

WAR RELOCATION AUTHORITY

HEART MOUNTAIN RELOCATION PROJECT

HEART MOUNTAIN WYOMING

ORGANIZATION AND JOB DESCRIPTION

組織

M. J. ...

12-24-12

WAR RELOCATION AUTHORITY

HEART MOUNTAIN RELOCATION PROJECT
Heart Mountain, Wyoming

Office Memorandum No. 22

January 5, 1943

TO: All Division Heads
FROM: Guy Robertson, Project Director
SUBJECT: Responsibility for Divisions Reporting to Project
Director and Assistant Project Director

The following divisions report directly to the Project Director:

Division
Chart No.

4	(Community Services (3). Community Council
5	Health Division
6	Information & Reports Division
7	Project Attorney
8	Administrative Division
9	War Works Division

The following divisions will report to the Project Director through the Assistant Project Director:

Division
Chart No.

10	Block Administrators
11	Transportation and Supply
12	Public Works Division
13	Employment and Housing Division
14	Community Enterprises

For your convenience there is attached hereto an organization chart which will be the official guide until further notice. For more efficient working relationship all staff members are requested to familiarize themselves with this chart.

Guy Robertson

Guy Robertson
Project Director

Attachment

WAR RELOCATION AUTHORITY

Heart Mountain Relocation Project
Heart Mountain, Wyoming

Office Memorandum No. 23

January 1, 1943

TO: All Division Heads
FROM: Guy Robertson, Project Director
SUBJECT: Coordination of Physical Operation for the Project

The Office of the Assistant Project Director is hereby designated as the coordinating agency for all the physical operations on the Project.

Beginning today, all division heads will route job orders and matters of like nature to the desk of the Assistant Project Director, where they will be checked and routed to the proper division for attention.

Each job order shall be accompanied with a full explanatory memorandum which describes with specific detail the job to be undertaken, materials used, purpose, location, and other essential facts. The forms now in use for job orders will continue in use under this new procedure. There is attached a diagram showing the flow of physical operations as set forth in this memorandum.

This procedure will not effect purchase requisitions which will be handled as heretofore until a separate memorandum of procedure is prepared.

Your full cooperation in this matter is necessary to effect greater efficiency of physical operations.

Guy Robertson

Guy Robertson
Project Director

Attachment

1. PROJECT DIRECTOR

Guy Robertson

Under the general direction of the Director of the WRA is responsible for the effective operation of the entire Project program, including the welfare and morale programs, the maintenance and operation of all Project facilities, and the development and operation of agriculture and industrial programs carried out within the Project.

Personnel: Elsie L. King, secretary

2. ASSISTANT PROJECT DIRECTOR

Douglas M. Todd

Supervises the work of the following: (10) Block Administrators; (14) Community Enterprises; (12) Public Works Division; (11) Transportation and Supply; (13) Employment and Housing Division. Generally plans their work and coordinates it with the work of the divisions directly responsible to the Project Director. Coordinates all physical operations of the Project.

Personnel: Louise Bettrell, secretary

3. COMMUNITY COUNCIL

(The Temporary Council of Block Chairmen is functioning in this capacity until the new City Charter is put into operation.)

A representative elective body of residents which may present to the Project Director resolutions on questions affecting the welfare of the residents of the center; prescribe regulations and provides penalties for their violation on all matters (other than felonies under state law) which affect the internal peace and order of the Project and the welfare of the residents in so far as such regulations do not conflict with the federal or state laws and federal regulations. The council may solicit and receive funds and property for community purposes and administer such funds and property. It may license and require reasonable license fees, not exceeding \$1,000.00 a year from evacuee operated enterprises. It also may exercise such other duties and functions as may be delegated to it by the War Relocation Authority.

Personnel:

BLOCK CHAIRMEN

BLOCK	CHAIRMEN	ADDRESS
1	G. Iwasaki	1-9-B
2	S. Tsuneishi	2-7-C
6	H. Matsushige	
7	K. Kawahara	7-8-DE
8	M. Hayashida	8-2-F
9	T. Ishikawa	9-1-C

12	S. Nagumo	12-24-B
14	K. Okazaki	14-12-E
15	S. Fujimoto	15-18-C&D
17	S. Tsunoda	17-17-C
20	T. Kanelo	20-10-C
21	T. Hara	21-16-A
22	C. Kakuuchi	22-13-D
23	T. Oka	23-9-C
24	K. Mineta	24-7-B
25	G. Ishikawa	25-4-D
27	T. Gorai	27-19-D
28	T. Yokota	28-17-B
29	T. Koide	29-13-C
30	S. Nagamori	30-13-F

4. COMMUNITY SERVICES DIVISION

Philip W. Barber

Supervises and is responsible for community welfare program, education, recreation, religious activities, postal services, internal security and fire protection, is responsible for liaison with the community government operated by the Japanese residents. Meets with elective community officials to discuss their problems which relate to the Project management and to suggest ways and means of increasing the effectiveness of the local self-governing program. Reviews the operation and stability of the community, and recommends the transfer to the community government of functions carried by the Project Administration where such functions could be as successfully carried on by the Japanese residents through their own program of community services and recommends action by the Project Director and all Division Heads which would serve to improve the morale and general self-operating features of the community. Is responsible for seeing that the Japanese residents in general are given every opportunity to develop a keener appreciation of the Democratic form of government and a basic feeling of participation in the general American community as effective American citizens. Sees that programs are developed which will more effectively prepare the resident Japanese for usefulness and re-adjustment at the end of the war.

Personnel: Isabelle G. Knopf, Secretary

4.-A- Education Section

Clifford D. Carter, Supt.

Operates a school system composed of elementary, junior and senior high school and an adult education program designed to provide the usual educational facilities of a normal American community. Is responsible for planning and carrying out an intensive Americanization campaign to acquaint Japanese residents of all backgrounds with the opportunities and principles inherent in a Democratic society. Is responsible for surveying needs of the community to determine what skills and knowledges should be developed to better enable the Japanese residents to return to a useful and better occupational life after the war and

re-trains Japanese of all ages in such desirable skills and knowledges, paying particular attention to the development of extensive adult programs. Train Japanese specifically to fill positions on the Project management staff, when such positions can be filled by a Japanese rather than by a Caucasian Project employee.

Personnel:

Evelyn G. Thompson, Secretary
John K. Corbett, High School Principal
Ralph A. Forsythe, Assistant High School Principal
Edward W. Teare, Vice Principal
Harold R. Bottrell, Acting Night School Director
William A. Friedman, Training for Industry
Bernadine Schunk, Curriculum Advisor
Margaret Jensen, Librarian
Virginia Lynn, Supervisor, Student Teachers
Paul L. Christensen, Elementary School Principal

4. A-1 Community Activities (Recreation) Marlin T. Kurtz

Provides a recreational and activities program including all formal and informal associations and leisure activities of residents. These activities include athletics, handicrafts, and social clubs for all age groups. Develops recreational leadership in the community, keeps the community informed of community activities program, and consults with representatives of the community as to policies. Cooperates with education, welfare, health, and internal security in programs for improvement of community morale.

4. B. Internal Security Section. Operates directly under Philip W. Barber.
Resident Chief of Police, Rosie Matsui

Is responsible for the preservation of order and for the training of a police force, for the enforcement of laws and regulations prescribed by the elected community council and such rules and regulations governing the conduct of evacuees as are prescribed by the War Relocation Authority. Through the chief of Community Services and the Project Director collaborates with the county, state and federal law enforcement agencies in the investigation of violations and the enforcement of laws within the area.

Fire Protection

Operates directly under Philip W. Barber.
Resident Fire Chief, Tom Yahiro

Is responsible for selecting, training, and directing the fire-fighting personnel within the project. Through the Chief of Community Services, recommends to the Council fire protection regulations; prepares plans for evacuation in time of fires, fire alarm transmissions and similar functions; is responsible for the inspection of all community dwellings and center buildings, for detection of elimination of fire hazards; and in general is responsible for the protection from fire of all buildings within the area including the Military Police buildings.

4.-C Public Welfare Section

Virgil Payne, Counselor

Is responsible for examining the mental health of the community and the morale of the residents in terms of potential delinquency and potential mental disturbances. Investigates possible causes for delinquency and recommends corrective action and attempts to redirect the activities and interests of the individual to do more constructive living. Investigates cases of potential mental breakdown and either carries out a rehabilitation program or refers such cases to the Health Section for correction or proper hospitalization. Is constantly alert to all potential causes of the destruction of community morale and refers all such matters to appropriate individuals. Receives applications for relief, investigates same and recommends action to be taken. Maintains counseling service for juvenile delinquents, etc. Maintains records and issues vouchers for clothing allowance.

5. HEALTH DIVISION

C. E. Irwin, M. D.

Principal Medical Officer

Is responsible for the general health of the community, maintaining medical, dental, hospital, dietary, and pharmaceutical services for the Project. Maintains an obstetrical hospital, surgical, emergency, and general services. Operates in-patient and out-patient clinics and continually evaluates the health of the community and recommends activities or changes which will improve the communities general physical well being and which will eliminate health hazards. Is responsible for testing local water supplies, food, etc. for purity. Works in close cooperation with Community Services on all matters of joint interest.

Personnel:

Harold D. High, Hospital Maintenance Foreman
Velma Berryman, Head Nurse, Supervisor
Arvella I. Atwill " "
Gladys F. Atwill " "
Lula B. Leonard " "
Margaret B. Harvey, Graduate Nurse, Sr. Staff
Hazel M. Jackson " "

6. INFORMATION AND REPORTS DIVISION

Maurice V. Mechau

Keeps Japanese residents fully informed of the operations and policies of the War Relocation Authority. Prepares press releases and other informational material for distribution in the neighboring communities. Reports to the Washington Office all developments and progress of the project.

7. OFFICE OF THE PROJECT ATTORNEY

Jerry W. Housel
Project Attorney

Provides advice to the Project Director on all legal problems. Assists the community council by preparing drafts of ordinances, orders and other similar documents. Advises in the operation of the police

and other courts of criminal jurisdiction of the community. May provide service for the prosecution or defense of criminal cases. Keeps informed and advises on the operations of the civil courts of the community.

8. ADMINISTRATIVE SERVICES DIVISION

John A. Nelson
Sr. Administrative Officer

Is in charge of providing administrative services for the functions which are under the supervision of the Project Director. Is in charge of purchasing, property control records, personnel records, fiscal services, and general office services.

Personnel: Verna McDowell, Secretary

8.-A. Procurement Section

Lundgren T. Main

Receives requisitions for supplies and equipment from all parts of the Project and purchases supplies and equipment on the open market within the neighboring area or forwards such requisitions to the Washington office for action. Keeps in constant touch with the price levels of all commodities in neighboring communities and determines where purchases can best be made, based on sales prices and transportation cost factors. Searches for used equipment within the neighboring area which could be purchased and used to advantage on the Project.

Personnel:

William C. Evans, Procurement Officer
Angelo M. Girardo, Acting Procurement Officer

8.-B Personnel Records Section

Leota Williams

Maintains all personnel records for Federal employees working on the Project. Keeps leave and time records, personnel folders, and other necessary information, and provides advice to Project employees on personnel matters. Prepares the Project payroll for Japanese employees.

8.-C. Office Service Section

Victoria L. Novicki

Maintains a central file for the administrative offices of the Project. Receives and distributes all incoming mail for the Project offices. Provides a duplicating service for Project offices. Maintains and operates the central telephone switchboard for the Project.

Personnel:

Elizabeth M. Daly, Sup. Telephone Operator
June E. Eckhardt, Jr. Comm. Machine Operator
Nellie E. Follensbee, Telephone Operator
Mazine E. Main, Telephone Operator
Maude L. Moore, Relief Telephone Operator
Charles B. McFarland, Gateman
Roby R. Wisdom, Gateman

8. - D. Budget and Finance Section

Victor J. Ryan

Supervises and is responsible for the work of three units engaged in providing complete fiscal auditing and accounting and cost accounting services for the Project. Acts as Project Budget office.

8. D-1

Fiscal Accounting Unit

Keeps detailed fiscal accounts and records of all funds encumbered and expended by the Project. Prepares periodical and special reports of the fiscal operations of the Project, including regular reports to the Field and Washington offices of the War Relocation Authority. Maintains budget records for use in the preparation of the Project budget.

8. D-2

Cost Accounting Unit.

James M. Grace

Maintains a complete and detailed cost accounting system covering all operations of the Project, with particular attention to the costs of constructing and operating public works and paying for the necessary labor. Maintains cost records on all type of community services, including health, education, food, etc., and the operation of such enterprises as the Project agricultural program and any manufacturing establishments which may be established on the Project. Provides periodic and special reports on the general and unit costs of such enterprises and reports on whether the industrial and agricultural operations of the Project are being carried at a profit or a loss.

8. D-3

Audit Unit

Boyd N. Larson

Audits all vouchers for expenditures made by the Project, including supplies, equipment, personal services, travel, etc. Performs the fiscal and administrative review and final audit made by the War Relocation Authority prior to transmittal to the Treasury disbursement and includes checking purchases for fiscal and administrative accuracy.

Personnel:

Willie G. Fryer, Sr. Audit Clerk.

9. WAR WORKS DIVISION

Glen Hartman

Is responsible for the operation of all farms and gardens within the Project and for the processing and sale of agricultural produce and livestock within the community, including its preparation for sale outside the Project. Has charge of landscaping for the Project. Plans

and operates appropriate industrial plants for the manufacture of non-agricultural commodities both within the Project, and markets such commodities both within the Project and to outside purchasers, within the general policy established by the WRA. Attempts to produce and market such agricultural commodities in such a manner that the Project will eventually become financially self-sustaining.

9. - A Agricultural Production and Processing Section

Alden S. Ingraham, Farm Superintendent

Operates all farms, gardens and other agricultural production units of the Project for the production of all types of agricultural commodities both for consumption by the Project residents and for sale outside the Project. Operates such farms in accordance with the most approved farm management practices recommended by the United States Department of Agriculture. Is responsible for planning the farm production program, the raising of crops and livestock for delivery of such produce to the Processing and Marketing Section.

Prepares agricultural produce for delivery to markets outside the Project and for delivery to the Project mess. Operates necessary packing plants, warehouses and processing equipment. Packages processed produce and delivers it to the railroad loading platforms for export. Arranges through the Field Office or independently under War Relocation Authority policy for the sale of such produce outside the Project.

Personnel: Jerry S. King, Ass't. Farm Superintendent

9. - B Industry and Manufacturing Section

Daniel Rhodes
Plant Superintendent

Operates and is responsible for plants, factories, or production shops engaged in the manufacturing of goods, other than agricultural, to be used by the resident Japanese or to be exported and sold outside the community. Determines types of manufacturing which would be desirable within the Project; plans the development of manufacturing, recommends the purchase of construction of necessary machinery and housing for such projects and engages in the production of such manufactured articles subject to the advice and guidance of the Regional Office. Plans and carries out the marketing of such manufactured articles outside of the community and works out the details of delivery of such articles to families or groups within the Project when appropriate.

Personnel: George E. Mix, Sawmill Superintendent
Irvin E. Merryhew, Woods Foreman

10. BLOCK ADMINISTRATIVE OFFICERS

Block Administrative Officers are composed of representatives from every block. Applications are recommended by the people of the block. The applications are then reviewed by the Assistant Project Director and the appointment made. Their duties consist of the handling of any matters originating in the administrative offices which are to be transmitted to the people; likewise, they bring problems from the

residents to the administration pertaining to maintenance, internal security, welfare, hospitalization, sanitation and other matters having to do with the welfare of the community. This body, functioning under the direct supervision of the Assistant Project Director, is carried on the payroll. They meet each day to discuss all problems pertaining to the welfare of the community.

Personnel:

BLOCK ADMINISTRATIVE
OFFICERS

Block	Administrators	Address
1	David Nitake	1-D-22
2	Min Yonemura	2-E-23
6	Ruth Hashimoto	6-B-7
7	Shigio Masunaga	7-E-12
8	Eddie Yanagisako	8-A-12
9	George Shintaku	9-E-4
12	Ted Chiba	12-F-21
14	Masao Kubose	14-C-3
15	Masao Yamamoto	15-D-11
17	Masaru Hata	17-B-10
20	Rikio Tomo	20-F-6
21	Wm. Yamamoto	21-A-24
22	Clarence Nishizu	22-A-10
23	Henry Mitarai	23-E-6
24	Fred Hoshi	24-D-17
25	James Hisatomi	25-A-12
27	George Ozawa	27-I-9
28	Arata Shibayama	28-C-9
29	Hidenobu Nakaki	29-E-7
30	Masao Nagata	30-A-20

11. TRANSPORTATION AND SUPPLY DIVISION

Everett R. Lane

Supervises and is responsible for the proper feeding of all resident Japanese and Project employees, and for the warehousing of all supplies until they are turned over to other Divisions for use. Controls inbound and outbound freight traffic through the Project and sees that adequate and economical commercial transportation facilities are always available. Supervises a pool of all automotive equipment for passenger and freight transportation within the Project, and supervises the operation of a garage responsible for service and repair of all automotive equipment.

Personnel:

Viola M. Nelson, Secretary

11.-A. Motor Pool and Garage Section

Charles E. Richey

Operates all automotive equipment on the Project including passenger vehicles and trucks. Assigns vehicles to other sections of the Project administration as needed for all types of freight and passenger hauling. Maintains regular schedules of collection and delivery of