants will be responsible for the enforcement of all rules and for reporting all violations to the Center Manager. Violation of any rule will be punishable in accordance with established legal procedures.

II. RULES. The following specific rules for fire prevention and control are established to govern all residents of the Center:

- A. All fires observed by any resident shall be reported immediately to the Fire Department by the fastest possible means. This may include telephone, runner, oral signals or other means.
- B. Immediately upon a fire siren call, all residents shall clear all roadways in order not to hamper the movement of equipment.
- C. All residents except regular or volunteer firemen shall remain away from all fires so that firemen and equipment can work efficiently.
- D. Burning of all rubbish, waste paper and other debris shall be done under the supervision of the Fire Department. No open fires will be permitted.
- E. No candles shall be used by the occupants of dwellings for illumination.
- F. All heaters, stoves or electric appliances shall be inspected by the Fire Department before being used in the dwellings, recreation halls and other buildings.
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- H. No person shall remove or cause to be moved, any Fire Department extinguishers, hose carts or other equipment except to use at the time of fire, unless granted permission by the Fire Department.
- I. No person shall place or cause to be placed any pennies or other metal objects behind blown out fuse plugs.



- J. All entrances and exits to all buildings, fire houses and equipment shall be kept clear at all times.
- K. All coals from kitchen stoves shall be emptied in steel or metal drums.
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- O. No cleaning fluids or other combustible or explosive liquids will be allowed in the dwellings.
- P. No smoking shall be allowed in or near any buildings where fuel oil or other highly combustible materials are stored or kept.
- Q. No clothes or other combustible materials shall be hung in or near any heater, boiler or fire.
- R. The Fire Department shall be notified in advance of meetings and other functions where crowds may gather.
- S. Cooking and ironing will not be permitted in any apartment.

III. FIRE CALLS. Fire calls will be given on the Center siren as follows:

- A. General Fire Call: One 20-second blast followed after a 15-second interval by district blast.
- B. Local Calls:
  - 1. Fire District 1: One short blast repeated at 10-second intervals three times.
  - 2. Fire District 2: Two short blasts repeated at 10-second intervals three times.
  - 3. Fire District 3: Three short blasts repeated at 10-second intervals three times.
  - 4. Fire District 4: Four short blasts repeated at 10-second intervals three times.
  - 5. Fire District 5: Five short blasts repeated at 10-second intervals three times.



MAY 15, 1942

IV. TIME SIGNALS. The Center Fire Siren will be used to give time signals as follows :

- A. 12:00 Noon each day - one 15-second blast
- B. 6:25 P.M. each day to call all persons except workers assigned to duty at that time directly to their apartments in order to be present for the daily count.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 8

William R. Lawson  
Center Manager

MAY 18, 1942

WAGES, HOURS AND CONDITIONS OF EMPLOYMENT

I. GENERAL. The following regulation with reference to hours of work, wages and conditions of employment have been established to be applicable to evacuees assigned to perform work at Assembly Centers.

II. HOURS OF WORK. A monthly working schedule consisting of forty-four (44) hours per week has been established for the payment of wages.

III. MONTHLY WAGES. The following schedule of wage classes and monthly wages shall be applicable to evacuees properly assigned to perform work at the Center:

<u>Wage Class</u>	<u>Monthly Wage</u>
Unskilled (U)	\$ 8.00
Skilled (S)	12.00
Professional and Technical (P)	16.00

IV. PAYMENT. Payment for work performed shall be made monthly from the date of assignment. The first payrolls at this Center will be prepared for the month ending April 30.

V. CONDITIONS OF EMPLOYMENT. Hereafter, no assignment documents shall be written for evacuees under the age of 16 years. There shall be no maximum age limitation. Employability shall be determined by the ability of an evacuee to perform work for which he is qualified in a satisfactory manner. Any assigned person who wilfully refuses to perform the work to which he is assigned, or whose physical condition prevents him from satisfactorily performing his assigned work, shall be separated from the payroll and the reasons for separation shall become part of the permanent records of the evacuee.

VI. WAGE CLASSES. Assignment to the wage classes enumerated in Paragraph III above shall be in accordance with the allocation of occupational titles set forth in the attachment to this bulletin.

VII. EFFECTIVE DATE. The above regulations shall become effective immediately. Payment shall be made to all properly assigned persons from the first date of assignment.

WILLIAM R. LAWSON  
CENTER MANAGER

Attachment



OCCUPATIONAL TITLES BY WAGE CLASSIFICATION APPROVED FOR  
USE IN ASSIGNING EVACUEES TO PERFORM WORK IN WCCA  
RECEPTION AND ASSEMBLY CENTERS

ESTABLISHED OCCUPATIONS FOR UNSKILLED CLASS (U) - \$ 8.00 PER MONTH

Attendant (Health Service)	Junior Typist
Book Cleaner	Laboratory Helper
Canner	Laborer
Charwoman	Laundry Worker
Cloth Cutter (Hand)	Maid
Driver	Messenger
Fireman	Nursery Helper
Form Setter	Nursery School Attendant
Gardener	Recreation Attendant
Garment Pressor (Hand Iron)	School Attendant
Helper, Construction (Various)	Seamstress
Housekeeping Aide	Watchman
Janitor	Woodcutter
Junior Clerk	

ESTABLISHED OCCUPATIONS FOR SKILLED CLASS (S) - \$12.00 PER MONTH

Accounting Clerk	Electrician
Acetylene Cutter	Engineering Recorder
Assembler	Equipment Inspector
Assistant Teacher (Adult Education)	Foreman, Grade B
Assistant Teacher (Nursery School Education)	Garment Inspector
Automotive Mechanic	Garment Pressor (Machine)
Baker	Glazier
Barber	Graduate Nurse
Beautician	Instrument Man
Blacksmith	Junior Accountant
Bricklayer	Laboratory Assistant
Bulldozer Operator	Library Assistant
Butcher	Machinist
Cabinet Maker	Material Inspector
Carpenter	Mechanic
Cement Finisher	Motion Picture Operator
Cement Gun Operator	Music Copyist
Clerk (Supervising)	Music Teacher
Cloth Cutter	Musician
Cloth Marker	Painter
Community Leader	Paper Hanger
Concrete Finishing Machine Operator	Pattern Maker (Garment)
Concrete Mixer Operator	Plasterer
Cook	Plumber
Cost and Material Clerk	Recreation Leader
Designer (Garment)	Reporter
Draftsman	Research Assistant
	Rodman-Chainman



ESTABLISHED OCCUPATIONS FOR SKILLED CLASS (S) - \$12.00 PER MONTH Cont'd.

Roofer	Stock Clerk
Saw Filer	Storekeeper
Senior Clerk	Telephone Operator
Senior Typist	Teletype Operator
Sewing-Machine Repairman	Timekeeper
Shoe Repairer	Tool Repairman
Sign Writer	Tree Surgeon
Stenographer	Truck Driver
Steward	Welder

ESTABLISHED OCCUPATIONS FOR PROFESSIONAL & TECHNICAL CLASS (P) -  
\$16.00 PER MONTH

Accountant	Music Director
Architect	Nutritionist
Artist	Pharmacist
Chief of Party	Physician
Councilman	Registered Nurse
Dentist	Secretary
Draftsman (Supervising)	Senior Music Teacher
Editor	Senior Recreation Leader or Recreation Director
Engineer	Senior Timekeeper
Foreman, Grade A	Teacher (Adult Education)
House Manager	Teacher (Nursery School Education)
Librarian	Translator
Music Arranger	Writer



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 9

William R. Lawson  
Center Manager

MAY 19, 1942

CENTER STORE OPERATION

I. GENERAL. Due to inadequate space for operation of the Center Store and the inability to and lack of cooperation by the residents in keeping the grounds adjacent to the present Store in a neat condition, it was necessary to close the Store pending establishment at a new location except for the sale of newspapers and cigarettes. The Store, at the new location in the lower floor of the Grandstand, will be ready for operation at 9:00 A.M. Saturday, May 23, 1942.

II. STORE HOURS.

A. The Store, upon reopening, will observe the following hours:

1. 9:00 A.M. to 11:30 A.M. and 1:30 P.M. to 4:00 P.M. daily except Sunday.
2. Sunday, 9:00 A.M. to 11:30 A.M. for the sale of newspapers only.

B. Workers regularly assigned to perform work within these hours will be allowed time to make their necessary purchases upon request to their foremen or supervisors.

III. ITEMS TO BE AVAILABLE AT THE CENTER STORE

A. Upon the reopening of the Store at the new location, the following list of merchandise will be available for sale as soon as stocks can be obtained:

- |                  |                                    |
|------------------|------------------------------------|
| 1. Candies       | 11. Pipes                          |
| 2. Cigarettes    | 12. Smoking Tobaccos               |
| 3. Cigars        | 13. Soda Water                     |
| 4. Comic Books   | 14. Frozen Ice Cream Novelties     |
| 5. Drug Sundries | 15. Items for Personal Hygiene--   |
| 6. Fresh Fruits  | this includes sanitary napkins,    |
| 7. Fresh Milk    | shaving necessities, tooth-        |
| 8. Magazines     | pastes, toothbrushes, etc.         |
| 9. Matches       | 16. Limited List of Clothing Items |
| 10. Newspapers   | including infant's wear            |

B. Suggestions as to additional items to be carried at the Center Store will be welcomed. These suggestions should be communicated to the Center Store Executive by the various House Managers or through the Advisory Committee.



IV. METHOD OF SALE. Upon the reopening of the Center Store, all sales will be made on a coupon basis. No cash sales will be made. Coupon books will be available for sale by the Center Cashier at the northeast corner of the Grandstand daily except Sunday from 8:30 A.M. to 1:30 P.M.

V. CONDUCT AT THE STORE. It is requested that the following rules of conduct be observed by all residents while at the Center Store or on the grounds after making purchases at the Store:

- A. All residents shall conduct themselves in an orderly manner while in or near the Store.
- B. All wrappings, papers, cartons, boxes, fruit peelings and other refuse shall be deposited in cans conveniently located for that purpose.
- C. All bottles purchased from the Store shall be returned promptly and shall not be thrown in refuse cans or on the grounds.
- D. No articles within the Store shall be removed without proper exchange of coupons. Violation of this rule will result in proper disciplinary action.

VI. CONCLUSION. The Center Store will be operated for the benefit of all residents and the cooperation of each person patronizing the Store is requested in order that the Store may be conducted to fully meet the ordinary requirements of the Center.

WILLIAM R. LAWSON  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 10

William R. Lawson  
Center Manager

JUNE 3, 1942

IMMUNIZATION OF CHILDREN UNDER 12 YEARS

I. GENERAL. The United States Public Health Service compels the immunization of all children of evacuees between the ages of 8 months and 12 years against Diphtheria. This immunization work will start Friday afternoon, June 5, 1942.

II. CENSUS OF CHILDREN. House Managers shall make a thorough survey of all barracks at once and fill in the attached form showing names, ages, sex of each child in the age group 8 months to 12 years, and shall return the forms completely filled out as accurately as possible at the House Managers' meeting Thursday morning, June 4, 1942.

III. IMPORTANCE OF IMMUNIZATION. House Managers shall impress upon the mothers the importance of the immunization of their children against Diphtheria. Immunization must be completed before relocation. Regardless of whether children have been previously immunized against diphtheria before coming to this Center their names and other information shall be included in the survey.

IV. SCHEDULE OF IMMUNIZATION. The time scheduled for immunization will be as follows by age groups:

8 months to 2 years	Friday, June 5	1 to 3 P.M.
	Monday, June 8	1 to 3 P.M.
9 years to 12 years	Saturday, June 6	9 to 11 A.M.
2 years to 5 years	Tuesday, June 9	9 to 11 A.M.
6 years to 9 years	Tuesday, June 9	1 to 3 P.M.

FRANK E. DAVIS  
ACTING CENTER MANAGER







TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 10  
(Revised June 29, 1942)

Frank E. Davis  
Center Manager

JUNE 3, 1942

IMMUNIZATION OF CHILDREN UNDER 12 YEARS

I. GENERAL. The United States Public Health Service compels the immunization of all children of evacuees between the ages of 8 months and 12 years against Diphtheria. This immunization work will again take place starting Saturday, July 11, 1942.

II. SCHEDULE OF IMMUNIZATION. The time scheduled for immunization will be as follows:

Saturday, July 11, 1942	9 to 11 A.M.
Monday, July 13, 1942	9 to 11 A.M.
Tuesday, July 14, 1942	9 to 11 A.M.
Tuesday, July 14, 1942	1 to 3 P.M.

It is requested that all mothers cooperate again and bring their children on the above dates.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 10  
(Revised July 27, 1942)

Frank E. Davis  
Center Manager

JUNE 3, 1942

IMMUNIZATION PROGRAM 20

TYPHOID and SMALL POX IMMUNIZATION will continue at CLINIC #1

every WEDNESDAY MORNING 9:00 to 11:00

DIPHTHERIA IMMUNIZATION will be held at BARRACK 84, APARTMENT 1  
7 months to 12 years

SATURDAY, August 15      9:00 A.M. to 11:00 A.M.  
MONDAY, August 17      9:00 A.M. to 11:00 A.M.

PERTUSSIS (Whooping Cough) IMMUNIZATION will be held at BARRACK 84,  
APARTMENT 1

7 months to 3 years  
Three inoculations two weeks apart:  
^

(WEDNESDAY, July 29      1:00 P.M. to 3:00 P.M.  
(THURSDAY, July 30      1:00 P.M. to 3:00 P.M.  
  
(WEDNESDAY, August 12      1:00 P.M. to 3:00 P.M.  
(THURSDAY, August 13      1:00 P.M. to 3:00 P.M.  
  
(WEDNESDAY, August 26      1:00 P.M. to 3:00 P.M.  
(THURSDAY, August 27      1:00 P.M. to 3:00 P.M.

All children between 7 months and 12 years not immune to Diphtheria should have 3 inoculations of Diphtheria Toxoid 1 month apart.

All children between 7 months and 3 years are to have 3 inoculations of pertussis vaccine 2 weeks apart for protection against whooping cough.

Please note places and dates 28

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 10

William R. Lawson  
Center Manager

JUNE 3, 1942

IMMUNIZATION OF CHILDREN UNDER 12 YEARS

I. GENERAL. The United States Public Health Service compels the immunization of all children of evacuees between the ages of 8 months and 12 years against Diphtheria. This immunization work will start Friday afternoon, June 5, 1942.

II. CENSUS OF CHILDREN. House Managers shall make a thorough survey of all barracks at once and fill in the attached form showing names, ages, sex of each child in the age group 8 months to 12 years, and shall return the forms completely filled out as accurately as possible at the House Managers' meeting Thursday morning, June 4, 1942.

III. IMPORTANCE OF IMMUNIZATION. House Managers shall impress upon the mothers the importance of the Immunization of their children against Diphtheria. Immunization must be completed before relocation. Regardless of whether children have been previously immunized against diphtheria before coming to this Center, their names and other information shall be included in the survey.

IV. SCHEDULE OF IMMUNIZATION. The time scheduled for immunization will be as follows by age groups:

8 months to 2 years	Friday, June 5	1 to 3 P.M.
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2 years to 5 years	Tuesday, June 9	9 to 11 A.M.
6 years to 9 years	Tuesday, June 9	1 to 3 P.M.

WILLIAM R. LAWSON  
CENTER MANAGER

Attachment

*Frank E. Mason - 14*  
*Acting Center Manager*

2700  
5900



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 11

Frank E. Davis  
Center Manager

JUNE 6, 1942

PERMANENT ADVISORY COUNCIL

I. GENERAL. In order to establish an organization for internal representation for this Center, an Advisory Council will be elected by districts at a general election to be held on Tuesday, June 16, 1942, between the hours of 8:00 A.M. and 7:00 P.M.

A. The Center has been divided into five districts or precincts as follows:

- |                          |           |
|--------------------------|-----------|
| 1. Precinct 1 - Barracks | 1 - 10    |
| 2. Precinct 2 - Barracks | 13 - 22   |
| 3. Precinct 3 - Barracks | 23 - 54   |
| 4. Precinct 4 - Barracks | 55 - 102  |
| 5. Precinct 5 - Barracks | 103 - 180 |

II. REPRESENTATIVES BY DISTRICTS. One Councilman will be elected from each precinct and must possess the following qualifications:

- A. He must reside in the precinct which he is elected to represent.
- B. He must have passed his twenty-fifth birthday.
- C. He must be a citizen of the United States.

III. NOMINATION OF CANDIDATES. Nomination of candidates will be by petitions signed by not less than fifty eligible voters. No person may sign more than one petition and no person may sign a petition for a candidate outside his own precinct. Nominating petitions will be available at the Information Desk in the Administrative Office and all completed petitions must be filed not later than 4:30 P.M. Wednesday, June 10, at the same place.

IV. QUALIFICATIONS FOR VOTERS. All persons, isseis or nisseis, 21 years of age or over will be eligible to vote for councilmen in the district in which he resides. Each voter will appear at the designated polling place at the stated time and after identifying himself he will receive his ballot and will be allowed to vote.

V. POLLING PLACES. The following places have been designated as polling places in the five precincts:

- A. Precinct 1 - Mess Hall No. 3
- B. Precinct 2 - Laundry No. 3
- C. Precinct 3 - Recreation Hall No. 3
- D. Precinct 4 - Mess Hall No. 13
- E. Precinct 5 - Recreation Hall No. 4

VI. CONTROL OF ELECTION. An election chairman shall be chosen for each precinct by the Administrative Office, whose duties shall be as follows:

- A. To provide necessary clerks for the election.



- B. To see to the printing of ballots, after compiling the list of candidates in that particular precinct.
- C. To be responsible for the eligibility of the voters as they identify themselves at the polls from the master census, to be obtained from the Administrative Office.
- D. To count the ballots and report the results of the election to the election headquarters at the Administrative Office.

VII. ELECTION CHAIRMEN. The following election chairmen are hereby designated for the precincts noted:

A. Precinct 1	Duke Itatani	5- 9
B. Precinct 2	Hideo Kariya	21-16
C. Precinct 3	Shig Aoki	25- 1
D. Precinct 4	Tamaki Matsuno	87- 2
E. Precinct 5	Joe Sano	105- 8

VIII. IMPORTANCE OF ELECTION. Due to the importance of the Advisory Council in the self-government of the Center, each resident is urged to participate and give his personal interest and attention to this election.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 12

Frank E. Davis  
Center Manager

June 9, 1942

TANFORAN RECREATION PROGRAM

I. RECREATION CENTERS

A. Location:

Recreation Headquarters are located next to Barrack #99  
Recreation Center #1 is located next to Barrack #99  
Recreation Center #2 is located next to Barrack #84  
Recreation Center #3 is located next to Barrack #54  
Recreation Center #4 is located next to Barrack #130  
Recreation Center #6 (office) is located between Barracks #19 and #20  
(Indoor activities are held in Barrack #104)  
Recreation Center #8 is located in Mess Hall #4  
Recreation Center #9 is located between Barracks #4 and #5

B. Hours:

Daily -- 1 to 5 p.m. and 6 to 9 p.m.  
Sunday -- 6 to 8 p.m. only

C. Program:

The Recreation Centers are opened to the public during stated hours, and leadership is present whenever centers are open. The actual program in each Recreation Center is designed to fill the needs of any and all people living in the area adjacent to the individual Recreation Center.

II. PRE-SCHOOL PLAY CENTERS

A. Location:

Play Center #1 is located between Barracks #2 and #3  
Play Center #2 is located between Barracks #19 and #20  
Play Center #3 is located in Recreation Center #3  
Play Center #4 is located in Barrack #176 (proposed)

B. Hours:

Play Centers are open from 8:30 to 11:30 a.m. daily for children from 2 to 5 years old, inclusive.

C. Program:

The nursery school provides the proper environment in which the child can grow physically, mentally, socially, and emotionally. Its simple and quiet atmosphere facilitates the establishment of habits and development of personality.



June 10, 1942

III. SPECIAL ASSEMBLY CENTER-WIDE ACTIVITIES

- A. A Variety Show is to be presented every Thursday at 7:30 p.m. in the grandstand. Talented participants may sign up at Recreation Headquarters.
- B. A Music Appreciation Hour is to be held every Tuesday at 7:30 p.m. in the Social Hall. Classic and semi-classic music will be presented through means of transcription, and talented evacuees will appear as guest artists.
- C. A dance will be held every Saturday night from 7:30 to 10 o'clock in the Social Hall for couples only.
- D. Certain Center-wide athletic programs will be provided such as sumo, wrestling, boxing, tennis, badminton, and other various sports. Details are available at Recreation Headquarters.
- E. Adult games of the goh (checkers) and shogi (chess) type are available in the north end of Barrack #176.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 13

Frank E. Davis  
Center Manager

JUNE 10, 1942

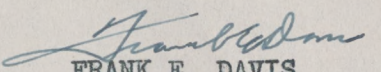
BLACKOUT REGULATIONS

I. GENERAL. In accordance with instructions set forth in orders issued by the Headquarters, Western Defense Command and Fourth Army, the following rules shall be observed in case of blackouts:

- A. A blackout in this Center will be accomplished by means of a master switch which will extinguish all electric lights within the Center.
- B. Immediately after the start of any blackout all residents will go to their quarters and remain there until the lights are again turned on.
- C. During the blackout period no means of lighting whatever, such as flashlights, cigarettes, candles, lamps, or other types of light will be permitted.
- D. During a blackout residents should remain inside and off of the streets and roads in order to avoid accidents in case of movement of equipment.

II. EMERGENCY LIGHTS. A separate ground circuit will be installed in the Infirmary for the use of the refrigerator and sterilizer units.

- A. If it is necessary to use any type of light in the Infirmary Unit in case of emergency, the room in which the lights are used must be completely blacked out and only sufficient light may be used for the immediate necessity.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER = 24 = 12  
SAN BRUNO, CALIFORNIA = 21 = 11

INFORMATION BULLETIN NO. 14

Frank E. Davis  
Center Manager

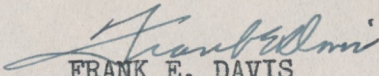
✓ 3 pages  
JUNE 10, 1942

OCCUPATIONAL SURVEY = 19 = 10

I. GENERAL. Within the next few days the Division of Employment will conduct an occupational survey of all adult residents of this Center. The purpose of the survey is to determine the occupational classification and vocational training possibilities of all Center residents in order that this information may be given to the War Relocation Authority. It has been recognized that this is not an agricultural community, and representatives of the War Relocation Authority have asked that they may be provided with this information in order that they may make comprehensive plans for the future.

II. METHOD. The survey will be conducted by means of an interview in the home. The Division of Employment has secured the services of qualified resident male and female persons to conduct these interviews. All persons are asked to cooperate with the interviewers and answer all questions on the form which has been provided for this purpose.

III. RESULTS. The results of the survey will be tabulated and a comprehensive statistical report will be submitted. At the same time, a complete occupational and vocational training file will be set up in the Division of Employment. The survey forms will be filed in the family case folders which will be transferred together with the family to a Relocation Center.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 15

Frank E. Davis  
Center Manager  
June 13, 1942

DOUBLE  
SPACE

DAILY COUNT OF RESIDENTS

I. GENERAL. In accordance with instructions of General DeWitt, Commanding General, 9th Corps Area, a double daily check will be made of all residents in this Center each day.

II. TIME OF COUNT. A count will be made of each barracks at 6:30 P.M. each day. All residents are required to be at their barracks promptly at 6:30 P.M. unless they are performing assigned duties in mess halls, maintenance crews, and other authorized work. All residents shall remain in their barracks until released by the House Captain. The residents shall not leave their apartments until the House Captain has given the necessary signal that the count is complete. The Count Foreman shall arrange with each House Captain the type of signal to be used. A mess hall count will be made each morning at breakfast time. All residents who do not go to mess halls for their breakfast meal shall remain in their apartments during the established breakfast hour until released by the House Captain.

III. METHOD OF COUNT. The evening barracks count shall be an actual physical count of all persons in the barracks recorded by name. The breakfast count shall consist of a total count of all persons entering the mess hall for their breakfast meal, together with a physical count of persons remaining in their apartments. One member of each family shall bring to the mess hall at breakfast time the names of the other members of the family who are to remain in the barracks and who do not go to the mess hall for breakfast.

IV. TIME SIGNAL. Each day at 6:25 P.M. the fire siren will be blown with one 15-second blast to indicate that all persons other than those regularly assigned to duty at that hour must go to their apartments and remain there until the count is completed. There will be no time signal for the morning count.

V. PERSONNEL. Sufficient House Captains to accomplish the daily count with the minimum of delay shall be appointed by the House Managers subject to the approval of the Count Foreman. These House Captains shall work under the direct supervision of the House Managers and shall be responsible for the accuracy and authenticity of their reports. The House Managers, in turn, will work under the direction of and will be responsible for the prompt submittance of all reports to the Count Foreman. The Count Foreman shall be responsible to the Administrative Office for the accuracy and authenticity of the consolidated report and shall submit the consolidated report not later than 2:00 P.M. each day. This report shall be accompanied by detailed information concerning any person or persons not accounted for.

VI. WORK CREWS. The supervisor or foreman in charge of work crews who are regularly assigned to work during the above count hours shall be responsible for preparing a physical count form for all persons assigned to such work. These count forms shall be submitted to the foreman in charge of the count not later than noon each day for the barracks count of the preceding day and the breakfast count of that day. The Hospital Superintendent shall be responsible for submitting a report of all persons confined in the Infirmary and all persons regularly assigned to duty during the above count hours.

VII. EFFECTIVE DATE. This count shall be effective for the barracks count at 6:30 P.M. on Wednesday, June 17, 1942, and the first report shall be submitted by the Count Foreman on Thursday, June 18, 1942.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 16

Frank E. Davis  
Center Manager

JUNE 15, 1942

BANKING SERVICES

I. GENERAL. Pursuant to instructions governing the operation and maintenance of Assembly Centers under the jurisdiction of the Commanding General, Western Defense Command, the following banking services will be available for residents of the Center for conducting banking business.

II. PURPOSE OF SERVICE. The primary purpose of the banking service is to allow residents an opportunity to safely deposit surplus cash in order to minimize the chances of loss within the grounds either by accident or otherwise. All residents are urged to take advantage of this service to the greatest extent possible.

III. TIME AND PLACE OF BANKING SERVICE. The San Bruno Branch of the Bank of America will have a representative at the Center each Wednesday morning from 9:00 A.M. to 11:00 A.M. For the time being, this representative will be stationed at the counter under the southeast corner of the Grandstand.

IV. TYPE OF SERVICES AVAILABLE. The following types of banking service will be available:

- A. Cashing of checks.
- B. Depositing of money to the accounts of patrons of any branch of the Bank of America.
- C. Sales of Travelers Checks and Money Orders.
- D. Purchase of War Bonds or Stamps.

V. CHARGES FOR SERVICES. The following charges will be made for services:

- A. Cashing of Checks
  - 1. Checks under \$25 - 10 cents each.
  - 2. Checks between \$25 and \$100 - 15 cents each.
  - 3. Checks over \$100 - 25 cents each.
  - 4. Personal checks on banks other than the Bank of America which are accepted on proof of final collection - minimum charge of 50 cents.
- B. Travelers Checks - \$1 for each \$100 value.
- C. Money Orders - 10 cents for values up to \$100.



JUNE 15, 1942

VI. EFFECTIVE DATE. The above banking service will be initiated on Wednesday, June 17, 1942. In the event the above time and day for banking service proves inadequate to conduct the necessary business, additional hours or days of banking service may be made available.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 17

Frank E. Davis  
Center Manager

JUNE 24, 1942

NOTICE TO BANKS OF CURRENT ADDRESSES 36

I. GENERAL. It has been brought to our attention by the Western Defense Command and Fourth Army, Civil Affairs Division, that evacuees in many cases have not advised their banks as to their present addresses, thereby creating somewhat of a problem with respect to the forwarding of statements and conduct of other business between the individual evacuee and his bank.

II. NOTIFICATION. In order to correct this condition it is requested that evacuees immediately correspond with their respective banks to inform the bank of their current address and any future change of address should be immediately communicated to their bank so that their normal banking business may be carried on.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER 24  
SAN BRUNO, CALIFORNIA

74  
78  
INFORMATION BULLETIN NO. 18

Frank E. Davis  
Center Manager

June 27, 1942

SELECTIVE SERVICE REGISTRATION } 0

I. GENERAL. In accordance with the provision of the Selective Service Act, it is mandatory that all male persons born on or after January 1, 1922, and on or before June 30, 1924, register with the Selective Service Board.

II. METHOD OF REGISTRATION. In order to facilitate the registration of persons in this Center, the local draft board, at the suggestion of the Center Manager, has appointed Mr. Gunder as advisory member of the board with the power to register selectees and administer oaths.

III. LOCATION. All eligible persons must call at the Employment Office on Tuesday, June 30, where they will be registered, and will receive their registration card.

IV. RESPONSIBILITY. The responsibility for registering rests with each individual, and the Center Manager will make no attempt to check the files of persons who fail to register, but merely assumes the responsibility of registering those who call at the Employment Office as noted above.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 19

Frank E. Davis  
Center Manager

JULY 3, 1942

ISSUE COUPON BOOKS AND BASIC CLOTHING

I. GENERAL. In accordance with established procedure, issue coupon books will be made available to family heads in this Center in accordance with the following regulations. Basic clothing will also be available on application by the family head in accordance with the following regulations.

II. AVAILABILITY OF COUPON BOOKS AND CLOTHING.

- A. The issuance of coupon books will commence on Wednesday, July 8, 1942, at the Center Cashier's Office in the northeast corner of the Grandstand building in accordance with the following schedule:
1. Family names beginning with letters A to I, inclusive, Wednesday, July 8.
  2. Family names beginning with letters K to M, inclusive, Thursday, July 9.
  3. Family names beginning with letters N to S, inclusive, Friday, July 10.
  4. Family names beginning with letters T to Z, inclusive, Saturday, July 11.
  5. The issuance of coupon books will continue daily thereafter during the established Center Cashier's office hours.
- B. Basic clothing will be made available upon a signed application by the head of the family submitted to the Welfare Section of the Service Division in the east end of Mess Hall 19 effective Tuesday morning, July 7, 1942.

III. LIMITATION ON ISSUES. The following limitation on the money value of issue coupon books and clothing have been established in accordance with the W.C.C.A. Operation Manual.

- A. Issue coupon books will be distributed upon application to the Center Cashier's Office by the head of the family in accordance with the following allowances.

\$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 any one family

1. A couple is considered to be a man and wife, legally married, or common-law.



JULY 3, 1942

2. An individual is considered to be 16 years of age or over, whether or not living with parents.

B. Clothing, with a money value per month not exceeding the following, will be issued upon application. The allowance will be computed from the first day of induction through the month of July.

Adult male	\$ 3.82
Male, 6 - 18 years	2.15
Children, 1 - 5 years	2.60
Adult female	4.61
Female, 6 - 18 years	2.85
Total cost per family of five	16.03
Infant to 1 year	2.25

FRANK E. DAVIS  
CENTER MANAGER



INFORMATION BULLETIN NO. 20

Frank E. Davis  
Center Manager

JULY 3, 1942

THE USE OF THE PRINTED JAPANESE LANGUAGE AND JAPANESE SPEECH - 70-30

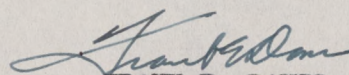
I. GENERAL. In accordance with the W.C.C.A. Operation Manual, the following restrictions will become effective at once in the use of the Japanese language and speech in this Center.

II. JAPANESE PRINT. In accordance with Chapter XXV of the W.C.C.A. Operation Manual, the following restrictions are placed upon the use of the printed Japanese language in this Center.

- A. No news publications of any kind will be prepared or issued in the Japanese language in any assembly center which is under the jurisdiction of the Commanding General, Western Defense Command and Fourth Army.
- B. Japanese print of any kind, such as newspapers, books, pamphlets, etc., with the exception of approved Japanese religious books (Bibles and hymnals) and English-Japanese dictionaries, are not authorized to be in the Center at any time and any such print should be immediately turned in to the Center Manager.
- C. Any notice or program to be used in this Center for which Japanese translations are desired should be presented to the Center Manager in writing so that it may be forwarded to the Headquarters of the Western Defense Command and Fourth Army for permission to use.

III. JAPANESE SPEECH. In accordance with Chapter XXVIII of the W.C.C.A. Operation Manual, the following restrictions are placed upon the use of the Japanese language in this Center.

- A. Under no circumstances will any meeting of the Center Council or any other organized meeting be held wherein the Japanese language is used, except where it is absolutely necessary to interpret Center regulations and other administrative matters.
- B. Any instruction or other program proposed to be used in any organized meeting should be submitted to the Center Manager for approval prior to the time of the intended use.
- C. This in no way restricts the use of the Japanese language in ordinary conversation or such other speech as is necessary in the ordinary operation of the Center.
- D. Japanese will not be spoken in connection with religious services or activities except where the use of English prevents the congregation from comprehending the services. The proposed use of Japanese in religious services will be permitted only with the prior approval of the Center Manager.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 21

Frank E. Davis  
Center Manager

JULY 9, 1942

SOCIAL SECURITY BENEFITS FOR EVACUEES 37

I. GENERAL. The following information with reference to the provisions of the Social Security Act are given for the benefit of all residents of this Center.

II. BENEFITS OF SOCIAL SECURITY ACT. The Social Security Board has determined that persons evacuated from Military Areas are entitled to the benefits of the Old Age and Survivors Insurance Provisions of the Social Security Act.

III. PAYMENT OF BENEFITS. The records of the Social Security Board indicate that a considerable number of evacuees have become eligible for payment since evacuation and that many evacuees who were receiving payment prior to evacuation are not now receiving their checks because their present address is unknown to the Board.

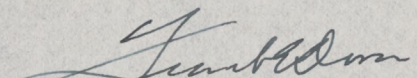
IV. ELIGIBILITY FOR BENEFITS. Aliens, as well as citizens, are entitled to the provisions of the Act so long as they were employed prior to evacuation in an industry covered by the Social Security Act.

V. NOTICE TO SOCIAL SECURITY BOARD. All residents of this Center who have become eligible for these benefits or who are not now continuing to receive their checks should apply by mail or send notice of their address to:

Social Security Board

308 Baldwin Avenue

San Mateo, California

  
FRANK E. DAVIS  
CENTER MANAGER

RECEIVED  
CONTRACT BO  
MADE IN U.S.A.



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 22

Frank E. Davis  
Center Manager

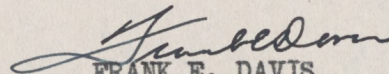
JULY 9, 1942

CONDUCT OF PERSONNEL 20

It has been brought to the attention of this office that on certain occasions in the conduct of official business of the Center, abusive and profane language has been used.

In order that the policy of the Operations Section of the W.C.C.A. may be clearly understood, it is hereby directed that under no conditions will the use of profane or abusive language or other conduct unbecoming gentlemen be allowed or permitted in this Assembly Center, either by Caucasian supervisory personnel or Japanese evacuees.

Violation of this instruction will be cause for disciplinary action.

  
FRANK E. DAVIS  
CENTER MANAGER



FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
NORTHERN CALIFORNIA

WILLIAM R. LAWSON  
ADMINISTRATOR

STATEMENT OF WORK

It has been brought to the attention of this office that on certain occasions the conduct of official business of the Center, relative and proper, has been delayed.

It is hereby stated that the policy of the Operations Section of the F.W.A. is to clearly distinguish, as a matter of fact, that after no condition will the use of profane or abusive language or other conduct prejudicial to the use of the Center, either by the Center or by the public, be allowed or permitted in this Association. Violation of this instruction will be cause for disciplinary action.

WILLIAM R. LAWSON  
ADMINISTRATOR

FOR DEFENSE





TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 23

Frank E. Davis  
Center Manager

JULY 11, 1942

OFFICIAL BULLETIN BOARDS

I. GENERAL. In order to insure that all residents of this Center may be currently and officially informed of regulations, procedures, approved notices and other instructions or information, the following Official Bulletin Board locations and procedure for posting of official bulletins and notices are established.

II. LOCATION OF OFFICIAL BULLETIN BOARDS. Standard official bulletin boards have been erected at locations indicated below. ~~No other locations will be considered official.~~

A. The official bulletin boards will be numbered as follows:

- No. 1. Mess Hall No. 2
- No. 2. Northwest corner of Building No. 5
- No. 3. Mess Hall No. 4 (Recreation Hall)
- No. 4. Mess Hall No. 7
- No. 5. Mess Hall No. 8
- No. 6. Mess Hall No. 9
- No. 7. Hospital Information Building
- No. 8. Corporation Yard
- No. 9. Between Mess Halls No. 10 and 11
- No. 10. Isolation Area near Building No. 27
- No. 11. Mess Hall No. 13
- No. 12. Mess Hall No. 15
- No. 13. Between Post Office and Lost & Found Building
- No. 14. Center Store
- No. 15. Banking Service Headquarters
- No. 16. Center Council Chamber
- No. 17. Between Mess Halls No. 16 and 17



JULY 11, 1942

No. 18. Mess Hall No. 18

No. 19. Mess Hall No. 19 (Barber Shop and Clothing Center)

- B. All other outside bulletin boards shall be removed. Inside bulletin boards necessary for Administrative, Divisional or Sectional information or instructions may be maintained at the option of the Division concerned.

III. RESPONSIBILITY FOR MAINTENANCE OF OFFICIAL BULLETIN BOARDS. The Works and Maintenance Division shall be responsible for the proper care and maintenance of official bulletin boards. A member of this division shall be designated to post, replace, remove and otherwise maintain these boards. A sufficient number of copies of all official bulletin notices and other instructions will be supplied to the Supervisor of Works & Maintenance Division to accomplish this responsibility.

IV. NOTICE TO RESIDENTS. All residents are advised and urged to familiarize themselves with the location of the official bulletin boards and to constantly refer to the boards in order to keep currently informed of information and instructions.

V. BUILDING AND OTHER FACILITY MARKERS. These instructions do not apply to building numbers or names, directional and instructional signs, and other authorized markers of a similar type.

VI. EFFECTIVE DATE. These instructions shall become effective immediately.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 24

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Frank E. Davis  
Center Manager

JULY 31, 1942

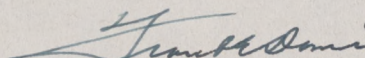
SUGAR RATION BOOKS AND SUGAR 28

I. GENERAL. In accordance with the authority contained in Section 1407.76 of Sugar Rationing Order No. 3, Office of Price Administration, dated April 28, 1942, all sugar rationing books will be turned over to the institution providing subsistence for any person receiving twelve or more meals consecutively a week.

II. SUGAR RATIONING BOOKS AND SUGAR. All residents of this Center who have sugar or sugar rationing books in their possession shall immediately turn them in as follows:

- A. All sugar rationing books shall be turned in to the Supervisor of Mess and Lodging through the respective Mess Hall Managers.
- B. All sugar shall be turned in to the Interior Security Police office.

III. DISPOSITION. All sugar ration books will be retained by the Supervisor of Mess and Lodging for transmission to the Relocation Center to which the residents are transferred. All sugar now in the possession of the residents will, with his or her consent, be used in the Mess Halls in this Center. Otherwise, it will be held in storage and turned over to the War Relocation Authority with other personal effects of the residents.

  
FRANK E. DAVIS  
CENTER MANAGER



*Council*

TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 25

Frank E. Davis  
Center Manager

AUGUST 1, 1942

AUGUST ISSUE COUPON BOOKS

I. GENERAL. August issue coupon books will be distributed to residents during the period August 3 to August 15, inclusive.

II. PROCEDURE FOR DISTRIBUTION. The issue coupon books will be distributed to residents who are eating at the various Mess Halls in accordance with the following schedule:

<u>Mess Hall</u>	<u>Date of Issue</u>
No. 2	August 3
No. 7	August 4
No. 8	August 5
No. 9	August 6
No. 10	August 7
No. 11	August 8
No. 12	August 10
No. 15	August 11
No. 16	August 12
No. 17	August 13
No. 18	August 14

Persons confined to their apartments,  
the Infirmary or otherwise unable to  
call

August 15

III. PLACE AND METHOD OF ISSUE. Coupon books will be issued at the Center Cashier's Office under the Grandstand and each resident calling for a book must have his mess ticket with him. Only those persons assigned to the various Mess Halls will be issued books on the dates stated. Provision is being made to promptly handle the issue for the particular day and residents are urged to cooperate in the orderly distribution of the books.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER 29  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 26

Frank E. Davis  
Center Manager

AUGUST 6, 1942

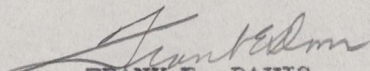
BUSINESS AND PROFESSIONAL CONTACTS WITH RESIDENTS OF TANFORAN ASSEMBLY CENTER 39  
178

I. GENERAL. The following procedure is established for conducting approved business or professional contacts with the residents of this Center.

II. APPROVAL OF CONTACTS. All business or professional contacts with residents of the Center shall have the prior approval of the Center Manager or his authorized representative. Whenever possible the Center Manager's office should be notified at least 48 hours in advance of the contact and should be advised of the nature of the contact and the person to be contacted.

III. REGULATIONS. Approved contacts shall be made in accordance with the following regulations:

- A. Business and professional contacts will be permitted daily except Sunday between the hours of 9:00 A.M. and 12:00 Noon and 1:00 P.M. to 4:00 P.M.
- B. The contact shall be made at the time and place approved by the Center Manager or his authorized representative.
- C. The contact must be made under the conditions specified by the Center Manager or his authorized representative and may include supervision of the contact.
- D. Soliciting of any nature will not be approved as a business or professional contact.
- E. All articles, packages, parcels or other material brought to the Center by approved business or professional contacts will be subject to inspection on entrance to and departure from the Center.

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 27

Frank E. Davis  
Center Manager

AUGUST 7, 1942

ELECTION OF PANEL FOR ADVISORY COMMITTEE 46

I. GENERAL. Pursuant to the provisions of Paragraph XXVIII of the W.C.C.A. Operation Manual revised August 1, 1942, an election of a panel of 27 residents, from which the Advisory Committee composed of nine members is to be selected, will be held in this Center in accordance with the following procedure.

II. NOMINATION OF CANDIDATES. Nomination of candidates will be by petition signed by not less than fifty (50) eligible voters. No person may sign more than one petition. Nominating petitions will be available after 8:00 A.M. Monday, August 10, 1942, at the Information Desk in the Administrative Office and all completed petitions must be filed not later than 12:00 Noon Tuesday, August 18, 1942.

III. QUALIFICATIONS OF CANDIDATES. Candidates will be nominated at large from the residents of the Center and any resident who has reached the 16th birthday is eligible for nomination for election to the panel.

IV. QUALIFICATIONS FOR VOTERS. All persons who have reached their 16th birthday will be eligible to vote.

V. POLLING PLACES AND TIME. The election for the membership of the Panel of 27 persons will be held on Tuesday, August 25, 1942 between the hours of 8:00 A.M. and 7:00 P.M. at the following established polling places:

- A. Residents of Buildings 1 to 10, inclusive, Mess Hall No. 3
- B. Residents of Buildings 13 to 22, inclusive, Laundry No. 3
- C. Residents of Buildings 23 to 54, inclusive, Recreation Hall No. 3
- D. Residents of Buildings 55 to 102, inclusive, Mess Hall No. 13
- E. Residents of Buildings 103 to 180, inclusive, Recreation Hall No. 4

Each voter will appear at the designated polling place within the stated time and after identifying himself he will receive his ballot and will be allowed to vote.

VI. VOTING AND RESULTS. Each voter will vote for one candidate only and the 27 candidates receiving the highest total number of votes will be declared elected to the Panel.

VII. CONTROL OF ELECTION. An Election Committee of 6 members will be selected by the Center Manager, whose duties shall be as follows:

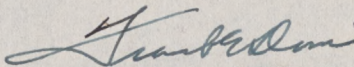
- A. To provide necessary clerks for the election.
- B. To check the nominating petitions for eligibility and to compile a list of eligible candidates.



- C. To arrange for ballots, registers, tally sheets and other essential election paraphernalia.
- D. To be responsible for the eligibility of the voters as they identify themselves at the polls from the master census to be obtained from the Administrative Office.
- E. To count the ballots and report the results of the election to the Administrative Office.

VIII. ELECTION COMMITTEE. The following persons are hereby appointed as members of the Election Committee:

- A. Rev. Kumata, 165-3
- B. K. Tsukamoto, 166-5-6
- C. Rev. Taro Goto, 99-3
- D. Tad Fujita, 2-15
- E. Fred Koba, 7-12-13
- F. Albert Kosakura, 61-2

  
FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER 24  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 28

Frank E. Davis  
Center Manager

August 7, 1942

CONDUCT IN EVENT OF GAS ATTACK FROM AIRCRAFT 44

I. GENERAL. Serious injury may result from exposure to liquid gas which may fall from aircraft in the event of an air raid.

II. RULES OF CONDUCT. The following precautions and rules will minimize danger of injury from gas.

- A. Remain indoors and keep all windows and doors closed.
- B. When exposed to liquid gas:
  - 1. Breathe through cloths wet with baking soda solution.
  - 2. Remove outer clothing that may have been moistened and place it outside the door.
  - 3. Wash your hands and face with laundry soap and water.
  - 4. Wash your eyes at once with large amount of solution of baking soda--1 teaspoonful to a glass of water.
  - 5. Bathe yourself as soon as possible, using plenty of laundry soap.
  - 6. Repeat eye wash in baking soda solution.
- C. If liquid splashes on your person:
  - 1. Blot as much as possible with cleaning tissue or toilet paper. Do not spread it.
  - 2. Dab the contaminated area with Clorox, Purex, Sani-Clor, etc.
- D. In any case, remain calm and do not become excited. Lie down and cover yourself with a blanket.

III. INSTRUCTIONS AND AID. In the event of any serious danger from exposure, trained officers will be posted to aid you and give detailed instructions. Do not complicate the efforts of officers by leaving your apartment. There is no immediate serious danger from exposure to any known gas if the above rules are followed.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

B304

INFORMATION BULLETIN NO. 29

Frank E. Davis  
Center Manager

AUGUST 10, 1942

REGISTRATION OF RENTABLE PROPERTY 33

I. GENERAL. Mr. Evan Haynes, Regional Rent Director, Office of Price Administration, has announced the following policy with reference to rentable property of Japanese evacuees.

II. REGISTRATION. It will be necessary for all Japanese evacuees whose property is not handled by an agent to immediately register such property as follows:

- A. If you have rentable property, rented or offered for rent in any one of the defense-rental areas, it must be registered either by you or your agent. If you have an agent, be certain he has filed your property. If you personally are handling the renting of your own property, it will be necessary for you to obtain and fill out the regular registration form.
- B. You can obtain registration forms by applying to Mr. Willard Speares, Supervisor of Housing, at the Housing Headquarters adjacent to the Post Office.
- C. The application blanks should be obtained and the forms should be completed and turned in to the Housing Supervisor before August 15, 1942.
- D. The rent law covers all types of dwelling units, but not commercial structures unless any portion is used for dwelling accommodations. Nor does it include farm lands or any dwellings thereon which are customarily used in farm operations. If, however, a structure exists on a farm and it, or any part of it, is rented solely for purposes of residence, it must be so registered.
- E. If you are in doubt as to whether your property is located in one of the defense-rental areas, be on the safe side and register the property in any event.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 30

Frank E. Davis  
Center Manager

AUGUST 15, 1942

APPLICATION FOR RELEASE FOR VOLUNTARY EVACUATION

I. GENERAL. The following information has been received with reference to applications for release from Assembly Centers for the purpose of voluntary evacuation.

II. PERMISSIBLE POINTS OF EVACUATION. Voluntary evacuation must be to places beyond the boundaries of the Western Defense Command, which command includes the States of Washington, Idaho, Montana, Oregon, California, Nevada, Utah, and Arizona. Until further notice, no evacuation is being allowed into the State of Colorado, unless unusual circumstances obtain and the case has exceptional merit.

III. APPLICATIONS. All requests for voluntary evacuation should be made in writing to the Center Manager at the Center wherein the evacuee resides and must contain the following information:

- A. Name, age, sex, weight and height of applicant.
- B. Citizen or non-citizen.
- C. If employment involved, verification in writing of employment by proposed employer.
- D. If no employment involved, evidence of financial condition of applicant, or availability of funds to him in order to insure applicant not becoming a public charge.
- E. Immediate availability of funds to provide cost of transportation, which except in exceptional cases, must be by public carrier.
- F. If relocation involves joining of family, the names of the members of the family to be joined.
- G. Letter from law enforcement agency of locality wherein it is proposed to reside, stating that there is no objection to the establishment of residence at that place.

FRANK E. DAVIS  
CENTER MANAGER



TANFORAN ASSEMBLY CENTER  
SAN BRUNO, CALIFORNIA

INFORMATION BULLETIN NO. 31

Frank E. Davis  
Center Manager

AUGUST 18, 1942

PHYSICAL COUNT OF ALL FEDERAL PROPERTY  
IN TANFORAN ASSEMBLY CENTER

I. GENERAL. In order to take a physical count of all Federal property within the Center, the following procedure is established.

II. TIME OF COUNT. The physical count of all Federal property located within the Assembly Center, whether on the grounds, in apartments, or elsewhere, will be made at the regular daily count time at 6:30 P.M. Monday, August 24, 1942. All activities in the Center will be suspended beginning at 6:30 P.M. on that day and all residents shall remain in their apartments until the count is completed, at which time the siren signal will be given. The regular 6:35 P.M. signal will not be given on that day.

III. METHOD OF COUNT. All residents shall have all Federal property or material arranged and so placed that a physical count may be promptly and accurately made. Mess Hall Managers, assisted by the Chief Cook and two Second Cooks, shall remain on duty in all kitchens at the time noted above and shall have all equipment cleaned and properly arranged for prompt and accurate counting.

IV. RESPONSIBILITY FOR COUNTING. The House Captains shall be responsible for the counting of all Federal property in or adjacent to the apartments. House Managers, under the direction of the Supervisor of Housing, shall be responsible for coordinating the work of the House Captains and for providing additional personnel to count if necessary. Mess Hall Managers or Stewards shall be responsible for the counting of all Federal property in the Mess Halls under the supervision of the Supervisor of Mess and Lodging or his delegated representative. The Supervisors of the Work and Maintenance Division and the Service Division shall be responsible for arranging personnel to count the Federal property in buildings or places regularly used by those Divisions.

V. RESPONSIBILITY FOR RECORDING. The Finance Officer shall be responsible for arranging sufficient personnel for recording on prescribed forms the result of the physical counts and the compilation of the total count. The physical count for the individual apartments and the grounds adjacent to the barracks shall be recorded on a form prepared for that purpose. The physical count in the Mess Halls shall be recorded on WPA Form 720 prepared in advance by the Finance Division for that purpose. The physical count for the property in buildings or other places used by the Works and Maintenance Division and the Service Division shall be recorded on WPA Form 720.

VI. FEDERAL PROPERTY NOT TO BE COUNTED. The Federal property located in or adjacent to the Infirmary, office furniture and equipment, automotive equipment, Center Store merchandise, food stores, and specifically recreational and educational equipment or material are not subject to this inventory count.

VII. PURPOSE OF COUNT. These instructions are for the purpose of obtaining a simultaneous physical count of all Federal Property in the Center except as noted in Paragraph VI and is not to be considered as turning in, transferring responsibility, or in any other respect except a total physical count.

FRANK E. DAVIS  
CENTER MANAGER



Bulletins

Information Sheets

Announcements.

issued by Tanforan  
Assembly Center manager.

Sent by Fred Hoshino and  
Aug. 31, 1942

I may want some of this sent up for  
further reference. And sending it  
'cause this may be confiscated  
when searched upon leaving.