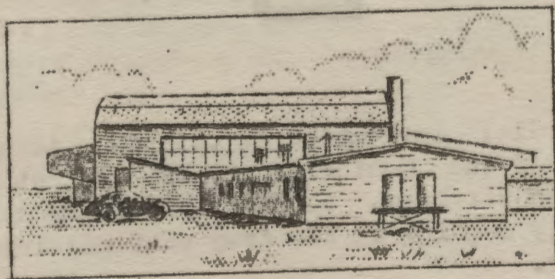
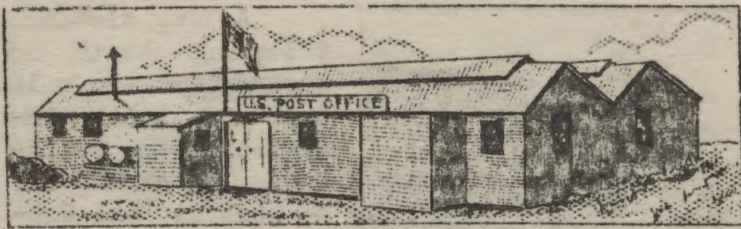


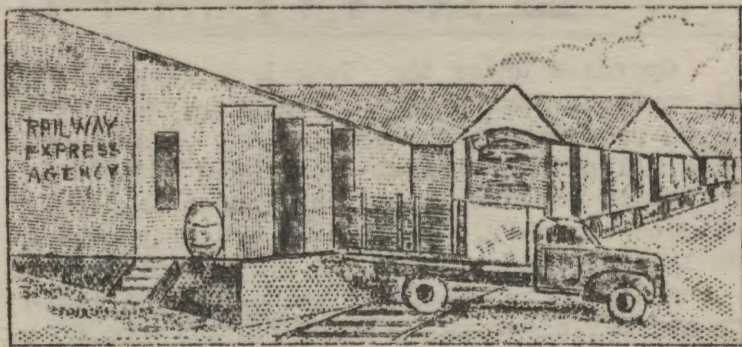
Grade school classes from the first through the eighth grade are to be held in the Center for children of the employees. Arrangements are now being completed for the establishment of the grammar school with funds provided by the Lanham Act. High school students may attend an accredited high school at the town of Tulalake, California, seven miles from the Center. Transportation details are being worked out.

Schools for children of Japanese residents of the Center are operated on a twelve months basis. The high school has three semesters yearly with a two weeks vacation period between each semester. The elementary school has two semesters of eighteen weeks each with a two weeks vacation period between each semester, and, in addition, an eight weeks summer session. All teachers are expected to take vacation leave during the regular vacation periods between semesters. Only in an emergency will leave be granted otherwise.





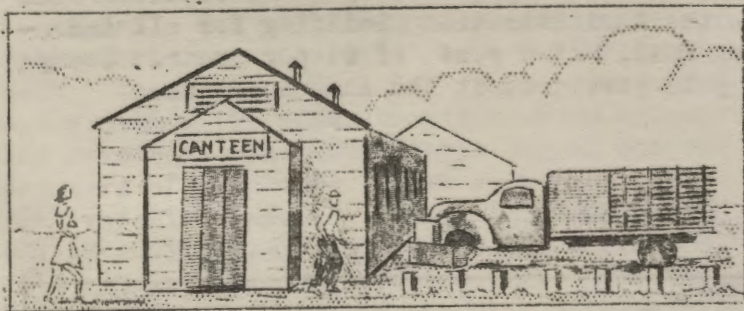
The Center post office is located immediately within the WRA entrance gate. The post office address of Tule Lake Center is "Newell, California". A mail box is conveniently located in the Administration Building where mail is picked up twice daily. Combination lock boxes are provided by the Recreation Club in the Administration Building for all incoming mail, at a cost of \$1 per year. Stamps may be purchased at the same location.



There is a railway express office located in the Center. All express is addressed to "Newell, California". All freight, however, must be addressed to "Staley, California".



A long distance telephone booth is located at the main entrance to the Administration Building. Telegrams may be sent at the Center Telegraph Office, payment for which is made to the Chief Operator, whose office is located in the Administration Building.



Operated under the Tulo Lake Cooperative Enterprises, Incorporated, organized and operated by evacuees, are cooperative stores at which all of the minimum household essentials are obtainable. Watch and shoe repairing shops and a barber shop, as well as a beauty parlor and lending library, are other facilities open to the appointive staff of the Center. A laundry and dry cleaning service is offered by a Klamath Falls firm through the "Co-op".



Emergency medical and dental care is available at the Newell Community Hospital in the Center. However, employees of the Center are required to secure all ordinary medical and dental services at nearby towns, due to the fact that the hospital is operating with a staff greatly under normal requirements for the population served. A schedule of charges for emergency medical and dental care is available upon request from the hospital.



Evacuee domestic help to assist employees in both the care of children and with general housekeeping is available.

TULE LAKE CENTER REGULATIONS

Passes and Badges. A visitor's pass must be issued by the Military Police before a visitor will be allowed to enter either the Military Reservation or the War Relocation Authority Project of Tule Lake Center. Each prospective employee is first issued a visitor's badge which, as soon as he is processed and becomes an employee, is exchanged for a WRA identification card and a written temporary pass, which pass will, in turn, be exchanged for a permanent WRA employee's picture badge. A visitor's badge, a temporary employee's pass or a permanent employee's badge is required at all times for entrance to or departure from the Center.

Permission to Leave Center. No employee may leave the Center during assigned working hours without prior approval of his supervisor.

Visitors to Center Employees. An employee may have friends and relatives visit him at any time. However, due to limited housing facilities, it is probable that sleeping accommodations for all such visitors will have to be supplied by employees.

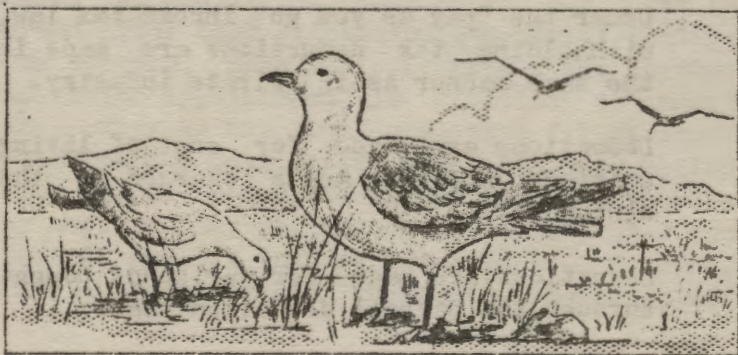
Registration of Cameras. All cameras in the possession of employees, members of their families, and visitors to the Center must be registered at the Army Processing Station, located just outside the main WRA entrance gate. The taking of pictures of any portion of the area controlled by the WRA or by the Army is strictly prohibited. Any person violating

this rule will be subject to disciplinary action.

Center Traffic Rules and Fire Regulations. A copy of Center traffic rules and fire regulations is given to each employee when he enters on duty. Before any employee is permitted to drive a government car, he must be issued a WRA driver's license by the Personnel Office.

Radios and Unnecessary Noise. Since employees' living quarters are not of soundproof construction, it is required that all radios be turned off by 11:00 P.M. and not turned on again until at least 7:00 A.M. Between these hours all unnecessary noise is also prohibited, Saturday nights excepted.

Business Relations with Evacuees. Provision has been made to supply the needs of the Center Japanese residents through their Tule Lake Cooperative Enterprises, Incorporated. Consequently, no private business which involves dealings with the Japanese residents may be operated in the Center by WRA employees.



TULE LAKE CENTER EMPLOYMENT PRACTICES

Certificate of Availability. Employees are subject to all Civil Service and Manpower Commission rules and regulations. Each prospective employee must have, before being employed by this Center, a certificate of availability in the form of a release or introduction card from his local United States Employment Service office.

Pay Periods. Pay periods are from the 1st through the 15th and from the 16th through the last day of the month. Paychecks are distributed to employees twice a month.

Pay Check Deductions. There are a number of deductions to be made on each semi-monthly pay checks.

The 5% Retirement Fund deduction is the Civil Service substitute for the Social Security tax deductions made when working for private industry. Retirement fund deductions are refunded upon request. Details as to procedure involved may be secured from the Personnel Office.

Under the "pay as you go" income tax law, withholding tax deductions are made in the same manner as in private industry.

Deductions are made for cost of living quarters and for meals charged at the dining hall.

Deductions are made for war bonds bought through the payroll deduction plan.

Employee Work Week. The work week for the Tule Lake Center employees consists of 48 hours -- 8 and 3/4 hours for five days, and 4 and 1/4 hours on the sixth day, with a lunch period of 45 minutes on five days. This permits a half day a week which may be used for shopping or recreation, in addition to the seventh day off per week.

Overtime Paid. Payment for time worked in excess of 40 hours per week is made through adding an amount equal to approximately 20% of the per annum salary of the employee. This amount is prorated daily over the yearly period.

War Bond Purchases. The quota for war bond purchases for the Department of the Interior, of which the War Relocation Authority is an agency, calls for 15% of the gross per annum payroll of Interior Department employees. Bonds to meet this quota may be bought through the payroll deduction plan in which case, as previously stated, pay check deductions will be made.

Annual Leave. Annual leave is paid vacation leave earned under Civil Service regulations and accumulated at the rate of two days per month. An additional four hours per month is earned after each stipulated quarter of continuous service. Each employee with a War Service Indefinite appointment is entitled to annual leave after he has been employed for at least 7 consecutive days, after which his accumulated leave may be requested at any time. A temporary employee may use annual leave only after the first 27 and 1/2 days of employment. However, prior approval by his immediate supervisor and

by the appropriate Assistant Project Director must be obtained before any leave may be taken. If, at the time of termination of services with this Center, accrued annual leave has not been used, payment will be made at the end of the period of such leave. If transfer is made to any other government agency, accrued annual leave may be transferred.

Sick Leave. Sick leave is absence from work while ill and is earned or accrued at the rate of one day and two hours per month. The provisions regarding the use of sick leave are identical to those regarding annual leave. Unlike annual leave, payment is not made for unused sick leave when an employee terminates. However, in the case of a transfer to any other government agency, his sick leave may also be transferred. An employee absent because of illness should notify his supervisor as soon as possible on the first day of illness and must submit a leave slip immediately upon his return to duty. Any sick leave taken in excess of three days also requires presentation by the employee of a doctor's certificate immediately upon his return to duty.

Leave Without Pay. Leave without pay is excused absence from work, for which time the employee will not be paid. Such leave may be requested in the same manner as sick and annual leave, and the same supervisory approval is necessary.

Employee's Accident Compensation. Any injury suffered by an employee while either actually on duty or while being conveyed by government

transportation to his place of duty may be compensated for under the provisions of the laws of the United States Employees' Compensation Commission. Any accident, no matter how small or unimportant, must be reported immediately to the employee's supervisor who will forward such report to the Personnel Office for consequent possible submission to the United States Employees' Compensation Commission.

Transportation Expense. All employees must report for work at Tulo Lake Center at their own expense.





