

Wartime Civil Control Administration

operation manual

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

June 11, 1942

W. C. C. A. OPERATION MANUAL

THE FOLLOWING INSTRUCTIONS GOVERNING OPERATION AND
MAINTENANCE OF ASSEMBLY AND RECEPTION CENTERS UNDER
JURISDICTION OF THE COMMANDING GENERAL, WESTERN
DEFENSE COMMAND, ARE PUBLISHED FOR THE INFORMATION
AND GUIDANCE OF ALL CONCERNED. DESTROY ALL PREVIOUS
ISSUES.

BY ORDER OF COLONEL BENDETSEN:

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TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Introduction - - - - -	I	1
Establishment of Sites - - - - -	II	1
Exterior Control - Functions of Military Police - - -	III	1
Responsibility, Commanding General, WDC & 4th Army -	IV	4
Supply - - - - -	V	4
Property - - - - -	VI	5
Undertaking and Interment Facilities - - - - -	VII	5
Funds - - - - -	VIII	6
Operating Agency - - - - -	IX	6
Operating Agency Staff - - - - -	X	6
Supply Division - - - - -	X-A	6
Works Division - - - - -	X-B	7
Salvage Department - - - - -	X-B-6	7
Finance & Records Division - - - - -	X-C	8
Service Division - - - - -	X-D	8
Medical and Dental and Hospital Care - - - - -	X-D-1	8
Education - - - - -	X-D-2	9
Public Health and Sanitation - - - - -	X-D-3	9
Recreational Activities - - - - -	X-D-4	9
Religious Activities - - - - -	X-D-5	10
Lodging and Mess Division - - - - -	X-E	10-B
Communication Facilities - - - - -	XI	10-D
Transportation Facilities - - - - -	XII	11
Laundry and Cleaning Facilities - - - - -	XIII	11
Law Enforcement Body - - - - -	XIV	11
Center Stores - - - - -	XV	12
Accountable and Responsible Individuals - - - - -	XVI	13
Contraband Articles and Possession of Liquor & Drugs -	XVII	13
Impounding of Automobiles - - - - -	XVIII	14
Postal Service - - - - -	XIX	15
Maintenance of Evacuees - - - - -	XX	15
Wages and Hours - - - - -	XXI	16
Banking Facilities - - - - -	XXII	17
Public Relations - - - - -	XXIII	17
Naming of Streets, Barracks, etc. - - - - -	XXIV	18
Use of Printed Japanese Language - - - - -	XXV	18
Passes issued to Evacuees by Center Managers - - - -	XXVI	20
Visitors - Policies Governing - - - - -	XXVII	24
Self-government of Evacuees in WCCA Assembly Centers -	XXVIII	25
Policy and Plan covering counter-epidemic Measures -	XXIX	27
Policy governing transfer of evacuees under jurisdiction of WCCA - - - - -	XXX	42
Supply Procedure - - - - -	XXXI	45
Policy and Procedure for Medical and Dental Service -	XXXII	53

	<u>Paragraph</u>	<u>Page</u>
Policy governing Individuals Authorized to Enter the		
Interior of WCCA Assembly Centers - - - - -	XXIII	65
Burial Procedure - - - - -	XXXIV	71
Interior Security Regulations - - - - -	XXXV	86

- I. The matter contained herein covers the instructions to and the responsibility of the agency operating the assembly centers. Until such time as notice in writing is given to the contrary, the instructions will remain in force and will be strictly adhered to. These instructions are subject to changes therein, additions thereto and subtractions therefrom, as required.

Military

II. Establishment of sites.

- A. Assembly and reception centers under the authority of the Western Defense Command through the appropriate Division Engineers.
- B. Reception centers through the War Relocation Authority and appropriate Division Engineers for only those reception centers established in the Western Defense Command.
- C. Any additions, changes or revisions concerning projects under construction or already constructed in assembly and reception centers under Western Defense Command must be approved by the Commanding General, Western Defense Command.

III. Exterior Control - Functions of Military Police Units at Centers for Evacuees.

- A. The Military Police are assigned to the Center for the purpose of preventing ingress or egress of unauthorized

persons and prevent evacuees from leaving the Center without proper authority. (In this connection also see Civilian Restrictive Order No. 1, Headquarters Western Defense Command and Fourth Army, dated May 19, 1942). The Assembly Centers in the combat area are generally located in grounds surrounded by fences clearly defining the limits for evacuees in such places. The perimeter of the Center will be guarded to prevent unauthorized departure of the evacuees. In those Centers having no fences, and boundaries marked only by signs, military police will control the roads leading into the Center and may have sentry towers placed to observe the evacuee barracks. The balance of the area may be covered by motor patrol.

- * B. To determine those persons who may be authorized to enter the area see Paragraph XXXIII, this manual.
- C. The Center Manager is authorized to issue passes to such evacuees as may be allowed to leave the Center.
- D. Evacuation Centers are not internment camps. Internment camps are established for another purpose and are not related to the evacuation program.
- E. In case of disorder, such as fire or riot, the Center Manager or interior police are authorized to call upon the military police for assistance within the center. When the military police are called into the center area, on such occasions the commander of the military police will

* Rev. Par. August 8, 1942.

assume full charge until the emergency ends. The question of the disposition of unmanageable evacuees is not a responsibility of the military police.

- F. The commanding officer of the military police is responsible for the black-out of the evacuation center. A switch will be so located to permit the prompt cut-off by the military police of all electric current in the center. He will notify the Center Manager of his instructions relative to black-outs.
- G. The commanding officer of the military police is responsible for the protection of merchandise at the post exchanges furnished for the use of the military personnel.
- H. Enlisted men will be permitted within the areas occupied by the evacuees only when in the performance of prescribed duties.
- I. All military personnel will be impressed with the importance of the duties to which their unit has been assigned, the performance of which demands the highest standards of duty, deportment and military appearance.
- J. A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing. Should an evacuee attempt to leave the center without permission, he will be halted, arrested and delivered to the Center police. (In this connection, also see Civilian Restrictive Order No. 1 Headquarters Western Defense Command and Fourth Army, dated May 19, 1942)

K. The Military Police will interfere in no way with the internal organization or management of the center. The center is operated by civilian management under the Wartime Civil Control Administration, Headquarters Western Defense Command and Fourth Army. A civilian manager is in charge of each center.

L. The Military Police are not responsible for the search of individual evacuees and their possessions for contraband, nor are they responsible for the escort of the visitors and evacuees throughout the centers. This is the responsibility of the center civilian police.

IV. The control and supervision of the operations of assembly and reception centers are the responsibility of the Commanding General, Western Defense Command and Fourth Army.

V. Supply.

A. The U. S. Army will supply kitchen and cooking equipment and individual messing equipment as required; and an initial issue of cots and mattresses or bed sacks, on the basis of one each for every individual. Bedding will be issued on the basis of 70% for each 1000 persons. Maintenance of the initial issue of the equipment as described above will be the responsibility of the operation agency, excepting that the Army is responsible for the maintenance of cots, steel, and parts for No. 5 ranges.

- 3)
- *B. The U. S. Army, through supply depots, will furnish subsistence to the operation agency, initial stockage as required, subsequent stockage on requisition by the center manager. Established ration value will be fifty cents per evacuee per day; if this amount proves insufficient, application for increase will be made through this office. There will be no ration savings.
 - C. The U. S. Army will supply the initial fire department equipment which may be augmented upon approval of this office.
- VI. All property for which regular Army funds are expended will remain the property of the regular Army and will be accounted for as such.
- VII. Undertaking and Interment Facilities.
- A. The U. S. Army will contract for undertaking services required in connection with deceased evacuees. Services furnished will be those provided for by AR 30-1830 which allow \$85.00 for undertaking services and, in case of necessity, an additional \$50.00 to the family or administrators of the deceased to provide cemetary services.
 - B. The U. S. Army will provide, on request of the family of the deceased or on request of the center manager for those evacuees having no family or other administrators, a plot for burial or facilities for cremation as indicated by the circumstances or requested by the deceased or his family or administrators. It will be understood that the furnishing of a burial plot or provision of facilities for cremation will be a responsibility of the Army only in the event it can be definitely proved that resources of the individual or his family or administrators are not sufficient to provide such facilities.

VIII. Funds.

Funds for the operation and maintenance of the centers will be furnished by the U. S. Government. The use of these funds by the agency operating the centers will be as outlined in a publication by the Wartime Civil Control Administration, entitled: "Instructions Governing Financial Procedure for Agencies Performing Services for the Wartime Civil Control Administration".

Agency Operating the Centers

- IX. Each assembly or reception center under the control of the Commanding General, Western Defense Command and Fourth Army, will be operated and managed by the W.P.A. Japanese evacuees will be used to the fullest extent practicable on jobs which they are capable of performing, compatible with good labor practice.
- X. A civilian staff at each center will be established, to be known as the "Executive and Administrative Staff". This staff will be responsible for the administrative operation of each center through the operations unit of the Wartime Civil Control Administration and the Civil Affairs Division of the Western Defense Command, to the Commanding General, Western Defense Command and Fourth Army. At each center the following services will be established with the least practicable delay:
- A. Supply Division.

This section will provide for a system of supply for each

project which will include the requisitioning, receiving, inspection and warehousing of all materials, supplies and equipment required by the operating division.

B. Works Division.

This division will be responsible for the following:

1. Disposal of garbage and rubbish.
2. Planning and supervision of construction work within the center, as authorized.
3. Maintenance of all physical facilities.
4. Management of works program, if any.
5. Operation of fire department and fire drills.

A fire department will be organized, using Japanese evacuees under the direction of the center staff. The center manager will be responsible for the coordination with nearby communities and the utilization of their facilities insofar as practicable in providing proper fire protection for his center. A school for instruction and fire fighting and protection will be instituted and all members of the department will be thoroughly trained in this phase of operation.

6. Salvage Department.

- a. A salvage department will be established for the purpose of reclaiming any article and also of collecting papers, cartons, tin cans, et cetera, for sale to agencies operating in nearby communities.
- b. Funds derived from the sale of any article turned in

for salvage will be turned over to the nearest U. S. Army Finance Office for deposit in miscellaneous receipts account of the U. S. Treasury.

C. Finance and Records Division.

This division will set up and maintain all accounting and records which may be required by the U. S. Army and also by the agency operating the centers. This will include:

1. Time-keeping and recording of all work performed by evacuees at the centers will be maintained by the W.P.A. Since there will be no charge for subsistence, shelter, et cetera, and payment for work performed will be made, such record will be for statistical purposes only and will reflect all transactions for each evacuee, including benefits received.
2. Upon removal of the evacuee from the jurisdiction of the Commanding General, Western Defense Command and Fourth Army, to that of the War Relocation Authority, balances will be prepared for each individual or family head and any monetary obligation due the individual or family head will be discharged before the evacuee departs from the center.
3. Maintenance of records and files of Japanese families and individuals.
4. Any other records as may be required.

D. Service Division.

1. Medical and Dental and Hospital Care

a. The technical supervision will be under the U. S.

Public Health Service and the administrative operation

will be under the supervision of the center manager.

- b. No payment by evacuees to Japanese or other doctors in the centers.
- c. All special medical care requiring particular doctors to be arranged for by the U. S. Public Health Service as part of the service to evacuees.
- d. Administration instructions to doctors by the U. S. Public Health Service will be submitted to W.C.C.A. for transmittal to the doctors through the Operations Unit Headquarters at San Francisco.

2. Education

The educational operation will be set up under the technical direction of the U. S. Department of Education. Only the English language will be taught.

3. Public Health and Sanitation.

The center manager will be responsible that adequate measures are taken for the public health and sanitation of the Japanese evacuees. In this respect, he will be advised by the U. S. Public Health Service and will conform to their recommendation.

4. Recreational Activities.

The center manager will be responsible for all recreational activities and will make use of all facilities that might exist. In this respect, he will be assisted by a committee chosen from the Japanese evacuees.

* 5. Religious Activities.

- a. Evacuees will be permitted to promote religious services within the assembly centers, and to request such Caucasian assistance for coordinating religious activities as may be necessary.
- b. It will be the responsibility of the center manager to arrange with the religious orders for such service; to provide such facilities as are available for the conduct of such services; and to insure that such services are conducted properly and are not used as a vehicle to propagandize or incite the members of the center.
- c. Due to the unusual situation of temporary settlement and military significance, certain limitations are necessary and are outlined as follows:
 - (1) Permission will not be granted Caucasian religious workers to reside within the confines of the various centers.
 - (2) Japanese religious workers will conduct all services and activities wherever possible. In those instances where the above are not available or not qualified in this field, the Japanese concerned may request assistance of Caucasian workers in conducting religious services.
 - (3) It is of prime importance that only Caucasian workers who have a constituency among those located at assembly centers be permitted entry in such centers.

- (4) Permission will not be granted for transfer of Japanese religious workers from one assembly center to another for the purpose of carrying on activities of this nature, except where there is a religious constituency within a center without a director or leader. This request for transfer will be made in writing to this office.
- (5) Any materials intended for release in religious publications other than routine matters will be cleared by the Press Relations representative of the center involved. The above routine matters include notices of church services, prayer meetings, and activities of such nature.
- (6) 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 use of Japanese in this respect will be only with the sanction of the Center Manager.
- d. No recognition will be given any church federation, committee or group as to the authorized representation of its so-called members by this office until that representation is authorized in writing by the members concerned.

- e. Due to the fact that educational and recreational programs are being coordinated at all reception and assembly centers, no attempt will be made to include any educational program within the scope of religious activities.
- f. It is the desire of this office to adhere to the American principle of religious freedom regardless of sect or denomination, race or creed, and to tolerate no discrimination against any religious denomination which the Japanese constituency or group within the center have requested.

* E. Lodging and Messing.

1. This division will be responsible for the allocation of shelter to all evacuees and the preparation of food and serving of meals at centers.
2. The following policies are established in connection with feeding of evacuees in accordance with the established ration value of 50¢ per evacuee per day.
 - a. That in attempting to hold the cost of the ration below the authorized value (50¢), the governing factor be the procurement cost of adequate and wholesome foods. It is the intent of the Commanding General that wholesome and adequate food be provided to all evacuees and that only where consistent with such policy is the cost of the ration to be held specifically below the authorized value thereof.

- b. That subsistence items procured for Japanese evacuees are not to be of higher specification than those procured for use of the armed forces of the United States.
- c. That the amount of food to be furnished each person is to be consistent with their needs and that where necessary evacuees are to be allowed to have additional food on request, providing such additional food is furnished at regular meal hours.
- d. That individuals such as babies, those in hospitals, those requiring special diets, young children, individuals performing manual labor, etc., are to be provided with food in quantities and types consistent with their needs. Full consideration will be given and necessary action taken to meet diet requirements of the following age groups among the evacuees:
- (1) 1 - 2 years
 - (2) 2 - 6 years
 - (3) 6 -10 years
 - (4) 10 -50 years
 - (5) Over 50 years
- e. That upon approval by Center Managers, special provisions will be made for feeding those individuals whose duties may prevent them from attending the mess at regular meal hours.
3. Where it is found impracticable to provide adequate and

wholesome food within the 50¢ ration allowance, the center manager will make application to this office for an increase in the ration allowance.

XI. Communication Facilities.

Installation of telephones for communications within the centers will be limited to that required for the successful operation and management of the center. It is not intended that there will be any widespread telephonic installation for the use of evacuees. Telephonic or telegraphic communication of evacuees with localities outside the centers will be allowed only in case of emergency and then only with the express approval and under the direct supervision of the center manager. The Center switchboard and teletype will be operated by a Caucasian member of the Center staff.

XII. Transportation Facilities.

The use of motor vehicles for transportation purposes for Japanese evacuees within the centers will be limited to the immediate necessities as circumstances warrant and then only with the approval of the center manager.

XIII. Laundry and Cleaning Facilities.

The U. S. Government will not provide power and machinery for the laundry and cleaning for the Japanese evacuees. The facilities installed in the centers by the construction engineers will be used to the fullest extent. The Center Store is authorized to enter into contracts with civilian agencies located outside the centers for cleaning and laundry service for evacuees requesting same provided the evacuees have the funds available to pay for such service. It is understood and agreed that the U. S. Government is not to be a party to these contracts nor obligated therein in any manner.

*XIV. Property Security and Interior Branch. Internal Security.

The Internal Security Branch, under Lt. Col. W. A. Boekel, P.A., is charged with the responsibility for maintaining proper internal order and security at Assembly Centers and for the enforcement of all regulations relating thereto. See Paragraph XXXV covering Interior Security Regulations.

XV. Center Stores.

- A. Center Stores will be established at all assembly centers by the W.P.A.
- B. Each store will be under the direct supervision of the center manager; the use of evacuees in its operation is authorized, if desired.
- C. Center stores must be prepared to supply the needs of men, women and children at the lowest possible cost. However, prices to be charged by center stores will not be lower than those charged for similar commodities at Army Post Exchange stores in the general vicinity, nor will the prices charged by center stores exceed the prices for similar articles sold in the neighborhood by civilian operated stores.
- D. The use of money as a medium of exchange in center stores is authorized only until such time as coupon books can be made available. Thereafter, no sales for cash will be permitted.
- E. Center stores will be operated by the W.P.A. under the procedure set forth in Center Store Regulation No. 1 of April 22, 1942, issued by the Commanding General, Western Defense Command and Fourth Army. The Commanding General, Western Defense Command, will retain technical supervision of, audit and make recommendations through the Exchange Officer, Forward Echelon, Ninth Corps Area.

XVI. Accountable and Responsible Individuals.

For each assembly and reception center a representative of the civilian staff will be designated as: accountable and responsible civilian property officer and as such will account for all military property received at the center, in accordance with pertinent Army regulations relating to the care, use and safekeeping of such property. Army regulations may be supplemented by the prescribed accounting procedures applicable to the W.F.A., provided Army accounting records and vouchers are maintained in separate files.

Approved official bond in the amount of \$5,000.00 will be procured before assuming duty as accountable and responsible officer. Application for bonding forms will be made to the Commanding General, Ninth Service Command, Fort Douglas, Utah.

* XVII. Contraband articles and possession of liquor and drugs.

SECTION I - EVACUEES

A. No Japanese will be allowed to take into or have in his possession in any Assembly Center, contraband articles as described below.

1. The following comprises those items described as contraband in Public Proclamation No. 3, Paragraph 6, Headquarters Western Defense Command and Fourth Army, dated March 26, 1942:

- (a) Firearms
- (b) Weapons or implements of war or component parts thereof
- (c) Ammunition
- (d) Bombs
- (e) Explosives, or the component parts thereof

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August 15, 1942

- (f) Short wave radio receiving sets having a frequency of 1,750 kilocycles or greater, or of 540 kilocycles or less
 - (g) Radio transmitting sets
 - (h) Signal devices
 - (i) Codes or ciphers
 - (j) Cameras
2. The following additional items are declared contraband by direction and pursuant to the authority of the Commanding General, Western Defense Command, as a designated Military Commander under the provisions of Executive Order of the President No. 9066, dated February 19, 1942.
- (a) Alcoholic beverages except sacramental wines. Sacramental wines shall be kept in the custody of the Mess and Lodging Division and issued when necessary to the proper person.
 - (b) All hypnotic and narcotic drugs, except on physician's prescription, including the following: Barbitol, Pentothal, Veronal, Amytal, Phenobarbital (trade name, Luminal), Seconal, Dial, Dilantin Sodium, Allonal, Cocaine, Morphine, Codeine, Marijuana and Paregoric. Heroin is contraband under all circumstances, as it cannot be prescribed by physicians.
 - (c) Japanese print of any kind, such as newspapers, books, pamphlets, periodicals or other literature, with the exception of approved Japanese religious books (Bibles and hymnals), English-Japanese dictionaries, and such Japanese-English and Japanese writings which have been specifically approved in writing by the WCCA for use in Assembly Centers.

SECTION II - ADMINISTRATIVE PERSONNEL AND INTERIOR SECURITY POLICE

- A. The possession, consumption, transportation for the purpose of sale, or sale of alcoholic beverages of any kind by members of the Center Administrative Staff and Interior Security Police in any Center is prohibited, with the single exception that the Mess and Lodging Division in each Center is authorized to hold in locked storage sacramental wine for issue, when necessary, for use in religious services.
1. Any member of the Center Administrative Staff and Interior Security Police found under the influence of, in possession of, or consuming any alcoholic beverages in any Center will be discharged.
 2. Any member of the Center Administrative Staff and Interior Security Police who sells, offers for sale, or transports for the purpose of sale any alcoholic beverage in any Center will be discharged and is subject to prosecution under Public Law No. 503, 77th Congress.
- B. The use and possession of drugs by members of the Center Administrative Staff and Interior Security Police in any Center, except as authorized by Federal statute and as specified in Paragraph XXXII, this manual, is prohibited.
1. Any individual who violates this regulation will be discharged and is subject to prosecution under Public Law No. 503, 77th Congress and applicable Federal and State statutes.
- C. Members of the Administrative Staff and Interior Security Police in all Centers are prohibited from furnishing to or conspiring to furnish to any evacuee any article listed as contraband in Paragraph XVII,

- (d) Phonograph records and all other mechanical sound recordings and transcriptions in Japanese, except those recordings of a religious nature approved specifically in writing by WCCA for use in Assembly Centers.
 - (e) Government property in the possession of evacuees without official authorization.
3. Any item of contraband as aforesaid, found within the Center, will be confiscated.
- B. The possession, consumption, transportation for the purpose of sale, or sale of alcoholic beverages of any kind by evacuees in any Center is prohibited, with the single exception of sacramental wine when issued for and in use in religious services.
- 1. Any violation of this regulation by evacuees may be prosecuted under Public Law No. 503, 77th Congress, approved March 21, 1942, and applicable civil statutes of the state in which the Assembly Center is located.
- C. The use and possession of drugs by evacuees in any Center is prohibited except as authorized by Federal statute and as specified in Paragraph XXXII, this manual.
- 1. Violations of this regulation by evacuees may be prosecuted under Public Law No. 503, 77th Congress, approved March 21, 1942, and applicable Federal and State statutes.
- D. A copy of the above regulations on contraband, alcoholic beverages and drugs, Paragraph XVII, Section I-A, B and C, shall be posted on all bulletin boards in each Assembly Center and Assembly Center managers shall take such other action as local conditions require to inform all evacuees of the provisions of the foregoing regulations.

XIX. Postal Service.

- A. The nature and extent of postal service at centers must necessarily depend upon the local conditions. Postal authorities have signified their intention to establish Post Office Branches or classified stations wherever possible.
- B. At those centers where no branch or classified station is established, the center manager will designate mail orderly to distribute mail within the center.
- C. The center manager will arrange to deliver to and pick up from the nearest Post Office all incoming and outgoing mail.

XX. Maintenance of Evacuees.

- A. The Army will furnish without cost to the evacuees the following:
 1. Subsistence, shelter and hospitalization, medical and dental care.
 2. On application, a controlled clothing issue with a money value allowance per month not to exceed the following:

	<u>Cost per month</u>	<u>Cost per year</u>
Adult male	\$ 3.82	\$30.50
Male, 6 - 18 years	2.15	25.00
Children, 1 - 5 years	2.60	27.57
Adult female	4.61	42.19
Female, 6 - 18 years	2.85	26.81
- Total cost per family of five	16.03	162.07
Infant to one year	2.25	27.09

- B. The Army will make available, upon application, the following allowance for evacuees:

Section I-A, 1 and 2 above. The foregoing will not be construed as prohibiting the legitimate necessary possession and use of such items in any Center by members of the Administrative Staff and Interior Security Police in connection with their official duties.

1. Any such person who violates this regulation will be discharged and violators may be prosecuted under Public Law No. 503, 77th Congress.

D. Each Assembly Center Manager will furnish an extract copy of Paragraph XVII, Section II A, B and C, regulations on contraband, alcoholic beverages and drugs, to each member of the Administrative Staff and Internal Security Police in the Center. Such extract copies will not be posted on any bulletin board in the Center.

XVIII. Impounding of Automobiles.

All motor vehicles in the possession of Japanese evacuees at any center will be impounded. The impoundment of motor vehicles of Japanese evacuees is at the risk of the owners.



\$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. A couple is considered to be a man and wife, legally married, or common-law.
b. An individual is considered to be 16 years of age or over, whether or not living with parents.
2. The above allowance will be issued in the form of a coupon book, which will be obtained from the center manager, having a cash value good for purchase of merchandise at the center stores.
3. Any evacuee may purchase a coupon book or books for cash, at any time.

XXI. Wages and Hours.

- A. The following schedules of grades and wages, based on a forty-four hour week, will be applicable to evacuees performing work at assembly and reception centers operated by the Army:

Unskilled	\$ 8.00 per month
Skilled	12.00 per month
Professional and technical	16.00 per month

B. Definitions:

1. Unskilled - which include common laborers, dishwashers, tray service at mess halls, junior clerks, assistant playground directors, cooks' helpers, and other similar occupations.
2. Skilled - which include nurses, accountants, senior clerks, playground directors, motion picture machine operators, cooks, et cetera.

3. Professional and technical - which include physicians and surgeons, dentists, chemists, engineers, teachers, et cetera.

- C. Payment for work performed will be made from appropriated funds retroactive to first assignment of evacuee to work after arrival at the center.

XXII. Banking Facilities.

- A. There will be no banks established in any center, nor will any of the civilian staff of the W.P.A. act as trustee for the evacuee.
- B. Any bank wishing to do so is authorized to provide armored car service to the various centers for the purpose of transacting business with any of the evacuees. Arrangements for such service will be made individually by the managers of the various centers.
- C. Banking by mail should be encouraged.

XXIII. Public Relations.

- A. All public relations in assembly centers and Manzanar reception center will be handled through the press relations man designated by T. N. Braun and Company, or any designated successor.
- B. No statements for publication will be made by the center manager nor any member of the administrative staff. Any such statements will be made through the press relations man.
- C. Requests, stating full particulars, by local citizens committees, any group or board or investigating committee or similar body,

to visit any W.C.C.A. assembly center will be referred to this office for approval.

*XXIV. Naming of Streets, Barracks, et cetera.

No store, highway, public road, building, site or other object in any assembly center will be named after any living military or naval person of the United States of America, nor after any foreign dignitary or notable, including military and naval persons.

XXV. Use of the Printed Japanese Language in Assembly Centers.

- 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. Necessary fire, sanitation and police regulations may be printed in the Japanese language upon approval by this Headquarters. Proposed instructions will be submitted to the Assistant Chief of Staff, Civil Affairs Division, this Headquarters, and necessary approval secured prior to posting in any assembly center. After approval by the Assistant Chief of Staff, Civil Affairs Division, Japanese translations will be returned with authorization for reproduction and distribution within the Center. Each such translation, authorized

*Revised Paragraph

2nd Rev. July 4

to be posted or distributed within the center, will be accompanied by a literal English translation of the contents at the time of distribution thereof or pasted in juxtaposition thereto at time of posting.

C. Japanese print of any kind, such as, newspapers, books, pamphlets, periodicals or other literature, with the exception of approved Japanese religious books (Bibles and hymnals) and English-Japanese dictionaries, are not authorized in the center at any time, when in possession of evacuees, and are hereby declared to be contraband and will be seized by assembly center authorities.

1. Japanese print of any kind directed to evacuees and transmitted by U. S. mail will be turned over by center postal authorities to the internal police at each assembly center for delivery to the evacuees. Center Post Office authorities will notify the addressees of the disposition of the articles and the evacuees may take delivery of such from the center police. Upon completion of delivery, center police will immediately relieve the evacuees of the articles delivered.

2. When evacuees are relieved of books or other literature in volume form, receipts for same, identifying the owners, will be given to the evacuees by the center manager.

These articles will be held by the center manager, and copies of the receipts will be placed with the articles seized. When the evacuation of an assembly center is accomplished, such articles, including the receipts, will be boxed and shipped to the director of the relocation project to which the evacuees have been transferred.

3. Visitors, including Caucasians, will not be allowed to carry into the center Japanese print of any kind, excepting approved Japanese religious books (Bibles and hymnals) and English-Japanese dictionaries. Such articles will be picked up by the military police outside the center, upon application for entrance to the center by the visitor, and returned to the visitor on departure from the center.
- D. When absolutely essential to the administrative operation of the center, center managers will apply to this office for permission to use other English-Japanese publications not included within the purview of these instructions. Application for the use of such publications will be made directly to the Assistant Chief of Staff, Civil Affairs Division, Hotel Whitcomb, San Francisco, California, and it will be understood that they are not to be used until such time as specific permission is received.

XXVI. Policy Governing Issuance of Passes to Japanese Evacuees

by W. C. C. A. Assembly Center Managers.

Pursuant to the requirement of Paragraph 1(b), Civilian Restrictive Order No. 1, Headquarters Western Defense Command and Fourth Army, May 19, 1942, duly appointed civilian managers of W.C.C.A. Assembly Centers are hereby authorized to issue passes permitting the temporary absence of Japanese evacuees from the above mentioned Assembly Centers. Passes issued by center managers will conform to the limitations and instructions set forth below. All requests for passes for reasons not specifically covered below will be referred to the Assistant Chief of Staff, Civil Affairs Division, this headquarters for instructions.

A. General

1. Passes will not be issued under any circumstances by the center manager where the point to be visited by the evacuee is of more than fifteen (15) miles distant from the center wherein the evacuee resides or is outside of the limits of Military Areas 1 and 2.
2. As a minimum, passes will contain the following information for each individual named thereon:
 - a. Name, age, sex, height, weight, and distinguishing characteristics, if any.
 - b. Authorized date and hour of departure and required date and hour of return.

- c. Exact point(s) evacuee(s) is/are authorized to visit.
3. Passes issued will be prepared in sextuplicate and distributed as follows:
 - a. Original to individual or head of group named thereon.
 - b. Copy to Commanding Officer of Military Police unit on duty at Center.
 - c. Copy to Center files.
 - d. Copy to Chief, Operations Branch, Temporary Settlement Operations Division, W. C. C. A.
 - e. Copy to Chief, Temporary Settlement Operations Division, W. C. C. A.
 - f. Copy to Chief, Center Interior Police.
4. All passes will contain a statement to the effect that there will be no expense whatsoever to the United States Government, either for transportation or for maintenance, and that the evacuees have sufficient funds to cover such expenses.
- *5. Except as indicated in (a) and (b) below, members of the Interior Police will accompany each evacuee or group of evacuees authorized to be absent from the Center. The Center Manager will confer with the Chief, Interior Police, to determine the number of Interior Police available for this service at each Center, and the number of passes issued daily shall not exceed the number which the available Interior Police can accommodate.

- a. Certain evacuees authorized to be absent from the Center will obviously not require Interior Police escort: for example, minor children, aged and infirm people, individuals to be hospitalized under direction of the United States Public Health Service and other similar cases. Center Managers and the Chiefs, Interior Security Police, are authorized to determine those cases not requiring escort by Interior Police and upon agreement by the Chief, Interior Security Police, Center Managers are authorized to provide other Caucasian escort in such instances.
- b. Interior Police will not be required to accompany evacuees during the evacuees' absence from the Center when such evacuees are turned over to properly identified representatives of city, county, state or federal law enforcement agencies.

B. Conditions under which passes may be issued.

1. To visit hospitalized relatives. Evacuees may be authorized to visit relatives hospitalized in an outside hospital or other institution in the following cases only:
 - a. Where the relative is one belonging to the immediate family or one who has been dependent on the member of the family presenting the request,

AND

- b. Where the center manager has definite knowledge that the person to be visited is hospitalized and is in such condition that a visit from a near relative is advisable.
2. Business matters requiring personal attention. Ordinarily arrangements will be made so that business matters can be taken care of at the center, however in extreme cases where this cannot be arranged, passes may be issued for a period of not to exceed eight (8) hours, to visit only local state and federal offices.
3. To answer subpoenas and court orders. Evacuees subpoenaed or ordered to court may be granted permits to leave the center for a period not to exceed eight (8) hours, only after the center manager has satisfied himself that the matter cannot be handled between the court and the evacuee within the confines of the center.
4. To take professional examinations. Evacuees who have

prepared themselves for, and have been officially called before, a board of examiners for purposes of entering upon, or qualifying themselves to enter upon a professional career as physicians, dentists, pharmacists or attorneys, may be granted permission to be absent from the center for the period of the examination and necessary travel time. Center managers will be responsible for determining the validity of requests made to take the above mentioned examinations, see Paragraphs covering introductory remarks and "A" - General.

5. To attend funerals. Evacuees who are members of the immediate family of the deceased, or who are physically or mentally dependent on the deceased or the immediate family of the deceased, may be granted permission to be absent from the center for the purpose of attending funeral of the deceased. In addition, any accredited religious representative(s) designated by the family to conduct funeral services for the deceased may be granted permission to be absent from the center for the purpose of attending and conducting services at the funeral. Immediate family is defined as including husband, wife, their children, and the mother and father of the husband and/or wife, and their children.

XXVII. Visitors - Policies Governing

A. In order to clarify the procedure regarding visitors at the various assembly and reception centers, the following basic policies will be followed:

1. Evacuees will be allowed to receive visitors, providing the approval of the Center Manager is received, it being understood that except for cogent reasons, the normal practice will be to grant such permission.
2. Dates and hours for the reception of visitors to be at the discretion of the Center Manager and so posted on Center Bulletin Boards and at entrance gate.
3. Approved visitors to be received at the time and place designated by the Center Manager.
- *4. Suitable reception rooms or areas for visiting will be provided by each Center Manager within the boundaries of the Assembly Center. Under no circumstances will visiting be allowed through boundary fences.
5. Except for purposes of discipline, there will be no prohibition against visiting among evacuees residing within the same Center.
6. Visitors who are not occupants of the particular Center will not be allowed to visit barracks or living quarters of the evacuees, except that permission to visit evacuees confined in hospitals may be granted by the Center Manager on approval of the doctor in charge of the hospital.
7. All packages for evacuees delivered by visitors to be subject to inspection to insure that contraband articles

are not allowed into the assembly center.

8. When necessary in the interests of good discipline, the center manager may revoke privileges of an evacuee, however, such evacuee to be advised thereof at the time such decision is made.
9. Workers or individuals engaged in public work, work projects or other authorized religious educational or recreational activities to confine their visits to those places authorized by the center manager and to not be allowed in living quarters except when the nature of their business so requires.

*XXVIII. Regulations Governing Evacuee Advisory Committee for WCCA
Assembly Centers.

A. General.

1. No type of self-government organization is authorized in an assembly center.
2. Advisory committees which have no administrative, executive or judicial power or authority, but which serve as advisers to the Center Manager as hereinafter prescribed are authorized.
3. Immediately upon receipt of these instructions all reference on the part of the administrative staff to evacuee self-government in Assembly Centers will cease. Evacuee organizations constituted contrary to these regulations will be dissolved by the Center Manager

immediately. His action will be evidenced in writing and in all cases by letter to evacuee officers concerned.

4. The contents of this entire Section (XXVIII) will be published, posted and disseminated so that all evacuees in each Assembly Center are informed of its contents.

B. Composition and Selection of Advisory Committees.

1. Advisory committees will be composed of evacuees with membership in the number indicated below:
 - a. Centers having a population of 5,000 or less - 7.
 - b. Centers having a population between 5,000 and 10,000 - 9.
 - c. Centers having a population of over 10,000 - 11.
2. Members of the advisory committee will be selected by the Assembly Center Manager from a panel to be elected as follows:
 - a. The panel will be composed of three (3) times the number of advisory committee members authorized for each center.
 - b. Both alien and citizen Japanese over 16 years of age are eligible for election to the panel.
 - c. All persons over sixteen (16) years of age, of sound mind, are eligible to vote.
 - d. Election to the panel will be by secret written ballot.
 - e. The details of nomination and balloting will be as determined by the Center Manager. Each Center Manager will report to the Headquarters, WCCA, immediately

the method and detail prescribed by him for nomination and balloting.

3. Selection of Advisory Committee.

- a. The Center Manager will select from the panel, elected as above, an advisory committee in the number authorized for the particular assembly center.

(1) In the discretion of the Center Manager, he may authorize the members of his advisory committee to select and organize sub-committees from among evacuees generally. Each such sub-committee will have the function of assisting the advisory committee member organizing it in some particular field. Examples of this are: Sub-committee on baseball or on recreation generally. Sub-committees may not sit with the advisory committee in its general meetings. The names of sub-committee members shall be submitted to the Center Manager for approval but need not be submitted to WCCA Headquarters.

- b. The advisory committee will be composed of English speaking Issei and Nisei in proportion to the total numbers (without regard to age) of Nisei and Issei within the respective assembly center.
- c. Should the panel elected not provide a sufficient number of Nisei or Issei for the selection by the Center Manager in the prescribed proportion, the Center Manager will select without further election from among

evacuees generally a sufficient number of Issei and Nisei to provide proportionate representation on the advisory committee.

4. Appointment of Advisory Committee

- a. Subject to the approval required in the succeeding paragraph, the names of the evacuees selected by the Center Manager to serve on the advisory committee will be published and their appointment will be confirmed in writing to each member by the Center Manager.
- b. Prior to such appointment, the name, age, sex, place of birth, and information as to whether or not each was selected from the elected panel or at large will be submitted to this office for approval. No announcement of selection or appointment will be made of committee membership prior to receipt by the Center Manager of approval by this office.
- c. Members of the advisory committee will hold office at the pleasure and discretion of the Center Manager and may be removed by the Center Manager at any time.
- d. After appointment of the original advisory committee subsequent selections therefor will be made from the remaining members of the elected panel except when necessary to select from the center at large in order to maintain the prescribed proportion of Issei and Nisei. After exhaustion of the elected panel a new

panel will be elected by the same procedure as in the case of the election of the original panel.

C. Functions of the Advisory Committee.

1. The advisory committee will have no administrative, legislative, executive or judicial power or authority. Its sole function is advisory to the Center Manager.
2. The following field of assembly center operations will be included in committee advisory functions:
 - a. Recreation and Education.
 - b. Health and Sanitation
 - c. Lodging and Messing.
 - d. Employment and Personnel.
 - e. Religious and Welfare Activities.
 - f. Interior Security

(Maintenance of good order and discipline and observance of Center rules and regulations).

- D. Meetings of the Advisory Committee will be held only when authorized by the Center Manager, and at all such meetings the English language will be used exclusively. The Center Manager and the Chief of the Interior Security Police, or their authorized representatives, will be in attendance at all such meetings. The above instructions apply equally to sub-committees appointed in accordance with B 4 e. above, except that it is not necessary that representatives of the Center Manager and Interior Police attend sub-committee meetings unless desired by the Center Manager as to his staff or by the Chief of Interior Security Police as to

his staff. The Center Manager will provide for notification of all committee meetings to be communicated to Chief of Interior Security Police.



XXIX. Policy and plan covering counter-epidemic measures for Wartime Civil Control Administration Assembly Centers.

A. Section 1 - POLICY

1. The following policies and procedures are hereby established for the purpose of coordinating counter-epidemic measures within Japanese assembly centers:
 - a. The U. S. Public Health Service is responsible for carrying out the procedures of the counter-epidemic plan and to coordinate the work between the local county health officer and the center physician in charge.
 - b. Center managers are charged with the taking of measures necessary to support and facilitate the recommendation of the physician in charge of the hospital at the Center, the County Health Officers and the United States Public Health Service. If such recommendations are considered impracticable, or if there is any disagreement, the Center Manager will make a prompt report to this headquarters setting forth full particulars.
 - c. In the event of an epidemic, the county health officer, acting as agent of the U. S. Public Health Service, will be in immediate control of the counter-epidemic measures. The U. S. Public Health Service will utilize whatever vaccines, serums, syringes, needles, and other medical supplies that may be needed and can be made available through the county and State health departments. Where such supplies are not available,

the U. S. Public Health Service will buy the needed items on the open market through Wartime Civil Control Administration funds. Personnel and whatever facilities are needed will be supplied through the local health office and the State health department. If additional personnel is necessary, the U. S. Public Health Service will make such personnel available as needed.

- c. The following immunizations and vaccinations are to be carried out as rapidly as possible:
- (1) Vaccination of all occupants against smallpox, if not already completed.
 - (2) Immunization against typhoid and paratyphoid of all center occupants, if not already completed.
 - (3) All occupants under twelve years of age to be Schick-tested for diphtheria and those found to be susceptible will be immunized against diphtheria.
 - (4) If sufficient time is available after the diphtheria immunizations, all occupants under three years of age will be immunized against whooping cough.
- d. An immunization and vaccination form shall be prepared on each individual and kept on file in a suitable place. Form No. W.C.C.A. S-5, which is now available, is to be used for this purpose. Upon transfer of any occupant to another center, this form is to be immediately transmitted to the center physician in charge for a

matter of action where immunization or vaccination have not been completed.

- c. The center physician and his staff will carry out examinations of food handlers in accordance with instructions outlined in "U. S. Army Sanitary Regulations and Procedures." Suitable records of such examinations will be kept at the center so that a report of the examinations may be included in the regular weekly report of activities submitted to the Director, U. S. Public Health Service District No. 5, San Francisco.
- f. The U. S. Public Health Service, assisted by the physician in charge at the center and county health officers, to initiate a survey to cover the following phases of counter-epidemic measures:
 - (1) Additional hospital facilities which can be placed into operation upon an outbreak of an epidemic for immediate isolation of cases which cannot be handled by present facilities. These would include housing, cots, etc.
 - (2) Laboratory facilities available for diagnosis of disease.
- g. Findings of the above survey will be used as a basis for a transfer of needed equipment or personnel to a center whose limited facilities would not permit adequate control in case of an epidemic.
- h. "Plans for Counter-Epidemic Measures to be taken in Assembly Centers", as outlined by the U. S. Public Health

Service District No. 5 (See Section 2 below), to be used as a basis for points not covered by the above directive.

B. Section 2 - PLAN

1. a. The plans covering counter-epidemic measures for the Assembly Centers are threefold in nature and include:

- (1) The allocation of trained medical personnel and necessary laboratory facilities to cover medical problems prior to and during epidemics,
- (2) The application of specific proved preventive measures in the Centers and
- (3) The use of certain measures in the event of specific epidemic diseases.

b. The U. S. Public Health Service will assign three medical officers from its District Office in San Francisco to supervise the medical activities in the Centers. Two of the medical officers will visit the Assembly Centers in California weekly while the third medical officer will visit the Centers in Washington and Oregon.

c. It is directed that the U. S. Public Health Service secure the services of the local health authorities in the areas where these Centers are located to act as their representatives in the control of epidemics and whatever public health matter arises, and to utilize all facilities (personnel and equipment) available at the local health offices for diagnosis and control of diseases. The local health officer is to visit the

Center daily and he is responsible for the enforcement of public health laws and regulations.

- d. In the event of an epidemic the Center physician in charge would inform the local health officer and supervising public health officer through the Center Manager as to the medical situation. The local health officer in coordination with the Center physician in charge will immediately take steps to control the outbreak. If the epidemic proved to be beyond the capabilities of the local health officer and Center physician, the State Health Department and U. S. Public Health Service will be contacted by wire for assistance. The U. S. Public Health Service has available in its District Office in San Francisco four trained epidemiologists whose services may be obtained. In addition, the U. S. Public Health Service can make available the entire resources of the National Institute of Health in Washington, D. C., which is able to send epidemiologists, medical officers, technicians, and such other professional workers as may be needed. Also aid for control of special diseases may be obtained from the Rickettsial disease laboratory at Hamilton, Montana, and the Plague laboratories in San Francisco. The facilities are such that they would cover any type of epidemic and all or any part of them can be brought to focus on any Center where they are needed without delay.

- e. The medical examination of food handlers and stool examination with cultures in those individuals with a history of typhoid fever, diphtheria, and other disease conditions where a carrier state exists will be utilized as a means of prevention and control of epidemic diseases.
- f. The movement of population groups from areas where they have lived most of their life to crowded Centers definitely contributes to the possibility of the occurrence of epidemic of disease. In such shiftings of the population, individuals who have lived in rural areas are brought into contact with those from urban areas who may be carriers of diseases to which the rural individual may never have been exposed. The rural individual is brought into contact with diseases to which he has not had an opportunity to build up an immunity. Because of this large group of susceptible individuals, epidemics are apt to occur if the causative agents of various diseases are present in the new population to which they are now exposed. Moreover there are certain diseases such as meningitis which are prone to occur in camps and other places where people are crowded together under more or less insanitary conditions. All of these conditions contribute to the possibility of epidemics and the complexity of the control of these epidemics when they develop.

- g. It is difficult to give exact instructions as to what should be done when specific epidemic diseases break out because each epidemic has characteristics of its own which naturally alter the use of any instructions which may have been given prior to the development of the particular epidemic. The following paragraphs will deal with the plans of prevention and control of the various specific diseases:
- h. The commonest form of illness which has occurred in the Centers up to the present time has probably been the acute attacks of illness due to food poisoning. These illnesses are due to some bacteria introduced into the food through repeated handling, inadequate processing, imperfect preparation, improper refrigeration or improper cooking of the feedstuffs. Food poisoning is especially apt to occur when foods are cooked many hours before they are served as this allows an opportunity for the growth of bacteria. When a series of cases of food poisoning occur, the health officer will make an epidemiologic investigation of the cases. He will examine the food, trace the source of infection, and eliminate it. This is not as easy as it may appear because often there is little of the suspected food left and the illness is of short duration. The best way to handle these epidemics is to prevent them and this is best done by insuring a safe clean

food supply. To obtain this, proper sanitary facilities, adequate toilets and washrooms and adequate refrigeration facilities for food must be provided. Furthermore, a maximum of sanitary care in preparation of foods, with a minimum of handling of foods is essential. The health and carrier state of food handlers and dishwashers is obviously important and this is being checked by the physicians in the Center and the local health officer; but every measure that reduces the possibility of food contamination and growth of bacteria decreases the risk of food poisoning.

1. Another disease which may be related to contamination of foods are the dysenteries, anebic, bacillary, etc. If cases of anebic dysentery should develop in the Center it will be the responsibility of the local health officer to investigate all reported cases. With numerous cases stool examinations for anebic cysts and probably cultures can be made. Special attention will be given to stool examinations of food handlers and if any were found to be positive, the food handler will be removed from his position, placed under appropriate treatment and will not be allowed to return to his position until free of the disease. Contacts need not be quarantined. The convalescent case is the

dangerous one since they pass the infectious anaba in their stools. These individuals must be isolated with close supervision and proper disinfection of all excreta and discharges. Definite efforts should be made to see that all discharges of the case are properly screened from flies. The most effective control measure is through sanitation of food and water supply.

- j. With an outbreak of bacillary dysentery the cases should be isolated until 3-4 weeks after symptoms have subsided and until negative stool cultures have been obtained. Contacts should be examined and anyone with a history of mild diarrhea of 1-2 days duration should receive special attention and have stool examinations made. Food handlers should have particular attention as they are frequently responsible for the spread of the disease. Disinfection of all discharges of the patient are essential. Emphasis is placed on finding cases and tracing the source of infection to carriers through laboratory diagnosis.
- k. In cases of diarrhea among infants in the Center it is probably wise to consider all such cases as infectious and bacteriologic diagnosis should be made on all unrecognized infections which may serve as a focus of spread of the diarrheas. Sanitary isolation and biologic cleanliness are essential

to the control of the spread of this type of epidemic and therefore it is essential that the Centers have facilities for bathing infants.

1. The control of respiratory diseases in the Centers is going to be quite difficult if the evanescences are in the various Assembly Centers during the rainy season and colder weather. Pneumonia as a rule shows no tendency toward frank epidemic outbreaks but it recurs in epidemic form during cold weather in almost every place where there is a cold winter season. The increased prevalence of pneumonia in camps, etc., is probably due to the crowding together of a large group of susceptibles in the presence of a specific virulent pneumococci. In an epidemic of pneumonia efforts are chiefly made to reduce the severity of the disease and the case fatality rate rather than the incidence of the disease. This is accomplished through the distribution of specific antisera and chemotherapeutic agents. All of these therapeutic aids are available to all Assembly Centers.

- n. Control of influenza in the Centers is going to be rather difficult. Most of the measures carried out during the last great influenza epidemic of 1918 were of little value in control of the disease. Strict quarantine of the Center may keep

the disease out for a while, but after it once gets into a Center it will be difficult to control. We are now in a position to treat, through chemotherapy, the secondary pneumonias which follow influenza, but we have little to offer in the way of specific preventives. Isolation of the first few cases may be worthwhile, but where large numbers of cases are existent isolation is not practical. All patients should remain in bed during the febrile stage of the disease and if this is done it would help to control the disease.

- n. In general, control of the venereal diseases in the Centers should be easier than in a civilian community. The State health authorities are supplying the Centers with the names of all Japanese under treatment for venereal disease before the evacuation began. These individuals are already being placed under treatment in the various Centers. The nature of the Centers will allow a certain amount of promiscuity which might not be possible outside of the Center. If there is an increase in the incidence of venereal diseases in the Centers it will allow a favorable opportunity to immediately follow up the new cases of venereal disease and trace them to their source. The controlled environment of the Centers will aid in the work of the epidemiologist

in tracing source of infection and contacts of infected individuals.

- o. Plans for control of the communicable diseases in the Centers offers many problems. Measles is sure to appear in the Centers again because control of the disease is made difficult because of the extreme communicability of the disease in the procrupative stage of the disease before clinical diagnosis can be made. One means of control, which is not too satisfactory, will be isolation of the cases. This may prevent further damage resulting from a case. Convalescent serum or placental extract have been made available to the Centers and these may aid in prevention of the disease in household groups. Those exposed may be quarantined and inspected daily by physicians for any of the symptoms which precede the eruptive stage with isolation of those cases found to be positive. Hospitalization of all measles cases is not recommended because of the possibility of secondary infection with the pneumococcus and streptococcus.
- p. If an excess number of cases of chickenpox should occur in the Centers, these cases will be isolated along with concurrent disinfection of the discharges of the cases. The health officer will check all cases of chickenpox to be certain that they are not smallpox.

- q. Plans to control outbreaks of mumps in the Center will consist of isolation of the early cases until the glandular swelling has subsided. Disinfection of nasal discharge is of value.
- r. The best plan to use when scarlet fever breaks out is to isolate the cases and direct contacts for eight days with daily medical inspection of the contacts and the institution of treatment as soon as symptoms appear. With several hundred children exposed to the disease Dick-testing with immunization of susceptibles may be of value. Isolation of cases in quarters with supervision may be possible.
- s. There is some chance for control of whooping cough with the proposed program of immunization. The disease may be modified by vaccine treatment. Modified isolation of cases with special care in avoidance of contacts with other children should be carried out. Susceptibles should be quarantined and observed. Diagnosis should be established by cough plate when catarrhal symptoms appear. Immediate investigation of contacts under 2 years of age should be made.
- t. With regard to the control of diphtheria it should be mentioned that toxoid is available for immunization and antitoxin is on hand for treatment in the Centers.

- u. There is no measure of proved value that will control meningitis in a Center once it is established. With the appearance of a large number of cases routine isolation and quarantine procedures along with reduction of overcrowding may be of value. Adequate facilities for diagnosis and prompt treatment of cases with chemotherapy will be available. Cases which have occurred in the Centers up to now have been hospitalized outside of the Center. This procedure might be continued as long as the cases are few in number.
- v. Plans for control of poliomyelitis have shown few results in the past because of the large number of cases which go undiagnosed and are probably the means of spreading the disease. The health officer will advise isolation and quarantine, but the best that can be done is to provide diagnostic facilities and adequate care for the cases.
- w. Exact methods of spread of the various types of encephalitis are not known and for this reason plans for prevention of the disease cannot be made. Cases should at least be isolated for safety sake. In the event of equine encephalomyelitis, reasonable and anti-mosquito measures, screening, etc., are justifiable since the mosquito has a possible role as a vector in the disease.

- x. Coccidiomycosis is a disease endemic to the central valley of California where some of the Centers are located. It is a fungus disease borne by dust which is peculiar to this area. Tulare is on the northern border of this endemic area and possibly some cases may appear there, but it is not anticipated that much difficulty will be encountered from this disease since it is an endemic rather than an epidemic disease.
- y. In general, methods of control of all the epidemic disease may be divided into two types of measures: control of the infected individual, contacts, and environment, and general measures. The former includes: recognition of the disease and reporting it, isolation, concurrent disinfection, quarantine immunization, and investigation of source of infection. The general measures include sanitary disposal of human feces, protection of water supplies and food from contamination, pasteurization of milk supplies, proper screening against flies, mosquitoes and other insects, and provision for accurate, early diagnosis and careful treatment of infected persons.
- z. Contagious and infectious diseases are transmitted by personal contact. It is therefore highly important at all times, especially when faced with an epidemic, to insure that there is no overcrowding, that there is adequate ventilation, and that provisions for washing of hands and personal cleanliness are adequate.

XXX. Policy governing transfer of evacuees under jurisdiction of W.C.C.A.

A. General:

1. The instructions contained below will govern for the transfer of evacuees between W.C.C.A. Assembly Centers and to W.R.A. Relocation Projects, except for those evacuees transferred to W.R.A. Relocation Projects under official numbered Transfer Orders issued by the Civil Affairs Division, Headquarters WDC and Fourth Army.

B. Conditions under which transfers will be authorized:

1. Except as noted in Paragraphs B-2 and D below, transfers will be made only for the purpose of reuniting immediate families, the members of which resided together prior to evacuation (see Paragraph 4 below for definition of the term "Immediate Families").
2. Consideration will be given to transfers of individuals who do not come within the classification given in B-1 above, only when such individual or individuals are physically or mentally dependent upon the family for maintenance.
3. Transfers between assembly centers will not be authorized when both assembly centers involved will be evacuated to the same relocation area within a reasonable length of time.
4. An immediate family is defined as follows: "Husband and Wife, their children and such other relations as actually resided with the family as a member of such family prior to evacuation". Except as indicated in paragraph B-2 above, this does not include persons unrelated to the family.

Neither does it include married children who prior to evacuation maintained a separate household.

C. Applications for Transfer:

1. Individuals desiring transfers for any reason coming within the purview of Paragraph B above, and Paragraph D below, will make application only to the Center Manager of the Center in which they are residents. In order to insure that applications are made only to Center Managers, the provisions of this paragraph of the Operation Manual will be placed on Center bulletin boards and otherwise disseminated so that all evacuees are acquainted with the contents thereof. At that time evacuees will be informed that requests received in this office from sources other than through the Center Manager will be returned, without action, to the Center Manager for proper investigation and submission.
2. Applications forwarded by Center Manager to this office will include the following information:
 - a. The name, age, sex, family number, height and weight of the individual or individuals concerned.
 - b. The reason why transfer is desired.
 - c. The point to which transfer is desired.
 - d. A statement as to whether or not those requesting transfer can and will meet the expenses of such transfer, including transportation costs of an escort.
 - e. The approximate date on which transfer is desired.
 - f. The approximate weight of household goods and personal

impedimenta in use by the individual or individuals at their present location, and which will be involved in the requested transfer.

g. If practicable, information as to the storage location and approximate amount of household goods and personal impedimenta (other than that in use in the center).

3. On receipt by the Center Manager the application for transfer will be carefully reviewed and where the reasons for transfer are other than those enumerated in Paragraph B, or when action as indicated in Paragraph D does not appear to be warranted, will be returned to the applicant disapproved. When approved by the Center Manager, the application will be forwarded to the Chief, TSO Division through the Chief, Operations Branch, TSO Division, for appropriate action.

D. When reasons for transfer other than those authorized in Paragraph B above are presented to the Center Manager, and when in his opinion such reasons have merit, the application may be forwarded as set forth above for consideration.

XXXI. Supply Procedure.

- A. The initial supply of items necessary for the operation of Centers, insofar as messing and lodging are concerned, has and will continue to be a function of the Office of the Quartermaster, Western Defense Command and Fourth Army, Presidio of San Francisco, California. This supply procedure is being coordinated through the Supply Section of this office and the office of G-4, Western Defense Command and Fourth Army.
- B. The Quartermaster, Western Defense Command and Fourth Army, has prepared a list of items considered necessary for the proper operation of these Centers. This list is known as "A Unit of Supply" and contains items considered necessary for the supply of 1,000 persons.
- C. After the initial supply has been placed in the Centers, replacement, repair and maintenance shall be the responsibility of the Agency operating the Center.
- D. Because of the fact that it is contemplated that the internal Property Accounting System in all Centers will be based on the use of the forms of the Operating Agency, it will be necessary that close coordination be had between the internal accounting forms of the Operating Agency and those Q.M.C. and War Department forms that will have to be used in order that the accounts of the Accountable Officers of the Army Supply Points will be in accordance with provisions of Army Regulations. It must be remembered that transactions representing the transfer of property accountability from the Army to all Centers will be only on those forms now, or hereinafter, designated by Army Regulations for such use.

E. The following will constitute the supply procedure in all matters affecting property transactions except those in connection with subsistence which has been covered in separate instructions.

1. REQUISITIONS

- a. All requisitions submitted to Army Supply Points will be executed on War Department QMC form No. 400. Where more than one page is needed, the second and all subsequent pages will be on Form No. 401.
- b. In the preparation of requisitions a number system will be instituted, this system being -- in the space so indicated will be placed the name of the Center followed by a "Dash" then the number of the requisition, followed by another "Dash", then the figures "42", indicating the fiscal year, which shall be changed to "43" on all requisitions submitted on and after July 1, 1942. At the beginning of each new fiscal year, a new sequence of requisition numbers shall be used, starting with "No. 1"
- c. In order to facilitate editing at the Army Depots, all requisitions shall be double spaced and requisitions for subsistence shall be on a separate requisition from those for clothing and equipage.
- d. All requisitions shall bear the signed approval of the Center Manager and a register of requisitions shall be maintained in each Center.
- e. When supplies are received from an Army Supply Point, they will be checked against the "Tally Out" (W.D. QMC Form No. 490),

which will accompany each shipment, and any variations, either Over, Short or Damaged, will be noted thereon.

2. SHIPPING TICKETS.

- a. After the receipt of supplies from Army Supply Point, a Shipping Ticket, (WD-QMC Form No. 434 or Form 432) will be forwarded in duplicate to the Center for the signature of the Accountable Officer. The original of the Shipping Ticket will be signed, in the appropriate place by the Accountable Officer and will be promptly returned to the Army Supply Point, the duplicate being retained by the Center as a debit voucher to the Stock Record Account.
- b. Under no circumstances will a Shipping Ticket be altered in any manner that would tend to change quantities of items shown thereon.

3. OVER, SHORT AND DAMAGED REPORT.

- a. This form (WD-QMC Form No. 445) will be executed in all cases of Overage, Shortage or Damage in a shipment received from an Army Supply Point. Two copies to be attached to the original of the Shipping Ticket, after being signed by the Accountable Officer of the Center, the signature being placed on the lower left-hand corner of the form on the lines headed "Report by".
- b. When this "OS&D" Report is received by the Army Supply Point and accepted, the Army Accountable Officer will sign and return one copy to the Center, which copy becomes a credit voucher to the Stock Record Account.
- c. If the "OS&D" is not accepted, it will be returned with an

indication of non-acceptance and it will then be necessary for the Accountable Officer at the Center to institute a Report of Survey.

4. All other reports of Survey will be on the form applicable to the agency operating the Center and the survey will be handled in accordance with the regulations of that agency.

5. SHIPMENTS OF SUPPLIES FROM CENTERS.

- a. On shipments of supplies and equipage belonging to the Army (being apart from those belonging to the Operating Agency) WD-QMC Form No. 434 or 432 (Shipping Ticket) will be used.

6. BILLS OF LADING.

- a. Any variance in received supplies and equipage, (Over, Short or Damaged), will be noted on the bill of lading. This is necessary for the protection of all concerned.
- b. After the receipt and verification of shipments received, the bill of lading will be accomplished and will be promptly returned to the last carrier.
- c. On shipment of supplies and equipage from Centers, the bill of lading applicable and in use by the Operating Agency will be used, the costs of shipments being adjusted in the customary manner between the Governmental Departments concerned.
- d. Such report of survey will be instituted on Report of Survey Form W.C., A.G.O. No. 15. In instances of this nature the survey will be conducted by a Survey Officer to be appointed by Headquarters, Western Defense Command and Fourth Army.

7. WAREHOUSING

- a. All warehousing of Government property will be handled in the

manner giving the utmost of security against theft and damage by the elements and property will be warehoused in such manner as to afford the most efficient handling, insofar as storage, distribution and inventory is concerned.

8. TRANSFER OF ACCOUNTABILITY

- a. Upon the transfer or separation from the Service of an Accountable Officer in a Center, a correct inventory in quintuplet will be submitted by the Accountable Officer and a physical check of all property will be made by the outgoing and incoming Accountable Officers.
- b. A separate inventory list being made for expendable and non-expendable property.
- c. When the Officer assuming Accountability is satisfied that all property, as reflected by the Stock Record Account is present in the Center, he will sign all copies of this inventory and on the line noted for his signature.
- d. The following recital will be placed immediately below the last item on said inventory:

"This inventory, consisting of ____ pages, is a true and accurate list of all (expendable) (non-expendable) items for which I am accountable and is in agreement with the Stock Record Account at _____

(Assembly or Reception) Center, as of close of business on

_____ 1942; and which is this date being transferred to

(name of new Accountable Officer)

(name of Accountable Officer)

"My signature, appearing below, is indication that I have checked and verified the accuracy of this inventory, consisting of ____ pages; that I am satisfied that it is an exact reflection of the Stock Record Account in this Center and that

I have personally verified the presence of all the property contained therein and do accept Accountability for all of the above items, with the exception of the items shown below and marked "Exceptions".

(Signature of person accepting Accountability)

Signed in the presence of

(Witness)

e. Any differences or "Exceptions" in the transferring of Accountability will be handled in the following manner:

- (1) Overages will be picked up on the Stock Record Account through the execution of WD-QMC Form No. 445 (Over, Short and Damaged Report).
- (2) Shortages will be handled on the basis of a Report of Survey.
- (3) Accountable Officers are reminded that they are under bond and that a clearance, indicating release of accountability will be necessary before they can be released from the bond.

f. After the transfer of accountability has been effected and the inventory is properly signed and accepted distribution will be made as follows:

- (1) Original and duplicate to be forwarded to this office for proper distribution to agencies concerned.
- (2) One copy to outgoing Accountable Officer.
- (3) One copy to new Accountable Officer.
- (4) One copy for property files of the Center.

9. EXPENDABLE PROPERTY

Expendable property will be accounted for and expended in such manner as provided for by the Regulations of the Operating Agency.

10. SALVAGE

- a. Salvage will be handled in accordance with the established procedure of the Operating Agency of the Center insofar as "Non-Army Property" is concerned.
- b. In the case of unserviceable Army property, direct communication between Centers and the Army Supply Point is authorized and will be handled in the manner as directed by the Commanding Officer or Salvage Officer of the Army Supply Point. The Center Manager will advise the Army Supply Point of the quantity and nature of the items for salvage and arrangements will be made by the Supply Point for disposition of salvaged Army property.

11. GARBAGE DISPOSAL

- a. Will be handled on a contract basis in accordance with regulations of the Operating Agency in the Center.

12. BURIALS

- a. Proper contracts for Burial Services will be accomplished by Army Supply Points and full details, when available, will be provided Centers by their Army Supply Point.

13. TRANSFER OF ACCOUNTABILITY TO W.R.A. CENTERS

- a. Full information and instructions as to the manner of handling transfer of accountability from W.C.C.A. Centers to W.R.A. Centers will be the subject of a later memorandum from this

office.

14. MOTOR TRANSPORTATION

- a. Administration of Motor Transportation in the Centers will be handled in the manner as prescribed in the regulations of the Operating Agency and Accountable Officers will be charged with the responsibility for proper maintenance of motor transportation.

15. MISCELLANEOUS

- a. Accountable Officers will bear in mind that all non-expendable property must be accounted for and although rendered unfit for further service by fair wear and tear or by other means, must be preserved and kept for purposes of final disposition. Therefore, even though items may be rendered unserviceable, they must be kept until proper disposition has been completed.
- b. It must be remembered that Army Supply Points are charged with the supply of many Army establishments, in addition to Assembly and Reception Centers, and Center Managers will take steps to see that all requisitions and other forms submitted to Supply Points, are in proper form before submission, so that the minimum of correspondence regarding correction of errors and additional information regarding supply may be accomplished. A spirit of thorough cooperation on the part of Center and Army Supply Point personnel will insure a smooth working supply system.
- c. Improvised "Army Forms" are now being mimeographed and will be forwarded under separate cover.

XXXII. POLICY AND PROCEDURE FOR MEDICAL AND DENTAL SERVICE OPERATIONS.

A. Scope of Services

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

B. General Organization

1. The United States Public Health Service has been delegated the responsibility of providing personnel and supervising the health and medical care of Japanese evacuees. In discharging this responsibility, the United States Public Health Service has enlisted the assistance of the State Department of Public Health and the County Health Department of the respective Counties in which Assembly Centers are

located. Japanese physicians, dentists, nurses and medical technicians will provide the actual health and medical services within the Assembly Center.

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

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

sanitation inspections. The services of the County Health Officer shall be available to the Center manager at any time for assistance in the solution of sanitary or medical problems arising in the Assembly Center.

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

C. Assembly Center Infirmary or Hospital

1. General: a. The infirmary shall be organized to provide bed care for minor medical, surgical, uncomplicated obstetrical and contagious disease cases. The distribution of nurses assigned to the infirmary should be such that one registered nurse, or a doctor, is on duty at all times. Under these conditions, undergraduate nurses and nursing aids may be utilized for nursing services. The necessary clerical and maintenance staff shall be assigned to the infirmary by the Assembly Center manager.
- b. Complicated obstetrical and major surgical and medical cases shall be referred to a local hospital for treatment. The Center manager will be responsible for securing the necessary permits and providing transportation to and from the local hospital.
- c. In the Centers at Santa Anita, Pomona and Manzanar,

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

2. Records and Reports: a. A hospital record shall be kept for each patient admitted to the infirmary on forms furnished for that purpose. Each patient admitted to the infirmary shall be seen by a physician on admission, at which time a tentative diagnosis shall be recorded and appropriate treatment instituted.
b. The physician in charge shall submit to the Assembly Center manager a daily report on illness in the infirmary, in the quarters, and in outside hospitals, and a weekly hospital census report on a form to be provided, a copy of which will be forwarded to the United States Public Health Service.
3. Narcotics: The physician in charge shall be responsible for maintaining appropriate records covering the dispensing of narcotic drugs. For each dose of a narcotic drug administered, an entry shall be made on the individual case record and also in the narcotic record book showing the date, amount, and name of patient receiving the drug. A daily check of narcotics on hand, and dispensed, shall be made. A weekly report

made by the physician in charge shall be submitted to the local representative of the Public Health Service showing the original supply with any additions thereto, the amount used and the balance on hand. Proper instruction of undergraduate nurses and nursing aids in the use and care of narcotic drugs is imperative. All narcotic drugs shall be kept locked with keys available only to the physician in charge and nurse on duty.

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

D. Outpatient Services

1. Medical: An outpatient clinic service shall be available at stated hours for the care of ambulant patients with minor complaints. Residents of the Assembly Center should be requested to observe the clinic hours and avoid calling a doctor to their quarters unnecessarily. Physicians assigned to the Assembly Center should arrange their schedule so that one member of the staff is on call each night.
2. Special: Special clinic services shall be provided by the medical staff as often as needed. The County Health Officer and his staff will assist in the organization and operation of special clinic sessions.
3. Dental: Emergency dental treatment to include extractions

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

E. Sanitation

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

F. Additional Regulations

The physician in charge may make such additional rules and regulations as are necessary for the operation of

medical services, provided these additional rules are not in conflict with those set forth herein by the U. S. Public Health Service and those placed in effect by the Assembly Center manager, and provided, further, that the additional rules are reviewed and approved by the local representative of the U. S. Public Health Service and the Assembly Center manager.

G. Responsibility for Equipment and Supplies

1. The physician-in-charge, or hospital manager, shall be responsible to the Assembly Center manager for those items of equipment assigned to the medical service and shall maintain an inventory of all such equipment initially installed or later assigned. Appropriate check shall be maintained on all expendable items of supplies to insure a proper usage of such supplies and to determine the necessity for replenishing supplies sufficiently in advance so that orders may be placed and deliveries made prior to depletion. In discharging this responsibility, the physician-in-charge may employ the services of a Japanese resident to be designated hospital administrative assistant.

H. Procurement of Equipment and Supplies

1. The initial items of all types of medical, surgical, and dental supplies for Assembly Centers were procured through Army sources. Requests for replacement of such items of supplies, except narcotic drugs, will

be prepared on WPA Form 358 (Request for Services) and signed by the physician-in-charge, or hospital manager, as requisitioning officer and shall be initialed by the local representative of the U. S. Public Health Service before being signed by the Assembly Center manager, as approving officer. Supplies shall be divided into non-expendable property, expendable property, and narcotics. Each of these three classes shall be listed on separate Forms #358, which the Center manager will route for procurement to the Area Supply Office in accordance with Supply Procedure No. 1.

2. Requests for narcotics shall be made on WPA Form 358, showing the physician-in-charge as requisitioning office. After being approved by the Center manager and the local U.S. Public Health Service representative, the request shall be directed by the Center manager to the District Director, U.S. Public Health Service District #5, 112 Federal Office Building, San Francisco, California. Upon receipt of a request (WPA Form 358), the medical officer of the U.S. Public Health Service authorized to procure narcotics shall then effect procurement for delivery to the requesting Center and route one copy of Form #358 to E.R. Gallagher, Ass't Director of Supply, 1098 Harrison Street, San Francisco, California. Narcotic drugs

will be shipped and invoiced to the Assembly Center manager, who shall turn the drugs over to the physician-in-charge of the Assembly Center infirmary, who will be responsible for the proper handling in accordance with the procedure given in Section D, Supplement No. 1, Assembly Center Medical Services, Manual of Operation and Regulations. All vendors invoices shall clear through the Office of the U. S. Public Health Service District No. 5, be certified to and approved by the District Director and forwarded to Mr. Gallagher for confirming procurement action.

I. Acceptance of Fees from Japanese Evacuees for Medical, Surgical, or Dental Services Prohibited

1. Fees shall neither be charged nor accepted from Japanese evacuees by Japanese or other physicians for medical, surgical or dental treatment, or for material employed in such treatment accorded Japanese evacuees. The cost of medical, surgical or dental services and necessary appliances or supplies and the cost of the hospitalization will be borne by federal funds allotted for that purpose.
2. Necessary prescriptions ordered by the physician-in-charge which cannot be compounded in the Assembly Center infirmary will be approved by the Assembly Center manager as a local purchase in accordance with Supply Procedure No. 1.
3. Where it becomes necessary to hospitalize a patient in other than the Assembly Center infirmary, or

when special consultation is necessary, appropriate arrangements will be made by the U. S. Public Health Service and will be paid for from federal funds.

4. Japanese evacuees needing hospitalization outside the Assembly Center will be cared for exclusively by the county hospital system where beds sufficient in number to meet the demands are available in the county hospital or affiliated contract institutions.

Patients will only be placed in private hospitals where county operated facilities are insufficient or absent.

5. Japanese evacuees who, at the time of evacuation, are in private hospitals at their own expense, and those who, following evacuation, are in private hospitals at federal government expense, will be transferred to the county hospital as early as their condition will permit moving without harmful effect to the patient, provided that county hospital facilities are available.

J. Regulations covering Receipt, Storage, Dispensing, Distribution, and maintenance of records relative to Administration of Narcotics.

1. The physician-in-charge shall be responsible for requisitioning, receipt and disbursement of narcotic or habit-forming drugs and shall be accountable to the U.S. Public Health Service through the Assembly Center manager for these materials.

2. Narcotics and habit-forming drugs, undenatured alcohol and alcoholic beverages shall be stored in a locking compartment in the pharmacy. The pharmacist shall be responsible to the physician-in-charge for the storage, dispensing and records in connection with such transactions. Records in connection therewith shall be submitted to the physician-in-charge each week showing an accurate balance.
3. The foregoing materials may be procured for ward use only on the written order of the ward physician and must be delivered to the head nurse in person by the pharmacist in the drug room. In emergency, the drugs or materials may be obtained on verbal order by the head nurse, but the ward physician must visit the pharmacy later and verify the order with a written order.
4. Narcotic and habit-forming drugs, and materials containing undenatured alcohol, shall be kept on the wards in a locking compartment, the key for which shall be kept in the possession of the head nurse on duty. The head nurse of each ward shall keep an accurate record of all receipts and expenditures of habit-forming drugs, undenatured alcohol and alcoholic beverages. The account shall be balanced weekly showing the amounts on hand. This account shall be countersigned by the ward physician, who shall

report any discrepancies to the physician-in-charge. These materials shall be dispensed on each ward only on a signed order from the ward physician, entered on the clinical report of the patient. Such administration shall be recorded accurately in the clinical record by the ward nurse by whom it was administered.

XXXIII. POLICY GOVERNING INDIVIDUALS AUTHORIZED TO ENTER THE INTERIOR OF WARTIME CIVIL CONTROL ADMINISTRATION ASSEMBLY CENTERS.

SECTION I - GENERAL.

- A. Instructions contained herein will be placed in effect immediately upon receipt. No other forms for passes or registers will be authorized, however Center Managers may add additional detail which is necessary in order to meet the conditions of their particular center, provided such elaborations will not conflict in any way with instructions prescribed below.
- B. PURPOSE. The following instructions are published for -
1. The information and guidance of Wartime Civil Control Administration Assembly Center Managers in determining individuals to be admitted to the interior of Assembly Center, and
 2. The purpose of initiating the requirement of registration for all visitors; both those admitted to the interior of Assembly Centers and those visiting evacuees in prescribed visitor areas as authorized in Paragraph XXVII.
- C. GENERAL PROCEDURE. Instructions contained in the Sections following are based on the following general provisions:
1. That only those individuals, who, in the opinion of this office have official business in connection with Assembly Centers are to be admitted to the interior of Assembly Centers. The determination of who is to be allowed admittance to the Assembly Centers is reserved to this office and any questions in connection therewith which are not specifically covered below will be

referred to this office for decision.

2. That the application of these instructions is to be generally as follows:

- (a) Certain authorized documents are to serve as a means of identification by which the Center Managers may determine those individuals to be issued a pass granting admittance to the interior of the Assembly Centers. (See Section III below).
- (b) That a detailed record of all individuals, other than those Wartime Civil Control Administration employees specifically employed at the Center, is to be kept in a register maintained for that purpose. (See Section IV below).
- (c) That these instructions are to apply to all individuals requesting admittance with the sole exception of the Commanding General, Western Defense Command and Fourth Army (Lt. General J. L. DeWitt), and any members of a party accompanying the Commanding General, who will be admitted to any Assembly Center at any time without specific identification or pass.

SECTION II - INDIVIDUALS AUTHORIZED TO APPLY FOR ADMISSION TO THE INTERIOR OF ASSEMBLY CENTERS.

A. Individuals falling within the classifications listed below are authorized to apply for admission to the interior of Assembly Centers and will, providing they possess the

identification indicated below or as described in Section III, be granted a pass authorizing such admittance.

1. Military personnel possessing authenticated orders specifically requiring their presence in W.C.C.A. Assembly Centers, pursuant to numbered special orders of any military headquarters which are signed by an officer of the Adjutant General's Department and which contain in the left-hand lower corner an official stamp of the issuing headquarters and a signature of an officer of the Adjutant General's Department. Both the signature and the official stamp may be by facsimile and the orders are not in all instances actually signed by the individuals whose names appear thereon.
2. Properly identified law enforcement officials of City, State, County and Federal government when in the performance of official duties.
3. Properly identified individuals in the employ of T. W. Braun & Company.
4. Properly identified tradesmen only to the extent necessary in conjunction with Center operations.
5. Properly identified officials and employees of Wartime Civil Control Administration.
6. Individuals having in their possession specific authorization from the Civil Affairs Division, Headquarters Western Defense Command and Fourth Army, in the form of a pass. (See Sections III and VI below).

7. Should the identification presented by any individual not prove sufficient in the opinion of the Center Manager to allow of admittance, the matter will be referred to this Headquarters by the most expeditious means.

SECTION III - AUTHORIZED IDENTIFICATIONS

- A. Other than as indicated in Section II above, paragraphs A-1, 2 and 4, the following will constitute the specific identifications on which Center Managers are authorized to issue passes permitting admittance to the interior of Assembly Centers.
 1. A numbered permanent pass. (Facsimile of which appears in Section VI).
 2. An individual pass, issued for only one visit or for a short period. (Facsimile of which appears in Section VI).
 3. A press pass, issued by the T. W. Braun & Company. (Facsimile of which appears in Section VI).
 4. An individual pass issued by the Center Manager to contract vendors representatives. (Facsimile of which appears in Section VI).
 5. An official button (approximately $1\frac{1}{2}$ " in diameter) inscribed in black letters on a white background. (Facsimile of which appears in Section VI).
 - (a) Center Managers will issue these buttons to all Caucasian personnel, including Caucasian Post Office employees, specifically employed at W.C.C.A.

Assembly Centers. Upon separation of any employee, including Caucasian Post Office employees, from any Center, the buttons issued will be picked up by the Center Manager. A record will be maintained by the Center Manager of buttons issued, showing the name of the person and the number of the button and a copy thereof furnished to the local military police commander. Should any of these buttons become lost, Center Managers will provide the military police commander with a list by number of the buttons lost. Thereafter once a button has been lost and is presented as a means of identification for admittance into the Assembly Center, admittance will not be granted the wearer except on personal approval of the Center Manager.

6. Properly identified members of the U. S. Army Engineers engaged in construction or maintenance activities at the particular Center.
7. Properly identified individuals normally concerned with activities which require their admission to the Center, such as telegraph messengers, employees of companies furnishing utilities services, etc.
8. Individuals covered under 6 and 7 above will be admitted only to those places within the Center as are directly concerned with the activities which they represent.

SECTION IV - MAINTENANCE OF VISITORS REGISTER AND ISSUANCE OF
PASSES BY CENTER MANAGERS

A. Visitors' Register.

1. All persons requesting and obtaining admittance to Assembly Centers with the exceptions indicated in (a), (b) and (c) below will be required to have recorded at the registration station their name, address, business or profession, and purpose of visit. When this has been accomplished a Caucasian member of the civilian staff will provide such individuals with a written pass (a facsimile of which appears in Section VI.) See Section V below.
 - (a) The Commanding General, Western Defense Command and Fourth Army, Lt. General J. L. DeWitt, and any members of a party accompanying the Commanding General.
 - (b) Caucasians specifically employed at the particular Center.
 - (c) Representatives of contract vendors. Representatives of contract vendors will be admitted into the interior of Assembly Centers on a pass. (A facsimile of which appears in Section VI). This pass will entitle the bearer to enter the particular Center without reporting to the registration station of the Center, however Center Managers will require that all such representatives are registered by the division or branch of the Center to which they

deliver merchandise or with which they transact business. This registration will be on the same form as shown in Section VI and will be made daily in duplicate. At the close of each day, the original will be sent to the registration station and will be included with the original of other visitors registers for disposition as indicated in 2. below.

2. A visitors register (a facsimile of which appears in Section VI) will be prepared and closed as of the end of each day. The name, address, business or profession and purpose of visit of all persons requesting and obtaining admittance to the Center, with the exceptions indicated in (a), (b) and (c) above will be recorded on the visitors register.

(a) This register will be prepared in duplicate and distributed daily as follows:

- (1) Original to Chief, Operations Division,
War-time Civil Control Administration, 1231
Market Street, San Francisco, California.
- (2) Duplicate to be retained by the Center
Manager.

3. Registration Station. Each Center Manager will provide sufficient Caucasian personnel to maintain a registration station at the entrance gate of each Center.

- (a) This station will be operated if necessary on a twenty-four hour basis, depending on conditions existing at the particular Center.
- (b) Suitable facilities to shelter the individuals engaged in this matter will be provided by the Center Manager.
- (c) All facilities for registration will be located at or immediately adjacent to military police guard on duty at the entrance gate.
- (d) Passes and registers will be legibly prepared on forms to be supplied by the Operations Section, TSO Branch, Operations Division, Wartime Civil Control Administration.

SECTION V - AUTHORIZED PASSES.

A. Authorized passes will consist of two types, each of a different color, namely, a visitors pass and an administrative pass, as indicated in (1) and (2) below:

1. Visitors Pass. For those visitors authorized to visit evacuees in prescribed areas or buildings specifically set aside for such purposes (a facsimile of which appears in Section VI).
2. Administrative Pass. For those individuals authorized admittance to the interior of Assembly Centers for administrative reasons, which may include visiting or interviewing evacuees for official purposes (a facsimile of which appears in Section VI).

B. The passes authorized in A. above will be prepared in duplicate and both copies will be turned over to the individual permitting admittance to the Center. The duplicate will be picked up by the military police guard on duty at the time the individual enters the Center. The visitor will be required to retain the original while in the Center and on his departure from the Center will surrender the pass to the military police guard on duty, who will record on the pass the time of departure and who, at a time to be mutually agreed upon, will turn the original over to the clerk at the registration station.

1. Upon receipt of the original pass from the military police guard on duty, the clerk at the registration station will record on the visitors register the time of departure, whether or not parcels, if any, were inspected, and whether or not contraband was found. Information pertaining to parcels and contraband will be recorded on the pass by the interior police.

SECTION VI - FACSIMILIES OF AUTHORIZED IDENTIFICATIONS

- A. Permanent Pass W.C.C.A.
- B. Individual pass issued by Headquarters, W.C.C.A.
- C. Visitors pass
- D. Administrative pass
- E. T. W. Braun & Company pass
- F. W.C.C.A. Official Button
- G. Suggested form for Vendors Pass

SECTION VII - FORM FOR VISITORS REGISTER

A- PERMANENT PASS WARTIME CIVIL CONTROL ADMINISTRATION

Not valid unless countersigned	No. _____ 194__
	Western Defense Command and Fourth Army Wartime Civil Control Administration
	PERMANENT PASS
	The Bearer _____
	Employed as _____
	At _____
	is authorized to enter all Assembly Centers in the performance of official duties.
	Official: _____

	WCCA Form A-2 Identity must be verified upon demand

Light blue card -
4 in. x 2½ in.

B - Individual Pass issued by Headquarters, W.C.C.A.

PREPARE IN TRIPPLICATE: 1. Original to individual or head of group.
2. Copy to Mr. Sandquist.
3. Copy to Executive Officer.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

- - - - -

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California
Telephone KLondike 2-2611

Date _____

The individual(s) named below are authorized to visit _____
Center, on or about _____, for the purpose of _____

Areas to be visited in the center will be limited to those designated by the Center Manager. It is understood that the routine administration of the Center will not be disturbed by this visit.

REMARKS: _____

COUNTERSIGNED BY CENTER MANAGER

EXECUTIVE OFFICER

I.K.E.

E.S.

NOTE: Not valid until countersigned by Center Manager or authorized representative.

C - VISITORS PASS

Size 6" x 4"

No. _____ VISITORS PASS _____ 1942

Admit _____
To Visit _____
At _____ (Time - Place) _____
Purpose of Visit _____
Contraband. Yes _____ No _____ Inspected By _____
Time Admitted Main Gate _____ Time Admitted Visitors House _____
Time Out Main Gate _____ Time Departed Visitors House _____

GOOD ONLY ON DAY OF ISSUE

Signed _____

For _____
Center Manager

To be made out in duplicate. Original to be retained by visitor until departure from Center, duplicate to be surrendered to Military Police Guard at entrance to Center.

D - ADMINISTRATIVE PASS

No. _____ ADMINISTRATIVE PASS _____ 1942

Admit _____
To Visit _____
Purpose of Visit _____
Time Admitted Entrance Gate _____ Time Out Exit Gate _____

GOOD ONLY ON DAY OF ISSUE

Signed _____

For _____
Center Manager

To be made out in duplicate. Original to be retained by visitor while in Center, surrendered at exit gate upon departure; duplicate to be surrendered to Military Police at time of entrance.

E - T. W. BRAUN & COMPANY PASSES

WESTERN DEFENSE COMMAND AND FOURTH ARMY WARTIME CIVIL CONTROL ADMINISTRATION	
P R E S S	This pass, when signed by the person to whom it is issued and countersigned by the authorized press relations representative in this jurisdiction, will entitle the holder, when accompanied by the press relations representative, to enter the _____ Assembly Center
P A S S E S	
_____ Visitor's Signature	_____ Paper or Organization Represented
_____ Good This Date Only	_____ Press Relations Representative
(This pass to be made out in duplicate, the original to be presented to Military Guard at gate, and carbon copy to be retained by Press Relations Representative.)	

(WHITE)

WESTERN DEFENSE COMMAND AND FOURTH ARMY WARTIME CIVIL CONTROL ADMINISTRATION	
P R E S S	This pass, when signed by the person to whom it is issued and countersigned by the authorized press relations representative in this jurisdiction, will entitle the holder, when accompanied by the press relations representative, to enter the _____ Assembly Center
P A S S E S	
_____ Visitor's Signature	_____ Paper or Organization Represented
_____ Good This Date Only	_____ Press Relations Representative
(This pass to be made out in duplicate, the original to be presented to Military Guard at gate, and carbon copy to be retained by Press Relations Representative.)	

(YELLOW)

F - H.C.C.A. OFFICIAL BUTTON



White button with black letters -
Approximately $1\frac{1}{2}$ inches in diameter

G - SUGGESTED FORM FOR VENDORS PASS

No. _____ VENDORS PASS _____ 1942

This pass entitles _____
representing _____
to enter the interior of _____ Center
for the purpose of transacting business between the hours
of _____ and _____

This pass is good for _____ days and must be renewed at
expiration date if admittance is desired.

Center Manager

Signature of Representative

Contract Vendor (Name of Firm)

By _____

FORM FOR VISITORS REGISTER

VISITORS REGISTER

CENTER

1942

TIME	NAME	ADDRESS	PERSON VISITED	PURPOSE OF VISIT	PARCELS	INSPECTED	CONTRABAND	TIME OF DEPARTURE

Print on 8-1/2 x 14" sheet.

XXXIV. BURIAL PROCEDURE. (See Paragraph VII-B)

A. Preparation and Disposition of Remains.

1. When an evacuee of any Assembly Center dies, certain duties devolve upon the various persons officially concerned that require immediate action. The persons officially concerned are: The Center Manager, the Center Surgeon, and the Center Undertaker (Contractor).
2. Immediately upon the death of an evacuee, the attending Surgeon will notify the Center Manager, informing him as to the cause of the death. The Center Manager will immediately forward this information to the representative of the United States Public Health Service. Also upon the death of any person within the United States, the Surgeon is required to render a report to the United States Bureau of the Census on forms provided by that bureau. In many states reports must also be rendered to the local health authorities.

B. Call on Contractor.

1. Whenever the services of an undertaker are necessary, the Center Manager will promptly notify the undertaker under Government contract and will make an immediate report to the Chief, Operations Section, T.S.O. Division, this headquarters. The United States Public Health Service is responsible that the remains are properly prepared by the undertaker in conformation with the provisions contained in the Government contract. The United States Public

Health Service or their representative will act as an inspector for the Government, and no payments may be made on bills for undertakers' services until a representative of the United States Public Health Service certifies that he has inspected the remains after preparation for burial, and that the provisions of the contract have been complied with.

2. Center Managers will ascertain from the undertaker when the remains of the deceased will be ready for inspection. This information will then be immediately transmitted by telegram to Dr. W. T. Harrison, Senior Surgeon, United States Public Health Service, Federal Office Building, San Francisco, California, giving the following information:

- (a) Name and location of the undertaking establishment in charge of the remains
- (b) Time and date that remains will be prepared and ready for medical inspection

C. Issue of Clothing for Burial.

1. The clothing of deceased will be used to clothe the remains, if available in clean and good condition. When such clothing is not available, the Center Manager is authorized to purchase, regardless of whether or not the clothing allowance of the deceased evacuee is exceeded.
2. Clothing purchased for burial purposes will be accounted for on a prepared shipping ticket, listing thereon all

items issued. The order of the Center Manager directing the issue and reciting the reasons therefor is to be attached to the shipping ticket. The undertaker in charge of the burial arrangements will certify on the shipping ticket that the clothing issued was received and used in the preparation of the body for burial. The shipping ticket thus completed is a valid voucher to the stock record account of the issuing Center Manager.

3. Clothing purchased or issued for burial purposes will be in accordance with the desires of the family of the deceased, but in no instance will exceed the value of \$15.00 for adults, and \$10.00 for children.

D. Expenses for Interment, Defined.

1. Burial expenses proper will be restricted to:
 - (a) Undertaker services
 - (b) Cost of casket
 - (c) Hire of hearse
2. In addition to burial expenses proper, for which limits of cost are prescribed in paragraph E, the following may be furnished when required (authority to be obtained from Wartime Civil Control Administration Headquarters):
 - (a) Clothing when necessary
 - (b) Necessary expense incident to recovery of bodies
 - (c) Necessary expenses, not to exceed \$50.00, incident to interment, such expenses to include the following:
 - (1) Hearse hire for remains and transportation

for immediate relatives to cemetery.

(2) Services of a minister

(3) Cost of grave site in private cemetery (See Paragraph VII-B)

(4) Opening and closing of grave

(d) Cremation, only upon request of next of kin, including suitable urn for ashes. (See Paragraph VII-B)

E. Limitations.

1. General.

(a) Except as otherwise hereinafter specifically authorized, burial expenses proper will be limited to \$85.00.

(b) The limit of \$85.00 will not be exceeded without authority of the Quartermaster General.

2. Exceptional Circumstances.

(a) In case of death under the following exception circumstances, burial expenses proper will not ordinarily exceed \$100.00:

(1) By dangerous communicable disease.

(2) By drowning, when the remains are not recovered immediately.

(3) When traveling on a train.

(b) The limit of \$100.00 prescribed in (a) above will not be exceeded without authority of the Quartermaster General, application for which will be made thru the Army Agency executing the burial contract in effect for the Center.

F. Burial Plots.

1. Burial plots when required will be secured through the Purchasing and Contracting Officer who entered into burial contracts for the various Assembly Centers. (See Paragraph VII-B)

G. Record of Burials.

1. A record of burials will be kept by the Center Manager which will be turned over by him, when relieved, to his successor, or transmitted to the War Relocation Authority through Wartime Civil Control Administration Headquarters, if the Center be discontinued. This record will show the following:

- (a) Name of deceased
- (b) Sex of deceased
- (c) Cause of death
- (d) Date of death
- (e) Date of burial
- (f) Age at time of death
- (g) Place of birth
- (h) Place of residence prior to being interned
- (i) Name of immediate family or next of kin
- (j) Name and address of attending physician at time of death.
- (k) Number and location of grave
- (l) Name and location of cemetery

H. Report of Burials.

- *1. Immediately after each burial, the Center Manager will forward a report in triplicate to the Chief, Operations Section, T.E.O. Branch, this headquarters, stating in detail the information outlined in Paragraph G above.

XXXV. INTERIOR SECURITY REGULATIONS.

- A. All criminal and civil laws, local, state and federal, are in full force and effect in all assembly centers. All of these laws and the following Assembly Center Regulations will be strictly enforced by the Interior Police. All violations of criminal laws or Center Regulations are to be promptly reported to the policemen on duty at the Interior Police Station. The duty to report all violations and infractions of center regulations on the part of any person subject thereto is imposed on all members of the Center Staff as well as on all evacuees. It shall be the duty of the Center Manager to require his staff so to do.
- *B. All radios and lights of every kind in all evacuees' quarters shall be turned off by the occupants at an hour to be published in writing by the Center Manager, which, in any event, will be not later than twelve o'clock midnight; the exact hour to be consistent with consideration of local climatic conditions. After the hour of curfew, lights shall remain off throughout the remaining hours of darkness. Necessary exceptions to lighting regulations, such as in case of fire, sickness, pregnant mothers and mothers with young children, may be permitted by the Center Manager in center regulations to be posted on bulletin boards accessible to evacuees.

- *C. All evacuees shall be in their own living quarters between the hour of curfew, as established by the Center Manager, and six o'clock A.M. When climatic conditions require, the area immediately adjacent to the quarters will be considered as a part thereof. Exceptions will be permitted for persons going to and from the nearest lavatory or when necessary in caring for sick persons. The Center Manager may issue published exceptions in other cases which in his opinion are warranted by the circumstances. Center Managers will furnish each evacuee required to work between the hours of the established curfew and six o'clock A.M. with a written permanent pass setting forth the evacuee's name and address, the duties to which he or she is assigned, and the hours and location for such work. Evacuees will be advised that this pass is to be carried on their person and is to be produced upon request by a member of the Interior Police or the Center administrative staff.
- D. Evacuees are prohibited to contact directly or indirectly, either in writing or verbally, any military police personnel assigned to duty at Assembly Center except for official business, and then only when such contact is initiated by military personnel.
- *E. When practicable and consistent with the physical features of the particular assembly center, as determined by Center Manager, evacuees will be required to stay at least ten (10) feet back from all outside fences, including those which separate military police areas from evacuee areas.
- F. Unnecessary noises or disturbances are prohibited.

- G. Loitering in or around the buildings or areas in which any of the business of the Center is carried on is prohibited, but this shall not be construed to interfere with any legitimate business an evacuee wants to conduct with the staff of the Center Management or the Interior Police.
- H. Alcoholic beverages, excepting sacramental wines in the possession of persons authorized, will be confiscated without compensation and turned over to the physician-in-charge of the Center hospital who will destroy all alcoholic beverages not suitable for medicinal purposes, retaining that which is suitable. All such proceedings will be made a matter of record in writing, including the names of those persons involved, further the physician in charge at the Center will account for such retained confiscated liquor on his stock record account. The destruction of alcoholic beverages not suitable for medicinal purposes will be witnessed by a Caucasian member of Center staff and will be supervised by the Interior Security Police and a certificate to this effect completed. This certificate will show what was destroyed, listing quantity and brand.
- *I. (Rescinded)
- J. The use of bicycles by evacuees in Center will be limited to the restrictions imposed by the Center Manager. Such restrictions shall be published and posted on all bulletin boards in the Center.
- K. Traffic regulations for each Center will be published by the Center Manager. Evacuees will obey all such regulations and

violators of these rules will be subject to restrictive measures.

- L. Evacuee truck drivers shall not be permitted to drive outside the Center except by written permission of the Center Manager.
- M. When an Interior Policeman, in performance of his duty, requests information about an incident or a person from evacuees, they shall give all such information in their possession without reserve.
- N. The Interior Police Officers are authorized, without warrant, to enter all buildings and evacuee quarters at any time of the day or night when considered necessary in the performance of their duties.
- O. Fraternization between evacuees and Interior Police is prohibited.
- P. No evacuee shall enter any room, apartment, barracks or other

building, or part thereof which is vacant, without express permission from the Center Manager. When enclosures of these kinds are normally occupied only a part of the time, this rule shall apply during the unoccupied time.

- *Q. Except for mail order purchases, purchase of any articles by evacuees from any source outside the Assembly Center will be made through the Center Store. Such articles will be subject to inspection by the Interior Police before delivery to the evacuee. Parcel Post packages addressed to evacuees will be opened at the Post Office for inspection by the evacuee in the presence of a member of the Interior Police. Packages shipped by express or freight consigned to evacuees will be similarly inspected at a place designated by the Center Manager. All articles of a contraband nature will be confiscated, as will all articles not clearly marked with the name and address of the sender and the name of the evacuee.
- R. Property, articles or equipment belonging to, or in custody of the United States Government, or any of its agencies, shall not be moved by evacuees from one building or location to another building or location unless by authority of the Center Manager.
3. Evacuees are prohibited from organizing, participating in, or being members of any secret club, organization (excepting Boy Scout activities), association or combination of more than one individual. With the written permission of the Center Manager, evacuees may organize athletic and religious clubs, provided

that all constitutions, by-laws and governing regulations of such organizations shall be submitted in writing to the Center Manager for approval before adoption thereof. When desired by Center Managers application ~~may~~ be made to this office for permission to organize clubs or activities not authorized above. Applications will include full details as to the type of organization and desirability for organization thereof.

- T. (a) All meetings (does not include organized and authorized Center recreational activities) within the Center shall be conducted in the English language except as provided in Paragraph XD5(c)(6) and adult classes in English and Civics, and in other cases where it is absolutely necessary for the proper administration and operation of the Center. In the latter cases a transcript of the proceedings will be prepared, translated and filed in the office of the Center Manager, a copy being furnished to the Interior Security Police. The use of a spoken Japanese language will be held to an absolute minimum consistent with administrative necessity.
- (b) Except as noted in Paragraph XVIII, a member of the Center Administrative Staff will physically supervise any and all gatherings (meetings) held for any purpose. This does not mean that a member of the Center Administrative Staff must be present at all times, but it

does mean that he will control and supervise such meetings by his physical presence to the extent that it is deemed necessary by the Center Manager.

- (c) The Interior Security Police, in addition to being required to attend all meetings concerned with self-government, are authorized to attend all meetings of whatever nature which are concerned with the maintenance of order, discipline and observance of Center regulations. In addition, the Interior Security Police are authorized to attend all group gatherings, except those between the Center Staff and the evacuees which are concerned solely with administrative matters of the Center. The Interior Security Police will attend such meetings at the invitation of a member of the Center Staff.

- *U. (a) The cooking or heating of food in the quarters of the evacuees is prohibited. This does not apply to the preparation of formula foods for infants and special authorized diets, which, with the written approval of the Center Manager, may be prepared in evacuees' quarters.
- (b) The provisions of Paragraph X-D-3, "Public Health and Sanitation", this Manual, are applicable to the possession of foodstuffs by evacuees.

- V. The laws of the State wherein the Assembly Center is located as pertaining to gambling will be enforced by the Interior Police.
- W. Male evacuees, including auxiliary police, shall not enter the barracks, apartments, dormitories or other quarters set aside for the exclusive use of the female evacuees, except when specifically ordered to do so by some Caucasian who is head of some Center Management Division and this may be done only when necessary to carry on work of the Center which cannot be done elsewhere.
- X. Female evacuees shall not enter the barracks, apartments, dormitories or other quarters set aside for the exclusive use of male evacuees under any conditions.
- Y. There will be no personal financial transactions or negotiations between personnel serving in or with the Wartime Civil Control Administration and Japanese evacuees. Any such practice by persons connected with the Wartime Civil Control Administration in any capacity will not be tolerated and all officers or employees serving in the Wartime Civil Control Administration are required to confine their relationships and dealings with such evacuees to official business only. No personal business of any nature between Wartime Civil Control Administration personnel and such evacuees is permitted.

7

Z. (a) No evacuee is required to work, however once an evacuee has accepted a job for which he will receive remuneration, the evacuee will, except in cases of illness, carry out his or her assignment. Should the evacuee desire to quit, he or she may do so, provided forty-eight hour notice of intent in writing is presented to his Caucasian supervisor. This notice will set forth the reason for quitting and effective date.

(b) Stoppage of work (except as provided in (a) above) by individuals or as a group with the intent to, or the effect of interfering with the execution of the functions and operations of the Assembly Center is prohibited.

AA. No evacuee shall prevent or attempt to prevent any other evacuee from working. This rule shall apply to all verbal, written, or physical means which might be employed, either direct or indirect.

BB. No evacuee shall deliberately or willfully destroy or attempt to destroy or mutilate any government property.

CC. All evacuees shall obey the directions of the supervisors of the projects on which they are working. Any evacuee who has any grievance regarding such directions shall submit his grievance to the Center Manager in writing.

DD. No evacuee shall make, or offer to make, any payment in money or other thing of value to any member of, or employee of the Center Staff, the Interior Security Police or the Military Police for any act or omission on their part or

as a simple gratuity.

- EE. Parents are required to properly and thoroughly instruct their children in these regulations and the necessity for obedience thereto. In those families that contain members who cannot read, it shall be the duty of the oldest adult who can read to instruct the non-readers in all these regulations.
- FF. No evacuee shall conspire with any other evacuee, or group of evacuees, to evade any of these or subsequent regulations or any official rules and orders of the Center Manager or the Wartime Civil Control Administration.
- GG. Any violation of these regulations may be prosecuted under Public Law 503.
- HH. Under no condition will the use of profane or abusive language or conduct unbecoming a gentleman be allowed in the Assembly Centers, either by Caucasians or evacuees.
- II. Songs of martial nature or in praise or worship of the Japanese nation, government, or Emperor shall not be played or sung in either English or Japanese in Assembly Centers. The letter as well as the intent of this regulation shall be fully complied with by individuals and groups.



XXXVI. INSPECTION OF PACKAGES AND ARTICLES OTHER THAN LETTER MAIL

A. Those instructions as set forth in Paragraph XXXV-4, this manual, are supplemented as follows:

1. The Center Manager and the Chief of Interior Security Police will institute the necessary procedure for the inspection by the Interior Security Police of all articles or materials coming into the Center, with the single exception of letter mail. The inspection will be made in the presence of either the person bringing the articles or materials into the Center, or the person for whom such articles or materials are intended. This shall apply to all articles and materials other than letter mail, regardless of the means by which it enters the Center, and it shall further apply to all individuals to include the Interior Security Police, Center management staff, and military personnel, including military police, with the following exceptions:
 - a. The Commanding General, Western Defense Command and Fourth Army.
 - b. The Commanding General, Southern California Sector, Western Defense Command.
 - c. The Commanding General, Northern California Sector, Western Defense Command.
 - d. The Commanding General, Northwestern Sector, Western Defense Command.
 - e. The Assistant Chief of Staff, Civil Affairs Division,

Headquarters Western Defense Command and Fourth Army.

- f. Military Police in performance of official duties requiring their presence in the Center, as authorized in Paragraph III, this manual.
- B.
- 1. For all articles, packages or receptacles seized, the Chief of Interior Security Police of the Center, or his authorized representative, will issue a receipt in triplicate, disposed of as follows:
 - a. Original to the person or persons from whom the article, package or receptacle was seized.
 - b. Duplicate for Center Manager's file.
 - c. Triplicate for file by Chief of Interior Security Police of Center.
 - 2. The Chief of Interior Security Police of the Center will maintain a card index covering all confiscations and showing details as to name and address of the person or persons from whom seizures were made.
- C. Action to be taken should any articles considered contraband be found:
- 1. For those articles, packages or receptacles pertaining to Caucasian personnel on duty at the Center, contraband items will be seized and retained in custody of the Interior Security Police pending initiation of disciplinary action.
 - 2. For those articles, packages or receptacles pertaining to visitors, contraband articles will be returned to

the person or persons bringing them into the Center, with the advice that such articles are contraband and cannot be delivered to evacuees or other personnel within the Assembly Center.

3. For those articles, packages and receptacles received through the mail, express, or through other means of delivery, the contraband will be seized and disposed of as provided below.

D. Disposition of contraband articles.

1. Items listed as contraband in Public Proclamation No. 3, Headquarters Western Defense Command and Fourth Army, dated March 24, 1942, (Paragraph XVII, Wartime Civil Control Administration Operations Manual) all Japanese language phonograph records are to be shipped to contract storage as provided in letter of instruction dated August 13, 1942, issued by Operations Section, Temporary Settlement Operations Branch, Wartime Civil Control Administration, under the subject "Shipment of Contraband".
2. All other articles, packages or receptacles (except as noted in (3) below) seized as contraband in Centers are to be shipped to the Project Director of the receiving War Relocation Project at the time of evacuation of the Centers.
3. a. Articles, packages or receptacles seized, for which ownership cannot be established, will be disposed of as follows:

- (1) Items coming into a Center by United States postal service, express or freight service, are to be returned to the agency making the delivery. They are not to be opened for inspection.
 - (2) Items coming into a Center, the method of entrance of which cannot be determined, will be disposed of as follows: Such items are to be shipped to contract storage as provided in letter of instructions dated August 12, 1942, issued by Operations Section, Temporary Settlement Operations Branch, Wartime Civil Control Administration, under the subject "Shipment of Contraband". This includes articles not considered contraband in nature that may be included in a package or receptacle which contained articles of contraband.
- b. Paragraph XXV, this manual, authorizes seizure of Japanese print of any kind when in the possession of evacuees within the Assembly Centers. The Chief of the Interior Security Police at Assembly Centers will forward to Chief, Interior Security Branch, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California, such Japanese print which the Chief of Interior Security Police of the Assembly Center considers actually subversive in nature.

administrative
orders

INSTRUCTIONS GOVERNING FINANCIAL PROCEDURE

FOR

AGENCIES PERFORMING SERVICES

FOR

WARTIME CIVIL CONTROL ADMINISTRATION

WARTIME CIVIL CONTROL ADMINISTRATION

1231 Market Street

San Francisco, California

Telephone KLondike 2-2611

1. In the interest of fiscal control for the W.C.C.A. it is imperative that all operating agencies associated with the W.C.C.A. under directive contained in Executive Order No. 9066, dated February 19, 1942, submit to the Assistant Chief of Staff, Civil Affairs, an estimate of financial requirement necessary to carry out their respective assigned functions in connection with evacuation and temporary settlement operations.

2. Estimates will cover period from the date the reporting agency became associated with the W.C.C.A. to include April 30, 1942. The estimate will be broken down into the following general headings. Headings inapplicable to the reporting agencies assigned functions will be carried in the estimate with notation showing "not applicable.. no funds required."

a. Cemeterial Expenses

(Disposition of remains of persons under control.)

b. Clothing

(Issues of clothing, alteration and repair of clothing; issues necessary laundry supplies; issues of authorized toilet, barber and tailor material, to persons under control, who are without personal funds. Issue to be made on basis of proven necessity only and subject to approval of respective camp manager.)

c. Communication

(Rental and payment for commercial, exchange, message trunk-line, long-distance, and leased-line telephone service. Telegraph messages including rental of commercial telegraph lines and equipment.)

d. Contingencies

(For all emergencies and extraordinary expenses, impossible to anticipate or classify. Obligations in this category to be made only after obtaining approval of Lieutenant General DeWitt.)

e. Medical and Hospital

(Medical and hospital supplies for camps, for laundry work for persons under control while patients in a camp hospital including laundry for attending medical personnel on duty with camp hospital.)

f. Pay of Personnel

- (1) Pay regular Civil Service Employees
- (2) Pay emergency or temporary employees
- (3) Pay security wage (W.P.A.) employees
- (4) Pay to persons under control who are engaged for work on authorized projects.

Complete roster of employees referred to in (1) and (2) above will be submitted showing Civil Service Classification, applicable salary rate, a brief resume of assigned duties. The date each employee was assigned to W.C.C.A. duty will be indicated. Do not include employees who are only incidentally associated with W.C.C.A. affairs and whose incidental services are such as to place no additional burden upon the salary funds of the operating agency as to warrant reimbursement therefor from military appropriations.

In hiring emergency or temporary employees, the salary rates prescribed in the Classification Act will govern unless good

and sufficient reasons justify deviation from the Classification Act rates.

Rates of pay for security wage (non evacuee) employees (W.P.A.) will be governed by regulations of the operating service.

Rates of pay for persons under control (evacuees), including deductions for subsistence, etc., will be established by the operating agency (in consultation with War Relocation Authority), subject to approval of Lieutenant General DeWitt.)

g. Regular Supplies

(Authorized issues of candles and matches; authorized issues of soap, toilet paper; equipment and furniture for kitchens and mess hall, each and all for the persons under control. For stationery, office furniture, typewriters, including blank books and blank forms, and for printing orders and reports essential and necessary.)

h. Shelter and Utilities

(Expenses incident to the construction, installation, operation and maintenance of buildings, utilities, appurtenances and accessories necessary for the shelter, protection and accommodation of the persons in custody. Rental of buildings, provided space is not available in Government-owned buildings and grounds for required purpose. Water supply, sewer and fire-alarm systems, fire apparatus, roads, walks, drainage. Purchase of water, disposal of sewerage. Stoves required for use for heating offices, hospitals, barracks, also ranges and stoves for cooking food and apparatus and appliances for cooking and serving food, including maintenance and repair of such heating and cooking appliances. For furnishing heat and light for the authorized barracks, hospitals, storehouses and offices.)

i. Travel

(For travel allowances and travel in kind, as authorized by law for authorized personnel traveling in connection with activities pertaining to alien control and removal, including mileage, transportation, reimbursement of actual expenses, or per diem allowances of authorized personnel. Where necessary, transportation of persons under control and being evacuated, and actual subsistence costs (not exceeding \$1.00 per meal) for such persons being transported where it is impracticable to supply cooked or travel rations in kind. Estimates for anticipated travel and per diem expenses for authorized civilian employee travel will include a brief outline of necessary travel upon which estimate is based.

k. Transportation

(For the transportation of supplies, including packing and crating. For tolls and ferriage; for drayage and cartage; for operation, maintenance and repair of wagons, carts, drays, other vehicles and motor-propelled vehicles required for transportation of persons in custody and supplies and for necessary official camp and administration purposes.)

l. Other Anticipated Expenses

(Outline in detail and justify.)

3. a. Operating agencies will not procure materials, supplies, equipment, work or services for Army (Form 1080 reimbursement) account except as falls within the scope of their assigned functions as indicated in written general directive to the operating agency from Headquarters, Western Defense Command and Fourth Army.
- b. Procurement of all office supplies, office equipment and administrative office personnel, not peculiar to the operating agency, must be made in accordance with Administrative Order No. 2 W.C.C.A., dated March 30, 1942, the expenses thereof being paid from monies previously advanced to O.E.M. accounts from military funds. No reimbursement (Form 1080) procedures are involved in this connection.
- c. All procurement of office space; contracting for telephone and teletype services of a recurring nature; or authorizing of travel when requested by Division heads and furnishing the necessary forms for Government travel (except military personnel) will be effected as outlined in paragraph 3.b. above.
4. a. Attention of all operating agencies is called to attached extract copy of General Regulation No. 78..Revised, General Accounting Office. Billing offices will be expected to state their Forms No. 1080 as provided therein.
- b. Salary and travel reimbursement vouchers (Form No. 1080) will be supported by copies of payrolls and travel vouchers on which employees were paid by billing office disbursing officer. These supporting vouchers will contain the voucher reference and other data of the billing office's disbursing officer. In connection with salary reimbursement vouchers (Form No. 1090) the attention of operating agencies is called to the requirements of a decision of the Controller General of the United States (13 C.G. 234). Careful reading thereof will indicate the importance and necessity of expeditious submission of roster called for in paragraph 2 f, above. The synopsis of the decision reads:
- "Pursuant to the provisions of Section 601 of the act of June 30, 1932, 47 Stat. 417, two Departments of offices of the Government operating under separate appropriations may enter into an agreement for purely personal services by the personnel of one department or office for the performance of the work of the other, for which reimbursement or transfer of appropriations may be made not to exceed the regular salary and authorized expenses, if any, of the personnel covering the period involved.
- "In the absence of a written order or agreement in advance providing the interdepartmental personal services, or unless the written order or agreement specifically provides for reimbursement, the loan of personnel between departments or offices will be regarded as having been made as an accommodation for which no reimbursement or transfer of appropriation will be made for salaries."
- c. All reimbursement vouchers (Form No. 1080) covering transfer of either used or new materials, supplies and equipment will be valued as indicated in paragraph 3a, b and c, attached regulations. Materiel reimbursement vouchers will be supported by Receiving

Report (WD Q.M.C. 431) (in duplicate) signed by the regularly designated military accountable and responsible officer at point of delivery.

(1) Under authority contained in letter, Headquarters Western Defense Command and Fourth Army, file 303.6 (Fin), dated April 16, 1942, it is recognized that the military receiving instrument referred to above may not be immediately available to all operating agencies. Authority to utilize the property receiving instruments peculiar to the billing agency was granted in the following language:

"** the several civilian governmental agencies cooperating with this headquarters in alien removal and evacuation activities may utilize receiving instruments peculiar to the operating service as evidence that property involved in appropriation reimbursement procedures (Form 1080) between funds of the military and the civilian agency, has been received. Provided that such forms, prepared in duplicate, shall be duly accomplished by a properly designated civilian accountable officer appointed as such under the terms of Memorandum, this headquarters, dated March 20, 1942, to the Assistant Chief of Staff, Civil Affairs, this headquarters.

(2) Agencies cooperating in alien evacuation and control, whose activities are such as do not warrant designation of an accountable and responsible property officer under the terms of the aforementioned memorandum, will support their reimbursement vouchers (Standard Form No. 1080) by properly authenticated receiving instruments peculiar to their service. These receiving instruments will be prepared in triplicate and annotated to show that accountability rests with the Property Officer, Wartime Civil Control Administration, and that the property involved will be produced, or suitable evidence furnished as to its disposition when called upon to do so by the Property Officer, Wartime Civil Control Administration."

- d. Reimbursement vouchers (Form No. 1080) will be accompanied by, and will be abstracted on Schedule of Disbursements, Standard Form No. 1064 (prepared in triplicate). Reimbursement vouchers are submitted to the Inspection and Fiscal Branch, W.C.C.A., Whitcomb Hotel, 1231 Market St., San Francisco, California.

5. Nothing in the foregoing budget estimate requirements is to be construed to restrict the operating agency in carrying out its assigned functions. Submission of supplemental estimates, in form set forth above, may be submitted at any time. Justification for the supplemental estimate will be made.

6. Estimates for operations to cover period May 1, 1942 to June 30, 1942 should be submitted as soon as practicable.

7. Activities of the War Relocation Authority are not to be included in the estimates as that agency operates within the limits of such funds as may be available to it.

8. Comment of the operating agencies on desirability of effecting transfer of appropriations from War to the account of operating agency for disbursing through the reporting agencies' regular paying channels is desired.

2 Incl.

- 4 -

Revised (4-21-42) Instructions Governing Financial Procedure for Agencies Performing Services for Wartime Civil Control Administration.

PROCEDURE FOR ADJUSTMENT BETWEEN APPROPRIATION FUND, LIMITATION, AND OFFICIAL
PROJECT ACCOUNTS.

(General Regulations No. 78-Revised)

August 17, 1937.

1. The procedures prescribed (1) in General Regulations No. 78 and Supplement No. 1 thereto, dated April 4, 1934, and November 22, 1934, respectively for the use of standard forms Nos. 1080, 1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds, and Standard Form No. 1081, Schedule of Adjustments; (2) in General Accounting Office circular letter, A-65773, dated May 9, 1936, which authorizes the use of the above forms for adjustments between official projects under the same appropriation; and (3) in General Regulations No. 21 and Supplement No. 1 thereto, dated March 10, 1923, and March 12, 1928, respectively, authorizing the use of Standard Form No. 1034, Public Voucher for Purchases, and Services other than Personal, for adjustments between appropriations, are hereby rescinded, and the procedure hereinafter provided in lieu thereof and the following standard forms are hereby prescribed for general use throughout the Government service, effective October 1, 1937:

Form No. 1080--Revised, Voucher for Adjustments between Appropriations and/or Funds (original--white)
Form No. 1080a--Revised, Voucher for Adjustments between Appropriations and/or Funds (memorandum--yellow)
Form No. 1080b--Revised, Voucher for Adjustments between Appropriations and/or Funds (collection voucher--blue)
Form No. 1080c--Revised, Voucher for Adjustments between Appropriations and/or Funds (memorandum of collection voucher--green)
Form No. 1081--Revised, Schedule of Adjustments
Form No. 1097, Request for Corrections in Appropriation, Fund, Limitation, and Official Project Accounts.

ADJUSTMENTS FOR TRANSFERS

2. Adjustments between appropriations, funds, limitations, and official projects for services performed, for materials, supplies, and equipment furnished, and for advance payments requested pursuant to law for services to be performed or supplies to be furnished, will be accomplished by use of revised Forms 1080, 1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds, hereinafter referred to as the "adjustment vouchers," and 1081--Revised, Schedule of Adjustments, except as otherwise provided in paragraph 7.

CLASSES OF TRANSFERS

3. In order that the General Accounting Office may act promptly on adjustment vouchers it is desired that for the different classes of transactions shown below information be furnished as indicated:

(a) Transfers of materials, supplies and equipment (other than from storehouse stock).--Materials, supplies, and equipment should be transferred, if new, at the cost of acquisition; if used or otherwise depreciated in value, at cost of acquisition less depreciation. In determining the transfer value of used materials, supplies, and equipment there must be taken into consideration a proper allowance

(Continued) Form No. 7-60

REF. VI 34204

11 I certify that the appropriation
be credited has been or
will be available for
replacement.

Government service effective October 1, 1937.
Following standard forms are hereby prescribed for general use throughout the
Bureaus, and Services other than Personnel, for adjustments between appropriations,
responsively, authorizing the use of Standard Form No. 1334, Twelfth Voucher for
No. 31 and Supplement No. 1 thereto, dated March 10, 1935, and March 12, 1938,
official projects under the same appropriation; and (2) in General Regulations
May 9, 1935, which authorize the use of the above forms for adjustments between
Adjustments; (3) in General Accounting Office letter, dated April 1, 1937, dated
between appropriations and/or Funds and Standard Form No. 1031, Schedule of
use of Standard Form No. 1334, Twelfth Voucher for Adjustments
No. 1 thereto, April 1, 1937, and No. 31 and Supplement No. 1 thereto, dated
The following forms have been or to be omitted and have been or

and Official Project accounts.
Form No. 1097, Request for Corrections in Appropriation, Fund, Limitation,
Form No. 1081--Revised, Schedule of Adjustments
and/or Funds (enumeration of collection voucher--green)
Form No. 1080--Revised, Voucher for Adjustments between Appropriations
and/or Funds (collection voucher--blue)
Form No. 1080--Revised, Voucher for Adjustments between Appropriations
and/or Funds (enumeration--yellow)
Form No. 1080--Revised, Voucher for Adjustments between Appropriations
and/or Funds (collection--white)
Form No. 1080--Revised, Voucher for Adjustments between Appropriations

SECRET. ST. 804 205717Z JUL 61

2. Adjustments between appropriations, funds, limitations, and official projects for services performed, for materials, supplies, and equipment furnished, and for advance payments requested pursuant to law for services to be performed or supplies to be furnished, will be accomplished by use of revised forms 1080, 1080a, 1080b, and 1080c. Transfer for Adjustments between appropriations and/or funds, notwithstanding to be the "adjustment vouchers," and 1081--Revised, Schedule of Adjustments, except as otherwise provided in paragraph 3.

CLASS OF 1947

8. In order that the General Accounting Office may not promptly on adjustment vouchers it is desired that for the different classes of transactions shown below information be furnished as indicated:

(c) Transfers of materials, supplies and equipment (other than from stockpiles) to the military, supplies and equipment should be transferred, if not, at the cost of acquisition; it need not otherwise be valued at cost of acquisition. In determining the transfer value of such materials, supplies and equipment there must be taken into consideration a proper allowance for loss depreciation.

for depreciation, computed upon such standard basis may be determined to be proper, the computations with respect thereto to be stated on the adjustment voucher. There shall be shown on the adjustment voucher the reference to the disbursing officer's voucher number and symbol covering the acquisition of the said articles. In the event the required voucher reference cannot be furnished, the transfer value of the article will be applied as miscellaneous receipts.

(b) Transfers from store house stock.--Where materials, supplies, and equipment are furnished from storehouse stock there should be a statement on the adjustment voucher to that effect and that the appropriation to be credited has been or will be available for replacement thereof, if such replacement is necessary. If replacement is not necessary, the fact should be indicated on the adjustment voucher and the credit directed to be applied, as miscellaneous receipts, to account "5115. Sale of Government Property--All Other." The unit price of all materials, supplies, etc., so transferred should be the average cost price or a price computed upon such other basis as will insure full reimbursement to the fund from which acquired, and the unit price and basis used will be shown on the adjustment vouchers.

(c) Transfers of costs for special or shop-job work.--Where transfers of costs for special or shop-job work are to be consummated, the department, bureau, or establishment performing the services for which reimbursement to the appropriation or fund is to be made should show on the adjustment voucher either the job price per unit for work or a distribution of the charges as between labor (personal) services, materials, and supplies, and general overhead, together with a statement showing the basis used for such distribution.

(d) *****

PREPARATION OF REVISED FORMS 1080, 1080a, 1080b, 1080c, and 1081

4. By the billing office.--(a) The department, establishment, bureau, or office (the billing office) performing the services or furnishing the supplies for which reimbursement or advance payment is sought will prepare the adjustment vouchers, revised Forms 1080, 1080a, 1080b, and 1080c (all of which will be prepared at one writing), by showing thereon in the spaces provided therefor (1) the bill number, (2) the names of the departments, establishments, bureaus or offices concerned, (3) detail data pertaining to articles, services, etc., transferred, and (4) in the accounting classification block on Forms 1080b--Revised and 1080c--Revised, to be completed by the billing office, on one line in the column headed "Appropriation, Limitation, or Project Symbol" the appropriation or fund symbol and the suffix of the limitation or project, if any is involved, to be credited. If more than one limitation or project is involved additional lines will be used for each such additional limitation or project. The amounts to be credited to the limitation or project will be shown in the column headed "Limitation or Project Amount" on the same line as the symbol, and the appropriation title and amount creditable to such appropriation will be entered in the columns headed "Appropriation Title" and "Appropriation Amount", respectively. Forms 1080--Revised and 1080b--Revised will be certified by the officer in the billing office having administration of the appropriations or funds to be credited.

(b) The original and Memorandum copies of the adjustment voucher (Forms 1080--Revised and 1080a--Revised) and the collection voucher (Form 1080b--Revised) will be transmitted by the billing office to the department, establishment, bureau, or office for which the services were or are to be performed or the supplies were or are to be furnished. One memorandum copy of the collection voucher (Form 1080c--Revised) will be retained by the billing office awaiting information as to the action taken.

5. By the office billed. (a) Upon receipt of the adjustment vouchers in the department, establishment, bureau, or office billed, they will be completed as follows:

(b) In the accounting classification block on Forms 1080--Revised and 1080a--Revised, to be completed by the office billed, there will be shown on the one line in the column headed "Appropriation, Limitation, Or Project Symbol" the appropriation or fund symbol and the suffix of the limitation or project, if any is involved, to be charged. If more than one limitation or project is involved additional lines will be used for each such additional limitation or project. The amounts to be charged to the limitation or project will be shown in the column headed "Limitation or Project Amount" on the same line as the symbol, and the appropriation title and amount chargeable to the appropriation will be entered in the columns headed "Appropriation Title" and "Appropriation Amount", respectively. The lower portion of the accounting classification block is for use by the administrative office as an aid in posting to the administrative records the amounts listed thereon.

(c) The adjustment voucher (Forms 1080--Revised and 1080b--Revised) if approved will then be certified for payment by the officer having administration of the appropriations or funds to be charged.

- (d) ****
- (e) ****
- (f) ****

EFFECTING ADJUSTMENTS IN ACCOUNTABLE OFFICERS' ACCOUNTS

- 6. ****
- (a) ****

7. In the accounts of different accountable officers.--(a) In those cases where payments for services rendered or for supplies, equipment, etc., transferred by one agency of the Federal Government to another are required to be made by a different accountable officer than the one authorized to receive and account for the amount of the collections, the bureau or office performing the services or transferring the said supplies, etc. (the billing office), will state an adjustment voucher on revised Forms 1080, 1080a, 1080b, and 1080c, as hereinbefore provided in paragraphs 4 (a) and (b).

(b) Upon receipt of the adjustment vouchers in the department, establishment, bureau, or office billed, they will be completed as hereinbefore provided in paragraphs 5 (b) and (c).

- (c) ****
- 8. ****
- (a) ****
- (b) ****
- (c) ****

PROCEDURE FOR EFFECTING CORRECTION OF ERRORS

- 9. ****
- 10. ****
- 11. ****
- 12. ****
- 13. ****

R. N. ELLIOTT,
Acting Comptroller General of the United States.

[Volume 17--Page 1126--Doc. Comp.]

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

ADMINISTRATIVE ORDER #2

March 30, 1942

TO: All Personnel of the Wartime Civil Control Administration.
SUBJECT: Procurement of Supplies, Equipment and Personnel.

Effective immediately all requests for office supplies, equipment or personnel will be made on approved forms and in the following manner:

SUPPLIES:

Each Division will prepare a Requisition for office supplies on Form OEM 390 in quadruplicate, retaining one copy for their file and transmitting the original and three copies to the Administrative Officer. The name of the Chief of the Division will be typed on the form to the left of the space provided for the signature of the Approving Officer. The original will bear the signature of the Division Head or his designated representative.

EQUIPMENT:

Requests for equipment such as desks, typewriters, adding machines, etc. may be made in the same manner but it is desirable to keep such items segregated from requests for supplies.

PRINTING:

Requests for printing will be made the same way - on separate requisitions. The printing of forms must be cleared through the Statistical Section and the sanction of that Section given before printing of forms is ordered.

PROCESSING:

Upon receipt of requisitions the Administrative Officer will take such steps as are necessary to procure the items requested and arrange for their delivery to the designated office.

UNAUTHORIZED PURCHASES:

It is important that requests for any of the above be handled in the manner outlined and verbal requests, because of volume, can not be given consideration.

Individuals placing orders directly with vendors will be held responsible for payment of items purchased. If requirements are exacting to the degree that selection by an individual is necessary, that can be arranged and a notation to that effect should be placed on the requisition.

PERSONNEL:

Requests for personnel will be submitted on Form OEM 28, one original and three copies with one copy to be retained for your files. It is unnecessary to complete the entire form and it should be prepared as follows:

Name, if known, will be typed on line 22. On line 23 the date on which the employee enters active duty will be indicated. Under "Proposed Status" indicate the suggested title and the proposed salary. The latter should be consistent with Civil Service classifications and if any question arises, advice as to proper classification will be furnished by the Personnel Assistant in the administrative office. On line 37 under "Remarks" a brief justification of the

ed for employment should be given and the original form signed by the Head of the Division in the lower left corner of the space. Approval will be indicated by the signature of the Administrative Officer in the space provided.

In the event the request for personnel involves a situation requiring recruitment, line 22 should be left blank and the Personnel Section will endeavor to recruit from files already established or from other sources, the type of personnel being requisitioned. In such instances it is important that the form be accompanied by additional information as to the qualifications necessary. In that case, one or more persons, apparently qualified, will be interviewed by the Personnel Section and will be referred to the Division Head who will make his selection.

In order to avoid delay in preparing payrolls, it is extremely important that these forms be completed and placed in the hands of the Administrative Officer as quickly as possible.

ATTENDANCE RECORDS:

Form OCM 396, Attendance Report, must be submitted for each payroll period and without it the Payroll Section is not authorized to issue payrolls.

The names of all employees on the W.C.C.A. payroll must be placed on this form grouped in the order of grades, beginning with the highest grade. An "X" will be placed in the space provided for each day of the period that the employee is working. If an employee is absent on Annual leave an "A" will designate his status. If he is absent on sick leave an "S" will be placed in the space.

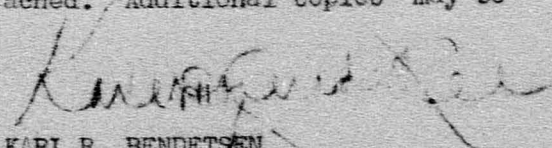
Form OCM 396 is to be signed by Division Chiefs or their authorized representatives. Signature cards, Form 1686, Treasury Dept. will be used to verify signatures.

To assist in keeping a record of employees an additional form will be provided for your own use. This form should be easily available to all employees in your Section and they should be required to sign "in" as they enter on duty each day. They will likewise indicate in the "Out" space the hour of their departure.

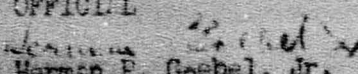
LEAVE:

Applications for Annual leave must be approved by Division heads in advance and Form OCM 8, signed by an authorized official, should be submitted at once. Sick leave must be applied for as quickly as possible after the employee returns to duty. Absence on sick leave in excess of three days requires the certificate of a registered practitioner.

Copies of forms referred to are attached. Additional copies may be obtained by requisition.


KARL R. BENDETSSEN
Colonel, G.S.C.
Ass't Chief of Staff
Civil Affairs Division

OFFICIAL


Herman P. Goebel, Jr.
Captain, Cavalry
Acting Adjutant

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 6, 1942

Administrative Order)
Number 3) ROUTINE ADMINISTRATIVE PROCEDURE

REFERRED BY MR. H. D. ARMSTRONG
H. D. Armstrong

APR 11 1942

GENERAL

1. CAD and WCCA, being part military and part civilian, entails an administrative organization which necessitates certain rules of procedure which must be strictly adhered to in order to eliminate unnecessary effort and confusion while retaining administrative control. The following are prescribed for the guidance and compliance of personnel, both military and civilian.

2. The administrative organization composed of CAD and WCCA occupies a dual status. CAD is a General Staff Section of WDC-4th Army and as such has no operating functions, but exists solely for the purpose of obtaining information for, assisting in the formulation of the policies of and advising the Commanding General, WDC-4th Army in matters pertaining to civil affairs. WCCA is not a staff section, but an operating body (although it has certain fact finding and advisory functions).

3. A matter which falls entirely within the scope of CAD will almost invariably be a "command" matter; this is usually a communication (order, request or otherwise) to subordinate units of WDC-4th Army or to higher headquarters (War Department, including S.O.S. etc.) Such is done entirely in the name of the Commanding General WDC-4th Army.

A matter which falls entirely within the scope of WCCA will seldom, if ever, be a matter of military command, although it may involve the direction (command) of civilian or other personnel under the jurisdiction of WCCA. In such case, the command is by the Officer in charge of WCCA.

4. A matter which partakes of both CAD and WCCA functions will be handled by the one having the major interest therein. This, in many cases, will require a decision based on the policy of endeavoring to relieve Headquarters, WDC-4th Army of as much of the administrative burden as possible.

PREVIOUS INSTRUCTIONS

5. All administrative instructions heretofor issued by CAD and WCCA, in conflict with the following, are hereby rescinded.

OFFICE HOURS

6. The office will be open seven days a week. Shifts will be arranged by Section Chiefs so that an operating staff is available each day. Normal civilian employment is eight hours a day.

The lunch period is 45 minutes. A member of each section must be available at all times between 8:15 AM and 10:00 PM so that correspondence, telephones, etc., can be adequately covered.

OFFICE OF RECORD

7. CAD is an Office of Record. A mail and record room will be operated. Mail and records will be indexed and filed in accordance with the Dewey Decimal system. Records sent to the record section for file, must bear in the lower right hand corner the word "file" and the initials of the person authorizing the filing.

CORRESPONDENCE

8. Form and composition of letters.

a Command Letters.

(1) Command letters will be prepared in strict conformity with Army Regulations 340-15 "Correspondence, How Conducted". They will be written on stationery "HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY". The heading of such letters will be entirely within the upper third of the first sheet and substantially in the following form:

HEADQUARTERS WESTERN DEFENSE COM AND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

April 10, 1942

SUBJECT: Administrative Matters.

TO: Commanding General, Southern California Sector.

Paragraphs will be numbered and indented. No salutation will be used. No complimentary closing will be used; where the signature is to be that of an officer other than the Commanding General, there will be typed on the line preceding the signature line, the phrase (to subordinate units) "By Command of Lieutenant General DeWitt"; (to higher authority or to military commanders, not under the jurisdiction of C. G., WDC-4th Army) "For the Commanding General".

(2) Command communications to subordinate units of WDC-4th Army will be signed by the Adjutant General or an Assistant Adjutant General. Command communications to higher headquarters or to a military headquarters, not under the jurisdiction of WDC-4th Army, will be signed by the Adjutant General, an Assistant Adjutant General or, in certain cases, by the Commanding General (in his absence, by the Chief of Staff).

(3) Signature will be followed, where signed by the Commanding General, with

"J. L. DeWitt
Lieutenant General U. S. Army
Commanding"

Where signed by the Chief of Staff; with

"J. L. Bradley
Brigadier General U.S. Army
Chief of Staff"

Where signed by the Adjutant General; with

"H. B. Lewis
Colonel, A. G. D.
Adjutant General"

Where signed by Captain Fullerton; with

"Hugh T. Fullerton
Captain, A. G. D.
Assistant Adjutant General"

Where a communication must be sent to the Presidio for concurrence, the above will not be typed. This will enable the Adjutant General to sign the letter immediately after the last necessary concurrence has been obtained.

b Non-command letters.

(1) Non-command letters will be composed in accordance with correct business practice, usual courtesy and as further prescribed herein. They will be written on stationery "Headquarters Western Defense Command and Fourth Army, Office of the Assistant Chief of Staff, Civil Affairs Division, Wartime Civil Control Administration". Paragraphs will not be numbered, but will be indented. The first paragraph of a letter replying to another communication will identify such communication by subject and date. If the communication received was addressed to Lt. Gen. J. L. DeWitt, but the answer is to be signed by another, the first paragraph will also contain a phrase substantially in the form "Lieutenant General J. L. DeWitt has directed me to acknowledge your letter *****". The salutation will be "Dear Sir" or "Dear Madam" except in letter addressed to high civilian officials, where a phrase such as "Dear Senator Jones" or "Dear Governor" will be used. The body of the letter will be as brief as is consistent with a complete statement and with usual rules of courtesy. The complimentary closing will be "Very truly yours" in all cases except (a) where a letter is thanking the addressee in which case "Sincerely yours" will be used and (b) where the letter is to a high civilian official in which case "Sincerely yours" or other phrase may be used, depending upon the degree of acquaintance or friendship between the writer and the addressee.

(2) Non-command communications will be signed as follows:

(a) Signature will ordinarily be by Captain Fullerton,
followed by

"Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General"

However, in certain cases signature will be as prescribed for command communications; these cases will generally be letters to members of Congress, etc. The purpose of having all letters, command or non-command, normally signed by the Assistant Adjutant General, is to enable a degree of administrative control over correspondence and to assure proper recording, mailing, filing, etc.

II (b) Where the basic communication is addressed to Colonel Bendetsen and there is a personal relationship, signature will be personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
Assistant Chief of Staff
Civil Affairs Division
Wartime Civil Control Administration"

However, where Colonel Bendetsen does not have a personal, as distinct from an official, interest in the matter, signature will be as prescribed in the immediate preceding paragraph.

(c) Communications from Colonel Bendetsen to C.A.D. and/or WCCA staff, will be signed personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
A. C. S., C. A. D.
W. C. C. A."

Where Colonel Bendetsen cannot, because of absence, etc., sign, such communications will be "By order of Colonel Bendetsen", signed by the Executive Officer and authenticated by the Adjutant.

(d) Communications issued to the staff by, or by authority of Colonel Bendetsen, will be entitled (a) "Administrative Orders No. _____", and (b) "Memorandum No. _____". Orders will be directive, memoranda will be informative. Normally, memoranda will be "By Order of Colonel Bendetsen" and signed by the Executive Officer. Administrative Order issued April 6, 1942 will be numbered 3. Memorandum, issued April 6, 1942, will be numbered 1.

(e) Press Releases will be issued by the Public Relations Branch. They will not bear the signature of Colonel Bendetsen or any other officer of this staff; however, before release, they must be approved by Colonel Bendetsen.

9. Copies.

a Excessive copies will be avoided. In general; command letters, when delivered to the Assistant Adjutant General, for dispatch, should comprise the original, 2 white and 1 green carbon copy; non-command letters will have only the green copy. If the office preparing the communication desires to have the matter suspended, i.e. where a reply to the letter is expected or certain action is expected at a later date, an additional carbon (pink), should be included

with the desired suspense date indicated; such copy will be placed in the A. G. suspense file and brought to the attention of the interested officer on the suspense date.

b The green carbon copy is the record copy and will, in each case, have typed or stamped upon it, the initials of the person dictating or composing the letter and the initials of the typist. The initials of the composer will be in capitals followed by a slant line and the initials of the typist in small letters. Below them will appear the initials "CAD". These initials will be placed within one half inch of the right edge of the green carbon copy, approximately opposite the date.

10. Preparation for mailing.

a After a communication has been prepared by the typist, it will be checked by the typist with another person against the stenographic notes or other draft. Thereafter the letter with envelope will be fastened with two paper clips (not staples) to the carbon copies so that the green carbon copy protrudes approximately one half inch beyond the right edge of the original. The letter will be delivered to the composing officer for his review and correction. If correct, he will initial the green carbon copy above his typed initials. He will then obtain, on the green carbon copy, the initials of all other interested Chiefs of Sections of CAD and WCCA. If the communication requires the concurrence of staff sections of WDC-4th Army, he will attach to the letter a routing slip with such interested staff sections checked.

b The letter will then be delivered to the Assistant Adjutant General's office where, if all concurrences have been obtained, it will be signed, mailed and carbon copies filed, with pink copy, if any, placed in the A. G.'s suspense file. If the officer preparing the letter desires a copy for his own files, he should direct the pulling of a copy prior to delivery of the communication to the Assistant Adjutant General.

c Communications to which are attached a routing slip for concurrence of staff sections, at the Presidio, will be sent by the Assistant Adjutant General to the Presidio by messenger and concurrence will there be obtained; thereafter the letter will be sent to the office of the Adjutant General, WDC-4th Army at the Presidio who, or one of his assistants, will sign and dispatch the letter from the Presidio.

11. Preparation and Composition of Telegrams, Teletypes and Radiograms.

a Number of copies. There should be an original, one white and one green carbon copies (pink suspense copy, if desired).

b Brevity. Conciseness is essential, but clarity must not be sacrificed for brevity. There may be used such beginning phrases as "Rourtel", "Reurad" to identify an earlier communication.

c Signature. The signatures will be as follows:
Command messages to higher authorities:

"DeWitt
Commanding
WDC-4th Army"

Command messages to subordinate units

"Lewis, AG
WDC-4th Army"

Non command messages:

normally "Lewis, AG
WDC-4th Army"

but, if by nature of the message, there is reason to sign it otherwise, the surname or full name of the officer signing will be used followed by his official capacity, e. g.

"Bandetsen, Colonel
Wartime Civilian Control Administration

d Authentication. The green carbon copy will be prepared similar to the green copy of a letter and will, before submission to the Assistant Adjutant General, have all necessary concurrences evidenced by initials. The Assistant Adjutant General will then authenticate all out-going communications as follows: either in the lower left hand corner or upper right near the date line, depending upon the form, will be in capitals "Official", with a space for signature and thereafter

"Hugh T. Fullerton
Captain A.G.D.
Assistant Adjutant General"

Where concurrences must be obtained from WDC-4th Army at the Presidio the word "Official" only will be used; space for signature will be left.

12. Messenger service.

Inter-office messenger service is scheduled every thirty minutes from 8:00 AM to 8:00 PM each day. During the period 8:00 PM to 8:00 AM messenger service may be obtained by calling local 689. Messenger service to and from the Presidio will be available on the following schedule

Leave Hotel Whitcomb at 6:00 AM, 11:30 AM and 4:30 PM.

Leave WDC-4th Army at 8:00 AM, 1:00 PM and 6:00 PM. Special service to the Presidio at other hours may be arranged by calling local 689.

13. Classified Communications.

Any communication which has been classified as "Secret" or "Confidential", when not in active use, (including nights), will be delivered to the Assistant Adjutant General, for locking in the safe or other disposition.

Such communications will not be handled by messenger, but will be handled by hand, from one Commissioned Officer to another, or designated Non-Commissioned Officers, or by Civilian Section Chiefs.

Karl R. Bendetsen ⁴

KARL R. BENDETSEN
Colonel G. S. C.
A. C. S., C. M. D.
W. C. C. A.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

June 9, 1942

SUBJECT: Personal dealings with Evacuees

TO : All Agencies serving in or with Wartime
Civil Control Administration

1. It has come to my attention that there may have been personal financial transactions or negotiations between personnel serving in or with the Wartime Civil Control Administration and Japanese evacuees.

2. Any such practice by persons connected with the Wartime Civil Control Administration in any capacity cannot be tolerated and it is requested that you caution any of your officers or employees serving with or in Wartime Civil Control Administration that they are required to confine their relationships and dealings with such evacuees to official business only. No personal business of any nature between Wartime Civil Control Administration personnel and such evacuees is permitted.

/s/

KARL R. BENDTSEN
Karl R. Bendtsen
Colonel, C. S. C.
Assistant Chief of Staff
Civil Affairs Division

ORGANIZATION AND OPERATIONS OF EVACUATION CONTROL UNITS

I **GENERAL:** In connection with the evacuation of aliens and other Japanese from Pacific Coast military areas, there has been established in the Farm Security Administration the Evacuation Control Unit. The functions of this unit are parallel to, and not part of the FA function and program. It is headed by a Chief, who is responsible to the Regional Director. Its field people work in close cooperation with the FA personnel. This instruction describes the functions, organization, and operations of the Evacuation Control Unit.

II DEFINITIONS:

A **CCA:** Symbol for Wartime Civil Control Administration. It is made up of three agencies: the Farm Security Administration, the Federal Security Agency, and the Federal Reserve System. These agencies are joined in a team to assist the Army in the evacuation of designated groups of people from certain defense areas.

B **CCA Field Offices:** Headquarters for local CCA teams. They are scattered throughout the "evacuation area". A list of these offices is contained in WFA instructions in the 913 series. At least one FA Field Agent is located in each such office.

C **FA Field Agents:** FSA representatives in local CCA teams. They handle all farm cases. The Federal Reserve representatives handle the transfer or storage of business and personal property. The Employment Service (Federal Security) provides offices, equipment, supplies, office management, and some personnel.

D **Evacuation Project:** Removal of civilians designated by the Army, from a specific area within a given length of time. These projects are numbered. They are announced by Civilian Exclusion Orders issued by the Army. Such orders specify dates for required registration of all persons subject to evacuation. This period is usually 1 or 2 days. The period between the issuance of the order, and the clearance of the area, is usually about 5 days.

E **Civil Control Stations:** Headquarters for special CCA teams who directly assist in the final clearance of evacuees in an excluded area. These stations are always located in an evacuation project area. Often more than one station is situated in such an area, but in these instances separate zones are established, so that each evacuated person deals with only one station.

F **FSA Evacuation Control Units:** FSA representatives on CCA General Station teams. They may consist of four classes of personnel, as follows:

1. Evacuation Agents
2. Assistant Evacuation Agents
3. Interviewers
4. Assistant Interviewers (Clerk-Stenographers)

DISTRIBUTION All FA Personnel

(4-1 -42)

(REV. 4-11-42)

Usually the Unit will consist of but three people, this staff may be supplemented during the registration period (1 1/2 to 2 days) by personnel from the Field Agent's staff, if the pressure of work in the WFA office will possibly permit such an arrangement. All members of a Control Unit may be required to act as interviewers during the actual registration.

G Additional Field Services: In addition to the above, two types of field service personnel may be available to assist Control Units on special problems: Special Evacuation Agents, who are attorneys; and Assistant Agents, who will act as trouble-shooters.

III GENERAL PLAN OF OPERATIONS:

A General: On March 16, 1942, the evacuation program was begun. Field Offices were set up and WFA Field Agents began to register Japanese farmers and prospective substitute operators, and to extend credit to substitute operators.

Shortly thereafter a number of FSA Special Negotiators were put in the field to assist in reviewing and closing deals between evacuating farmers, processors, cooperative associations, marketing agencies, and similar organized groups.

A large force of WFA Field Agents and their staffs has been working throughout the Pacific Coast Military area, promoting and assisting in the transfer of farms and disposal of farm property by all people subject to evacuation.

B Preliminary Planning by Evacuation Agent and Field Agent: Planning for evacuation requires close team-work between the Field Agents and the Evacuation Agents. The Evacuation Agent will take the following steps when he comes into an evacuation project area:

1. Promptly contact the Field Agent.
2. Analyze with the Field Agent the number of Japanese Farmers in the new excluded area, and discuss the situation.
3. Plan with the Field Agent the number of personnel which will be needed during the registration period, and arrange for the provision of these personnel, from the WFA staff if possible. In some instances the Evacuation Unit can handle the job; in others, assistance from the Field Office will be needed. In the event such help is required and it cannot be made available by the Field Agent, he will cooperate fully by assisting in the selection and employment of temporary additional personnel.
4. Then go to the Civil Control Station and request space and arrangements accordingly.

C Cooperation Between Evacuation and Field Agents During Evacuation:

During the operation of the Civil Control Station the Evacuation Agent and the Field Agent must work effectively together. The Evacuation Agent will see that the following are accomplished:

1. The status of each case is recorded on Form WFA-30, Control Station Record, in duplicate.
2. The Field Agent is notified promptly of all cases where substitute operators have not been provided, or where deals for disposal of chattels have not been arranged.
3. The Control Unit cooperates fully with the Field Agent in actions to prevent abandonment and find suitable substitute operators or purchasers.
4. That all original copies of WFA-30, and a copy of WFA-31, Control Station Tally Sheet, all completed and in order, are delivered to the Field Agent. The Evacuation Agent will remain in the area an extra day, if necessary, to deliver a clear report to the Field Agent.

It will be expected that the Field Agents will take necessary action to find substitute operators for any abandoned farms, to close pending deals, and to promote continuity of crop production in the evacuation area.

IV DETAILED CONTROL STATION PROCEDURE:

A Office Arrangements: The Evacuation Agent's first responsibility is to contact the U.S.E.S. representative in charge of the Control Station and make known his needs for space, equipment, supplies, etc.

B Contact with other Agencies: His second responsibility is to explain FSA'S part in the program to the other cooperating agencies. Ordinarily a meeting is held for this purpose the day before the Control Station opens. He should completely explain the FSA functions with particular emphasis on the fact that all farmers, nurserymen, greenhouse operators and oyster farmers must be routed through the FSA regardless of whether or not their farm arrangements have been completed. This is true even though the substitute operator has taken over.

C Internal Arrangement: The Evacuation Agent should arrange his interviewers in close proximity to one another so that the receptionist-stenographer can direct families to them with the minimum of confusion. Her desk should be placed in front of the others and should be clearly marked to identify it to the families as the FSA section.

D. Routing of Families. Each family registering is given an envelope by the receptionist at the control desk. Attached to the envelope will be a pink (routing and control) slip. If the family head is a farm operator, greenhouse operator, or nurseryman, or oyster farmer, the Control receptionist will check the block provided for FSA. The family head will eventually be directed to the FSA receptionist-steno. for FSA registration and recording of data on Form WFA-30.

V FOR S INVOLVED:

A Form WFA-30, Control Station Record, (original only)

1. The receptionist-stenographer will: PRINT in the name of the family head, Evacuation Project No., Case No., and then refer the case to an interviewer, passing him the Form.

2. The interviewer will: Complete Form WFA-30 insofar as possible during the first contact. Upon completion of the interview he will check the applicable spaces in the "Control Square" indicating the status of the case and the return date if the transfer or disposal of land, crops or chattels is not complete. If the evacuee has satisfactorily completed all arrangements and it is not necessary for him to return to the FSA, the interviewer will initial the pink "routing and control" slip just to the right of the FSA block. If the evacuee is to return to the FSA the interviewer will indicate the date just to the left of the FSA block, and insert a plain sheet of paper in the evacuees control envelope showing the return date and the interviewers name.

When this is done the interviewer should refer the evacuees to the check out control desk. The original of the WFA-30 will be placed in a folder for return to the FSA receptionist-stenographer for tabulating on form FA-31. This is done even though the family must return at a subsequent date to complete his arrangements.

3. Return interviews: Return interviews are handled in the same manner as the first interview except that the receptionist-stenographer will pull the form WFA-30 from her file and make it available to the interviewer.

The interviewer will carry on from where he left off, and bring the information up to date on Form WFA-30.

B. Form WFA-31, Control Station Tally Sheet

1. The receptionist-stenographer will: Register the family on this form by case number and name at the time she places the name and address on form WFA-30. This procedure will provide a complete registry of the families as they come to the FSA Section.

2. Receptionist-Stenographer's action on WFA-31 after interview: When the WFA-30 is returned to the receptionist-stenographer she will proceed as follows:

a. For completed cases: Tabulate all required information on Form WFA-31 (except remarks column) and indicate that the case is completed.

b. For incomplete cases: Tabulate data available on Form WFA-31 under status at registry, and indicate the return date. (See Note)

NOTE: It is necessary that the Stenographer keep the WFA-31 up to date at all times in order that accurate reports may be made (See report Procedure.)

3. Final preparation of WFA-31; when all cases have cleared through the FSA Section and all action possible has been taken at the Control Station, Form WFA-31 will be checked carefully against the WFA-30's by the Evacuation Agent, the Steno., and where possible, the Field Agent to assure that all information listed is correct. After this review the Evacuation Agent will enter any remarks applicable in the right hand column. The remarks are entered to assist the Field Agent in doing his work in the area after evacuation.

4. The items to be transferred from the WFA-30's to Tally Sheet are numbered. These numbers correspond to the numbers on headings of the Tally Sheet.

C. Final Disposition of Form WFA-31 and WFA-30: When the review is completed the Steno will type the form WFA-31 in an original and two copies for distribution as follows: Original and one copy to the Evacuation Chief, 30 Van Ness Avenue, San Francisco; one copy to the WFA Field Agent along with the originals of Form WFA-30. The WFA 30's should be arranged alphabetically and firmly attached to form WFA-31 before turning them over to the Field Agent.

NOTE: The Field Agent will undoubtedly wish to start work on incompleated cases before the Control Station is closed and the WFA 30's and 31's are turned over to him. Therefore, the names, addresses and pertinent information on unclosed transactions should be furnished him daily or oftener, as required.

VI. REPORTS BY THE EVACUATION AGENT:

A. At the close of each day of registration it is necessary to wire (collect) a report of the day's business to the Evacuation Chief at 30 Van Ness Avenue, San Francisco. THIS IS MANDATORY. The telegraphic report must contain the following information:

1. The date (day) covered by the report.
2. The number of evacuating farmers registered that day.
3. The number of such farmers with arrangements complete at time of registry.
4. The number partially complete.
5. The number with no arrangements.

This wire should be set up as follows:

APRIL 8 TOTAL 35 REGISTERED.
18 COMPLETE 8 PARTIAL 9 NONE
W. C. SMITH
EVACUATION AGENT

If no registrations were made, wire: "APRIL 8 NO REGISTRATIONS".

B. The report of registrations is a daily, not an accumulative, report. If 57 evacuees register on April 15, and 80 on April 16, the daily report for April 16 is 80, not 137.

C. A daily report of registrations need not be submitted for days of Control Station duty after the required registration period, unless additional evacuees are registered. Do not count re-interviews of evacuees as new registrations. If additional registrations are made, wire in the daily report. The Evacuation Chief knows, from having copies of Exclusion Orders, which days are registration days.

D. The Evacuation Agents will submit a final telegraphic report, at the close of the Station, containing grand totals of columns 4 through 9 of Form WFA-31. This wire will be set up as follows:

FINAL REPORT TOTAL NUMBER CASES 196, COLUMN
FOUR 166; FIVE 20, SIX 10, SEVEN 9, EIGHT
5000, NINE A 3750, NINE B 657.

V.C. Smith

Evacuation Agent

VII. REPORTS BY THE WFA FIELD AGENT: Upon receipt of Forms WFA-30 and 31 from the Evacuation Agent, the Field Agent will immediately reconcile his records on Form WFA-1 to reflect any corrected data regarding the transfer of farms. Such corrected records will then be the basis of subsequent periodic reports to the WFA program Chief by the WFA Field Agent.

(4-6-42)

CONTROL STATION TALLY SHEET

Project No. _____

City _____

Agent _____

[illegible]

NAME

CITIZENSHIP AGE

EVACUATION
PROJECT NO.CASE
NO.

ADDRESS

TENURE VESTED IN

CITIZENSHIP AGE

Interviewer

Date

CASE STATUS AT END OF 1ST INTERVIEW

COMPLETE ☐ PARTIAL ☐ NONE ☐

RETURN DATE:

CASE STATUS AT DISMISSAL

COMPLETE ☐ LAND ABANDONED ☐CROP ABANDONED ☐ MACHINERY ABANDONED ☐

HAS POWER OF ATTORNEY BEEN EXECUTED

COVERS: REAL ESTATE CROPS CHATTELS

NAME

ADDRESS

LOCATION

TOTAL ACREAGE

ACREAGE IN CROPS

EXPIRATION OF LEASE

TENURE: OWNER ☐ OWNER-MORTGAGE ☐PURCHASE CONTRACT ☐(INSERT RENTER ☐ SUB-RENTER ☐SHARE CROPPER ☐ACREAGE
IF MIXED) REMARKS

LANDLORD NAME

ADDRESS

REAL ESTATE

CREDITOR NAME

ADDRESS

HAS HE BEEN FOUND?

Substitute: Name

Address

IS DEAL PENDING

Alternate

Substitute:

MONEY COLLECTED?

REMARKS

SUBSTITUTE OPERATOR

DEAL WITH SUBSTITUTE

CHECK DEAL AMOUNT

☐ LEASE PURCHASED☐ LAND PURCHASED☐ CROP PURCHASED

OTHER (DESCRIBE)

CROPS

CHATTELS

LIENS

CREDIT

SECURITY

AMOUNT

CROPS

ACRES

TIME

SUBSTITUTE OPERATOR BOUGHT

ALL

PART

NONE

LIST ALL FOR WHICH DEAL NOT YET COMPLETED.
BUILDINGS AND IRRIGATION FACILITIES.

INCLUDE AVAILABLE

TOTAL VALUE-ENCLOSED ITEMS \$

*CROSS OUT ANY OF THE ABOVE SOLD, STORED, OR ARRANGED FOR AT TIME
OF DISMISSAL.

REMARKS

FEDERAL SECURITY AGENCY
OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES
785 Market Street
San Francisco, California

April 7, 1942

Warline Civil Control Administration
Whitcomb Hotel
San Francisco, California

Under date April 7, 1942, Colonel Haas issued the following directive to the civil agencies participating in the operation of civil control stations:

1. For the purpose of processing evacuees, civil control stations will be located in unit areas to be evacuated. Within each such station there will be included appropriate sections to render services applicable to the several interested civilian agencies. The civilian agencies concerned will provide for the personnel and the instruction of the personnel assigned to these sections. The supervisor of each section will control all matters pertaining to the services rendered by his particular agency.

2. The Federal Security Agency will be responsible for the establishment, organization and operation of the control station as a whole. A manager of the control station will be named by the Federal Security Agency. This manager will receive instructions with reference to the evacuation project from the military authorities and will be responsible for the distribution and execution of these instructions by supervisors of sections within the control station.

3. The several civilian agencies will control the services rendered by their representatives at the control stations but insofar as the coordination and the operation of the installation as a whole is concerned, it is desired that the supervisors of sections be directed to receive their instructions from the manager of the control station.

In accordance with above, the Federal Security Agency has formulated and presents the attached "Operating Plan for Civil Control Station".

Very truly yours,

Richard M. Neustadt

Regional Director

I. Operating Plans for Civil Control Stations

The following process is based on a control station operation for 500 family heads, and assumes a two-day registration period, a six-day working period, and a six-day evacuation period excluding Sundays.

No more than 250 family heads will be scheduled for registration each of the two days. The physical facilities of each control station should be so arranged as to allow a natural flow of the activities for which the office is responsible.

The evacuee should be met by the receptionist, from there be referred to the social workers representing the Bureau of Public Assistance of the Social Security Board, then to the representative of the Federal Reserve Bank, Farm Security Administration, and United States Employment Service as needed.

An easy avenue of access should be provided between the social worker's desk and those of the other representatives.

Provision should be made to arrange the desks of the representatives, providing aisles so that only one exit and one entry is available. It is highly desirable that the assistant supervisor for Public Assistance be assigned a desk near the exit to facilitate the taking of an over-all review prior to the evacuees leaving the office.

The assistant supervisor of Public Assistance should be the last to see the evacuee prior to the disposition at the control desk. At that point, the records which the client carried with him in the office should be collected from him and routed for filing.

II. Organization, Management and General Definition of Responsibilities

The manager of each WCCA station will be a representative designated by the United States Employment Service of the Federal Security Agency to perform that function. He will have complete responsibility for the organization, management and functioning of each station. He will:

1. Lease the space to be used for stations and will procure all supplies and equipment for the operation of stations excepting that equipment which can be furnished by the separate agencies.
2. Issue such disbursing orders as are necessary for providing space, equipment and transportation of equipment.
3. Be responsible for the general organization, management, arrangement and procedures of the office.

In addition

4. All section heads of the various agencies, with the exception of the Army, will report to him when questions of policy concerning another agency develop. He will then arrange for disposing of the problem.

5. All instructions on the evacuation arrangements will be issued by him to the section heads. No section head will proceed on any other evacuation instructions.

6. All official information in relation to the operation of the station will be released by the manager.

7. He will be responsible for insuring the successful operation of the station as far as the civilian agencies are concerned.

The manager will be assisted by the following, each of whom is responsible for the appropriate functions of his section:

1. Supervisor of Farm Security Administration
2. Supervisor of Federal Reserve Bank
3. Supervisor of Public Assistance
4. Representative of the U. S. Public Health Service

Each of the supervisors and representatives will have the staff necessary to perform the functions appropriate to the section.

The Sector Commander will provide the official Army representative at the station. This representative will be responsible for all Army functions in the office and for providing information to the office manager on transportation and embarkation arrangements.

The Sector Commander will be the only Army representative issuing official information to the manager on the arrangements for the evacuation.

III. Staff and Planning

The size of the staff will be governed largely by the caseload which must be served by the control office. Experience indicates that the average length of the registration interview is 25 minutes per family. On this basis it is possible to plan the social work and receptionist staff needed for a given population.

As an illustration, assume that it is estimated that it will be necessary to register 500 families over a period of two days. On the basis of 8-hour days, each social worker would be able to interview 20 families per day, or 40 families over the two-day registration period. Accordingly, 13 social workers would be needed; this number being exclusive of the supervisor of public assistance and the two assistant supervisors of public assistance.

Because of the differences in the volume of services, the receptionists' interview is quite brief and requires approximately one-fifth of the time needed for the services rendered by the social worker. On this basis, five receptionists would be ample. Only three receptionists will be necessary on subsequent days during the evacuation period.

These calculations are based on limited experience and assume that staff acquainted with the operations of a control station is secured.

The staff of receptionists is recruited and directly supervised by the office manager.

The social work staff is recruited by the Bureau of Public Assistance and is supervised by the supervisor of public assistance assigned to the control station.

In order to accomplish the registration as efficiently and smoothly as possible, it is necessary that the days set aside for registration be kept free of all services not part of the registration project. Accordingly, no return appointments should be scheduled until after the close of registration.

Medical examination appointments should not be scheduled for days of registration. Persons registering on the first day should be scheduled for the medical examinations to begin on the third day of the operation of the control station. Persons registering on the second day should be scheduled for subsequent days to allow time for typing, etc.

IV. General Routing

The progress of the evacuee in the control office is as follows: To the receptionist; from there to the social worker; and then to the Farm Security Administration and the Federal Reserve Bank, as indicated by the evacuee's needs. Upon return to the social worker, the evacuee is routed to the assistant supervisor of public assistance, and from there to the control desk.

On return visits the client is routed in accordance with the appointments indicated on his records. Such appointments may be for medical examination, for further discussion of property problems which are the responsibility of the Federal Reserve Bank or the Farm Security Administration, or for discussion of problems dealt with by the social worker.

The detailed procedures are given for each instance in the section below.

V. Specific Functions and Procedures

1. The Receptionist

A. Functions on first or registration visit

Two floormen will be assigned to aid the receptionists in the reception function. They will: (1) Route traffic to receptionists. (2) Route traffic from the receptionists to the social workers. (3) Prevent crowds from gathering before the reception desks. (4) Advise non-evacuating persons, (employers, friends, etc.) that they cannot accompany the evacuee in the registration process.

The receptionist will have at hand a supply of large manila envelopes which are pre-numbered. To the envelope will be stapled a Routing and Control Slip and a Social Data Registration Form; in the

-4-

envelope will be four copies of the Property Form and one Triple Personal and Baggage Tag. The number on this tag will be the controlling case number and will be stamped on the Routing and Control Slip, the Social Data Registration Form and on the envelope itself.

The receptionist will:

(a) Receive the evacuee and check on a map of the area that the evacuee's residence is within the area, thus determining that the evacuee is subject to registration.

(b) Write the evacuee's name and address, check sex, number in family, the nationality, and social service (under Services Requested) on the Routing and Control Slip.

(c) Write the evacuee's name on all three parts of the Triple Tag.

(d) Record the case number, the name of head of family, and the number in the family on a control lodger.

(e) Refer evacuee to a social worker.

If for any reason a registration is cancelled, the complete record must be preserved for final disposition as indicated in Section VI.

Since the registration and interview by the social worker is more time-consuming and it is essential to prevent needless waiting, the receptionist will control the referrals to the social worker. Each social worker is to handle five registration interviews during every two-hour period. Thus each social worker is to have five referrals for the period from 8 to 10 a.m., five referrals from 10 a.m. to 12 Noon, five from 1 to 3 p.m., and 5 from 3 to 5 p.m. A skeleton staff will be maintained during the noon hour, and the schedule of referrals will be adjusted accordingly.

Each receptionist will make 35 referrals for every two-hour period. When the slips for 35 referrals have been exhausted, the receptionist will assign referrals for a subsequent period; the hour of return again being gauged at the rate of 5 interviews for every two hours for every social worker. When a day's work load is assigned, the receptionist will gauge the evacuee's return on the same basis for the second day of registration. (This will be facilitated through the medium of the receptionist's appointment record.)

B. Functions on subsequent visits

On the third day of evacuation, most of the evacuees and families registered during the first day will be returning to the control station for medical examination appointments. The records

of these evacuees will have been typed and filed numerically in the meantime. The appointment hour for the medical examination will have been indicated by the social worker in Item 8 of the Social Data Registration form, as well as on the bottom part of the Triple Tag.

The evacuee will see the receptionist who will:

- (a) Request the evacuee to show the Triple Tag bearing the case number.
- (b) Pull out of the file the appropriate case record.
- (c) Check the hour of appointment for medical examination.
- (d) Check that each member of evacuee's family has a Triple Tag bearing the identifying case number.
- (e) Route the evacuee to the medical examination room, reminding evacuee that after the examination he and his family are to return to the control desk to surrender the records on the way out of the station.

After the completion of the registration, evacuees will be returning not only for medical examinations but also for other appointments. The dates of appointments with the social workers and with the other representatives will have been noted by these representatives in the appropriate spaces on the Routing and Control Slip. These appointments must be noted by the representatives in the "Services Requested" section of the Routing and Control Slip as follows: Social workers will note the day and hour on the line provided for "Social Service." The Farm Security Administration representatives will make the same notation on the "Farm Security" line, and the Federal Reserve Bank representatives on the "Federal Reserve" line.

At the time of the return visit for these appointments, the receptionist will follow the same procedure as above and will direct the evacuee to the appropriate representative.

2. The Social Worker

A. Functions on first or registration visit

The social worker will receive the evacuee, who has been issued the record envelope as indicated in (1) A above. The social worker will then:

- (a) Compare case numbers on all records.
- (b) Complete the Social Data Registration (as indicated in separate instructions) and ascertain other specific problems on which the family need assistance before moving.

(c) Check the appropriate services needed for the evacuee's referral on the Routing and Control Slip.

(d) Refer the evacuee to the appropriate representatives for discussion of specific problems (personal and non-farm property, and car for storage to Federal Reserve Bank; farm property to Farm Security Administration), notifying evacuee to return to the social worker when the evacuee's business with the appropriate representatives is concluded.

(e) Upon return of the evacuee from the other representatives indicated above, inform the evacuee about the medical examination for the evacuee and his family. Examinations will be arranged on the days and hours assigned to the social worker, but not earlier than the third day of registration. Appointments will be noted on the Social Data Registration Forms in Item 8, and on the bottom tag of the numbered Triple Tag, included in the envelope. At this point the social worker will issue to the evacuee one Triple Tag for every member of the evacuee's family. The worker must insert the name of the person and the case number on each Triple Tag issued. Explain to the evacuee the use of Triple Tags, (as given in B below).

(f) Inform the evacuee of departure arrangements and date. If more than one departure date is available, the worker will consider the size of the family and the volume of property to be stored, arrangements being made for disposition of property, medical examination appointment and all other appropriate factors. It is to be remembered that evacuation must be expedited and equalized as to days, and usually the first served should be the first to go; (the only exceptions being made for the special problems indicated above.)

(g) Note departure date in Item 7 on Social Data Registration Form and on the Triple Tag issued to the evacuee.

(h) Remind the evacuee of all arrangements and subsequent appointments in the office.

(i) Recommend financial assistance when indicated. This is provided on the basis of individual or family need, and is given generally for the following purposes: (1) To purchase articles which military authorities require evacuees to bring with them for reception centers. (2) To pay for crating of personal property which the Federal Reserve Board is to store at Government expense.

It will not be possible to make an accurate or verified determination of need for financial assistance due to the short period of time and large number of individuals who must be served with a limited staff. It will therefore be necessary to make such determinations on the basis of information given during the interview, and arrive at a judgment at that time. In most instances families will have the necessary articles needed at reception centers, but single individuals who have no resources, such as farm laborers and those already forced to give up their employment will usually have such need. Assistance for crating of personal property will be necessary only occasionally, but should be kept in mind when interviewing families with limited cash resources.

The articles that families and individuals are required to take with them to reception centers are specified in the instructions to individuals which are posted with the exclusion order, and usually consist of such things as bedding and linens, (no mattresses), toilet articles, knives, forks, spoons, plates and cups.

(j) Note date and hour of subsequent appointment with social worker (if needed) on the Routing and Control Slip (see under (1) B above), initial the "Social Service" item and route the evacuee to the assistant supervisor's desk.

B. Functions on return interviews

If an appointment had previously been agreed upon between the evacuee and the social worker, the hour and date of appointment will have been noted on the Routing and Control Slip. The evacuee will return to the worker with the envelope of records reissued to him by the receptionist.

The social worker will give the evacuee advice and information needed and will see that all necessary appointments with other representatives are kept. She will instruct the client to return to the social worker again before leaving.

After all plans have been completed by the other representatives, the social worker will complete the arrangements for controlled evacuation.

If, at this time it is determined that the evacuee needs financial assistance in connection with the move, the worker will prepare a brief recommendation to this effect, and will refer the evacuee to the assistant supervisor who will prepare an order.

The worker will also check with the evacuee to assure that all arrangements are understood. She will explain to the evacuee the use of the Triple Tags; one section for each person, one section for the personal baggage. (The third part will have been taken up by the medical examiner.) If the evacuee needs additional tags for personal baggage, any blank tag may be used for this purpose. It should be pointed out to the evacuee that the amount of personal baggage is limited to that which can be carried by the evacuee and members of his family.

The evacuee is then referred to the assistant supervisor for final review.

3. Assistant Supervisor of Public Assistance

In an office handling 250 registrations per day, there will be assigned two assistant supervisors of public assistance.

At the completion of the registration visit, as well as at the completion of the return visit (if any) to the social worker, the evacuee will be routed to the assistant supervisor.

Here the records will be reviewed to insure that all essential arrangements have been made and services given. If assistance is necessary, a disbursing order will be completed at this point and its use explained to the evacuee.

If no changes or additions are needed the assistant supervisor of public assistance will initial the Routing and Control Slip in the lower right-hand corner to indicate final disposition of the case, and the evacuee will be referred to the Control desk.

4. The Control Desk

The control desk is supervised by the office manager and is charged with the following functions:

(a) First, or registration visit

After completion of the registration, the evacuee is routed to the control desk where he surrenders the envelope of records, retaining the Triple Tags and the Property Forms, and/or Motor Vehicle Forms.

The control desk will also check to determine that each service indicated on the Routing and Control Slip has been performed, and that all necessary services have made final disposition of the case for that visit.

-7-

Records cancelled during the office process are marked "cancelled" across the Social Data Registration Form and the Routing and Control Slip. Such records are disposed of according to instructions in Section VI.

(b) Return Interview Visits

After completion of each return visit, the control desk collects the envelope of records for refiling and determines that the services for which the visit was made have been provided. The evacuee should retain his Triple Tags and any other forms which require completion by the evacuee outside of the office.

VI. Disposition of Records at Completion of Registration and Services

1. The Social Data Registrations, typewritten in original and two copies must be verified for completeness and accuracy against the handwritten original and all errors and omissions corrected. After completion of all services, but prior to entrainment, the manager will separate the Social Data Registrations as follows:

(a) The original typewritten registrations containing the notations of the medical officer in Item 9 will be placed together. These will be turned over to the supervisor of public assistance. At the time of assembly the social worker designated to assist the entrainment officer on the trip, will provide him with these forms. (This copy will be provided to the Reception Center at the completion of the trip.)

(b) One set of the duplicate typewritten registration forms will be forwarded by the manager to the WCCA in San Francisco. (See details under routing and control slips.)

(c) One set of the duplicate typewritten registrations will be forwarded to the reception center prior to entrainment.

(d) The handwritten registrations will be detached from the envelopes and turned over to the supervisor of public assistance for transmittal to the Regional Office, Attention Bureau of Public Assistance, 785 Market Street, San Francisco, California. The regular "Daily Report and Transmittal Sheet" will be used for this purpose.

(e) All cancelled registrations will be detached from the envelope and turned over to the supervisor of public assistance for transmittal in the same manner as under c.

2. All other records attached to the envelope or found within the envelope will be disposed of as follows:

- (a) The Routing and Control Slips will be detached from the envelopes and will be forwarded by the manager to the Wartime Civil Control Administration, Whitcomb Hotel, San Francisco, California, Attention: Dr. C. L. Dedrick. (These should accompany the duplicate typewritten copies of the Social Data Registration.)
- (b) The Federal Reserve Bank records removed by the manager from the envelope will be returned to the Supervisor of Federal Reserve Bank.
- (c) The Farm Security Administration records removed by the manager from the envelope will be returned to the Supervisor, Farm Security Administration.
- (d) The Case Records, pink copies of disbursing orders, and other case material not accounted for above will be returned to the supervisor of public assistance for transmittal to the Regional Office, Bureau of Public Assistance, via the regular "Daily Report and Transmittal Sheet."
- (e) The envelopes will be returned to the Social Security Board, 785 Market Street, San Francisco, California for future use.

[Handwritten signature]

REFERRED BY MR. H. D. ARMSTRONG
TO MR. *[Handwritten signature]*
JUL - 2 1942

REFERRED BY MR. H. D. ARMSTRONG
TO MR. *[Handwritten signature]*
JUL - 2 1942

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of the Commanding General
Presidio of San Francisco, California

June 26, 1942

SUBJECT: Transfer of Evacuees of Wartime Civil Control Administration
Assembly Centers to War Relocation Authority Relocation
Projects

TO: All Sector Commanders
All Wartime Civil Control Administration Civilian Agencies
Concerned

1. a. The removal of evacuees from assembly centers to relocation projects will be in accordance with the procedure outlined in this communication.

b. Letter of June 13, this Headquarters, is rescinded. It is noted, however, that the contents of this letter, with certain modifications, are incorporated in this communication.

c. As a means of identification, this communication will hereafter be referred to as "Wartime Civil Control Administration Evacuation Bulletin".

2. Transfer of evacuees will be as prescribed in numbered transfer orders which will set forth the date, approximate number of evacuees to be moved, the assembly center involved and the destination. Evacuees shall be transferred at the rate of approximately 500 each day until the evacuation for that assembly center is completed. In the case of evacuation of larger assembly centers such as Santa Anita, the number to be evacuated each day will be limited as prescribed in the transfer order.

3. The time of departure of evacuees from assembly centers to relocation projects will be coordinated by the rail transportation officer, Fourth Army, and the sector transportation officer concerned and the Operations Branch, Temporary Settlement Operations Division, Wartime Civil Control Administration, Western Defense Command, so that assembly center managers will be able to use the greater part of the daylight hours to prepare the evacuees for departure on that date. The time of departure should be so regulated that the evacuees will arrive at their destination as early in the day as practicable in order to insure a proper settlement at relocation projects.

4. a. The Wartime Civil Control Administration will notify the War

Relocation Authority, in writing, at least ten days in advance of a contemplated movement of evacuees from assembly centers to relocation projects.

b. Advance notice of fifteen days will be made in the case of advance detachments to relocation projects.

5. a. The advance detachment for a relocation project will be selected by the U. S. Employment Service, subject to the approval of the manager or managers of the assembly center or centers involved.

b. During the process of selecting personnel to form advance detachments, the following will be observed:

(1) The families of those persons composing the advance detachment will accompany them.

(2) All personal property and effects of the evacuees at the center will accompany the movement, either as freight or baggage.

(3) Doctors, nurses and dentists required for relocation projects will be selected by the U. S. Public Health Service from the assembly centers having such personnel available.

(4) Insofar as practicable and whenever possible, select two or more people in a family as members of the advance detachment. This will reduce the total number of people composing it.

(5) Personnel of the advance detachment, insofar as practicable, will consist of the following:

Dietitians	1	Store Managers	1
Pharmacists	1	Retail Clerks	2
Laboratory Technicians	1	Recreation leaders	4
X-Ray Technicians	1	Social workers	1
Hospital Attendants	10	Carpenters	2
Hospital Maids	15	Electricians	1
Hospital Sec'y	1	Plumbers	1
Hospital Clerks	2	Steno-typists	10
Cooks	10	Clerks	5
Cooks' Helpers	10	Guides (preferably high school or college men)	10
Dishwashers	10	Truck Drivers	10
Waiters	20	Laborers	<u>20</u>
Butchers	1		
Bakers	2		
		Total	152

6. Advance detachments will be selected from assembly centers designated by the Wartime Civil Control Administration.

7. The advance detachment will arrive at the designated relocation

project at least six days in advance of the first group of the main contingent.

8. a. For your information, War Relocation Authority will, within a reasonable time after arrival of the evacuees at relocation projects, arrange to have the household and personal effects of evacuees, now in storage outside of assembly centers, shipped to them at the relocation projects.

b. All costs pertaining to such shipments will be to the account of the War Relocation Authority.

c. Private automobiles of evacuees will not be included.

9. Except under circumstances over which there can be no control, members of a family will not be separated.

10. Insofar as practicable, those evacuees associated socially or forming a business community or colony within a definite locality prior to the evacuation to an assembly center will be kept together and transferred to the same relocation project.

11. Insofar as practicable and consistent with the provisions of paragraph 10, the transfer of the main contingent of the evacuees from the assembly centers will be made by blocks. This will facilitate the control and enable those responsible to have the evacuated area properly policed and closed off from further occupancy and the property cleaned, inspected, checked and stored.

12. A detailed record of all persons released will be maintained by the operations branch of the Temporary Settlement Operations Division, Wartime Civil Control Administration, and upon completion of the entire evacuation of assembly centers, all such records pertaining thereto shall be turned over to the Civil Affairs Division, Western Defense Command.

13. Each assembly center involved in an evacuation will furnish the following records, to be turned over to the train commander for delivery to the project director at destination:

a. A roster, in quadruplicate, of all evacuees to depart on a given train. Each individual on the list will be indicated by name and family case number assigned at the Civil Control Station and indicated on the Social Data Registration form. At the bottom of each train list there will be a form substantially as follows:

"I certify that all evacuees listed above have been turned over by me to the train commander on _____, 1942, at _____ M.

Assembly Center Manager

I acknowledge that all evacuees listed above were received by me on _____, 1942, at _____ M, for entrainment.

Train Commander

I acknowledge that all of the evacuees listed above arrived at _____ Relocation Project _____, 1942, at _____ M.

War Relocation Project Director

Train Commander

b. The following records will be prepared by the center manager to be turned over to the train commander for delivery to the project director at destination, provided such records are available:

(1) Final statements of all evacuees, showing obligations discharged.

(2) All other records pertaining to the evacuation, not mentioned above.

(3) If it is not possible to complete final statements and other records at time of evacuation, for delivery to the train commander, then such records shall be mailed directly to the project director at destination not later than five days after evacuation.

(4) With the exception of rosters, all records that are turned over to the train commander will be securely wrapped, tied and labeled to show the following: War Relocation Project Director

War Relocation Project.

14. Personal effects of evacuees will be prepared as follows:

a. All personal effects will be securely bundled.

b. A shipping tag will be attached to each bundle.

c. Each shipping tag will show the following:

(1) Name of the individual or family head.

(2) The family number (that is, the number assigned at the Civil Control Station)

(3) Bundle number.

(4) Total number of bundles per individual or family head.

15. a. Transportation necessary to move the evacuees and baggage under the provisions of each transfer order will be arranged for by the rail transportation officer, Fourth Army, in accordance with request forwarded to Assistant Chief of Staff, G-4, Western Defense Command and Fourth Army, by the Assistant Chief of Staff, Civil Affairs Division, Western Defense Command and Fourth Army. In cases where it is necessary to move individuals by ambulance, such transportation will be provided by the U. S. Public Health Service. In no instance will an evacuee be permitted to drive from an assembly center to a relocation project in his or her own conveyance.

b. Close liaison will be maintained between sector transportation officer and the rail transportation officer, Fourth Army, to insure in advance that an adequate amount of rail or bus equipment will be on hand at the time of each projected movement.

c. The sector transportation officer will, when so requested by the rail transportation officer, Fourth Army, arrange locally for the required rail or bus equipment.

16. a. In each movement the evacuees will be permitted to take with them on the same train only such personal effects and bedding as will be required by them en route or immediately upon arrival at the relocation project. Two baggage cars, each of approximately 3000 cubic feet capacity, will be provided for each train of 500 evacuees and the amount of personal effects will be limited to that which can be transported in these two cars.

b. Excess baggage, as reported in paragraph 24-d below, will be sent to the relocation project by freight. Assembly center managers will be responsible that all baggage is properly tagged, suitably packaged, and ready for shipment at the proper time. In any case where crating is necessary, the center managers will see that it is properly accomplished. All excess baggage will be released to the common carriers by the assembly center managers at the lowest released valuation. When practicable, these

freight movements will be by van, but whether by van or rail, the center managers must furnish the necessary transportation and details for loading each conveyance.

17. In connection with movements of evacuees from assembly centers to relocation projects, the sector commander concerned will furnish such military personnel as may be necessary for each movement. This personnel will include a sector transportation officer, train commander, and sufficient military personnel to insure the safe conduct of the evacuees from the assembly center to the relocation project.

18. a. Train commanders, as the representatives of the Sector Commander, will take delivery of and accept responsibility for the evacuees being moved at the exit gate of the assembly center or other designated, mutually agreed upon spot, after center managers have completed their checkout at the processing table.

b. The train commander and assembly center manager will each sign, in the appropriate space, all four copies of the Roster. The original and two copies will be retained by the train commander and one copy by the assembly center manager. The train commander will check evacuees into the train and, upon arrival at the destination, the train commander and the director of the relocation project will check the evacuees into the relocation project. The train commander and the relocation project director will then execute the appropriate form on each copy. One copy of the form will be delivered to the relocation project director. The original, duly endorsed as noted above, will be forwarded by the sector commander to the Assistant Chief of Staff, Civil Affairs Division, this Headquarters, 1231 Market Street, San Francisco, California, within seventy-two hours after the arrival of the evacuees at the relocation project. The remaining copy will be retained by the sector commander.

19. On rail movements, tourist Pullman cars as required, will be provided for each train.

20. On rail movements where spur tracks are outside the center area, the rail transportation officer will provide busses to move the evacuees from the assembly center to the train.

21. a. The U. S. Public Health Service will select the doctors and nurses to accompany train or bus movement as medical attendants, and will forward the names of such attendants, other than evacuees, in writing to the Transportation Officer, Evacuation Operations Division, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California, so as to arrive thereat not less than forty-eight hours prior to each movement. If return transportation to the assembly center is desired for medical attendants, such fact will be definitely stated in the case of each person concerned.

b. Assembly center managers will make arrangements with the U. S. Public Health Service, so that assembly center hospitals will be evacuated at least two days prior to the departure of the last movement

of the main contingent from the assembly center to the relocation project.

22. When more than two meals are required enroute between an assembly center and a war relocation project, dining cars will be included in the train equipment by the rail transportation officer, Fourth Army, and all meals will be served therein. For those moves involving only one or two meals, lunches will be provided for the evacuees by the manager of the assembly center concerned.

23. a. Sector Commanders will inform other sector commanders concerned whenever the route of a movement of evacuees from their sector to a war relocation project requires the crossing of, or movement into, another sector.

b. Sector Commanders will also inform corps area commanders concerned whenever the route of a movement of evacuees from their sector to a war relocation project requires the crossing of, or movement into, another corps area.

c. This notification will include the place from which the movement originates, time of departure, probable route and destination, together with approximate number of persons involved.

d. This action is designed to obviate tactical complications and the possibility of rail or highway congestion.

24. The assembly center manager concerned will make the following reports by teletype to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California, so that each such report will arrive thereat not later than the time indicated.

a. At least five days prior to each departure date, a statement showing the number of full fares, half fares, and infants for whom transportation will be required for each day of movement. In this connection, children from five to twelve years of age inclusive will be counted as half fares. This count will not include those individuals reported under "b" below.

b. At least five days prior to each departure date, a statement showing the number of full fares, half fares and infants who, because of their age, state of health, physical condition or other reason, will require tourist sleep accommodations. This information will be obtained from the U. S. Public Health Service, and will be finally supported by a certificate as described in paragraph "f" below. It is contemplated that such persons will be moved in a tourist sleeper attached to each train.

c. At least five days in advance of each movement of evacuees from the assembly center, a statement to the effect that the amount of personal baggage to be carried by the evacuees on that train will not exceed that which can be transported in the two baggage cars provided under the provision of paragraph 16-a above.

d. At least five days prior to the initial movement under any Transfer Order, a statement as to the amount of freight, other than personal baggage referred to in "c" above, that it will be necessary to transport on each day of movement. This report will indicate the daily cubic footage of freight involved. Conveyances for the transportation of freight will normally be spotted the day prior to each movement; however, where the shipments are not heavy, sufficient accommodations for several days may be spotted and loaded ahead of the scheduled movement of the evacuees.

e. Upon departure of each group of evacuees, a statement indicating the exact number of evacuees who departed.

f. Upon the departure of each group of evacuees, a certificate obtained from and signed by an officer of the U. S. Public Health Service, stating that the tourist sleeper accommodations as furnished were necessary, and listing the names of the evacuees so transported, together with the reasons therefor in each individual case.

25. At the time of departure, the train commander concerned will make the following reports by the most expeditious means to the director of the relocation project at the destination:

a. A statement showing the number of adults, children, and infants who actually departed from the assembly center, together with the expected date and hour of arrival at destination.

b. A statement showing the amount of baggage on the train.

c. When additional baggage is shipped by freight, the assembly center manager will notify the relocation project director, by the most expeditious means, the following:

(1) The date of departure.

(2) The originating railroad.

(3) The car numbers.

26. a. As each assembly center is evacuated, the center manager will require the Japanese evacuating a particular area to do all policing of barracks, latrines and the areas immediately surrounding the barracks.

b. All shelving, wiring and other conveniences that may have been installed by evacuees will be removed from all barracks and deposited at a point designated by the center manager. Windows will be washed and closed; doors will be securely closed.

c. The mess hall of the block involved in the day's movement, including equipment therein, will be properly cleaned and the equipment

stored, as directed by the center manager, by individuals from other blocks. However, on the day the last contingent departs, the hour of feeding must necessarily be advanced in order that the work detail operating the mess hall will have sufficient time to clean and close it prior to train departure.

d. It is not intended that any evacuees will be retained at a center for the purpose of cleaning up. However, should the center manager be confronted with a situation which would preclude complete evacuation unless a work detail was retained, permission for such work detail to remain will be obtained from this headquarters.

27. a. Each assembly center manager will have prepared a change of address card for each evacuee who is to be transferred from an assembly center to a relocation project.

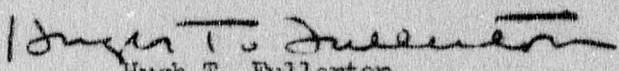
b. It is recommended that the assembly center manager secure from the postal authorities in his locality a sufficient number of change of address cards, so that evacuees can prepare these cards as soon as they definitely know the relocation area to which they are to be transferred. After preparation, the center manager will collect the cards and turn them over to the postal authorities.

28. a. Disposal of Army equipment at assembly centers will be as prescribed by the Quartermaster, Western Defense Command and Fourth Army, in undated memorandum entitled, "Operating Procedure for Disposition of Property and Subsistence on Closing of Japanese Assembly Camps", copy attached.

b. Settlement of property accounts of center managers will be in accordance with letter of Wartime Civil Control Administration to assembly center managers, dated June 25, 1942, under the subject, "Disposition of Property Incidental to the Closing of Assembly Centers".

29. Plans for the utilization of buildings and utilities erected at assembly centers, after the removal of the evacuees to relocation projects, will be determined.

By Command of Lieutenant General DeWITT:


Hugh T. Fullerton
Captain A. G. D.
Assistant Adjutant General

1 Incl.
Memo: Operating Proced. for
Disposi. of Prop.

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of the Quartermaster
Presidio of San Francisco, California

OPERATING PROCEDURE FOR DISPOSITION OF PROPERTY AND
SUBSISTENCE ON CLOSING OF W.C.C.A. ASSEMBLY CENTERS

1. Immediately upon the receipt of advice that a War Relocation Project is ready for occupancy and decision is made which assembly center, or centers, will be closed, Civil Affairs Division will give G-4 a warning. G-4 will in turn warn the Quartermaster that the closing of the Assembly Center (or centers) NAME is imminent, and give tentative date last group of evacuees will clear.

2. When definite advice is available as to actual date of complete evacuation, G-4 will be so informed by Civil Affairs Division, and in turn will inform the Quartermaster so that the latter may take proper steps to place a supply team in the center to coordinate the shipment of all Army property.

3. In conformity with policy decided on at a conference in G-4's office, May 19, 1942, at 9:00 A.M., the following pertinent points are outlined:

a. The Army recognizes the fact that accountability is vested in the center manager, and the duty of the commanding officer of the supply team will be to assist the center manager in completing shipment of all Army property with which he is charged in accordance with standing regulations so that proper credit will be given the accountable officer (center manager) and his account eventually closed.

b. It is contemplated that the following classes of property will be shipped under this plan:

(1) All equipment furnished by the Army, whether issued from Regular Army stocks, purchased or issued from GCC excess stocks.

(2) All equipment purchased by WPA for center use for which reimbursement has been, or is being made from Army funds, including office labor saving devices, desks, kitchen-ware, etc.

(3) Motor vehicles furnished by the Army whether newly purchased for center use or transferred to the center from other sources.

(4) Subsistence, which has all been chargeable to Army funds.

(5) Center exchange property which has been purchased from government funds.

(6) Medical property and supplies furnished by the Army.

(7) Excepted from the above are items loaned by the WPA to center managers which it is expected will be returned to WPA supply points by the center managers.

b. The commanding officer of the supply team will submit directly to the Quartermaster, Western Defense Command and Fourth Army, the complete inventory of all serviceable Army property in center.

d. Supply team commander works directly under the Quartermaster, Western Defense Command and Fourth Army, who directs disposition of Army property at each center to be evacuated.

e. It is the responsibility of the supply team commander to see that contracts for packing and crating are fulfilled, and he will act as a representative of the Purchasing and Contracting Officer in such cases. Action is being taken by this office through various government agencies to have in force a contract for each assembly center for the packing and crating of all Army property at the centersite, except cots, steel, folding. It is proposed that these contracts will provide that blankets will be in bundles of 20 each, mattress covers or bedsacks in bundles of 50 each, all tableware to be packed in such a manner so as to prevent breakage or damage, and cots, canvas, folding, to be in bundles of 4 each. Boxes, bundles, barrels, etc., to be marked clearly with the contents therein. The contractor will be required to furnish itemized packing slips; one copy of which will be turned over to the commanding officer of the supply team.

f. Further, the supply team commander will ascertain that all Army property, after being packed and crated, is properly marked for shipment as designated by the Army Quartermaster, and delivered to the carrier making the shipment. He will also ascertain that bills of lading as prepared by the center manager are properly accomplished. It is expected that the center manager will furnish labor to assist in assembling all Army property at such point, or points, within the centersite as the commanding officer of the supply team may determine as the most logical point for the inventory and preparation of the shipment.

g. The following is a general plan to be followed in the shipment of Army property from assembly centers:

(1) Blankets are to be returned to a supply point which will be designated later for laundering, except those from center infirmaries which will be bundled separately and clearly marked "To Be Sterilized -- used in hospital."

(2) Mattress covers or bedsacks will also be returned to a supply point for laundering, except those used in center infirmaries which will be handled as above.

(3) Mattresses used in center infirmaries, when bundled, will be marked "To be sterilized - used in hospital," and shipped to supply point designated for sterilization.

(4) All subsistence stores remaining in center stock will be returned to the supply point from whence they were forwarded to the centers, except broken lots, broken packages and/or containers. In the case of broken packages and/or containers, it is supposed that the Center Manager will make arrangements to ship such items to the nearest Wartime Civil Control Administration Center, still in operation, for its use.

(5) Cots, steel; cots, canvas, folding; mattresses (other than those used in hospitals - see paragraph 4, above), and kitchen and tableware will be packed and crated for shipment, and shipped as directed by the Quartermaster, Western Defense Command and Fourth Army.

(6) Desks, typewriters and other office equipment or machines will be disposed of as may be directed by the Quartermaster, Western Defense Command and Fourth Army.

(7) Equipment presently in use in the various center exchanges will be disposed of as directed by the Quartermaster, Western Defense Command and Fourth Army, when advice is received from higher authority as to proper disposition of this class of equipment.

h. The center manager will make available to the commanding officer of the supply team such transportation as is available to assist in the transportation of all Army supplies to the railroad from whence they are to be shipped.

i. All articles of kitchen and tableware are to be turned over to the commanding officer of the supply team in a clean condition suitable for reissue.

j. The matter of unserviceable property and salvage is one for the decision of Wartime Civil Control Administration and camp manager, and the Army will not take steps to dispose of same.

k. Army vehicles which have been shipped to the center manager will be turned over to the commanding officer of the supply team upon closing of the center for such disposition as may be decided on by the Quartermaster, Western Defense Command and Fourth Army. However, all gasoline and oil used in these vehicles to transport equipment to the railroad will be a responsibility of the center manager to furnish.

1. Medical property belonging to the Army will be packed and crated in accordance with such specifications and shipped to such points as the Surgeon, Western Defense Command and Fourth Army may desire. Advice will be given to the Quartermaster, Western Defense Command and Fourth Army, so concurrent packing, crating and shipping may be effected. Any medical property other than Army, such as United States Public Health Service, will be handled in such a manner as may be agreed upon by Wartime Civil Control Administration and the loaning agency.

4. In the event of any difference of opinion between the center manager and the commanding officer of the supply team the matter will be referred to the WCCA-WPA Liaison Officer, who it is understood will accompany the supply team. In the event the decision of the Liaison Officer is considered by the commanding officer of the supply team as biased, he will promptly report the matter to the Quartermaster, Western Defense Command and Fourth Army, for decision as to action to be followed.

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of the Commanding General
Presidio of San Francisco, California

July 2, 1942

SUBJECT: Japanese Evacuation Operations

TO: All Sector Commanders
All Civilian Agencies, Wartime
Civil Control Administration

1. Reference letter of this Headquarters, dated April 23, 1942, subject: "Japanese Evacuation Operations."
2. The following amendments are hereby made to the above mentioned letter of instructions:

a. Paragraph 11 is amended to read as follows:

"The Sector Commander will provide:

- a. Such military personnel as he deems necessary for and during the registration and processing of evacuees.
- b. Such motor vehicle transportation as is required by the Civilian Agencies to effect the registration of Japanese confined in institutions."

b. Paragraph 18 a. is amended to read as follows:

"At noon and at 5 P.M. of each day of registration and at 5 P.M. on each subsequent day, until the evacuation movement is started, a statement as of that time showing: (A) The total number of families registered; (B) the total number of individuals registered; (C) the total number of registered persons to whom deferments have been granted; and (D) the total number of individuals to be transported to the Relocation Project. This statement will be forwarded by wire or teletype to the Operations Division, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California, and will be signed by the Manager of the Civil Control Station and the representative of the Sector Commander."

c. Paragraph 18 f. is amended to read as follows:

"Upon departure of evacuees to Relocation Projects, a statement showing the exact number of evacuees who

Japanese Evacuation Operations
July 2, 1942

departed, the type of transportation utilized, the time of departure and the destinations of such movements will be forwarded by wire or teletype to the Operations Division, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California. This statement will be signed by the representative of the Sector Commander and the Manager of the Civil Control Station."

4. A new paragraph to be numbered 18 j. is hereby added as follows:

"Within 72 hours after completion of the evacuation of any specified area, the Sector Commander will forward a report by mail covering the granting of deferments from evacuation, to the Regulatory Section, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California. This report will contain as a minimum the following data for each deferment: (1) Name, (2) family number, (3) sex, (4) age, (5) name of institution in which the person is confined, (6) date deferment was granted, (7) reason for deferment."

By Command of Lieutenant General DeWITT:



Hugh T. Fullerton
Captain, A. G. D.
Assistant Adjutant General

Distribution "M"

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of the Commanding General
Presidio of San Francisco, California.

April 23, 1942

SUBJECT: Japanese Evacuation Operations

TO: All Sector Commanders
All Civilian Agencies, Wartime
Civil Control Administration

1. References:

Public Proclamation No. 1, this Headquarters, March 2, 1942
Public Proclamation No. 2, this Headquarters, March 16, 1942
Public Proclamation No. 3, this Headquarters, March 24, 1942
Public Proclamation No. 4, this Headquarters, March 27, 1942
Public Proclamation No. 5, this Headquarters, March 30, 1942

2. The following instructions will guide the activities of Sector Commanders and Civilian Agencies in the evacuation processes. The instructions contained herein will replace the separate directives which previously have been forwarded for each evacuation project. The practice of distributing such separate directives is discontinued. It is contemplated that only such advance information as is pertinent to an evacuation project will be forwarded.

3. The evacuation of all Japanese, both aliens and non-aliens, from the area of the Western Defense Command will be directed by this Headquarters. Pending the resettlement of such persons by the War Relocation Authority, evacuees will be provided temporary shelter and other facilities at Assembly Centers and Reception Centers.

4. Numbered Exclusion Orders issued from this Headquarters with Instructions pertaining thereto will provide for the exclusion by a specific time of all Japanese, both aliens and non-aliens, from a specifically described area. The Sector Commanders are charged with the supervision of the evacuation from their respective Sectors of all affected persons within such areas to Assembly Centers or Reception Centers to be designated by this Headquarters. They will cause Exclusion Orders and Instructions pertaining thereto to be posted at prominent points throughout the prescribed areas during such hours as are specified by this Headquarters. A suitable supply of such Orders and Instructions will be furnished by this Headquarters at the earliest practicable date preceeding the effective date of each Exclusion Order. The Officers specifically charged with the posting of Exclusion Orders and Instructions pertaining thereto will execute certificates of such posting to include the area, the date, the time and manner of posting. These certificates will be forwarded to this Headquarters within twelve hours after completion of posting.

5. For the purpose of registering and processing evacuees, Civil Control Stations will be located in each area to be evacuated. The Federal Security Agency will locate, establish, organize, and operate these installations. That agency is authorized to deal directly with the Office of Emergency

Management and other Federal Agencies as may be needed in the establishment and operation of Control Stations. Within each such station there will be included appropriate sections to render services applicable to the several interested Civilian Agencies. The Civilian Agencies concerned will provide for the personnel and the instruction of the personnel assigned to these sections. The Supervisor of each section will control all matters pertaining to the services rendered by his particular Civilian Agency.

6. The manager of each Control Station will be named by the Federal Security Agency. This manager will receive instructions with reference to the evacuation project from the representative of the Sector Commander at the Control Station and will be responsible for the distribution and execution of these instructions by Supervisors of sections within the Control Station.

7. The several Civilian Agencies will control the services rendered by their representatives at Control Stations but, insofar as the coordination and operation of the installation as a whole is concerned, Supervisors of sections will receive their instructions from the manager of the Control Station.

8. The Federal Security Agency, the Department of Agriculture, and the Federal Reserve Bank of San Francisco will provide for necessary general services such as:

- a. The registration of all evacuees.
- b. The medical examination of all evacuees either during processing or after their arrival at an Assembly Center.
- c. Medical aid, including hospitalization, and social welfare service for and during the processing.
- d. The settlement and protection of all the real and personal property of the evacuees, including the registration of those private automobiles belonging to evacuees to be used as transportation to an Assembly Center.
- e. Storage facilities for items not otherwise disposed of, parking and immobilization of private automobiles at the Assembly Center or other designated place, and provision for proper policing thereof.
- f. All forms, and operating details incidental to the foregoing, and the maintenance of an adequate filing system for all documents and other data assembled in connection with a particular project or combination of projects.

9. A physician will be made available by the Federal Security Agency at the Civil Control Station during the entire period of registration and processing to attend invalid and other exception medical cases.

10. In addition to their prescribed functions, the Civilian Agencies mentioned above will assist the Sector Commander in the discharge of his duties pertaining to the evacuation.

11. The Sector Commander will provide such military personnel as he deems necessary for and during the registration and processing of evacuees.

12. Sector Commanders will be responsible for the supervision of all movements of evacuees from affected areas in their respective Sectors to the destination designated by this Headquarters. Arrangements for all transportation other than by private conveyance will be made by this Headquarters for movements of evacuees from control stations in affected areas to Assembly Centers and Reception Centers. Any additional transportation for evacuees within an affected area will be arranged for locally by the Sector Commander.

13. In certain cases where specifically directed by this Headquarters, evacuees will be permitted to use their own private automobiles as transportation to an Assembly Center. All private automobiles so used will first have been registered with the representative of the Federal Reserve Bank of San Francisco at the Control Station and provision made by that Agency for the disposition of such automobiles upon arrival at the Assembly Center. As soon as is practicable after registration, the Sector Commander will cause a schedule of such movement to be prepared for the Civil Control Station concerned and provide for adequate supervision of convoys of not more than twenty-five cars each. Arrivals of these groups of automobiles will be spaced throughout the travel day with emphasis being placed upon morning arrivals in order to permit the early settlement of evacuees at the point of destination.

14. The Sector Commander will provide such military personnel as he deems necessary for and during all movements of evacuees. In addition thereto, appropriate maintenance personnel and wrecking equipment will be provided by the Sector Commanders for all movements in supervised groups involving the use of private automobiles by evacuees.

15. The Federal Security Agency will provide medical aid, to include an appropriate number of physicians, and social welfare service for and during all bus and train movements of evacuees from Control Stations in the affected areas to Assembly Centers and Reception Centers. For movements of evacuees by private automobiles, the Federal Security Agency will make appropriate arrangements for medical service.

16. It is contemplated that the number of evacuees moved from one affected area under a given project will not exceed five hundred per day and the number of evacuees arriving at any one Assembly Center or Reception Center from all areas being evacuated under simultaneous operations will not exceed one thousand per day. If practicable, rail transportation will be utilized for all movements involving travel of more than one hundred miles and for all trips during which a meal must be served to the evacuees. At least one tourist-sleeper will be provided for each train to insure appropriate accommodations for medical cases. Once the mode of transportation has been established and a schedule determined, evacuees will be assigned by the manager of the Control Station to a particular bus, street-car, railroad-car or motor convoy in sufficient numbers as directed by the Sector Commander. Close liaison between the representatives of the Sector Commander at the Control Station and the Assistant Chief of Staff, G-4, this Headquarters, is essential during the entire period of processing, in order to coordinate specific transportation requirements and transportation schedules. In the preparation of all transportation schedules, primary consideration should be given to the capacity of a given Assembly Center or Reception Center to assimilate properly the arriving evacuees. In this connection, movements from affected areas will be coordinated so that all arrivals will

be spaced and timed as early as is practicable during daylight hours in order to insure proper settlement in the Center prior to darkness. Sector Commanders will designate specifically a train Commander for each train used in transporting evacuees from his Sector to a Center. Similarly, Commanders will be specifically designated for all other group movements of evacuees.

17. Sector Commanders will inform other Sector Commanders concerned if the route of movement of evacuees from his Sector to an Assembly Center or Reception Center requires the crossing of, or movement into, another Sector. This action is designed to obviate tactical complications and the possibility of rail and highway congestion.

18. Sector Commanders will cause the following reports to be made at the times indicated:

- a. At noon and at 5:00 p.m. of each day of registration a statement as of that time showing the total number of families registered and the total number of individuals to be evacuated thereunder, will be forwarded by wire or teletype to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- b. At least forty-eight hours prior to departure of evacuees, a statement showing the exact number of persons who will require rail or bus transportation to the Assembly Center or Reception Center, will be forwarded by wire or teletype to the Assistant Chief of Staff, G-4, Headquarters, Western Defense Command and Fourth Army, Presidio of San Francisco, California.
- c. At least forty-eight hours prior to departure of evacuees for Assembly Centers or Reception Centers, a statement showing the total number of persons for which lunches are to be prepared, will be forwarded by wire or teletype to the Assistant Chief of Staff, G-4, Headquarters Western Defense Command and Fourth Army, Presidio of San Francisco, California. In rendering this report, full consideration should be given to the number of children and infants requiring food and formula milk and ingredients.
- d. At least twenty-four hours prior to departure of evacuees, the Manager of the Assembly Center or Reception Center concerned will be informed by the most expeditious means of the total number of evacuees to be expected with the mode or modes of travel, date, and the probable time of arrival.
- e. Upon departure of evacuees, a statement showing the exact number of evacuees who departed, the type of transportation utilized, the number of private cars

in any and all convoys, with the date and the probable time of arrival thereof, will be forwarded to the Manager of the Assembly Center or Reception Center concerned, by the most expeditious means.

- f. Upon departure of evacuees for Assembly Centers or Reception Centers, a statement showing the exact number of evacuees who departed, the type of transportation utilized, the number of private automobiles in any and all convoys, the time of departure and the destinations of such movements will be forwarded by wire or teletype to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- g. Timely information will be forwarded to the Manager of the Assembly Center or Reception Center concerned in order that appropriate arrangements can be made for unloading, if the nature of the baggage or other equipment forwarded with evacuees to the Assembly Center or Reception Center cannot be adequately handled by the evacuees.
- h. Within seventy-two hours after the completion of the evacuation of any specified area, the Sector Commander will forward a report covering the operation of the evacuation project with such recommendations as he desires to make thereon, to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California.
- i. Within seventy-two hours after the completion of the evacuation of any specified area, the Control Station Manager and the Supervisor of each Civilian Agency involved in the evacuation project will forward through their immediate superiors, a report covering their actions in connection with such evacuation project with such recommendations as they desire to make, to the Wartime Civil Control Administration, 1231 Market Street, San Francisco, California. Copies of the reports by the Civilian Agencies concerned with each evacuation project will be made available to the Federal Security Agency at the time they are submitted to the Wartime Civil Control Administration.

19. Aliens failing to comply with the Exclusion Order and the Instructions issued thereunder are subject to immediate apprehension and detention. Alien and non alien Japanese alike are subject to the penalties provided by Public Law No. 503, 77th Congress, approved March 21, 1942, entitled, "An Act to Provide a Penalty for Violation of Restrictions or Orders with Respect to Persons Entering, Remaining in, Leaving, or Committing any Act in

Military Areas or Zones." Sector Commanders will make suitable provisions for bringing this matter to the attention of the Federal Civil Authorities for any necessary action. Sector Commanders are authorized to call upon the Federal Bureau of Investigation for the enforcement of the statute and for the apprehension of any aliens failing to comply with published orders and instructions.

By Command of Lieutenant General DeWITT:

Hugh T. Fullerton

Hugh T. Fullerton
Captain A. G. D.
Assistant Adjutant General

Distribution "M"

RECEIVED BY MAIL DEPT.
REFERRER BY MR. H. D. ARMSTRONG TO MR. EVERSON
TO MR. *[Signature]*

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

August 3, 1942

SUBJECT: Transfer of Evacuees of Wartime Civil Control Administration
Assembly Centers to War Relocation Authority Relocation Projects

TO : All Sector Commanders
All Wartime Civil Control Administration Civilian Agencies
Concerned

1. The provisions of letter, this headquarters, June 26, 1942, subject and address as above, are changed as hereinafter indicated. In all other respects, however, the provisions of said letter remain in effect.

2. Paragraph 3 is rescinded and the following substituted therefor:

The time of departure from assembly centers and the time of arrival at relocation projects will be determined by the Transportation Section, Operations Division, Wartime Civil Control Administration. These times will be so set that the maximum number of daylight hours will be available at either end of the journey in order to enable assembly center managers to prepare evacuees for departure and to give the evacuees an opportunity to become settled in the War Relocation Projects before dark.

3. Paragraph 5b (1) is deleted and the following substituted therefor:

The families of those persons composing the advance detachment will normally not accompany the advance movement, but will be included in the first scheduled move of the main body.

4. Paragraph 5b (3) is deleted and the following substituted therefor:

The U. S. Public Health Service and the Regional Medical Doctor of WRA will select such doctors, nurses and dentists as are required for each relocation project from Assembly Centers having such persons available. In addition, they will select one (1) dietician, one (1) pharmacist, one (1) laboratory technician and one (1) X-ray technician, to be included in the advance detachment as listed in (5) below:

5. Paragraph 5b (5), is changed as follows:

DELETE

Dieticians - - - - - 1
Pharmacists - - - - - 1

Subject: Transfer of Evacuees of Wartime Civil Control Administration
Assembly Centers to War Relocation Authority Relocation Projects

Laboratory Technicians - - - - - 1
X-Ray Technicians- - - - - 1

Change "Laborers -- 20" to read "Laborers -- 70"
Change "Total -- 152" to read "Total -- 198"

6. Line 2 of paragraph 12 is amended to read as follows:

The Assembly Center Operations Section of the Temporary
Settlement Operations Branch --

7. Paragraph 15a is rescinded and the following substituted therefor:

Transportation necessary to move evacuees, baggage, and
freight under the provisions of each transfer order will
be coordinated by the Rail Transportation Officer, Fourth
Army. He is authorized to deal directly with the Rail
Transportation Officers in the different sectors of this
Command. Ambulance service, when required, will be pro-
vided by the U. S. Public Health Service. In no instance
will an evacuee be permitted to drive from an assembly
center to a relocation project in his or her privately
owned conveyance.

8. To paragraph 19 add the following:

When tourist pullman cars are provided upon the recom-
mendation of the U. S. Public Health Service, a certi-
ficate to the effect that a definite number of accommo-
dations were considered necessary, and signed by a
representative of the U. S. Public Health Service, will
be forwarded within 48 hours after the start of each
movement to the Chief, Transportation Section, Operations
Division, W.C.C.A., Whitcomb Hotel, San Francisco, Calif.

9. In paragraph 23b references to Corps Area Commanders and Corps
Areas are changed to read Commanding Generals of Service Commands and
Service Commands.

By Command of Lieutenant General DeWITT:

Hugh T. Fullerton
Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Distribution S

WARTIME CIVIL CONTROL ADMINISTRATION
WESTERN DEFENSE COMMAND AND FOURTH ARMY
1231 MARKET STREET, SAN FRANCISCO, CALIF.

RELEASE NO. 8-3

August 7, 1942

PRESS RELEASE -- FOR IMMEDIATE RELEASE

Copies of Public Proclamation No. 10, issued by Lieut. General J. L. DeWitt, Commanding General, Western Defense Command and Fourth Army, covering restricted lighting of Pacific Coast areas, are now available at 25,000 gasoline stations and garages in affected areas of California, Oregon and Washington, it was announced today.

The availability was made possible by a coordinating committee of the gasoline industry, which handled the details of the distribution as part of the defense program.

Copies of the Proclamation give details of the areas affected by the restricted lighting regulations, and the types of lighting which must be restricted, in accordance with the ruling which becomes effective at 12:01 A.M. Thursday, August 20.

"It is suggested that all citizens in affected areas who operate lighting coming under provisions of the Proclamation obtain a copy of the document," Colonel Karl R. Bendetsen, Assistant Chief of Staff, Civil Affairs Division, acting for General DeWitt, said.

The proclamation is aimed at controlling lighting which throws beams upward or is visible from the ocean in the established Zone of Restricted Lighting prescribed in the Proclamation.

The gasoline industry co-ordinating committee is composed of the following representatives of various oil companies who are supervising distribution in their respective areas: Ted Huggins, San Francisco, Northern California; Clarence S. Beesmyer, Los Angeles, Southern California; A.L. Horn, Jr, Portland, Oregon; and S.E. Stretton, Seattle, Washington.

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Distbn: WDC Distbn, All Newspapers and radio.

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 9, 1942
Revised May 21, 1942

Administrative Order }
Number 4 } SECURITY

1. SECRET, CONFIDENTIAL AND RESTRICTED INFORMATION.

a. All personnel, military and civilian, must and will exercise the utmost discretion in safeguarding information obtained by them, through their work in this headquarters. Personnel is prohibited from discussing any of the business of this headquarters with any person whose business does not legitimately entitle them to such information.

b. Certain written matter is marked "Secret", "Confidential", or "Restricted". Such are referred to as "Classified" matter.

- (1) "Secret" and "Confidential" matter will not be handled by messengers or placed in "In" or "Out" baskets; it will be transmitted from hand to hand by commissioned officers, warrant officers, or certain designated enlisted men or civilian employees. All "Secret" and "Confidential" matters will be placed in the Assistant Adjutant General's safe each evening.
- (2) "Restricted" matter will be handled by the usual messenger system but the contents thereof will not be divulged to any person except one of known loyalty to this country and who requires such information in rendering service to this country.
- (3) Personnel having occasion to prepare, handle, or transmit classified matter will consult the Assistant Adjutant General regarding procedure.

c. Military regulations and criminal statutes prohibit the giving out of information gained from military sources. Penalties are provided for any violations. Violations will not be countenanced, whether inadvertent or not. Charges will be preferred in case of violation by military personnel; a violation by a civilian will result in immediate discharge and reference of the matter to the United States Attorney.

Administrative Order No. 4

2. UNAUTHORIZED PERSONS. Any person, not connected with this headquarters, having business with any person or Section of CAD-WCCA, will be admitted by the Receptionist, only upon the approval of (a) a commissioned officer or (b) a section chief.

3. PHYSICAL SECURITY.

a. Offices, when vacated for the night, will have all lights extinguished and will normally be locked. During the day, each section will normally have at least one person present at all times in each office or suite of connecting offices.

b. Should this headquarters be subjected to an armed attack, all personnel, military and civilian, will immediately be under the command of the senior line officer present for duty. While it is assumed that civilians will be released promptly from such control, they will, until such release, obey any and all commands of such officer.

The senior line officer, on assuming command, will

- (1) destroy all classified material and such other files which may be of interest to the enemy;
- (2) report immediately, by quickest practicable means (telephone, if possible) to the Headquarters Commandant, WDC & 4A, for instructions.
- (3) pending instructions, take such steps as he may deem proper for the active or passive defense of this headquarters.

4. AIR RAID ALERTS and BLACKOUTS.

a. The importance of uninterrupted operation at this office can be measured by the essential nature of the task it is performing. Facilities must be safeguarded and communications maintained regardless of emergency conditions imposed by the blackout of light or cut-off of power distribution.

b. Certain offices are staffed for a 24-hour, 7-day operation. An officer will be constantly on duty in the office of the Executive Officer, Room 446. The communications center, comprising telephone, teletype, and the mail room operate on a 24-hour, seven-day basis. The office of the Assistant Chief of Staff and those of the Section Chiefs usually operate until midnight.

4. AIR RAID ALERTS and BLACKOUTS. (Continued)

c. When the blackout signal is sounded, all lights in the Whitcomb Hotel building are extinguished by the Hotel, by the pulling of a master switch. Elevator service is continued from auxiliary power. To maintain emergency lighting and power facilities, gasoline-powered generators have been installed adjacent to the communications room. This plant supplies auxiliary power to the teletype machine to the Presidio, the Western Union teletype machine, the telediphone recording machine, and for lighting the following offices:

Room 447	Colonel Bendetsen
Room 446	Executive Officer
Room 445	Telediphone Recording Room
Room 462	Communications Center
Room 444	Lieutenant Colonel Evans
Room 442	Lieutenant Colonel Hass
	Telephone Exchange (Mezzanine Floor)

d. Window-shields have been provided for the following offices:

Room 409	Evacuation operations
Room 410	Evacuation operations
Room 443	Lieutenant Colonel Hass
Room 444	Lieutenant Colonel Evans
Room 445	Telediphone recording room
Room 446	The Executive Officer
Room 447	Colonel Bendetsen
Room 459	Mail Room
Room 460	Record Room
Room 461	File Room
Room 462	Communications center

These shields are kept in the rooms and will be installed at the "Alert" signal or the first indication of an impending blackout.

e. "Air Raid Fire Protection" equipment stations have been established at the following locations on the 4th floor:

Main corridor: (1) to the right and (2) left of the reception desk.

West corridor: (1) near junction with main corridor and (2) Room 453

Center corridor: (1) Next to room 419 and opposite Room 414

East Corridor: (1) Near junction with the main corridor and (2) in Room 486.

Administrative Order No. 4

4. AIR RAID ALERTS and BLACKOUTS (continued)

g. (cont.)

Each equipment station is plainly marked.

Each equipment station contains the following fire fighting equipment:

- 4 water buckets
- 4 sand buckets (filled)
- 4 sand shovels
- 2 fire extinguishers
- flash lights

f. The offices of the Statistical Section (eighth floor) are provided with fire prevention facilities through the establishment of two (2) equipment stations located as follows:

To the left of main entrance, at end of large area, just in front of Dr. Schmid's office.

To the right, at end of large area, at front, adjacent to counter.

Each station is marked and contains the standard equipment described in e. above.

The only lighting available is of an emergency nature through use of flashlights to permit the removal of records and the extinguishing of fires.

e. All principal offices, including those of Section Chiefs, and other essential activities, will be supplied with Blackout flashlights for emergency activities, such as installation of window shields during a blackout.

Equipment stations will be unlocked at all times and the fire protection equipment will be inspected periodically and kept in effective condition by a designated employee of the Administrative Section.

h. Personnel:

On an alert personnel will remain in their offices and continue their duties.

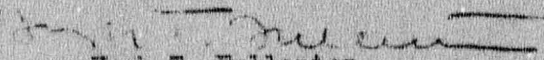
On commencement of a raid personnel will leave offices and remain in corridors away from glass or mirrors.

Administrative Order No. 4

5. SECURITY OFFICER.

Captain Hugh T. Fullerton, (AGD), in addition to his other duties, is named Security Officer and is responsible for all measures connected with the security of this headquarters.

For the Assistant Chief of Staff,
Civil Affairs Division:


Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 6, 1942
Revised May 25, 1942

Administrative Order }
Number 3 } ROUTINE ADMINISTRATIVE PROCEDURE

GENERAL

1. CAD - WCCA, being part military and part civilian, entails an administrative organization necessitating strict adherence to certain rules of procedure. The following are prescribed for the guidance and compliance of personnel, both military and civilian.

2. CAD - WCCA occupies a dual status. CAD is a General Staff Section of WDC - 4th Army and as such has no operating functions, but exists solely for the purpose of obtaining information for, assisting in the formulation of the policies of, and advising the Commanding General in matters pertaining to civil affairs. WCCA is not a staff section, but an operating body (although it has certain fact-finding and advisory functions).

3. a. A matter which falls entirely within the scope of CAD will almost invariably be a "command" matter; this is usually a communication (order, request, etc.) to subordinate units of WDC-4th Army or to higher headquarters (War Department, including S.O.S. etc.). The communication is in the name of the Commanding General WDC-4th Army.

b. A matter which falls entirely within the scope of WCCA will seldom, if ever, be a matter of military command, although it may involve the direction (command) of civilian or other personnel under the jurisdiction of WCCA. In such case, the command is by the Officer in charge of WCCA.

4. A matter which partakes of both CAD and WCCA functions will be handled by the one having the major interest therein. This, in many cases, will require a decision based on the policy of endeavoring to relieve Headquarters, WDC-4th Army of as much of the administrative burden as possible.

PREVIOUS INSTRUCTIONS

5. All administrative instructions heretofore issued by CAD - WCCA, in conflict with the following are rescinded.

OFFICE HOURS

6. a. The office will be open seven days a week. Shifts will be arranged by Section Chiefs so that approximately six out of seven of the operating staff are present each day. Normal civilian employment is eight hours a day. The lunch period is 45 minutes. A member of each section must be available at all times between 8:15 A.M. and 10:00 P.M. so that correspondence, telephones, etc., can be adequately covered.

d. A duty roster is maintained by the Assistant Adjutant General, assigning officers to duty from the hours of 6:00 P.M. until 8:00 A.M. the following morning. An officer whose duties will compel him to be absent for the evening assigned will notify the Assistant Adjutant General so that a substitution can be made.

e. One day a week will be taken off by each officer for exercise and recreation. A roster is maintained by the Assistant A.G. of the scheduled days. Days off will not be taken where pressure of work prevents.

OFFICE OF RECORD

7. a. CAD has been designated by the Adjutant General, WCD-4th Army, as an Office of Record for matters pertaining to CAD. A mail and record room will be operated. Mail and records will be indexed and filed in accordance with the Dewey Decimal system. Records sent to the record section for file, must bear in the lower right hand corner the word "file" and the initials of the person authorizing the filing.

b. Section IV, Circ. 146 WD, 1940, prohibits maintenance of personal files.

CORRESPONDENCE

8. Form and composition of letters.

a. (1) Margins: On all correspondence there will be a margin of 1 inch from the top, left, and bottom edges, and 3/4 inch from the right edge.

(2) Numbering: Pages will be numbered where there is more than one page. The numbering will be arabic, and centered in the bottom margin. The second and each succeeding page will have at the top of the page the subject or abbreviated subject of the letter to identify it should it become detached.

(3) Paragraphs will be indented.

(4) Model Forms: Attached are model forms of letters:

- (a) Letter to civilian
- (b) Command letter
- (c) Memorandum on check slip
- (d) Memorandum, intra-office

b. Command letters will be prepared in strict conformity with Army Regulations 340-15 "Correspondence, How Conducted". They will be on "Office of the Commanding General" stationery. The heading will be entirely within the upper third of the first page and substantially in the following form:

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

May 10, 1943

SUBJECT: Administrative Matters.

TO: Commanding General, Southern California Sector.

Paragraphs will, if more than one, be numbered. No salutation or complimentary closing will be used. Where the signature is to be that of an officer other than the Commanding General, there will follow the last paragraph, the phrase, (to subordinate units), "By Command of Lieutenant General DeWitt"; (to military commanders not under the jurisdiction of C.G., WDC-4th Army) "For the Commanding General".

(2) Command communications to subordinate units of WDC-4th Army will be signed by the Adjutant General or an Assistant Adjutant General. Command communications to military commanders, not under the jurisdiction of WDC-4th Army, will be signed by the Adjutant General, an Assistant Adjutant General or, in certain cases, by the Commanding General (in his absence, by the Chief of Staff).

(3) The signature will be followed with:

(a) Where signed by the Commanding General:

J. L. DeWitt
Lieutenant General, U.S. Army
Commanding

(b) Where signed by the Chief of Staff:

Thomas L. Martin
Colonel, G.S.C.
Acting Chief of Staff

(c) Where signed by the Adjutant General:

B. Y. Read
Colonel, A.G.D.
Adjutant General

(d) Where signed by Captain Fullerton:

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Where a communication must be sent to the Presidio for concurrence, none, except (3) (a) of the above will be typed. This will enable the letter to be signed by the Adjutant General or an assistant, immediately after the last necessary concurrence has been obtained.

g. Non-command letters.

(1) Non-command letters will be in accordance with usual business practice and courtesy and as further prescribed herein. They will be on "Office of the Assistant Chief of Staff, Civil Affairs Division" stationery. Paragraphs will not be numbered. The first paragraph of a letter replying to another communication will identify such communication by subject and date. If the communication received was addressed to Lieutenant General J. L. DeWitt, but the answer is to be signed by another, the first paragraph will contain a phrase substantially in the form: "With reference to your letter of _____ the Commanding General directs me to inform you-----". The salutation will be "Dear Sir", "Dear Madam", or "Gentlemen", except in letters addressed to a high civilian official, where a phrase such as "My dear Senator Jones", or "My dear Governor" will be used. The body of the letter will be as brief as is consistent with a complete statement and with usual rules of courtesy. The complimentary closing will be "Very truly yours" in all cases except:

(a) Where a letter is thanking the addressee, in which case "Sincerely yours" will be used.

(b) Where the letter is to a high civilian official, in which case "Sincerely yours" or other phrase may be used, depending upon the degree of acquaintance or friendship between the writer and the addressee.

(2) The Commanding General will sign personally all letters addressed to the Representatives of Foreign Governments, Members of the Cabinet, Governors of States, Senators, Congressmen, other foreign or domestic officials of high rank and Admirals of the Navy. (With each letter will be two white and one green carbon copies).

(3) Non-command communications will ordinarily be signed by the Assistant Adjutant General, followed by:

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

The purpose of having all letters, command, or non-command, normally signed by the Assistant Adjutant General, is to assure administrative control over correspondence and to assure proper recording, mailing, filing, etc.

(a) Where the basic communication is addressed to Colonel Bendetsen and there is a personal relationship, as distinct from an official interest in the matter, signature will be personally by Colonel Bendetsen, followed by:

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

(b) Communications from Colonel Bendetsen to CAD and/or WCCA staff, where: (i) signed personally by Colonel Bendetsen, will be followed only by:

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

There will be no authentication by the Executive Officer or the Adjutant:
(ii) Signed by other than Colonel Bendetsen will be "For the Assistant Chief of Staff, Civil Affairs Division" and will be signed by the Executive Officer.

(c) Travel permits and communications to persons affected by evacuation orders will be on "Office of the Chief of Staff, CAD" stationery and will normally be signed by the Chief of the Regulatory Branch; Property, Security and Regulations Division, with his signature followed by the inscription:

Herman P. Goebel, Jr.
Captain, Cavalry
Chief of Regulatory Branch

A travel permit will not have a salutation or a complimentary close, but will be "For the Assistant Chief of Staff, C.A.D."; where more than one paragraph, the paragraphs will be numbered.

(d) Communications issued to the staff by, or by authority of Colonel Bendetsen, will be entitled (a) "Administrative Orders No. ___", and (b) "Memorandum No. ___". Orders will be directive; memoranda will be informatory. Normally, memoranda will be "By order of Colonel Bendetsen," and signed by the Executive Officer.

(e) Press releases will be issued by the Press Relations Branch. They will not bear the signature of any officer of this staff; however, before release, they must be approved by Colonel Bendetsen.

INCLOSURES. (Spelled Inclosures; not Enclosures.)

9. All communications to which there are inclosures will have, on the same line as the signature, but on the left hand side of the page, the word "Incl" typed, with the inclosures listed below it in sufficient detail to identify the inclosures. The inclosures will be numbered as "Incl. #1", etc.

COPIES.

10. g. Excessive copies will be avoided. In general, command letters, when delivered to the Assistant Adjutant General for dispatch, should comprise the original, 2 white and 1 green carbon copies; non-command letters, except Congressionals, will have only a green copy. If the office of origin desires to have the matter suspended, i.e., where a reply to the letter is expected or certain action is expected at a later date, an additional carbon (pink) should be included with the desired suspense date indicated; such copy will

b. Brevity. Conciseness is essential, but clarity must not be sacrificed for brevity. There may be used such beginning phrases as "Reurtel", "Reurad" to identify an earlier communication. Command messages will end "END CAD".

g. Signature. The signatures will be as follows:

Command messages to subordinate units and to military commanders not under command of WDC-4th Army

DEWITT
CG WDC and 4A

Non Command messages: Normally

Read
AG WDC-4th Army

But, if by nature of the message, there is reason to sign it otherwise, the surname or full name of the officer signing will be used followed by his official capacity, i.e.

Bendetsen, Colonel
Wartime Civil Control Administration

d. Authentication: The green carbon copy will be prepared similar to the green copy of a letter and will, before submission to the Assistant A.G., have all necessary concurrences evidenced by initials. In the lower left will be typed in capitals:

OFFICIAL

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Where concurrences must be obtained from WDC-4th Army at the Presidio, the word "OFFICIAL" only will be typed.

e. Handling. To minimize the handling time on outgoing telegrams, teletypes, and radiograms, the office of origin should, when the message is ready for dispatch, telephone to Communications Room, Local 662, for a messenger. The messenger will obtain authentication from the Assistant A.G., and deliver to Communications Room for immediate dispatch. The practice of leaving outgoing messages in outgoing baskets for routine handling is discouraged.

CLASSIFIED COMMUNICATIONS.

13. Any communication which has been classified as "Secret" or "Confidential", when not in active use (including nights), will be delivered to the Assistant A.G. for safe keeping. Such communications will not be handled by messenger, but will be handled by hand, from one commissioned officer to another or designated non-commissioned officers, or by civilian section chiefs.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division
WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

May 29, 1942

Mr. John Jones
Route 2, Box 101
Salinas, California


Dear Sir:

Lieutenant General J. L. DeWitt has directed me to reply to your letter of May 22, 1942, pertaining to the utilization of persons of Japanese ancestry in the cultivation of sugar beets.

The policy of the Commanding General, to which no exception can be made, is that no such persons be permitted to enter Military Area No. 1 to engage in private industry. Salinas is in Military Area No. 1. Your request, therefore, must be denied.

A copy of Proclamation No. 1 defining the limits of Military Area No. 1 is inclosed.

Very truly yours,


Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Incl.
Procl. No. 1

(a)

MESSANGER SERVICE.

14. Inter-office messenger service is scheduled every twenty minutes from 8:00 A.M. to 6:00 P.M. each day; every thirty minutes from 6:00 P.M. to 8:00 P.M. each day. During the period 8:00 P.M. to 8:00 A.M., messenger service may be obtained by calling Local 689. Messenger service to the Presidio is scheduled as follows:

Leave Hotel Whitcomb at 6:30 A.M., 11:30 A.M., 4:30 P.M., and 8:30 P.M.
Leave Presidio at 8:00 A.M., 1:00 P.M., 6:00 P.M., and 9:00 P.M.

Special messenger service to the Presidio at other hours may be obtained by calling Local 689.

RESPONSIBILITY FOR OFFICE EQUIPMENT.

15. A copy of inventory will be supplied to each officer covering the property in rooms under his direct control. The officer will determine its correctness and return to the Assistant A.G. a signed copy of the inventory.

CLEARANCES.

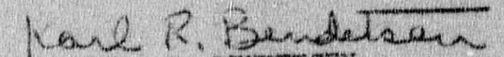
16. a. Officers, on being relieved from duty, this office, will obtain in addition to any and all other clearances necessary, the following:

(1) Clearance of property responsibility for office property charged to them. This will be obtained through the Assistant A.G.

(2) Surrender of identification badge issued by Hq WDC-4A. Badge will be surrendered to the Assistant A.G. and receipt obtained.

(3) Receipted hotel bill, if residence of the officer was at Hotel Whitcomb.

b. Civilians will obtain clearances as prescribed currently by the Civilian Administrative Officer.


KARL R. BENDETSEN
Colonel, G.S.C.
A.C. of S., G.A.D.
W.C.C.A.

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

600.4 (CAD)

May 28, 1942

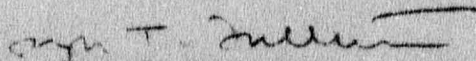
Subject: Reports on construction.

To: Commanding General, Southern California Sector
Pasadena

1. Reference letter this headquarters, dated May 4, 1942, subject and file as above.

2. Reports required by paragraph 8 of above letter will be mailed at such time to assure their receipt at this headquarters not later than June 10, 1942.

By Command of Lieutenant General DeWitt


Hugh T. Fullerton
Captain, A.C.D.
Assistant Adjutant General

(b)

AND FOURTH ARMY

(Do not remove from this paper)

Presidio of San Francisco, Calif.

Note: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom. Papers should have attached all records necessary for intelligent action. A line will be drawn the full width of the slip below each note.

SUBJECT:

No.	Date	From	To	REMARKS
				Japanese Evacuation
1	5/26/42	CAD	G-4	Herewith copies of letters showing changes in Exclusion Orders No. 91, 92, and 93. Copies have been sent this date to all civilian agencies. 15 H.T.F.
2	5/27/42	G-4	CAD	Receipt acknowledged; request five additional copies of each. F.L.W. F.L.W.
3	5/28/42	CAD	G-4	Copies requested attached. F H.T.F.
				(C)

(Use both sides)

(Use both sides)

No.	Date	From	To	REMARKS
				(5)
1	10/10/50	WFO	WFO	10/10/50
2	10/11/50	WFO	WFO	10/11/50
3	10/12/50	WFO	WFO	10/12/50
4	10/13/50	WFO	WFO	10/13/50
5	10/14/50	WFO	WFO	10/14/50
6	10/15/50	WFO	WFO	10/15/50
7	10/16/50	WFO	WFO	10/16/50
8	10/17/50	WFO	WFO	10/17/50
9	10/18/50	WFO	WFO	10/18/50
10	10/19/50	WFO	WFO	10/19/50
11	10/20/50	WFO	WFO	10/20/50
12	10/21/50	WFO	WFO	10/21/50
13	10/22/50	WFO	WFO	10/22/50
14	10/23/50	WFO	WFO	10/23/50
15	10/24/50	WFO	WFO	10/24/50
16	10/25/50	WFO	WFO	10/25/50
17	10/26/50	WFO	WFO	10/26/50
18	10/27/50	WFO	WFO	10/27/50
19	10/28/50	WFO	WFO	10/28/50
20	10/29/50	WFO	WFO	10/29/50
21	10/30/50	WFO	WFO	10/30/50
22	10/31/50	WFO	WFO	10/31/50
23	11/1/50	WFO	WFO	11/1/50
24	11/2/50	WFO	WFO	11/2/50
25	11/3/50	WFO	WFO	11/3/50
26	11/4/50	WFO	WFO	11/4/50
27	11/5/50	WFO	WFO	11/5/50
28	11/6/50	WFO	WFO	11/6/50
29	11/7/50	WFO	WFO	11/7/50
30	11/8/50	WFO	WFO	11/8/50
31	11/9/50	WFO	WFO	11/9/50
32	11/10/50	WFO	WFO	11/10/50
33	11/11/50	WFO	WFO	11/11/50
34	11/12/50	WFO	WFO	11/12/50
35	11/13/50	WFO	WFO	11/13/50
36	11/14/50	WFO	WFO	11/14/50
37	11/15/50	WFO	WFO	11/15/50
38	11/16/50	WFO	WFO	11/16/50
39	11/17/50	WFO	WFO	11/17/50
40	11/18/50	WFO	WFO	11/18/50
41	11/19/50	WFO	WFO	11/19/50
42	11/20/50	WFO	WFO	11/20/50
43	11/21/50	WFO	WFO	11/21/50
44	11/22/50	WFO	WFO	11/22/50
45	11/23/50	WFO	WFO	11/23/50
46	11/24/50	WFO	WFO	11/24/50
47	11/25/50	WFO	WFO	11/25/50
48	11/26/50	WFO	WFO	11/26/50
49	11/27/50	WFO	WFO	11/27/50
50	11/28/50	WFO	WFO	11/28/50
51	11/29/50	WFO	WFO	11/29/50
52	11/30/50	WFO	WFO	11/30/50
53	12/1/50	WFO	WFO	12/1/50
54	12/2/50	WFO	WFO	12/2/50
55	12/3/50	WFO	WFO	12/3/50
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58	12/6/50	WFO	WFO	12/6/50
59	12/7/50	WFO	WFO	12/7/50
60	12/8/50	WFO	WFO	12/8/50
61	12/9/50	WFO	WFO	12/9/50
62	12/10/50	WFO	WFO	12/10/50
63	12/11/50	WFO	WFO	12/11/50
64	12/12/50	WFO	WFO	12/12/50
65	12/13/50	WFO	WFO	12/13/50
66	12/14/50	WFO	WFO	12/14/50
67	12/15/50	WFO	WFO	12/15/50
68	12/16/50	WFO	WFO	12/16/50
69	12/17/50	WFO	WFO	12/17/50
70	12/18/50	WFO	WFO	12/18/50
71	12/19/50	WFO	WFO	12/19/50
72	12/20/50	WFO	WFO	12/20/50
73	12/21/50	WFO	WFO	12/21/50
74	12/22/50	WFO	WFO	12/22/50
75	12/23/50	WFO	WFO	12/23/50
76	12/24/50	WFO	WFO	12/24/50
77	12/25/50	WFO	WFO	12/25/50
78	12/26/50	WFO	WFO	12/26/50
79	12/27/50	WFO	WFO	12/27/50
80	12/28/50	WFO	WFO	12/28/50
81	12/29/50	WFO	WFO	12/29/50
82	12/30/50	WFO	WFO	12/30/50
83	12/31/50	WFO	WFO	12/31/50
84	1/1/51	WFO	WFO	1/1/51
85	1/2/51	WFO	WFO	1/2/51
86	1/3/51	WFO	WFO	1/3/51
87	1/4/51	WFO	WFO	1/4/51
88	1/5/51	WFO	WFO	1/5/51
89	1/6/51	WFO	WFO	1/6/51
90	1/7/51	WFO	WFO	1/7/51
91	1/8/51	WFO	WFO	1/8/51
92	1/9/51	WFO	WFO	1/9/51
93	1/10/51	WFO	WFO	1/10/51
94	1/11/51	WFO	WFO	1/11/51
95	1/12/51	WFO	WFO	1/12/51
96	1/13/51	WFO	WFO	1/13/51
97	1/14/51	WFO	WFO	1/14/51
98	1/15/51	WFO	WFO	1/15/51
99	1/16/51	WFO	WFO	1/16/51
100	1/17/51	WFO	WFO	1/17/51

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WESTERN DEFENSE COMMAND AND FOURTH ARMY

Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION

May 27, 1942

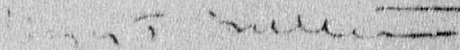
SUBJECT: Channel of Communication to WRA

TO: CAD - WCCA Staff

Captain Mark H. Astrup is now on full-time duty with War Relocation Authority. In addition to his other duties, he will act as liaison officer from WRA to CAD-WCCA, to Hq. WDC-Fourth Army, and to all other military headquarters, except on matters pertaining to Quartermaster procurement, which will continue to be handled direct by Colonel Foy.

The channel of communication from CAD - WCCA to WRA for all matters, irrespective of size or importance, and whether formal or informal, is through Captain Astrup. Such matters include requests for site locations, clearance of press releases and publications, requests for issuance of civilian restriction orders, and matters pertaining to construction and activities in assembly centers.

For the Assistant Chief of Staff,
Civil Affairs Division:


Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

(d)

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

May 10, 1942

SUBJECT: Administrative Matters.

TO: Commanding General, Southern California Sector.

Paragraphs will, if more than one, be numbered. No salutation or complimentary closing will be used. Where the signature is to be that of an officer other than the Commanding General, there will follow the last paragraph, the phrase, (to subordinate units), "By Command of Lieutenant General DeWitt"; (to military commanders not under the jurisdiction of C.G., WDC-4th Army) "For the Commanding General".

(2) Command communications to subordinate units of WDC-4th Army will be signed by the Adjutant General or an Assistant Adjutant General. Command communications to military commanders, not under the jurisdiction of WDC-4th Army, will be signed by the Adjutant General, an Assistant Adjutant General or, in certain cases, by the Commanding General (in his absence, by the Chief of Staff).

(3) The signature will be followed with:

(a) Where signed by the Commanding General:

J. L. DeWitt
Lieutenant General, U.S. Army
Commanding

(b) Where signed by the Chief of Staff:

Thomas L. Martin
Colonel, G.S.C.
Acting Chief of Staff

(c) Where signed by the Adjutant General:

B. Y. Read
Colonel, A.G.D.
Adjutant General

(d) Where signed by Captain Fullerton:

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Where a communication must be sent to the Presidio for concurrence, none, except (3) (a) of the above will be typed. This will enable the letter to be signed by the Adjutant General or an assistant, immediately after the last necessary concurrence has been obtained.

g. Non-command letters.

(1) Non-command letters will be in accordance with usual business practice and courtesy and as further prescribed herein. They will be on "Office of the Assistant Chief of Staff, Civil Affairs Division" stationery. Paragraphs will not be numbered. The first paragraph of a letter replying to another communication will identify such communication by subject and date. If the communication received was addressed to Lieutenant General J. L. DeWitt, but the answer is to be signed by another, the first paragraph will contain a phrase substantially in the form: "With reference to your letter of _____ the Commanding General directs me to inform you-----". The salutation will be "Dear Sir", "Dear Madam", or "Gentlemen", except in letters addressed to a high civilian official, where a phrase such as "My dear Senator Jones", or "My dear Governor" will be used. The body of the letter will be as brief as is consistent with a complete statement and with usual rules of courtesy. The complimentary closing will be "Very truly yours" in all cases except:

(a) Where a letter is thanking the addressee, in which case "Sincerely yours" will be used.

(b) Where the letter is to a high civilian official, in which case "Sincerely yours" or other phrase may be used, depending upon the degree of acquaintance or friendship between the writer and the addressee.

(2) The Commanding General will sign personally all letters addressed to the Representatives of Foreign Governments, Members of the Cabinet, Governors of States, Senators, Congressmen, other foreign or domestic officials of high rank and Admirals of the Navy. (With each letter will be two white and one green carbon copies).

(3) Non-command communications will ordinarily be signed by the Assistant Adjutant General, followed by:

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

The purpose of having all letters, command, or non-command, normally signed by the Assistant Adjutant General, is to assure administrative control over correspondence and to assure proper recording, mailing, filing, etc.

(a) Where the basic communication is addressed to Colonel Bendetsen and there is a personal relationship, as distinct from an official interest in the matter, signature will be personally by Colonel Bendetsen, followed by:

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

(b) Communications from Colonel Bendetsen to CAD and/or WCOA staff, where: (i) signed personally by Colonel Bendetsen, will be followed only by:

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

There will be no authentication by the Executive Officer or the Adjutant:
(ii) Signed by other than Colonel Bendetsen will be "For the Assistant Chief of Staff, Civil Affairs Division" and will be signed by the Executive Officer.

(c) Travel permits and communications to persons affected by evacuation orders will be on "Office of the Chief of Staff, CAD" stationery and will normally be signed by the Chief of the Regulatory Branch; Property, Security and Regulations Division, with his signature followed by the inscription:

Herman P. Goebel, Jr.
Captain, Cavalry
Chief of Regulatory Branch

A travel permit will not have a salutation or a complimentary close, but will be "For the Assistant Chief of Staff, C.A.D."; where more than one paragraph, the paragraphs will be numbered.

(d) Communications issued to the staff by, or by authority of Colonel Bendetsen, will be entitled (a) "Administrative Orders No. __", and (b) "Memorandum No. __". Orders will be directive; memoranda will be informatory. Normally, memoranda will be "By order of Colonel Bendetsen," and signed by the Executive Officer.

(e) Press releases will be issued by the Press Relations Branch. They will not bear the signature of any officer of this staff; however, before release, they must be approved by Colonel Bendetsen.

INCLOSURES. (Spelled Inclosures; not Enclosures.)

9. All communications to which there are inclosures will have, on the same line as the signature, but on the left hand side of the page, the word "Incl" typed, with the inclosures listed below it in sufficient detail to identify the inclosures. The inclosures will be numbered as "Incl. #1", etc.

COPIES.

10. a. Excessive copies will be avoided. In general, command letters, when delivered to the Assistant Adjutant General for dispatch, should comprise the original, 2 white and 1 green carbon copies; non-command letters, except Congressionals, will have only a green copy. If the office of origin desires to have the matter suspended, i.e., where a reply to the letter is expected or certain action is expected at a later date, an additional carbon (pink) should be included with the desired suspense date indicated; such copy will

be placed in the A.G. suspense file and brought to the attention of the interested officer on the suspense date.

b. The green carbon is the record copy and will have typed or stamped upon it the initials, in capitals followed by a slant line, of the person dictating or composing the letter, and the initials, in small letters, of the typist. Example "HTF/km". Below them will appear "CAD". All will be placed within one-half inch of the right edge of the green carbon copy, approximately opposite the date.

c. If copies are to be sent to anyone other than the addressee, notation of such should be made on the lower left side of the page beneath the list of inclosures. If such distribution is made by the office of origin, the individual making such distribution should initial the entry on the green copy; if no such initials appear on the green copy, distribution will be made by the mail room if sufficient copies are available. If sufficient copies are not available, the communication will be returned to the office of origin.

PREPARATION FOR DISPATCH.

11. a. After preparation by a typist a communication will be checked by the typist with another against the stenographic notes or other draft. Thereafter communications, with the envelope, will be fastened with two paper clips (not staples), widely spaced, to the carbon copies so that the green carbon copy protrudes approximately one-half inch beyond the right edge of the original, disclosing the typed initials. The letter will be delivered to the composing officer for review and correction; if correct, he will initial the green carbon copy above his typed initials and obtain, on the green carbon copy, the initials of all other interested Chiefs of Sections of CAD, WCOA. If the communication requires the concurrence of staff sections of WDC-4th Army, he will attach to the letter a routing slip with such staff sections checked.

b. The letter will then be delivered to the Assistant A.G.'s office where, if all concurrences have been obtained, it will be signed, (or signature obtained), mailed and green carbon copy filed, with pink copy, if any, placed in the A.G.'s suspense file. If the office of origin desires a copy it should direct the making and pulling of a copy prior to delivery of the communication to the Assistant A.G.

c. Communications to which are attached a routing slip for concurrence of staff section at the Presidio, will be sent by the Assistant A.G. to the Presidio by messenger and concurrence will there be obtained; thereafter the letter will be sent to the office of the Adjutant General, WDC-4th Army at the Presidio, who, or one of his assistants, will sign and dispatch the letter from the Presidio.

PREPARATION AND COMPOSITION OF TELEGRAMS, TELETYPES AND RADIOGRAMS.

12. a. Number of copies. There should be an original and one green carbon copies (pink suspense copy, if desired).

b. Brevity. Conciseness is essential, but clarity must not be sacrificed for brevity. There may be used such beginning phrases as "Reurtel", "Reurad" to identify an earlier communication. Command messages will end "END CAD".

g. Signature. The signatures will be as follows:

Command messages to subordinate units and to military commanders not under command of WDC-4th Army

DEWITT
CG WDC and 4A

Non Command messages: Normally

Read
AG WDC-4th Army

But, if by nature of the message, there is reason to sign it otherwise, the surname or full name of the officer signing will be used followed by his official capacity, i.e.

Bendetsen, Colonel
Wartime Civil Control Administration

d. Authentication: The green carbon copy will be prepared similar to the green copy of a letter and will, before submission to the Assistant A.G., have all necessary concurrences evidenced by initials. In the lower left will be typed in capitals:

OFFICIAL

Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Where concurrences must be obtained from WDC-4th Army at the Presidio, the word "OFFICIAL" only will be typed.

g. Handling. To minimize the handling time on outgoing telegrams, teletypes, and radiograms, the office of origin should, when the message is ready for dispatch, telephone to Communications Room, Local 662, for a messenger. The messenger will obtain authentication from the Assistant A.G., and deliver to Communications Room for immediate dispatch. The practice of leaving outgoing messages in outgoing baskets for routine handling is discouraged.

CLASSIFIED COMMUNICATIONS.

13. Any communication which has been classified as "Secret" or "Confidential", when not in active use (including nights), will be delivered to the Assistant A.G. for safe keeping. Such communications will not be handled by messenger, but will be handled by hand, from one commissioned officer to another or designated non-commissioned officers, or by civilian section chiefs.

MESSENGER SERVICE.

14. Inter-office messenger service is scheduled every twenty minutes from 8:00 A.M. to 8:00 P.M. each day; every thirty minutes from 8:00 P.M. to 8:00 PM each day. During the period 8:00 P.M. to 8:00 A.M., messenger service may be obtained by calling Local 689. Messenger service to the Presidio is scheduled as follows:

Leave Hotel Whitcomb at 6:30 A.M., 11:30 A.M., 4:30 P.M., and 8:30 P.M.
Leave Presidio at 8:00 A.M., 1:00 P.M., 6:00 P.M., and 9:00 P.M.

Special messenger service to the Presidio at other hours may be obtained by calling Local 689.

RESPONSIBILITY FOR OFFICE EQUIPMENT.

15. A copy of inventory will be supplied to each officer covering the property in rooms under his direct control. The officer will determine its correctness and return to the Assistant A.G. a signed copy of the inventory.

CLEARANCES.

16. a. Officers, on being relieved from duty, this office, will obtain in addition to any and all other clearances necessary, the following:

- (1) Clearance of property responsibility for office property charged to them. This will be obtained through the Assistant A.G.
- (2) Surrender of identification badge issued by Hq WDC-4A. Badge will be surrendered to the Assistant A.G. and receipt obtained.
- (3) Receipted hotel bill, if residence of the officer was at Hotel Whitcomb.

b. Civilians will obtain clearances as prescribed currently by the Civilian Administrative Officer.

Karl R. Bendetson
KARL R. BENDETSEN
Colonel, G.S.C.
A.C. of S., G.A.D.
W.C.C.A.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division
WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

May 29, 1942

Mr. John Jones
Route 2, Box 101
Salinas, California

Dear Sir:

Lieutenant General J. L. DeWitt has directed me to reply to your letter of May 22, 1942, pertaining to the utilization of persons of Japanese ancestry in the cultivation of sugar beets.

The policy of the Commanding General, to which no exception can be made, is that no such persons be permitted to enter Military Area No. 1 to engage in private industry. Salinas is in Military Area No. 1. Your request, therefore, must be denied.

A copy of Proclamation No. 1 defining the limits of Military Area No. 1 is inclosed.

Very truly yours,



Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

Incl.
Procl. No. 1

(a)

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

600.4 (CAD)

May 28, 1942

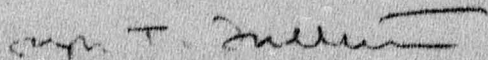
Subject: Reports on construction.

To: Commanding General, Southern California Sector
Pasadena

1. Reference letter this headquarters, dated May 4, 1942, subject and file as above.

2. Reports required by paragraph 8 of above letter will be mailed at such time to assure their receipt at this headquarters not later than June 10, 1942.

By Command of Lieutenant General DeWitt


Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

(b)

HQ. WESTERN DEFENSE COMMAND AND FOURTH ARMY

CHECK SLIP (Informal)
(Do not remove from this paper)

File No.

Presidio of San Francisco, Calif.

Note: Use this slip for notes in connection with this paper. All notes will be NUMBERED CONSECUTIVELY, top to bottom. Papers should have attached all records necessary for intelligent action. A line will be drawn the full width of the slip below each note.

SUBJECT:

No.	Date	From	To	REMARKS
				Japanese Evacuation
1	5/26/42	CAD	G-4	Herewith copies of letters showing changes in Exclusion Orders No. 91, 92, and 93. Copies have been sent this date to all civilian agencies. H.T.F.
2	5/27/42	G-4	CAD	Receipt acknowledged; request five additional copies of each. F.L.W. F.L.W.
3	5/28/42	CAD	G-4	Copies requested attached. H.T.F.
(C)				
(Use both sides)				

No.	Date	From	To	REMARKS
				(C)
3	2/25/45	OWD	4-4	Coldest recorded temperature
3	2/25/45	OWD	4-4	Coldest of year possibly record for Washington
1	2/25/45	OWD	4-4	Station: Have been sent this year to all stations Washington Office No. 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807

WESTERN DEFENSE COMMAND AND FOURTH ARMY

Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION

May 27, 1942

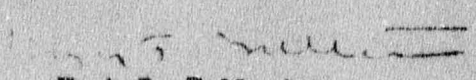
SUBJECT: Channel of Communication to WRA

TO: CAD - WCCA Staff

Captain Mark H. Astrup is now on full-time duty with War Relocation Authority. In addition to his other duties, he will act as liaison officer from WRA to CAD-WCCA, to Hq. WDC-Fourth Army, and to all other military headquarters, except on matters pertaining to Quartermaster procurement, which will continue to be handled direct by Colonel Foy.

The channel of communication from CAD - WCCA to WRA for all matters, irrespective of size or importance, and whether formal or informal, is through Captain Astrup. Such matters include requests for site locations, clearance of press releases and publications, requests for issuance of civilian restriction orders, and matters pertaining to construction and activities in assembly centers.

For the Assistant Chief of Staff,
Civil Affairs Division:


Hugh T. Fullerton
Captain, A.G.D.
Assistant Adjutant General

(d)

REFERRED BY MR. J. D. [unclear]
TO MR. [unclear]
JUN 11 1942

WESTERN DEFENSE COMMAND AND FOURTH ARMY
WARTIME CIVIL CONTROL ADMINISTRATION

OFFICE LETTER NO. 8

May 30, 1942

TO: PERSONNEL OF THE ADMINISTRATIVE BRANCH
SUBJECT: IDENTIFICATION CARDS - PROTECTION OF HEADQUARTERS OFFICE

On June 1st identification cards will be issued to all civilian employees and the following measures shall be placed in effect to protect the premises of the headquarters office:

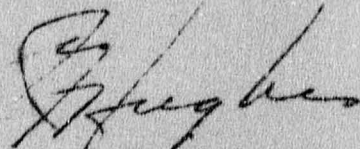
In addition to the receptionist at the main desk, a military guard will be on duty on a 24 hour basis. Until recognition is established, every employee shall be required to show his or her identification card and verify their assignment as the necessity of complete protection demands.

At 5:30 P.M. immediately following completion of the regular daytime work schedule, a register will be put into operation, and all civilians shall insert their name, branch of service (or section to be contacted) room number of destination and time of arrival. The reception clerk shall check each individual's outgoing passage by inserting the time of departure from the floor. The reception clerk shall definitely identify each civilian and verify their entry privilege by contacting the office of destination if necessary.

Salesman and solicitors must receive clearance from the office of destination before entry will be permitted.

Offices shall be locked upon departure of occupants at conclusion of the work schedule each day. No one shall be allowed to enter any office except persons regularly assigned, and others demonstrating a right of access. When a pass key is needed to enter an office, it shall be used by the reception clerk or military guard, who will remain in the office during a temporary entry by a person not regularly assigned to it, but who may be seeking an item of immediate need in some other section or office.

It is imperative that only authorized personnel and representatives of allied activities have access to this headquarters. To this end the cooperation of every employee is solicited.



J. F. Hughes
Administrative Officer

Distribution P

WCC

WESTERN DEFENSE COMMAND AND FOURTH ARMY
WARTIME CIVIL CONTROL ADMINISTRATION

OFFICE LETTER NO. 6


May 23, 1942

TO: PERSONNEL OF THE ADMINISTRATIVE BRANCH
SUBJECT: ENFORCEMENT OF ADMINISTRATIVE ORDER NO. 9

The cooperation of Section Chiefs and Division Heads is solicited in carrying out the provisions of Administrative Order No. 9 establishing sick and annual leave regulations and a general control of personnel.

In particular you are requested to advise the Administrative Branch promptly when a civilian employee is terminated from the W. C. C. A. payroll for any cause. A similar promptness in the handling of sick and annual leave forms is an important assistance in the preparation of semi-monthly payrolls. Also we feel that employees should be required to report promptly for duty at the beginning of their shift, and should remain in their office until the time scheduled to go off duty.

Absence from this floor should be authorized by the person in each section in control of personnel, and employees on the night shift should be restricted to a definite lunch period similar to that required of those on the principal daytime schedule.


J. F. HUGHES
Administrative Officer

Distribution P

JFH:O'N

WESTERN DEFENSE COMMAND AND FOURTH ARMY

Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION

May 4, 1942

ADMINISTRATIVE ORDER)

MULLEN)

8)

REQUISITION FOR SUPPLIES AND SERVICES
FURNISHED BY W.C.C.A.

1. Administrative Order #2, dated March 30, 1942, covers generally the procedure to be followed in requisitioning supplies and equipment. This order supersedes Administrative Order #2 only insofar as it pertains to the obtaining of mimeograph service, (Room 466), and supplies and equipment now maintained in stock or procured by purchase.

ORDERS FOR MIMEOGRAPH SERVICE. To procure mimeograph service, the following procedure is established;

- a. An original and two copies of OEM Requisition Form #390 will be prepared by the office desiring the service; the original and one copy will accompany the stencil to be reproduced, and one copy retained in the office of origin. Complete Form #390 by dating and inserting:
 - (1) In the space following "To": "Mimeograph Service, Building, Attention: Mr. Hughes".
 - (2) In the space following "Deliver to", the name of the office or origin, room number, and name of the person to whom the completed work is to be returned.
 - (3) In the space to left of "Approving Officer", the signature of a responsible official of the office of origin.
 - (4) Under "Description of Articles, Quantity and Unit", the number of copies desired, type of stock to be used, and

whether the stencil is to be retained
in mimeograph room files for future re-order.

b. The following approvals must be obtained before
reproducing stencil is authorized:

- (1) Approval of administrative officer in all cases except those in (2) and (3) below.
- (2) Approval and initials of the Executive Officer, or an officer designated by him, on all Publicity releases and instructions pertaining thereto, and on instructions pertaining to the policies of W.C.C.A.
- (3) Approval of the Adjutant on inter-office forms or other media designated for use outside the immediate needs of the originating office.

3. ORDERS FOR SUPPLIES AND EQUIPMENT. The Stock Room, (Room 479), will endeavor to maintain supplies of minor items that are required by the individual offices on a daily basis. These include paper of various grades, pencils, carbon, stencils, and also small equipment such as wastebaskets, punches, pen and ink sets, calendar pads, etc. To obtain any of the above items, the following procedure is established:

a. Complete Form 390 by dating and inserting:

- (1) In the space following "To": "Stationery Supply Room, Building, Attention: Mr. Busch".
- (2) In the space following "Deliver to", the name of the office of origin, room number, and person to whom the supplies are to be delivered.
- (3) In the space to the left of "Approving Officer", the initials of a responsible officer of the office of origin.
- (4) Under "Description of Articles, Quantity, and Unit", the desired supplies, amount, etc.

- b. The original of the requisition will be forwarded to the supply room; the copy will be retained by the office of origin.

4. REQUISITIONS TO PURCHASE. Purchases must be made through the Administrative Branch and regular procurement channels to assure proper accounting and to obtain the best competitive prices on government expenditures. Future needs should be anticipated and the Administrative Branch allowed a reasonable time to make the purchase through procurement channels. In emergencies, the Administrative Officer will make telephone purchases and arrange for confirmation orders. The Administrative Officer cannot accept the responsibility for payment to vender when the established procedure is not followed. The following procedure is established:

- a. Requisitions for purchases shall originate with and bear the initials of the Section Chief or his designated assistant.
- b. Complete Form 390 by dating and inserting:
 - (1) In the space following "To":
Central Administrative Service Section
Office For Emergency Management
1355 Market Street
San Francisco, California.
 - (2) In the space following "Deliver to":
Mr. James F. Hughes
Administrative Officer, W.C.C.A.
1231 Market Street
San Francisco, California.
 - (3) Balance of requisition is prepared as described in paragraphs 2 and 3 above.

5. REQUISITIONS FOR PRINTING - EMERGENCY. In cases of extreme emergency, or during the late work shifts, printing service may be obtained by direct contact with the vender by the Chief of Statistical Branch, the Executive Officer, or the Adjutant; and in such a

case, there will be prepared immediately thereafter a requisition marked "Confirmation Order", with the name and address of the firm furnishing the service at the bottom. This confirmation order will be transmitted to the Administrative Officer the next day.

6. Sample forms of the various requisitions described in this order are attached:

Karl R. Bendetsen

Karl R. Bendetsen

Colonel, G. S. C.

Assistant Chief of Staff

Civil Affairs Division

Wartime Civil Control Administration

Aminty

WARILE CIVIL CONTROL ADMINISTRATION
WESTERN DEFENSE COMMAND AND FOURTH ARMY
1231 MARKET STREET, SAN FRANCISCO, CALIF.

April 23, 1942

MEMORANDUM:

Within the limits prescribed in Administrative Order
No. 6, enclosed herewith, we request that Managers of W. C. C. A.
Control Station offices give as much information as possible to all
local newspapers.

The urgency of early settlement of affairs of the
Japanese should be particularly stressed.

Special attention is directed to Paragraph 4, Adminis-
trative Order No. 6. Careful observance of the restrictions set
forth in this paragraph is absolutely necessary.

W. K. SHAUGHNESSY
Asst. Regional Representative
U. S. Employment Service

PHILIP J. SINNOTT
Captain, M. I.
Public Relations Officer

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 22, 1942

Administrative Order)
NUMBER 6)

1. Release of information to Press and Radio regarding evacuation, exclusion orders, departure schedules, assembly centers and the over-all W.C.C.A. program MUST be centralized in this headquarters. However, Press and Radio in the areas served by W.C.C.A. Service Offices can be of great value in advising Japanese and others of the W.C.C.A. local objectives and accomplishments, and in disseminating specific information and requests through each Service Office area, if officially furnished this information.

2. Press and Radio consider the local phases of evacuation a vital story, and wish to get coverage from both news and patriotic standpoints. However, the activities of these agencies must be controlled to prevent spread of misinformation, with resulting confusion and possible crop or property losses.

3. The U. S. Employment Service manager at each W.C.C.A. Service Office is authorized to furnish Press and Radio in the service office area with information regarding the office, functions of each team component, extent of Japanese property transfers, opportunities for non-Japanese (do not say "white" farmers) to acquire holdings, and information showing necessity for early settlement of affairs, and other such information, to assure orderly evacuation with property settlements completed.

4. NOT TO BE RELEASED BY LOCAL W.C.C.A. SERVICE OFFICES:

a Any information regarding time--or predicted time--of evacuations within the area served by the W.C.C.A. Service Office.

b Any information regarding assembly centers, reception centers and actions of W.C.C.A.

c Army over-all evacuation policy, unless this is quoted literally from W.C.C.A. press releases.

d Information that pertains only to the functions of the respective agencies unless approved by Farm Security Administration, Federal Reserve Bank, or Federal Security Agency.

RECEIVED
APR 24 1942
EVACUEE
PROPERTY
DEPT.

5. SUGGESTED RELEASES BY W.C.C.A. OFFICES:

a Farm Security Administration

(1) Publicity regarding Japanese-operated crop acreage in the area, including types of crops, extent of each in the service office area; status of substitute farm management-- number of farms or acres transferred to other operation and management and related matters.

(2) Publicity on types and scope of F.S.A. negotiations to complete farm and crop deals.

(3) Information advising qualified individuals, corporations or cooperatives to contact W.C.C.A. Service Office for procedure to become substitute operators of Japanese acreage; enlisting farm cooperatives to help recruit qualified substitute farmers.

(4) Publicity emphasizing the vital necessity of continuous farm production, pointing to danger of crop and livestock shrinkage unless continuous operation is provided; stressing that neglect of crops or "junking" of machinery or equipment is sabotage.

b Federal Reserve Bank

(1) Property settlement-- Releases pointing out that Japanese evacuation of Military Area No. 1 is under way, and will be completed within a few weeks, with NO exemptions to Japanese to remain and settle local property affairs. It is to the evacuee's advantage to start closing his affairs and make his own arrangements for disposal of personal and real property. The released information, however, must not give the impression that an immediate local evacuation is planned, as this might frighten Japanese into sacrificing property, or allow local predators opportunity to take undue advantage of evacuees-to-be. Advise Japanese to inform W.C.C.A. Service Office of any illegal or forced transactions imposed upon them.

(2) Property Disposal Assistance-- Release information that should Japanese individually fail to make equitable property disposition they should make contact with local W.C.C.A. Service Office for assistance in closing a deal while there is time for proper procedure

(3) Household Effects-- The residents of the area should be advised that Japanese will not be allowed to take furniture to assembly or reception centers; that prior to any actual evacuation order, Japanese may crate and pack some of their belongings not currently needed, to lessen work after exclusion is ordered. Non-Japanese friends can store furniture, art or other personal property for Japanese, should they wish to.

DO NOT
/SUGGEST AN EVACUATION IS IMMINENT, NOR THAT JAPANESE CAN DROP IN ANY TIME
AND STORE THEIR EFFECTS IN THE W.C.C.A. OFFICE.

(4) Automobiles-- Publicity on assistance that W.C.C.A. Service Office can give Japanese in disposing of their cars where Japanese themselves cannot make satisfactory deals.

(5) See Federal Reserve Bank bulletin on its functions in W.C.C.A. Program, enclosed.

c Federal Security Agency

(1) Registration of evacuees-- How many Japanese registered; how many families represented in this registration; percentage of registered Japanese and total number of Japanese in area.

(2) Social Workers' Activities-- Publicity on family assistance; counsel on clothing and individual equipment for relocation; procuring new owners for evacuees' pets (through local S.P.C.A., Humane Society or Red Star Animal Relief); illustrations of local cases, preferably without Japanese names.

(3) Evacuees' Occupations-- How men and women are listed by skills for participation in community life of the assembly and reception centers.

(4) Farm Labor-- Publicity to help procurement of labor for operation of acreage under substitute management; seasonal distribution of this pool to maintain production.

6. Information along the lines suggested herein can be released through the manager of the W.C.C.A. Service Office in written form or in interviews with Press and Radio representatives. Due credit should be given each Federal Agency's participation. It must be distinctly understood that the program is a military mission, in which all the agencies are aiding the Western Defense Command and Fourth Army, and the W.C.C.A. in evacuating Japanese from Military Area No. 1. Accomplishment of this mission will protect the Japanese in the United States, minimize danger of sabotage and espionage. Cooperation by all federal agencies will minimize crop loss, economic dislocation, and danger of disorder.

Karl R. Bendtsen
KARL R. BENDTSEN
Colonel G.S.C.
A.C. of S. for Civil Affairs
W.D.C. and Fourth Army

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 22, 1942

Administrative Order)

NUMBER

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Harold R. Bendetson
HAROLD R. BENDETSEN
Colonel G.S.C.
A.C. of S. for Civil Affairs
W.D.C. and Fourth Army

APR 11 1942

Inne on confidential file

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

April 9, 1942

Administrative Order)
Number 4) SECURITY

1. SECRET, CONFIDENTIAL AND RESTRICTED INFORMATION.

a All personnel, military and civilian, must and will exercise the utmost discretion in safeguarding information obtained by them, through their work in this headquarters. Personnel are prohibited from discussing any of the business of this headquarters with any persons whose business does not legitimately entitle them to such information.

b Certain matters, within this headquarters, will be marked "Restricted". The utmost caution will be taken that neither such papers or the information contained therein, will be given out to unauthorized persons. "Unauthorized persons" include the personnel of this headquarters whose work does not require such information. Inadvertent disclosure of such information has, in the past, not only embarrassed this headquarters, but has enabled outsiders to take action which defeats, in part, the orderly processes laid down for evacuation.

Any matter marked "Restricted" will, therefore, be held in the highest confidence. The issuing of definite instructions based on contemplated action, but prior to decision, is a violation of this prohibition.

c Military regulations and criminal statutes prohibit the giving out of information gained from military sources. Penalties are provided for any violations. Violations will not be countenanced, whether inadvertent or not. Charges will be preferred in case of violation by military personnel; a violation by a civilian will result in immediate discharge and reference of the matter to the United States Attorney.

2. BLACKOUTS. Each Section of CAD-WCCA will appoint one person responsible for the enforcement of blackout security. Lights will be extinguished in all rooms at night when personnel have left for the evening. Upon the sounding of the blackout signal, all lights are extinguished by the hotel; no lights will be turned on, during the blackout period, in any of the rooms.

3. UNAUTHORIZED PERSONS. Any person, not connected with this headquarters, having business with any person or Section of CAD-WCCA, will be admitted by the Receptionist, only upon the approval of (a) a commissioned officer or (b) a Section or deputy chief.

4. PHYSICAL SECURITY.

a Offices, when vacated for the night, will normally be locked. During the day, each section will normally have at least one person present at all times in each office or suite of connecting offices.

b Should this headquarters be subjected to an armed attack, all personnel, military and civilian, will immediately be under the command of the senior line officer present for duty. While it is assumed that civilians will be released promptly from such control, they will, until such release, obey any and all commands of such officer.

The senior line officer, on assuming command, will

- (1) destroy any files or other material which may be of interest to the enemy;
- (2) report immediately, by quickest practicable means (telephone, if possible), to the Provost Marshal, W. D. C. and Fourth Army, for instructions.
- (3) pending instructions, take such steps as he may deem proper for the active or passive defense of this headquarters.

5. SECURITY OFFICER: Captain Hugh T. Fullerton, (AGD), in addition to his other duties, is named Security Officer and is responsible for all measures connected with the security of this headquarters.

Karl R. Bendetsen
KARL R. BENDETSEN
Colonel G. S. C.
Assistant Chief of Staff
Civil Affairs Division

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF, CIVIL AFFAIRS DIVISION
WARTIME CIVIL CONTROL ADMINISTRATION

April 6, 1942

Administrative Order)
Number 3) ROUTINE ADMINISTRATIVE PROCEDURE

REFERRED BY MR. H.D. ARMSTRONG
TO MR. [Signature]
APR 11 1942

GENERAL

1. CAD and WCCA, being part military and part civilian, entails an administrative organization which necessitates certain rules of procedure which must be strictly adhered to in order to eliminate unnecessary effort and confusion while retaining administrative control. The following are prescribed for the guidance and compliance of personnel, both military and civilian.

2. The administrative organization composed of CAD and WCCA occupies a dual status. CAD is a General Staff Section of WDC-4th Army and as such has no operating functions, but exists solely for the purpose of obtaining information for, assisting in the formulation of the policies of and advising the Commanding General, WDC-4th Army in matters pertaining to civil affairs. WCCA is not a staff section, but an operating body (although it has certain fact finding and advisory functions).

3. A matter which falls entirely within the scope of CAD will almost invariably be a "command" matter; this is usually a communication (order, request or otherwise) to subordinate units of WDC-4th Army or to higher headquarters (War Department, including S.O.S. etc.) Such is done entirely in the name of the Commanding General WDC-4th Army.

A matter which falls entirely within the scope of WCCA will seldom, if ever, be a matter of military command, although it may involve the direction (command) of civilian or other personnel under the jurisdiction of WCCA. In such case, the command is by the Officer in charge of WCCA.

4. A matter which partakes of both CAD and WCCA functions will be handled by the one having the major interest therein. This, in many cases, will require a decision based on the policy of endeavoring to relieve Headquarters, WDC-4th Army of as much of the administrative burden as possible.

PREVIOUS INSTRUCTIONS

5. All administrative instructions heretofore issued by CAD and WCCA, in conflict with the following, are hereby rescinded.

OFFICE HOURS

6. The office will be open seven days a week. Shifts will be arranged by Section Chiefs so that an operating staff is available each day. Normal civilian employment is eight hours a day.

The lunch period is 45 minutes. A member of each section must be available at all times between 8:15 AM and 10:00 PM so that correspondence, telephones, etc., can be adequately covered.

OFFICE OF RECORD

7. CAD is an Office of Record. A mail and record room will be operated. Mail and records will be indexed and filed in accordance with the Dewey Decimal system. Records sent to the record section for file, must bear in the lower right hand corner the word "file" and the initials of the person authorizing the filing.

CORRESPONDENCE

8. Form and composition of letters.

a Command Letters.

(1) Command letters will be prepared in strict conformity with Army Regulations 340-15 "Correspondence, How Conducted". They will be written on stationery "HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY". The heading of such letters will be entirely within the upper third of the first sheet and substantially in the following form:

HEADQUARTERS WESTERN DEFENSE COM AND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

April 10, 1942

SUBJECT: Administrative Matters.

TO: Commanding General, Southern California Sector.

Paragraphs will be numbered and indented. No salutation will be used. No complimentary closing will be used; where the signature is to be that of an officer other than the Commanding General, there will be typed on the line preceding the signature line, the phrase (to subordinate units) "By Command of Lieutenant General DeWitt"; (to higher authority or to military commanders, not under the jurisdiction of C. G., WDC-4th Army) "For the Commanding General".

(2) Command communications to subordinate units of WDC-4th Army will be signed by the Adjutant General or an Assistant Adjutant General. Command communications to higher headquarters or to a military headquarters, not under the jurisdiction of WDC-4th Army, will be signed by the Adjutant General, an Assistant Adjutant General or, in certain cases, by the Commanding General (in his absence, by the Chief of Staff).

(3) Signature will be followed, where signed by the Commanding General, with

"J. L. DeWitt
Lieutenant General U. S. Army
Commanding"

Where signed by the Chief of Staff; with

"J. L. Bradley
Brigadier General U.S. Army
Chief of Staff"

Where signed by the Adjutant General; with

"H. B. Lewis
Colonel, U. S. G. D.
Adjutant General"

Where signed by Captain Fullerton; with

"Hugh T. Fullerton
Captain, U. S. G. D.
Assistant Adjutant General"

Where a communication must be sent to the Presidio for concurrence, the above will not be typed. This will enable the Adjutant General to sign the letter immediately after the last necessary concurrence has been obtained.

b Non-command letters.

(1) Non-command letters will be composed in accordance with correct business practice, usual courtesy and as further prescribed herein. They will be written on stationery "Headquarters Western Defense Command and Fourth Army, Office of the Assistant Chief of Staff, Civil Affairs Division, Wartime Civil Control Administration". Paragraphs will not be numbered, but will be indented. The first paragraph of a letter replying to another communication will identify such communication by subject and date. If the communication received was addressed to Lt. Gen. J. L. DeWitt, but the answer is to be signed by another, the first paragraph will also contain a phrase substantially in the form "Lieutenant General J. L. DeWitt has directed me to acknowledge your letter *****". The salutation will be "Dear Sir" or "Dear Madam" except in letter addressed to high civilian officials, where a phrase such as "Dear Senator Jones" or "Dear Governor" will be used. The body of the letter will be as brief as is consistent with a complete statement and with usual rules of courtesy. The complimentary closing will be "Very truly yours" in all cases except (a) where a letter is thanking the addressee in which case "Sincerely yours" will be used and (b) where the letter is to a high civilian official in which case "Sincerely yours" or other phrase may be used, depending upon the degree of acquaintance or friendship between the writer and the addressee.

(2) Non-command communications will be signed as follows:

(a) Signature will ordinarily be by Captain Fullerton, followed by

"Hugh T. Fullerton
Captain, U.S.G.D.
Assistant Adjutant General"

However, in certain cases signature will be as prescribed for command communications; those cases will generally be letters to members of Congress, etc. The purpose of having all letters, command or non-command, normally signed by the Assistant Adjutant General, is to enable a degree of administrative control over correspondence and to assure proper recording, mailing, filing, etc.

m. (b) Where the basic communication is addressed to Colonel Bendetsen and there is a personal relationship, signature will be personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
Assistant Chief of Staff
Civil Affairs Division
Wartime Civil Control Administration"

However, where Colonel Bendetsen does not have a personal, as distinct from an official, interest in the matter, signature will be as prescribed in the immediate preceding paragraph.

(c) Communications from Colonel Bendetsen to CAD and/or WCCA staff, will be signed personally by Colonel Bendetsen, followed by

"Karl R. Bendetsen
Colonel G. S. C.
A. C. S., C. A. D.
W. C. C. A."

Where Colonel Bendetsen cannot, because of absence, etc., sign, such communications will be "By order of Colonel Bendetsen", signed by the Executive Officer and authenticated by the Adjutant.

(d) Communications issued to the staff by, or by authority of Colonel Bendetsen, will be entitled (a) "Administrative Orders No. _____", and (b) "Memorandum No. _____". Orders will be directive, memoranda will be informative. Normally, memoranda will be "By Order of Colonel Bendetsen" and signed by the Executive Officer. Administrative Order issued April 6, 1942 will be numbered 3. Memorandum, issued April 6, 1942, will be numbered 1.

(e) Press Releases will be issued by the Public Relations Branch. They will not bear the signature of Colonel Bendetsen or any other officer of this staff; however, before release, they must be approved by Colonel Bendetsen.

9. Copies.

a. Excessive copies will be avoided. In general; command letters, when delivered to the Assistant Adjutant General, for dispatch, should comprise the original, 2 white and 1 green carbon copy; non-command letters will have only the green copy. If the office preparing the communication desires to have the matter suspended, i.e. where a reply to the letter is expected or certain action is expected at a later date, an additional carbon (pink), should be included

with the desired suspense date indicated; such copy will be placed in the A. G. suspense file and brought to the attention of the interested officer on the suspense date.

b The green carbon copy is the record copy and will, in each case, have typed or stamped upon it, the initials of the person dictating or composing the letter and the initials of the typist. The initials of the composer will be in capitals followed by a slant line and the initials of the typist in small letters. Below them will appear the initials "CAD". These initials will be placed within one half inch of the right edge of the green carbon copy, approximately opposite the date.

10. Preparation for mailing.

a After a communication has been prepared by the typist, it will be checked by the typist with another person against the stenographic notes or other draft. Thereafter the letter with envelope will be fastened with two paper clips (not staples) to the carbon copies so that the green carbon copy protrudes approximately one half inch beyond the right edge of the original. The letter will be delivered to the composing officer for his review and correction. If correct, he will initial the green carbon copy above his typed initials. He will then obtain, on the green carbon copy, the initials of all other interested Chiefs of Sections of CAD and WCCA. If the communication requires the concurrence of staff sections of WDC-4th Army, he will attach to the letter a routing slip with such interested staff sections checked.

b The letter will then be delivered to the Assistant Adjutant General's office where, if all concurrences have been obtained, it will be signed, mailed and carbon copies filed, with pink copy, if any, placed in the A. G.'s suspense file. If the officer preparing the letter desires a copy for his own files, he should direct the pulling of a copy prior to delivery of the communication to the Assistant Adjutant General.

c Communications to which are attached a routing slip for concurrence of staff sections, at the Presidio, will be sent by the Assistant Adjutant General to the Presidio by messenger and concurrence will there be obtained; thereafter the letter will be sent to the office of the Adjutant General, WDC-4th Army at the Presidio who, or one of his assistants, will sign and dispatch the letter from the Presidio.

11. Preparation and Composition of Telegrams, Teletypes and Radiograms.

a Number of copies. There should be an original, one white and one green carbon copies (pink suspense copy, if desired).

b Brevity. Conciseness is essential, but clarity must not be sacrificed for brevity. There may be used such beginning phrases as "Rourtel", "Reurad" to identify an earlier communication.

c Signature. The signatures will be as follows:
Command messages to higher authorities:

"DeWitt
Commanding
WDC-4th Army"

Command messages to subordinate units

"Lewis, AG
WDC-4th Army"

Non command messages:

normally "Lewis, AG
WDC-4th Army"

but, if by nature of the message, there is reason to sign it otherwise, the surname or full name of the officer signing will be used followed by his official capacity, e. g.

"Bendetsen, Colonel
Wartime Civilian Control Administration

d Authentication. The green carbon copy will be prepared similar to the green copy of a letter and will, before submission to the Assistant Adjutant General, have all necessary concurrences evidenced by initials. The Assistant Adjutant General will then authenticate all out-going communications as follows: either in the lower left hand corner or upper right near the date line, depending upon the form, will be in capitals "Official", with a space for signature and thereafter

"Hugh T. Fullerton
Captain A.G.D.
Assistant Adjutant General"

Where concurrences must be obtained from WDC-4th Army at the Presidio the word "Official" only will be used; space for signature will be left.

12. Messenger service.

Inter-office messenger service is scheduled every thirty minutes from 8:00 AM to 8:00 PM each day. During the period 8:00 PM to 8:00 AM messenger service may be obtained by calling local 689. Messenger service to and from the Presidio will be available on the following schedule

Leave Hotel Whitcomb at 6:00 AM, 11:30 AM and 4:30 PM.

Leave WDC-4th Army at 8:00 AM, 1:00 PM and 6:00 PM. Special service to the Presidio at other hours may be arranged by calling local 689.

13. Classified Communications.

Any communication which has been classified as "Secret" or "Confidential", when not in active use, (including nights), will be delivered to the Assistant Adjutant General, for locking in the safe or other disposition.

Such communications will not be handled by messenger, but will be handled by hand, from one Commissioned Officer to another, or designated Non-Commissioned Officers, or by Civilian Section Chiefs.

Karl R. Bendetsen ⁴⁴

KARL R. BENDETSEN
Colonel G. S. C.
A. C. S., C. A. D.
W. C. C. A.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

8

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

ADMINISTRATIVE ORDER #2

March 30, 1942

TO: All Personnel of the Wartime Civil Control Administration.

SUBJECT: Procurement of Supplies, Equipment and Personnel.

Effective immediately all requests for office supplies, equipment or personnel will be made on approved forms and in the following manner:

SUPPLIES:

Each Division will prepare a Requisition for office supplies on Form OEM 390 in quadruplicate, retaining one copy for their file and transmitting the original and three copies to the Administrative Officer. The name of the Chief of the Division will be typed on the form to the left of the space provided for the signature of the Approving Officer. The original will bear the signature of the Division Head or his designated representative.

EQUIPMENT:

Requests for equipment such as desks, typewriters, adding machines, etc. may be made in the same manner but it is desirable to keep such items segregated from requests for supplies.

PRINTING:

Requests for printing will be made the same way - on separate requisitions. The printing of forms must be cleared through the Statistical Section and the sanction of that Section given before printing of forms is ordered.

PROCESSING:

Upon receipt of requisitions the Administrative Officer will take such steps as are necessary to procure the items requested and arrange for their delivery to the designated office.

UNAUTHORIZED PURCHASES:

It is important that requests for any of the above be handled in the manner outlined and verbal requests, because of volume, can not be given consideration.

Individuals placing orders directly with vendors will be held responsible for payment of items purchased. If requirements are exacting to the degree that selection by an individual is necessary, that can be arranged and a notation to that effect should be placed on the requisition.

PERSONNEL:

Requests for personnel will be submitted on Form OEM 28, one original and three copies with one copy to be retained for your files. It is unnecessary to complete the entire form and it should be prepared as follows:

Name, if known, will be typed on line 22. On line 23 the date on which the employee enters active duty will be indicated. Under "Proposed Status" indicate the suggested title and the proposed salary. The latter should be consistent with Civil Service classifications and if any question arises, advice as to proper classification will be furnished by the Personnel Assistant in the Administrative office. On line 37 under "Remarks" a brief justification of the

need for employment should be given and the original form signed by the Head of the Division in the lower left corner of the space. Approval will be indicated by the signature of the Administrative Officer in the space provided.

In the event the request for personnel involves a situation requiring recruitment, line 22 should be left blank and the Personnel Section will endeavor to recruit from files already established or from other sources, the type of personnel being requisitioned. In such instances it is important that the form be accompanied by additional information as to the qualifications necessary. In that case, one or more persons, apparently qualified, will be interviewed by the Personnel Section and will be referred to the Division Head who will make his selection.

In order to avoid delay in preparing payrolls, it is extremely important that these forms be completed and placed in the hands of the Administrative Officer as quickly as possible.

ATTENDANCE RECORDS:

Form OEM 396, Attendance Report, must be submitted for each payroll period and without it the Payroll Section is not authorized to issue payrolls.

The names of all employees on the W.C.C.A. payroll must be placed on this form grouped in the order of grades, beginning with the highest grade. An "X" will be placed in the space provided for each day of the period that the employee is working. If an employee is absent on Annual leave an "A" will designate his status. If he is absent on sick leave an "S" will be placed in the space.

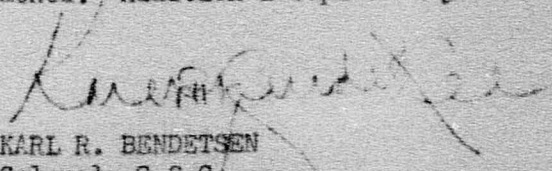
Form OEM 396 is to be signed by Division Chiefs or their authorized representatives. Signature cards, Form 1686, Treasury Dept. will be used to verify signatures.

To assist in keeping a record of employees an additional form will be provided for your own use. This form should be easily available to all employees in your Section and they should be required to sign "in" as they enter on duty each day. They will likewise indicate in the "Out" space the hour of their departure.


LEAVE:

Applications for Annual leave must be approved by Division heads in advance and Form OEM 8, signed by an authorized official, should be submitted at once. Sick leave must be applied for as quickly as possible after the employee returns to duty. Absence on sick leave in excess of three days requires the certificate of a registered practitioner.

Copies of forms referred to are attached. Additional copies may be obtained by requisition.


KARL R. BENDETSEN
Colonel, G.S.C.
Ass't Chief of Staff
Civil Affairs Division

OFFICIAL


Herman F. Goebel, Jr.
Captain, Cavalry
Acting Adjutant

Daily Personnel Work Record

Date _____

NAME	IN	OUT	REMARKS
	.M	.M	

[illegible]

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE FOR EMERGENCY MANAGEMENT

ATTENDANCE REPORT

ALLOTMENT NO.

PAYROLL NO.

PAY PERIOD ENDING

WOMEN

DAY

YEAR

[illegible]

I HEREBY CERTIFY THAT EACH OF THE _____ PERSONS WHOSE NAMES APPEAR ON THIS REPORT HAS PERFORMED THE SERVICES REQUIRED BY LAW AND REGULATIONS DURING THE PERIOD STATED; THAT SUCH SERVICES HAVE BEEN PERFORMED UNDER MY SUPERVISION; THAT ALL LEAVE WITH PAY STATUS HEREIN REPORTED HAS BEEN GRANTED IN ACCORDANCE WITH LAW, AND THAT ALL SERVICES PERFORMED ARE DIRECTLY APPLICABLE TO THE PURPOSES OF THIS OFFICE.

SIGNATURE

TITLE

INSTRUCTIONS

THIS REPORT IS THE BASIS FOR PAYROLL ACTION. CHECKS WILL BE WRITTEN ONLY FOR EMPLOYEES WHOSE NAMES ARE LISTED ON THE REPORT. NO CHECKS CAN BE ISSUED IF THE REPORT IS NOT SENT TO THE CAS REGIONAL OFFICE IMMEDIATELY AT THE END OF EACH PAY PERIOD.

1. LIST THE NAMES OF ALL EMPLOYEES IN ALPHABETICAL ORDER; WITHIN GRADES, LISTING THE HIGHEST GRADES FIRST.
2. SHOW THE LEAVE TAKEN IN HOURS IDENTIFIED BY THE SYMBOLS GIVEN BELOW. IF AN EMPLOYEE TAKES ONE DAY OF ANNUAL LEAVE, PUT "8A" UNDER THE DAY; $3\frac{1}{2}$ HOURS OF SICK LEAVE, PUT "3 $\frac{1}{2}$ S". IF THE EMPLOYEE WORKS THE FULL DAY, PLACE AN "X" IN THE SPACE.
3. SYMBOLS:
 - A - ANNUAL LEAVE
 - S - SICK LEAVE
 - C - COURT LEAVE
 - M - MILITARY LEAVE
 - W - LEAVE WITHOUT PAY
 - X - FULLTIME ATTENDANCE
4. IF AN EMPLOYEE BEGINS WORK, IS SEPARATED, OR RESIGNS DURING A PAY PERIOD, DRAW A LINE THROUGH THE DAYS HE WAS NOT AT WORK AND EXPLAIN BY WRITING "NOT EMPLOYED", "SEPARATED", OR "RESIGNED".
5. ATTACH ALL SUPPORTING APPLICATIONS FOR LEAVE, FORM OEM-8. IF AN APPLICATION FOR LEAVE HAS BEEN SUBMITTED PREVIOUSLY, EXPLAIN UNDER "REMARKS".
6. AT THE CLOSE OF BUSINESS ON THE FIFTEENTH AND LAST DAY OF EACH MONTH, SEND THE REPORT TO THE CAS REGIONAL OFFICE.

**PREPARE THREE COPIES.
RETAIN YELLOW COPY AND
FORWARD WHITE AND GREEN
COPIES TO PERSONNEL
OFFICE.**

**OFFICE FOR EMERGENCY
MANAGEMENT**

**REQUEST FOR
PERSONNEL ACTION**

Action No. _____

APPROVAL

	Initials	Date
Personnel Officer _____		
Classification _____		
Recruitment _____		
Appointment _____		

ACTION REQUESTED

APPOINTMENT

1. ☐ Indefinite appointment.
 2. ☐ Temporary appointment:
 From _____ to _____
 3. ☐ Extension of temporary appointment to _____
 4. ☐ Reimbursable loan. 5 ☐ Nonreimbursable loan.

CHANGE IN STATUS

6. ☐ Promotion (to higher grade). 7. ☐ Demotion (to lower grade).
 8. ☐ Transfer within the OEM.
 9. ☐ Change in salary within grade.
 10. ☐ Change in official station.

SEPARATION

11. ☐ Dismissal without prejudice.
 12. ☐ Dismissal with prejudice.
 13. ☐ Acceptance of resignation without prejudice.
 14. ☐ Transfer to another Federal agency.
 15. ☐ Other (specify) _____

CLASSIFICATION

If action involved is item 16, 18, or 19, this form must be accompanied by Form No. OEM-27, Position Description.

16. ☐ To establish a new position.
 17. Number of positions to be established _____
 18. ☐ To establish an additional position identical to Position

No. _____, held by:

(Name)

19. ☐ To review the classification of Position No. _____

held by: _____

(Name)

20. ☐ To fill Position No. _____ formerly held by:

(Name)

21. ☐ Furnish names of qualified eligibles.

22. Name of employee or candidate:

23. Proposed effective date:

(Last)

(First)

(Initials)

PRESENT STATUS

(To be filled in for actions 3 to 14, inclusive, and 19)

24. Title: _____
 25. Grade: _____ Salary: _____
 26. Department or agency: _____
 27. Division: _____
 28. Section: _____
 29. Unit: _____
 30. Official station: _____
 (City) (State)

PROPOSED STATUS

(To be filled in for actions 1 to 10, inclusive, 14, and 19)

31. Title: _____
 32. Grade: _____ Salary: _____
 33. Division: _____
 34. Section: _____
 35. Unit: _____
 36. Official station: _____
 (City) (State)

37. Remarks: (Special instructions, addresses, explanation of action, etc.)

(Date)

(Division Head or Designated Personnel Representative)

38. Approved:

(THIS SPACE FOR USE OF PERSONNEL OFFICE)

Title: _____ Position No. _____
 Grade: _____ Salary: _____

Effective date: _____

**PREPARE THREE COPIES.
RETAIN YELLOW COPY AND
FORWARD WHITE AND GREEN
COPIES TO PERSONNEL
OFFICE.**

**OFFICE FOR EMERGENCY
MANAGEMENT**

**REQUEST FOR
PERSONNEL ACTION**

ACTION No. _____

APPROVAL

	Initials	Date
Personnel Officer		
Classification		
Recruitment		
Appointment		

ACTION REQUESTED

APPOINTMENT

1. ☐ Indefinite appointment.
2. ☐ Temporary appointment:
From _____ to _____
3. ☐ Extension of temporary appointment to _____
4. ☐ Reimbursable loan. 5 ☐ Nonreimbursable loan.

CHANGE IN STATUS

6. ☐ Promotion (to higher grade). 7. ☐ Demotion (to lower grade).
8. ☐ Transfer within the OEM.
9. ☐ Change in salary within grade.
10. ☐ Change in official station.

SEPARATION

11. ☐ Dismissal without prejudice.
12. ☐ Dismissal with prejudice.
13. ☐ Acceptance of resignation without prejudice.
14. ☐ Transfer to another Federal agency.
15. ☐ Other (specify) _____

CLASSIFICATION

If action involved is item 16, 18, or 19, this form must be accompanied by Form No. OEM-27, Position Description.

16. ☐ To establish a new position.
17. Number of positions to be established _____
18. ☐ To establish an additional position identical to Position

No. _____, held by:

(Name)

19. ☐ To review the classification of Position No. _____,

held by: _____

(Name)

20. ☐ To fill Position No. _____ formerly held by:

(Name)

21. ☐ Furnish names of qualified eligibles.

22. Name of employee or candidate:

(Last)

(First)

(Initials)

23. Proposed effective date:

PRESENT STATUS

(To be filled in for actions 3 to 14, inclusive, and 19)

24. Title: _____
25. Grade: _____ Salary: _____
☐ Per annum
☐ Per diem
☐ Without compensation
26. Department or agency: _____
27. Division: _____
28. Section: _____
29. Unit: _____
30. Official station: _____
(City) (State)

PROPOSED STATUS

(To be filled in for actions 1 to 10, inclusive, 14, and 19)

31. Title: _____
32. Grade: _____ Salary: _____
☐ Per annum
☐ Per diem
☐ Without compensation
33. Division: _____
34. Section: _____
35. Unit: _____
36. Official station: _____
(City) (State)

37. Remarks: (Special instructions, addresses, explanation of action, etc.)

(Date)

(Division Head or Designated Personnel Representative)

(THIS SPACE FOR USE OF PERSONNEL OFFICE)

38. Approved:

Title: _____ Position No. _____

Effective date: _____

Grade: _____ Salary: _____

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OFFICE.**

**OFFICE FOR EMERGENCY
MANAGEMENT**

**REQUEST FOR
PERSONNEL ACTION**

Action No. _____

APPROVAL

	Initials	Date
Personnel Officer		
Classification		
Recruitment		
Appointment		

ACTION REQUESTED

APPOINTMENT

1. ☐ Indefinite appointment.
2. ☐ Temporary appointment:
From _____ to _____
3. ☐ Extension of temporary appointment to _____
4. ☐ Reimbursable loan. 5. ☐ Nonreimbursable loan.

CHANGE IN STATUS

6. ☐ Promotion (to higher grade). 7. ☐ Demotion (to lower grade).
8. ☐ Transfer within the OEM.
9. ☐ Change in salary within grade.
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SEPARATION

11. ☐ Dismissal without prejudice.
12. ☐ Dismissal with prejudice.
13. ☐ Acceptance of resignation without prejudice.
14. ☐ Transfer to another Federal agency.
15. ☐ Other (specify) _____

CLASSIFICATION

If action involved is item 16, 18, or 19, this form must be accompanied by Form No. OEM-27, Position Description.

16. ☐ To establish a new position.
17. Number of positions to be established _____
18. ☐ To establish an additional position identical to Position

No. _____, held by:

(Name)

19. ☐ To review the classification of Position No. _____

held by: _____

(Name)

20. ☐ To fill Position No. _____ formerly held by:

(Name)

21. ☐ Furnish names of qualified eligibles.

22. Name of employee or candidate:

(Last)

(First)

(Initials)

23. Proposed effective date:

PRESENT STATUS

(To be filled in for actions 3 to 14, inclusive, and 19)

24. Title: _____
25. Grade: _____ Salary: _____
☐ Per annum
☐ Per diem
☐ Without compensation
26. Department or agency: _____
27. Division: _____
28. Section: _____
29. Unit: _____
30. Official station: _____
(City) (State)

PROPOSED STATUS

(To be filled in for actions 1 to 10, inclusive, 14, and 19)

31. Title: _____
32. Grade: _____ Salary: _____
☐ Per annum
☐ Per diem
☐ Without compensation
33. Division: _____
34. Section: _____
35. Unit: _____
36. Official station: _____
(City) (State)

37. Remarks: (Special instructions, addresses, explanation of action, etc.)

(Date)

(Division Head or Designated Personnel Representative)

38. Approved:

(THIS SPACE FOR USE OF PERSONNEL OFFICE)

Title: _____ Position No. _____
Grade: _____ Salary: _____

Effective date: _____

APPLICATION FOR LEAVE OF ABSENCE

(Division or office)

(Date)

(Signature of applicant)

I apply for leave of absence for _____ days _____ hours _____ minutes;

beginning _____ o'clock _____, 19____, and ending _____ o'clock _____, 19____, inclusive;

to be charged to: annual leave ☐; leave without pay ☐; military leave ☐; sick leave ☐.

Deductions from salary or from retirement contributions will be made for any portion of the above annual leave that has not accrued and which is not later earned. In the event of voluntary separation or removal for cause, refund must be made of any amount paid for annual and sick leave advanced in excess of that accumulated, or the amount will be deducted from any salary due or from retirement contributions to the employee's credit.

(Recommended—Supervisor)

(Approved—Office Manager or Administrative Asst.)

(Time clerk)

NOTE.—Application for sick leave must be filed within 2 days after return to duty. Application for annual leave must be made in advance.

FOR PERSONNEL OFFICE USE

FOR PERSONNEL OFFICE USE																															TOTAL	
TAKEN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	D
Hours																																H
Minutes																																M

REFERRED BY MR. H. D. ARMSTRONG
TO MR. *[Signature]*
MAR 25 1942

See PP 3, 4, 5

[Signature]

File

W.C.A.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

March 16, 1942

ADMINISTRATIVE ORDER #1

TO: All Personnel of the Wartime Civil Control Administration

SUBJECT: Procedure

1. GENERAL

Ordinarily, under Army procedure, all papers received or transmitted must pass through the Adjutant General's office. Inasmuch as the nature of our correspondence is peculiar to the current mission, the Civil Affairs Division, Headquarters, Western Defense Command and 4th Army will be designated as a Record Office by the Adjutant General. Mail and records will be indexed and filed in accordance with the so-called Duc-Decimal system.

2. INCOMING MAIL

Beginning at once each directive or piece of correspondence of any nature received from any source will be received or sent to the Mail and Record room. It will be stamped with a time stamp showing the date and time of its receipt. It will then be recorded in a log kept for that specific purpose, assigned an appropriate classification, written along the right margin of the paper, in pencil, and immediately routed to the Executive Officer, Civil Affairs Division.

3. MESSENGER SERVICE

Messengers at intervals of every 30 minutes will pick up mail from the Executive Officer and deliver it as directed to the appropriate office. Stations in each office should be established with an "Incoming" and "Outgoing" tray for the use of messengers. Messengers will distribute all papers in the "Out" trays of each office as they pass through.

4. OUTGOING MAIL

(a) In some instances outgoing mail, because of its nature, will require the signature of the Adjutant General, Fourth Army, or of the Commanding General, and will be so prepared. The Executive officer will determine this in each case. Correspondence prepared here relating to military control as it affects the activities of this organization, or matters dealing with policy should be prepared for the signature of the Assistant Chief of Staff, Civil Affairs Division. Mail with respect to policy insofar as it affects public relations or coordination with Federal agencies and matters of a similar nature will carry the signature of Mr. Tom Clark, Chief of Civilian

#8

APPLICATION FOR LEAVE OF ABSENCE
CERTIFICATE OF ATTENDING PRACTITIONER

I hereby certify that I am a duly registered practitioner and that I personally attended _____
_____ in my professional capacity
from _____, 19____, to _____, 19____, inclusive; and that during such
period the employee was physically disabled for the performance of regular duties.

(Signature) _____

(Address) _____

(Date) _____, 19____

NOTE:—The above certificate is to be furnished in case sick leave beyond that earned is requested, and in every case of absence of more than 3 days on account of illness. If 12 days' sick leave has already been granted in the current calendar year, without certificate of attending practitioner, this certificate is necessary even though the leave herein applied for covers a period of 3 days or less. No advances of sick leave can be made, unless the absence from duty on account of illness is for a period, or periods, of not less than 5 consecutive days.

(OVER)

APPLICATION FOR LEAVE OF ABSENCE
CERTIFICATE OF ATTENDING PRACTITIONER

I hereby certify that I am a duly registered practitioner and that I personally attended
..... in my professional capacity
from, 19....., to, 19....., inclusive; and that during such
period the employee was physically disabled for the performance of regular duties.

(Signature)

(Address)

(Date), 19.....

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(OVER)

APPLICATION FOR LEAVE OF ABSENCE

(Division or office)

(Date)

(Signature of applicant)

I apply for leave of absence for _____ days _____ hours _____ minutes;

beginning _____ o'clock _____, 19____, and ending _____ o'clock _____, 19____, inclusive;

to be charged to: annual leave ☐; leave without pay ☐; military leave ☐; sick leave ☐.

Deductions from salary or from retirement contributions will be made for any portion of the above annual leave that has not accrued and which is not later earned. In the event of voluntary separation or removal for cause, refund must be made of any amount paid for annual and sick leave advanced in excess of that accumulated, or the amount will be deducted from any salary due or from retirement contributions to the employee's credit.

(Recommended—Supervisor)

(Approver—Office Manager or Administrative Asst.)

(Time clerk)

NOTE.—Application for sick leave must be filed within 2 days after return to duty. Application for annual leave must be made in advance.

FOR PERSONNEL OFFICE USE

FOR PERSONNEL OFFICE USE																															TOTAL	
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																																D
Hours																																H
Minutes																																M

REFERRED BY MR. H. D. ARMSTRONG
TO MR. *[Signature]*
MAR 25 1942

See PP 3, 4, 5-

[Signature]

File W.C.C.A.

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

March 16, 1942

ADMINISTRATIVE ORDER #1

TO: All Personnel of the Wartime Civil Control Administration
SUBJECT: Procedure

1. GENERAL

Ordinarily, under Army procedure, all papers received or transmitted must pass through the Adjutant General's office. Inasmuch as the nature of our correspondence is peculiar to the current mission, the Civil Affairs Division, Headquarters, Western Defense Command and 4th Army will be designated as a Record Office by the Adjutant General. Mail and records will be indexed and filed in accordance with the so-called Duo-Decimal system.

2. INCOMING MAIL

Beginning at once each directive or piece of correspondence of any nature received from any source will be received or sent to the Mail and Record room. It will be stamped with a time stamp showing the date and time of its receipt. It will then be recorded in a log kept for that specific purpose, assigned an appropriate classification, written along the right margin of the paper, in pencil, and immediately routed to the Executive Officer, Civil Affairs Division.

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Messengers at intervals of every 30 minutes will pick up mail from the Executive Officer and deliver it as directed to the appropriate office. Stations in each office should be established with an "Incoming" and "Outgoing" tray for the use of messengers. Messengers will distribute all papers in the "Out" trays of each office as they pass through.

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(a) In some instances outgoing mail, because of its nature, will require the signature of the Adjutant General, Fourth Army, or of the Commanding General, and will be so prepared. The Executive officer will determine this in each case. Correspondence prepared here relating to military control as it affects the activities of this organization, or matters dealing with policy should be prepared for the signature of the Assistant Chief of Staff, Civil Affairs Division. Mail with respect to policy insofar as it affects public relations or coordination with Federal agencies and matters of a similar nature will carry the signature of Mr. Tom Clark, Chief of Civilian

#8

- 2 -

Staff of the Wartime Civil Control Administration.

(b) Other outgoing correspondence, whether it be in the nature of a reply or on a subject initiating in this office will be signed by the Chief of the Division to whom the subject matter is pertinent. For example, applications for employment and correspondence dealing with office space or equipment and sundry subjects will be answered by the Administrative Officer. Correspondence dealing with supplies, etc., relating to Reception Centers and other matters pertinent to that phase of our work will be answered by the Chief of Reception Center Division. This applies to all subjects pertinent to the duties of a particular Division Chief.

Outgoing correspondence constituting a reply will carry in the upper left hand corner the identifying decimal which will be obtained from the original letter. This is important for file control purposes.

Outgoing mail will be prepared with an original, three white and one green copies. The green copy only will carry the typed and written initials of the person who dictated the letter, the written initials of the person signing it and the typed initials of the stenographer who typed it. The author's and stenographer's initials will be typed on the lower left hand corner of the green copy - the author's in capitals, the stenographer's in lower case. The mail room will not dispatch any mail unless it is so initialed. If correspondence requires the signature of the Adjutant General or the Commanding General it will likewise clear through the mail control room and all copies will be sent for signature. The green copy will be stamped "Civil Affairs Division Record" and when the original is signed the green copy will be returned for Civil Affairs Division records with any changes noted. Special instructions will be issued to persons charged with preparation of military letters.

5. FILES

Files will be cross-referenced so far as is possible and kept by topical as well as numerical index. Slips will be furnished to all Divisions to be attached to any letter requiring special mail instructions--such as Air Mail, Special Delivery, etc.

6. PRIORITY IN RELATION TO CORRESPONDENCE

In order to establish priority, two colored tickets will be used. A green ticket will be attached in the upper left hand corner of all mail requiring attention for the Commanding General. That is a signal that all else is to be deferred until that particular matter is cleared in your office, and it will be an indication to Mail Control to call for a special dispatch. Green tickets will be used only by the Executive Officer, Civil Affairs Division. A red ticket will be attached in a similar manner for matters within this office requiring special handling. This form of priority will be used sparingly and only for situations demanding immediate attention and clearance. In both instances a record will be kept in a separate log and messages will be traced from the originating source to destination to avoid any delays.

- 3 -

7. OFFICE HOURS

This office will be open seven days a week and shifts will be arranged by Division chiefs so that at least a portion of their staff is here the full seven days. Prescribed hours of employment are 8:15 AM to 5:00 PM with a 45 minute lunch hour. It is imperative that some member of each Division be available at all times during the day so that correspondence, telephones, etc., can be adequately covered. For that reason lunch hours should be staggered. Some split shifts will be arranged to provide stenographic services from 8:00 AM to 10:00 PM when needed.

8. ESTABLISHMENT OF DIVISIONS, WARTIME CIVIL CONTROL DIVISION

The following divisions are established herewith:

1. CIVILIAN COORDINATION DIVISION

- a. Tom C. Clark, Chief of Civilian Staff
- b. Wallace Howland, Assistant Chief of Civilian Staff
 - (a) Plans policy
 - (b) Liaison with civilian organizations and public officials
- c. L. M. Benedict, Public Relations Advisor, Civilian Staff

2. STATISTICAL DIVISION

Dr. Calvert L. Dedrick

- (a) Anticipates factual requirements
- (b) Prepares tabulations
- (c) Consolidates information
- (d) Compiles all statistics

3. OPERATIONS DIVISION

Lt. Colonel Martin Haas, GSC

There are six sections under this Division having to do with the induction, medical examination, registration, transportation and welfare of evacuees.

4. PROPERTY PROTECTION DIVISION

Wm. M. Hale
(Liaison Officer - P. J. Gilchrist)

Provides assistance to evacuees in making equitable disposition of property problems.

5. AGRICULTURAL DIVISION

L. I. Hewes
(Liaison Officer - A. Gogis)

- (a) Provides for management of farm properties including necessary lending facilities

- 4 -

- (b) Advises Assistant Chief of Staff, Civil Affairs Division as to the effect of evacuation on agricultural production.

6. RECEPTION CENTER DIVISION

R. L. Nicholson - Federal Works Agency

- (a) Responsible for the location, planning, construction, equipping of Reception Centers.
- (b) Three sections exist under this Division. One for site selection; another for construction, and the third for property management.

7. ENFORCEMENT, EXCEPTIONS AND LICENSING DIVISION

Lt. Colonel W. A. Boekel, F.A., Assistant Provost Marshal

- (a) Establishes mechanics for exceptions from exclusion orders and enforcement.

8. EXECUTIVE OFFICER

Captain Albert H. Moffitt, Jr., F.A.

- (a) Effects directives
- (b) Provides daily reports
- (c) Acts in the absence of the Assistant Chief of Staff and his Deputy
- (d) Coordinates organization

9. PUBLIC RELATIONS DIVISION

Captain Philip J. Simnett, M.I.

- (a) Undertakes active press, radio and public relations program
- (b) Keeps Civil Affairs Division advised regarding press and public relations

10. ADMINISTRATION OFFICER

Leo F. Gentner

James F. Hughes, Assistant to Administrative Officer

- (a) Establishes administrative functions
- (b) Employs personnel
- (c) Assigns space
- (d) Procures equipment and supplies
- (e) Acts as liaison with Central Administrative Services
- (f) Establishes and is responsible for Mail and Record Section

ADMINISTRATIVE ORDER # 1

- 5 -

Lt. Colonel Ira K. Evans, G.S.C., is designated as Deputy Assistant Chief of Staff, Civil Affairs Division, with full authority to act on my behalf.

General Orders establishing the Civil Affairs Division, General Staff, Western Defense Command and Fourth Army and the Wartime Civil Control Administration are attached for information and guidance.

Karl R. Bendetsen

Karl R. Bendetsen
Colonel, G.S.C.
Assistant Chief of Staff
Civil Affairs Division

Official:

Albert H. Moffitt Jr.
Albert H. Moffitt Jr.
Captain F.A.

Enclosures - 2

1. G.O. #34, Extract
2. G.O. #35

R E S T R I C T E D

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Presidio of San Francisco, California

10 Mar 1942

GENERAL ORDERS)
: I. Creation of Civil Affairs Division of General
NUMBER 34) Staff of Western Defense Command and Fourth Army.

I. a. The Civil Affairs Division of the General Staff of Western Defense Command and Fourth Army is hereby created.

b. In addition to such other responsibilities and duties as may be assigned him, and within the directives and general policies of the Commanding General, Western Defense Command and Fourth Army, the Assistant Chief of Staff for Civil Affairs (and the Civil Affairs Division) is responsible for the formulation of policies, plans and directives pertaining to Fourth Army and Western Defense Command responsibility in the following fields:

(1) Control and exclusion of civilians, including the designation of military areas, prohibited and restricted zones.

(2) Establishment and maintenance of general or limited military government.

(3) Establishment and maintenance of necessary liaison with civilian components, including Federal, State and local officials.

By Command of Lieutenant General DeWITT:

J. L. BRADLEY
Brigadier General, G.S.C.
Chief of Staff

OFFICIAL:

H. B. LEWIS
Colonel, A.G.D.
Adjutant General

R E S T R I C T E D

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Presidio of San Francisco, California

11 Mar 1942

GENERAL ORDERS)

NUMBER 35) I. Creation and establishment of Wartime Civil
Control Administration.

I. a. There is hereby created and established the Wartime Civil Control Administration.

b. Within the general policies and directives issued from this Headquarters, the Assistant Chief of Staff, Civil Affairs Division, is responsible for the organization, establishment and direction of the Wartime Civil Control Administration, Western Defense Command and Fourth Army.

c. To the extent that such duties and responsibilities are not otherwise discharged by directive from this Headquarters, the Wartime Civil Control Administration will be responsible for the execution of the duties and responsibilities imposed upon the Commanding General, Western Defense Command by the Secretary of War in designating him, on February 20, 1942, as the Military Commander to carry out the duties and responsibilities imposed by Executive Order No. 9066, dated February 19, 1942, for that portion of the United States embraced in the Western Defense Command.

By command of Lieutenant General DeWITT:

J. L. Bradley
Brigadier General, G.S.C.
Chief of Staff

OFFICIAL:

H. B. Lewis
Colonel, A.G.D.
Adjutant General

Wartime Civil Control
Administration

Fiscal Guide

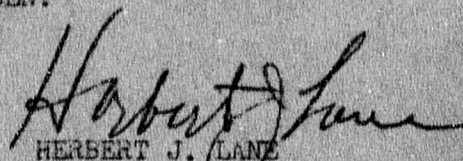
HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
OFFICE OF THE COMMANDING GENERAL
PRESIDIO OF SAN FRANCISCO, CALIFORNIA

June, 1942

W. C. C. A. FISCAL GUIDE

THE FOLLOWING INSTRUCTIONS GOVERNING FINANCIAL PROCEDURE
FOR AGENCIES PERFORMING SERVICES FOR WARTIME CIVIL CONTROL
ADMINISTRATION, CIVIL AFFAIRS DIVISION, WESTERN DEFENSE COMMAND
AND FOURTH ARMY, ARE FURNISHED FOR THE INFORMATION AND
GUIDANCE OF ALL CONCERNED. DESTROY ALL PREVIOUS ISSUES.

BY ORDER OF COLONEL BENDETSSEN:



HERBERT J. LANE
CAPTAIN, A. U. S.

ASSISTANT EXECUTIVE OFFICER

WARTIME CIVIL CONTROL ADMINISTRATION
1231 MARKET STREET
SAN FRANCISCO, CALIFORNIA

TABLE OF CONTENTS

	<u>Page</u>
General - - - - -	1
Military, Fiscal - - - - -	1
Federal Agencies	
Reimbursement (Standard Form 1080) - - - - -	2
Federal Agencies	
Advance Transfer of War Department Funds - - -	2
Budget Estimates - - - - -	3
Signal Service, Army - - - - -	3
Medical and Hospital Department, Army - - - - -	3
Quartermaster Service, Army - - - - -	4
Finance Service, Army - - - - -	6
Other Anticipated Expenses - - - - -	6
Miscellaneous - - - - -	6-10
General Regulations No. 78-Revised - - - - -	Incl.#1
Administrative Order No. 2, March 30, 1942 - - -	Incl.#2
Administrative Order No. 3, May 4, 1942 - - - - -	Incl.#3

I.

General

1. Fiscal affairs in connection with Japanese evacuation work are divided into three categories, i.e.,
 - a. Procurement of supplies and services through regularly established military channels.
 - b. Procurement of supplies and services by cooperating Federal agencies, within the agency's assigned functions and responsibilities, based on command directive and pursuant to previously approved budgets, with payment made from the funds of the agency concerned. After procurement and payment, the cooperating Federal agency seeks reimbursement for such expenditures by submission of Standard Form No. 1080 in accordance with established procedures.
 - c. Procurement of supplies and services by cooperating Federal agencies, within assigned functions and responsibilities based on command directive and pursuant to previously approved budgets. In this instance, an advance transfer of funds is made to the operating agency from War Department appropriations.

II.

Military, Fiscal

1. Funds will be allocated by the Finance Officer, Western Defense Command and Fourth Army to the several military command and supply points as may be necessary. Concurrence of G4- Western

Defense Command and Fourth Army will be obtained before allocations are made.

2. Military agencies receiving allocation of funds will maintain such fiscal records as are required by pertinent regulations. Report of Obligations (WD Form No. 40) will be submitted the Commanding General, Western Defense Command and Fourth Army promptly at the end of each month as required by Circular No. 157, WD, 1941 as amended by Circulars No. 3 and 78, WD, 1942.

III.

Federal Agencies

Reimbursement (Standard Form 1080) Procedures

1. Based on regularly assigned functions and responsibilities and subject to approval of budget estimates, submitted as hereinafter outlined, Federal agencies incurring expenses in the interest of Japanese evacuation work will be reimbursed their approved expenses under procedures detailed below.

IV.

Federal Agencies

Advance Transfer of War Department Funds

1. In those cases (a) where the appropriated funds of the agency concerned are inadequate and preclude incurring prior obligation and payment of expenses, and (b) where the assigned functions of the agency concerned involve voluminous and recurring expenses, the agency concerned may solicit an advance transfer of military

funds in amounts in keeping with assigned functions and duties, subject to approved budgeted requirements.

V.

Budget Estimates

1. Except in the case of military agencies referred to in II, above, civilian cooperating agencies will submit budget estimates of their fiscal requirements. Previously submitted budgets covered requirements to June 30, 1942, and have served their purposes. Estimates for the period July 1, 1942 to September 30, 1942 will be submitted as soon as practicable. The estimates will be broken down into the following general headings. Headings inapplicable to the requiring agency's assigned functions will be carried in the estimate with notation showing "not applicable - no funds required." Budgets will be submitted to the Inspection and Fiscal Division, Wartime Civil Control Administration, Room 412, 1231 Market Street, San Francisco, California.

a. SIGNAL SERVICE, ARMY

Covers rental and payment for commercial, exchange, message trunk-line, long-distance, and leased-line telephone service. Telegraph messages including rental of commercial telegraph lines and equipment.

b. MEDICAL AND HOSPITAL DEPARTMENT, ARMY

Covers purchase of medical and hospital supplies, including disinfectants, laundry work for evacuee patients in hospital; medical care and treatment of evacuee patients; pay

of male and female nurses, cooks and other civilians employed for the proper care of sick; for the pay of civilian physicians, and for all other necessary and miscellaneous expenses incident to medical and dental care of evacuees.

c. QUARTERMASTER SERVICE, ARMY

(1) Subsistence

Purchase of subsistence supplies: for issue as rations to evacuees; ice for issue to evacuee messes, and for preservation of stores. (Note: Normally all subsistence supplies are procured on requisition from designated supply depots, except for those emergency purchases arising from exigencies, and special diet food-stuff required by infants and sick.)

(2) Regular Supplies

Authorized issues of candles and matches; authorized issues of soap, toilet paper, and towels; equipment and furniture for kitchens and mess halls, office furniture, straw for bedding, stationery, typewriters, including blank books and blank forms, and for printing orders and reports essential and necessary.

(3) Clothing

Issues of clothing, alteration and repair of clothing, issues of necessary laundry supplies, issues of authorized toilet, barber and tailor material, to evacuees who are without personal funds. Issues to be made on basis of

necessity and application as contemplated under caption "II Maintenance of Evacuees," Memorandum for Assistant Secretary of War, May 2, 1942, from Commanding General, Western Defense Command and Fourth Army.

(4) Incidental Expenses

Postage other than parcel post; rental of mail boxes fees, royalties, etc. (non-personal services), pay of personnel, other than those carried under caption Medical and Hospital, i.e., (a) pay regular Civil Service employees, (b) pay of emergency or temporary employees, (c) pay of evacuees performing work at assembly and reception centers operated by the Army-- at rates established by and in conformance with instructions contained in Memorandum for Assistant Secretary of War, May 2, 1942, from Commanding General, Western Defense Command and Fourth Army. In hiring emergency or temporary employees, the salary rates prescribed in the Classification Act will govern unless good and sufficient reason justify deviation from the Classification Act rates.

(5) Army Transportation

For the transportation of supplies, including packing and crating. For tolls and ferriages; for drayage and cartage; for operation, maintenance and repair of wagons, carts, drays, other vehicles and motor-

propelled vehicles required for transportation of evacuees and supplies and for necessary official assembly center administration purposes.

d. FINANCE SERVICE, ARMY

For travel allowances and travel in kind as authorized by law for authorized civilian personnel traveling in connection with activities pertaining to Japanese evacuation, including mileage, government transportation request, or purchase-contract agreements, reimbursement of actual expenses or per diem in lieu thereof, for authorized civilian personnel. Transportation of evacuees, including actual subsistence costs (not exceeding \$1.00 per meal) where it is impracticable to supply cooked or travel rations in kind. Estimates for anticipated travel and per diem expenses for authorized civilian employee travel will include a brief outline of necessary travel upon which estimate is based. (Note: No military personnel involved.)

e. OTHER ANTICIPATED EXPENSES

(Outline in detail and justify.)

VI.

Miscellaneous

1. Operating agencies will not procure materials, supplies, equipment, work or services for Army (Form 1000 reimbursement) account except as falls within the scope of their assigned functions

as indicated in written general directive to the operating agency from Headquarters, Western Defense Command and Fourth Army.

2. Procurement of all office supplies, office equipment and administrative office personnel, not peculiar to the operating agency, must be made in accordance with W.C.C.A. Administrative Orders Nos. 2 and 8, dated March 30, 1942 and May 4, 1942, the expenses thereof being paid from monies previously advanced to O.E.M. accounts from military funds. No reimbursement (Form 1080) procedures are involved in this connection.
3. All procurement of office space; contracting for telephone and teletype services of a recurring nature; or authorizing of travel when requested by Division heads and furnishing the necessary forms for Government travel (except military personnel) will be effected as outlined in paragraph 2 above.
4. Attention of all operating agencies is called to attached extract copy of General Regulations No. 78-Revised, General Accounting Office. Billing offices will be expected to state their Forms No. 1080 as provided therein.
5. Salary and travel reimbursement vouchers (Form No. 1080) will be supported by copies of payrolls and travel vouchers on which employees were paid by billing office disbursing officer. These supporting vouchers will contain the voucher reference and other data of the billing office's disbursing officer. In connection with salary reimbursement vouchers (Form No. 1090) attention is called to the requirements of a decision of the Controller General of the United States (13 C.G. 234). The synopsis of the decision reads:

"Pursuant to the provisions of Section 601 of the act of June 30, 1932, 47 Stat. 417, two Departments or offices of the Government operating under separate appropriations may enter into an agreement for purely personal services by the personnel of one department or office for the performance of the work of the other, for which reimbursement or transfer of appropriations may be made not to exceed the regular salary and authorized expenses, if any, of the personnel covering the period involved.

"In the absence of a written order or agreement in advance providing the interdepartmental personal services, or unless the written order or agreement specifically provides for reimbursement, the loan of personnel between departments or offices will be regarded as having been made as an accommodation for which no reimbursement or transfer of appropriation will be made for salaries."

6. All reimbursement vouchers (Form No. 1080) covering transfer of either used or new materials, supplies and equipment will be valued as indicated in paragraph 3a, b and c, attached regulations. Material reimbursement vouchers will be supported by Receiving Report (WD Q.M.C. 431) (in duplicate) signed by the regularly designated military accountable and responsible officer at point of delivery.
- a. Under authority contained in letter, Headquarters Western Defense Command and Fourth Army, file 383.6 (Fin), dated April 16, 1942, it is recognized that the military receiving

instrument referred to above may not be immediately available to all operating agencies. Authority to utilize the property receiving instruments peculiar to the billing agency was granted in the following language:

*** the several civilian governmental agencies cooperating with this headquarters in alien removal and evacuation activities may utilize receiving instruments peculiar to the operating service as evidence that property involved in appropriation reimbursement procedures (Form 1080) between funds of the military and the civilian agency, has been received. Provided that such forms, prepared in duplicate, shall be duly accomplished by a properly designated civilian accountable officer appointed as such under the terms of Memorandum, this headquarters, dated March 20, 1942, to the Assistant Chief of Staff, Civil Affairs, this headquarters.

- b. Agencies cooperating in alien evacuation and control, whose activities are such as do not warrant designation of an accountable and responsible property officer under the terms of the aforementioned memorandum, will support their reimbursement vouchers (Standard Form No. 1080) by properly authenticated receiving instruments peculiar to their service. These receiving instruments will be prepared in triplicate and annotated to show that accountability rests with the Property Officer, War-time Civil Control Administration, and that property involved will be produced, or suitable evidence furnished as to its disposition when called upon to do so by the Property Officer,

Wartime Civil Control Administration."

7. Reimbursement vouchers (Form No. 1080) will be accompanied by, and will be abstracted on Schedule of Disbursements, Standard Form No. 1064 (prepared in triplicate). Reimbursement vouchers are submitted to the Inspection and Fiscal Division, W.C.C.A., Whitecomb Hotel, 1231 Market Street, San Francisco, California.
8. Activities of the War Relocation Authority are not involved. That agency operates with such funds as may be made available to it from sources other than the War Department.

3 Incls.

PROCEDURE FOR ADJUSTMENT BETWEEN APPROPRIATION FUND,
LIMITATION, AND OFFICIAL PROJECT ACCOUNTS.

(General Regulations No. 78-Revised)

August 17, 1937.

1. The procedures prescribed (1) in General Regulations No. 78 and Supplement No. 1 thereto, dated April 4, 1934, and November 22, 1934, respectively for the use of standard forms Nos. 1080, 1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds, and Standard Form No. 1081, Schedule of Adjustments; (2) in General Accounting Office circular letter, A-65773, dated May 9, 1936, which authorizes the use of the above forms for adjustments between official projects under the same appropriation; and (3) in General Regulations No. 21 and Supplement No. 1 thereto, dated March 10, 1923, and March 12, 1923, respectively, authorizing the use of Standard Form No. 1034, Public Voucher for Purchases, and Services other than Personal, for adjustments between appropriations, are hereby rescinded, and the procedure hereinafter provided in lieu thereof and the following standard forms are hereby prescribed for general use throughout the Government service, effective October 1, 1937:

Form No. 1080--Revised, Voucher for Adjustments between Appropriations and/or Funds (original--white)
Form No. 1080a--Revised, Voucher for adjustments between Appropriations and/or Funds (memorandum--yellow)
Form No. 1080b--Revised, Voucher for Adjustments between Appropriations and/or Funds (collection voucher--blue)
Form No. 1080c--Revised, Voucher for Adjustments between Appropriations and/or Funds (memorandum of collection voucher--green)
Form No. 1081--Revised, Schedule of adjustments
Form No. 1097, request for Corrections in Appropriation, Fund, Limitation, and Official Project Accounts.

ADJUSTMENTS FOR TRANSFERS

2. Adjustments between appropriations, funds, limitations, and official projects for services performed, for materials, supplies, and equipment furnished, and for advance payments requested pursuant to law for services to be performed or supplies to be furnished, will be accomplished by use of revised Forms 1080, 1080a, 1080b, and 1080c, Voucher for Adjustments between Appropriations and/or Funds, hereinafter referred to as the "adjustment vouchers," and 1081--Revised, Schedule of Adjustments, except as otherwise provided in paragraph 7.

CLASSES OF TRANSFERS

3. In order that the General Accounting Office may act promptly on adjustment vouchers it is desired that for the different classes of transactions shown below information be furnished as indicated:

(a) Transfers of materials, supplies and equipment (other than from storehouse stock).--Materials, supplies, and equipment should be transferred, if new, at the cost of acquisition; if used or otherwise depreciated in value, at cost of acquisition less depreciation. In determining the transfer value of used materials, supplies, and equipment there must be taken into consideration a proper allowance for depreciation, computed upon such standard basis may be determined to be proper, the computations with respect thereto to be stated on the adjustment voucher. There shall be shown on the adjustment voucher the reference to the disbursing officer's voucher number and symbol covering the acquisition of the said articles. In the event the required voucher reference cannot be furnished, the transfer value of the article will be applied as miscellaneous receipts.

(b) Transfers from storehouse stock.--Where materials, supplies, and equipment are furnished from storehouse stock there should be a statement on the adjustment voucher to that effect and that the appropriation to be credited has been or will be available for replacement thereof, if such replacement is necessary. If replacement is not necessary, the fact should be indicated on the adjustment voucher and the credit directed to be applied, as miscellaneous receipts, to account "5115. Sale of Government Property--All Other." The unit price of all materials, supplies, etc., so transferred should be the average cost price or a price computed upon such other basis as will insure full reimbursement to the fund from which acquired, and the unit price and basis used will be shown on the adjustment vouchers.

(c) Transfers of costs for special or shop-job work.--Where transfers of costs for special or shop-job work are to be consummated, the department, bureau, or establishment performing the services for which reimbursement to the appropriation or fund is to be made should show on the adjustment voucher either the job price per unit for work or a distribution of the charges as between labor (personal) services, materials, and supplies, and general overhead, together with a statement showing the basis used for such distribution.

(d) ****

PREPARATION OF REVISED FORMS

1080, 1080a, 1080b, 1080c, and 1081

4. By the billing office,--(a) The department, establishment, bureau, or office (the billing office) performing the services or furnishing the supplies for which reimbursement or advance payment is sought will prepare the adjustment vouchers, revised Forms 1080, 1080a, 1080b, and 1080c (all of which will be prepared at one writing), by showing thereon in the spaces provided therefor (1) the bill number, (2) the names of the departments, establishments, bureaus or offices concerned, (3) detail data pertaining to articles, services, etc.,

transferred, and (4) in the accounting classification block on Forms 1080b--Revised and 1080c--Revised, to be completed by the billing office, on one line in the column headed "Appropriation, Limitation, or Project Symbol" the appropriation or fund symbol and the suffix of the limitation or project, if any is involved, to be credited. If more than one limitation or project is involved additional lines will be used for each such additional limitation or project. The amounts to be credited to the limitation or project will be shown in the column headed "Limitation or Project Amount" on the same line as the symbol, and the appropriation title and amount creditable to such appropriation will be entered in the columns headed "Appropriation Title" and "Appropriation Amount", respectively. Forms 1080--Revised and 1080b--Revised will be certified by the officer in the billing office having administration of the appropriations or funds to be credited.

(b) The original and Memorandum copies of the adjustment voucher (Forms 1080--Revised and 1080a--Revised) and the collection voucher (Form 1080b--Revised) will be transmitted by the billing office to the department, establishment, bureau, or office for which the services were or are to be performed or the supplies were or are to be furnished. One memorandum copy of the collection voucher (Form 1080c--Revised) will be retained by the billing office awaiting information as to the action taken.

5. By the office billed. (a) Upon receipt of the adjustment vouchers in the department, establishment, bureau, or office billed, they will be completed as follows:

(b) In the accounting classification block on Forms 1080--Revised and 1080a--Revised, to be completed by the office billed, there will be shown on the one line in the column headed "Appropriation, Limitation, or Project Symbol" the appropriation or fund symbol and the suffix of the limitation or project, if any is involved, to be charged. If more than one limitation or project is involved additional lines will be used for each such additional limitation or project. The amounts to be charged to the limitation or project will be shown in the column headed "Limitation or Project Amount" on the same line as the symbol, and the appropriation title and amount chargeable to the appropriation will be entered in the columns headed "Appropriation Title" and "Appropriation Amount", respectively. The lower portion of the accounting classification block is for use by the administrative office as an aid in posting to the administrative records the amounts listed thereon.

(c) The adjustment voucher (Forms 1080--Revised and 1080b--Revised) if approved will then be certified for payment by the officer having administration of the appropriations or funds to be charged.

(d) *****

(e) *****

(f) *****

EFFECTING ADJUSTMENTS IN ACCOUNTABLE OFFICERS' ACCOUNTS

6. *****

(a) *****

7. In the accounts of different accountable officers.--(a) In those cases where payments for services rendered or for supplies, equipment, etc., transferred by one agency of the Federal Government to another are required to be made by a different accountable officer than the one authorized to receive and account for the amount of the collections, the bureau or office performing the services or transferring the said supplies, etc. (the billing office), will state an adjustment voucher on revised Forms 1080, 1080a, 1080b, and 1080c as hereinbefore provided in paragraphs 4 (a) and (b).

(b) Upon receipt of the adjustment vouchers in the department, establishment, bureau, or office billed, they will be completed as hereinbefore provided in paragraphs 5 (b) and (c).

(c) ****

8. ****

(a) ****

(b) ****

(c) ****

PROCEDURE FOR EFFECTING CORRECTION OF ERRORS

9. ****

10. ****

11. ****

12. ****

13. ****

R. N. ELLIOTT,
Acting Comptroller General of the United States

(Volume 17--Page 1128--Dec. Comp.)

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

ADMINISTRATIVE ORDER #2

March 30, 1942

TO: All Personnel of the Wartime Civil Control Administration.
SUBJECT: Procurement of Supplies, Equipment and Personnel.

Effective immediately all requests for office supplies, equipment or personnel will be made on approved forms and in the following manner:

SUPPLIES:

Each Division will prepare a Requisition for office supplies on Form OEM 390 in quadruplicate, retaining one copy for their file and transmitting the original and three copies to the Administrative Officer. The name of the Chief of the Division will be typed on the form to the left of the space provided for the signature of the Approving Officer. The original will bear the signature of the Division Head or his designated representative.

EQUIPMENT:

Requests for equipment such as desks, typewriters, adding machines, etc. may be made in the same manner but it is desirable to keep such items segregated from requests for supplies.

PRINTING:

Requests for printing will be made the same way - on separate requisitions. The printing of forms must be cleared through the Statistical Section and the sanction of that Section given before printing of forms is ordered.

PROCESSING:

Upon receipt of requisitions the Administrative Officer

will take such steps as are necessary to procure the items requested and arrange for their delivery to the designated office.

UNAUTHORIZED PURCHASES:

It is important that requests for any of the above be handled in the manner outlined and verbal requests, because of volume, can not be given consideration.

Individuals placing orders directly with vendors will be held responsible for payment of items purchased. If requirements are exacting to the degree that selection by an individual is necessary, that can be arranged and a notation to that effect should be placed on the requisition.

PERSONNEL:

Requests for personnel will be submitted on Form OEM 28, one original and three copies with one copy to be retained for your files. It is unnecessary to complete the entire form and it should be prepared as follows:

Name, if known, will be typed on line 22. On line 23 the date on which employee enters active duty will be indicated. Under "Proposed Status" indicate the suggested title and the proposed salary. The latter should be consistent with Civil Service classifications and if any question arises, advice as to proper classification will be furnished by the Personnel Assistant in the Administrative office. On line 37 under "Remarks" a brief justification of the need for employment should be given and the original form signed by the Head of the Division in the lower left corner of the space. Approval will be indicated by the signature of the Administrative Officer in the space provided.

In the event the request for personnel involves a situation requiring recruitment, line 22 should be left blank and the Personnel Section will endeavor to recruit from files already established or from other sources, the type of personnel being requisitioned. In such instances it is important that the form be accompanied by additional information as to the qualifications necessary. In that case, one or more persons, apparently qualified, will be interviewed by the Personnel Section and will be referred to the Division Head who will make his selection.

In order to avoid delay in preparing payrolls, it is extremely important that these forms be completed and placed in the hands of the Administrative Officer as quickly as possible.

ATTENDANCE RECORDS:

Form OEM 396, Attendance Report, must be submitted for

each payroll period and without it the Payroll Section is not authorized to issue payrolls.

The names of all employees on the W.C.C.A. payroll must be placed on this form grouped in the order of grades, beginning with the highest grade. An "X" will be placed in the space provided for each day of the period that the employee is working. If an employee is absent on Annual leave an "A" will designate his status. If he is absent on sick leave an "S" will be placed in the space.

Form OEM 396 is to be signed by Division Chiefs or their authorized representatives. Signature cards, Form 1686, Treasury Dept. will be used to verify signatures.

To assist in keeping a record of employees an additional form will be provided for your own use. This form should be easily available to all employees in your Section and they should be required to sign "in" as they enter on duty each day. They will likewise indicate in the "Out" space the hour of their departure.

LEAVE:

Applications for Annual leave must be approved by Division heads in advance and Form OEM 8, signed by an authorized official, should be submitted at once. Sick leave must be applied for as quickly as possible after the employee returns to duty. Absence on sick leave in excess of three days requires the certificate of a registered practitioner.

Copies of forms referred to are attached. Additional copies may be obtained by requisition.

/s/ Karl R. Bendetsen

KARL R. BENDETSEN
Colonel, G.S.C.
Ass't Chief of Staff
Civil Affairs Division

OFFICIAL

/s/ Herman P. Goebel, Jr.

Herman P. Goebel, Jr.
Captain, Cavalry
Acting Adjutant

WARTIME CIVIL CONTROL ADMINISTRATION

NUMBER

15

REQUISITION FOR SUPPLIES AND SERVICES
FURNISHED BY U.S.G.A.

(4) Under "Description of Articles, Quantity and Unit", the number of copies desired, type of stock to be used, and

whether the stencil is to be retained
in mimeograph room files for future re-order.

b. The following approvals must be obtained before reproducing stencil is authorized:

- (1) Approval of administrative officer in all cases except those in (2) and (3) below.
- (2) Approval and initials of the Executive Officer, or an officer designated by him, on all Publicity releases and instructions pertaining thereto, and on instructions pertaining to the policies of W.C.C.A.
- (3) Approval of the Adjutant on inter-office forms or other media designated for use outside the immediate needs of the originating office.

3. ORDERS FOR SUPPLIES AND EQUIPMENT. The Stock Room, (Room 479), will endeavor to maintain supplies of minor items that are required by the individual offices on a daily basis. These include paper of various grades, pencils, carbon, stencils, and also small equipment such as wastebaskets, punches, pen and ink sets, calendar pads, etc. To obtain any of the above items, the following procedure is established:

a. Complete Form 390 by dating and inserting:

- (1) In the space following "To": "Stationery Supply Room, Building, Attention: Mr. Busch".
- (2) In the space following "Deliver to", the name of the office of origin, room number, and person to whom the supplies are to be delivered.
- (3) In the space to the left of "Approving Officer", the initials of a responsible officer of the office of origin.
- (4) Under "Description of Articles, Quantity, and Unit", the desired supplies, amount, etc.

- b. The original of the requisition will be forwarded to the supply room; the copy will be retained by the office of origin.

4. REQUISITIONS TO PURCHASE. Purchases must be made through the Administrative Branch and regular procurement channels to assure proper accounting and to obtain the best competitive prices on government expenditures. Future needs should be anticipated and the Administrative Branch allowed a reasonable time to make the purchase through procurement channels. In emergencies, the Administrative Officer will make telephone purchases and arrange for confirmation orders. The Administrative Officer cannot accept the responsibility for payment to vendor when the established procedure is not followed. The following procedure is established:

- a. Requisitions for purchases shall originate with and bear the initials of the Section Chief or his designated assistant.
- b. Complete Form 390 by dating and inserting:
 - (1) In the space following "To":
Central Administrative Service Section
Office for Emergency Management
1355 Market Street
San Francisco, California.
 - (2) In the space following "Deliver to":
Mr. James F. Hughes
Administrative Officer, W.O.C.A.
1221 Market Street
San Francisco, California.
 - (3) Balance of requisition is prepared as described in paragraphs 2 and 3 above.

5. REQUISITIONS FOR PRINTING - EMERGENCY. In cases of extreme emergency, or during the late work shifts, printing service may be obtained by direct contact with the vendor by the Chief of Statistical Branch, the Executive Officer, or the Adjutant; and in such a

case, there will be prepared immediately thereafter a requisition marked "Confirmation Order", with the name and address of the firm furnishing the service at the bottom. This confirmation order will be transmitted to the Administrative Officer the next day.

6. Sample forms of the various requisitions described in this order are attached:

Karl R. Bendetsen
Karl R. Bendetsen
Colonel, C. S. C.
Assistant Chief of Staff
Civil Affairs Division
War-time Civil Control Administration

Incl. #3