

EXECUTIVE OFFICE OF THE PRESIDENT

**OFFICE FOR EMERGENCY MANAGEMENT**

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**OFFICE MEMORANDUM**

**TO:** Mr. Richard A. Pomeroy--Assistant Project Director      **DATE:** Jan. 5, 1944  
Administration Building

**FROM:** Floyd T. Tokuda--Administrative Assistant  
Clothing Allowance Office      22-9-F

**SUBJECT:** Justification of C rating employees in the Clothing Allowance Office

It is my honest belief that the following three employees in the Clothing Allowance Office deserve C rating because of the responsibilities of their positions.

They are:      Floyd T. Tokuda--Administrative Assistant  
                 Dorothy Norisada--Office Manager  
                 Kazuko Osawa--Chief Clerk

Their respective duties are outlined on the following pages.

## ADMINISTRATIVE ASSISTANT

In the Minidoka Project, the administrative assistant is in full charge of the Clothing Allowance Office.

1. His major responsibility is to supervise and to see that the W.R.A. instructions are observed by the office manager, chief clerk and other employees to its full extent.

2. He is to acquire all necessary informations from other divisions to be recorded on the Basic Family Cards (W.R.A. Form 95) so that clothing allowances can be accurately allotted to eligible evacuees.

3. He is to take cases, if any, which do not fall under the administrative instructions No. 103 to his superior and to discuss and acquire correct decisions.

4. It is his duty to solve satisfactorily any misunderstandings or complaints that arise among the evacuees.

5. He is to make investigations of questionable cases regarding to the head of the family or to the persons over 18 years of age who desire to become dependents because of incompetence and advises them accordingly to the W.R.A. instructions. This requires field work.

## OFFICE MANAGER

Her foremost duty is to see that the management of the office is carried out efficiently and accurately.

1. To see that the chief clerk, head typist and the rest of the office workers carry out the instructions given out by the administrative assistant.

2. In order to run the office efficiently, it is her duty to see that everyone is kept busy. (In the Clothing Allowance Office, the typists must perform clerical work as well as typing while office clerks must assist the typists and all other general office work. By rotating employees it increases efficiency by fifty per cent).

3. Her duty is to check all incoming and outgoing reports and to see that interoffice memos and letters are properly taken care of.

4. She sees that all office supplies are well equipped.

5. Whenever the administrative assistant is out on business, she is to take full responsibility of the office and to interview evacuees who ask for information regarding clothing allowances.

(continued)

6. She is to do the final checking on Forms 77 and 93 before it goes to the administrative assistant for his signature.

(a) She checks to see that proper amounts are given to each person according to their ages and sees that no double payment is made, as well as to check for typographical errors.

(b) Form 77 consists of approximately 4,500 names while Form 93 consists of about 7,000 names.

CHIEF CLERK

She is responsible for all the recordings and filings done by the office clerks which must be kept up to date.

1. She sees that the following necessary informations are correctly posted on the Basic Family Card by the office clerks:

- (a) W. R. A. Payrolls.
- (b) Community Enterprise Payrolls.
- (c) Unemployment Compensation.

2. She is responsible for the proper recording of:

- (a) Statistic Reports.
- (b) Change of Addresses.
- (c) Payroll Changes.
- (d) Assignments and Terminations.
- (e) School List.
- (f) Births, Deaths and Marriages.

3. She is responsible for the preparation of Form 77 and 93 in accordance with the administrative instruction 103, and sees that the above is correctly computed. The procedure to prepare Forms 93 and 77 is outlined on the following pages.

4. Prepares Form W.R.A. 243 monthly report to Washington, D.C.

5. She secures information of persons subject to victory tax and recipients who decease prior to payment of clothing allowance and reports the above to the administrative assistant to be properly taken care of.

PROCEDURE FOR  
COMPUTING MONTHLY CLOTHING ALLOWANCES

1. A. Post the W.R.A. payrolls on the Basic Family Cards.  
B. Double check.
2. A. Post the Unemployment Compensation lists.  
B. Double check.
3. A. Post the Community Enterprise payrolls.  
B. Double check.
4. The Basic Family Cards are automatically divided into active and inactive files.
5. Transcribe to work sheets necessary informations from the Basic Family Cards of those eligible for clothing allowances---only those employed or eligible for Unemployment Compensation for 15 days or more of the month and their dependents.
  - A. Names and ages in the following order---
    - (1) Dependents
    - (2) Family head
    - (3) Individuals paid separately
  - B. Number of days employed  
e.g. (30)
  - C. Number of days eligible for Unemployment Compensation  
e.g. 17
  - D. Number of days employed by the Community Enterprise (In green)
  - E. Amount of Clothing Allowances due each person.
  - F. Deductions and balance forwarded.
  - G. Double check all informations.
6. A. Compute the amount due to family heads and to individuals paid separately.  
B. Double check the computations. Make adding machine tape of work sheets to check against finished Voucher.
7. A. Prepare the proof copy subvouchers from the worksheets. (Print--on the old discarded Form #93).  
B. Double check.
8. A. Total the amount paid to family heads in Column 8 and to individuals in Column 9 on each page.  
B. Double check.  
C. Compute the grand total on the last page.  
D. Double check.

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9. A. Type the official subvouchers--W.R.A.--Form #93.  
(1) White (original)--for the Fiscal Department.  
(2) Yellow #93a (copy)--for the office file.  
B. Double check.

10. A. Prepare the voucher Form #77a and three copies (#77c).  
(1) Original #77a (to be sent to Portland).  
(2) 1st yellow copy (#77c)--for Fiscal Department.  
(3) 2nd yellow copy (#77c)--for Disbursement Office.  
(4) 3rd yellow copy (#77c)--for office file.  
B. Double check.

11. A. Total each page of the Form #77a.  
B. Double check.

12. A. Prepare the voucher Form #77 and 3 copies #77b--Each page of Form #77a recorded.  
(1) Form #77--(to be sent to Portland).  
(2) 1st yellow copy (#77b)--for Fiscal Department.  
(3) 2nd yellow copy (#77b)--for Disbursement Office.  
(4) 3rd yellow copy (#77b)--for office file.  
B. Double check.

13. Check the grand total on Form #77 with the grand total on Form #93.

14. Check the Form #77a with the W.R.A. payrolls, Unemployment Compensation List and Community Enterprise payrolls to avoid double payments.

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