

This is not the original instruction, but it does give some idea of how the Internee Employment Office functioned. For his services the internee received .10 per hour.

U. S. DEPARTMENT OF JUSTICE
Immigration and Naturalization Service
Crystal City Internment Camp
Crystal City, Texas

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ADMINISTRATIVE INSTRUCTION NO. 17

INTERNEE INSTRUCTION NO. 29

For the purpose of systematizing the pay work program for internees at this camp, and to comply with general requirements governing the expenditure of funds for this purpose, a personnel unit is hereby created to administer such program beginning August 1, 1944. The following outline covers operational features and procedures under the new arrangement.

(1) Organization. The personnel unit will be headed by an official employee of this office and will consist of a personnel officer from each the German and Japanese group, together with the necessary internee clerical staff to meet the requirements of the office. Duties of this section will be to (a) classify all eligible male internees over eighteen years of age as to occupation and experience, as well as female internees who desire to participate in the work program; (b) effect assignment of personnel to all work, both pay and nonpay; (c) consider grievances, both on the part of internee workers and official employees in charge of operations, effecting solution so far as possible; (d) act on resignations and re-assign workmen; and (e) generally administer the regulations outlined herein.

(2) Classes of Work. Work is divided into four classes, viz., (a) full time pay work, (b) part time pay work, (c) intermittent pay work, and (d) nonpay work. Full time pay work will apply to jobs approved by the Officer in Charge as regular full time positions; part time work applies to approved jobs on which a definite number of hours are worked on a regular basis; intermittent work pertains to special projects, which do not require continuing full time assignments because of the temporary nature of the job; nonpay work represents required maintenance and administrative details for which pay is not allowed. With respect to regular part time pay work, the official head of each division, or person acting for him, is authorized to permit internees assigned to such positions to work in excess of the stipulated hours, up to eight hours a day, when work loads require. However, before an individual can claim time for work in excess of hours stipulated for the job, the division head, or person acting for him, must first approve the extra time. Before any position can be classified as pay work, whether it be regular or intermittent, it must first be approved in writing by the Officer in Charge, or an official acting for him.

(3) Assignment. Assignments are to be made only upon formal request from the official employee responsible for the operations involved, except that the Officer in Charge, or official acting for him, may approve a deviation from this procedure if a bona fide emergency exists that precludes following the prescribed procedure. These requests, in effect, call upon the personnel unit to assign a worker to a specified job, which is described on the form to be used for this purpose, (Form No. 30-30, "Request for Personnel.") In supplying personnel, it is the first

duty of the official head of the unit to determine which group shall be called upon to furnish the workmen, after which the personnel officer of such group is asked to recommend an individual for appointment. Unless reasons exist to disapprove such recommendation, formal assignment action will then be completed by the official employee in charge of the unit. It is pointed out that, with the exception of certain professional positions approved by the Officer in Charge, each male internee physically capable must share in the compulsory nonpay camp work, which will require his absence from an assigned job for such purpose as occasions require. For such assignments the individual will be furnished Form No. 30-31, "Notice to Perform Nonpay Work", copy of which will be routed to the division to which he is regularly assigned, for informative purposes.

(4) Reassignments. Reassignment of a worker from one job to another is to be made only with the knowledge and consent of the concerned individual and official head of the division where he is working. Such actions are limited to the personnel unit only, in order to provide for placing an individual in another position for which he is better qualified. Form 30-32, "Notice of Reassignment", is to be used in this connection, a copy of which will be furnished both the individual and official division head. Should an individual desire reassignment, he must resign as outlined in paragraph (5) below, after which he will be available for appointment to another position when a vacancy occurs, unless reasons exist to deny re-employment.

(5) Resignation. Workmen may resign from assigned positions by submitting a formal resignation on Form No. 30-33, "Internee Resignation". Eligibility for further employment will be determined by the personnel unit after considering the reasons for resignation.

(6) Termination. The personnel unit may terminate the services of an internee workman on a job as occasions require. Such actions are to be covered by Form No. 30-34, "Notice of Termination". Unless a termination is the result of misconduct or violation of rules on the part of an individual, he will be eligible for assignment to other work.

(7) Suspension. On proper cause, a workman may be suspended from pay work, either for a specified period or indefinitely. Such actions would be a disciplinary measure and may be accomplished only upon approval of the Officer in Charge.

(8) Work Hours. Payment can be allowed only for hours actually worked and can not exceed eight hours in any one day. In this connection it is pointed out that only actual time on the job may be entered on the time report. For example, if, for some reason, an individual assigned to a regular job approved for eight hours a day is absent from work, or works only part of a day, he is entitled to receive pay for hours actually on the job and not for the entire day. The only exceptions to this rule will be those positions in which the individuals are subject to duty upon call at any time during the twenty-four hours of the day. Such positions will be so designated by the Officer in Charge. Except in emergencies, no individual should be called upon to work more than six days a week. Pay work should be allocated among internees, so far as possible, to provide equal opportunities for all concerned. For example, if ten carpenters are required regularly, and fifteen workmen are classified in such profession, it may be desirable to offer all fifteen regular employment four days each week, rather than assign ten to work six days a week.

(9) Eligibility. All physically capable persons eighteen years of age and over may work under this program. Persons under eighteen years of age will not be permitted to work until a written request, approved by the parents and group Spokesman, is sanctioned by the personnel unit. Form No. 30-35, "Application for

Work and Age Waiver," is to be used for this purpose.

(10) Timekeeping. Payment for work performed must be based on accurate time records. An official timekeeper will coordinate this program, but the official employee in charge of each division is required to certify time reports as correct for regular work performed under his jurisdiction. Each individual worker must, therefore, cooperate in the necessary check-in and check-out procedure this responsibility demands. Time reports will be maintained on Form G-232 (copy attached), which provides for daily entries for a monthly period. When the personnel unit assigns an individual to a division, a copy of this form will accompany the approving action and will follow the worker from one division to another, if his assignment changes during the month. This requires the head of each division to return time reports to the personnel unit immediately upon an individual's departure from employment in his division. At the close of a month, all time reports will be submitted to the personnel unit for payroll and accounting purposes. With reference to accounting, only a broad breakdown is required. For example, on maintenance work only, the statement "Maintenance" will be shown in the remarks column opposite the day's work. On regular assignments where the same type of work is performed day after day, a ditto mark ("") is satisfactory.

The above applies to regularly assigned positions. For intermittent work the personnel unit will maintain time reports.

It will be the responsibility of the division head to prepare Form G-232 at the beginning of a new month for internees regularly assigned to his division.

Each internee must see that his daily time is posted correctly. Therefore each individual should affix his signature over his name on the time sheet at the close of the month (not later than the first day of the following month) to indicate his agreement that the report is correct. In case there is a discrepancy between the time report and the individual's claim which cannot be adjusted by the official division head, the internee may submit a written memorandum to the personnel unit, claiming incorrect time entries; but such claim must be received in the personnel unit not later than the second day of the month following that for which incorrect time report is claimed. The personnel unit will then investigate and effect settlement. This is the internee's individual responsibility, and failure to sign his report automatically waives any future claim of incorrect time entries, unless formal claim has been presented to the personnel unit as outlined.

(11) Injuries. Injuries sustained by workmen, while on the job, should be handled in the same manner as injuries sustained by official employees. It is the responsibility of the injured individual to prepare Form C.A.-1 within forty-eight hours of the injury and submit to the personnel unit. These forms may be obtained from the hospital or office of the division in which the individual works. Any necessary medical care should be obtained at the hospital. In all cases the division head should investigate and make a report to the personnel unit, who will complete the case, preparing whatever additional C.A. forms are necessary.


L. T. McCollister
Acting Officer in Charge