440 Whitcomb Hotel
San Francisco, California

June 24, 1942

TO: ALL ASSEMBLY CENTER MANAGERS

FROM: R. L. NICHOLSON, CHIEF, RECEPTION CENTER DIVISION

SUBJECT: PURCHASE OF CLOTHING FOR EVACUEES

        In accordance with the Operations Manual, under Section XX, A, 2, provision is made for the issue of clothing to evacuees. Procedure for the application, control, procurement and issue of clothing for evacuees is as follows:

        Application by the evacuees for clothing shall be made to the Welfare Section of the Service Division. WPA Form 358 shall be used for this purpose, showing the quantity, description, and quality of items needed. A statement by the evacuee or head of the family shall be signed as follows: "Application is made for the following items of clothing _____(Signature)_____." This application shall be signed as approved by the responsible person in the Welfare Section of the Service Division and initialed by the Center Manager or his authorized representative.

        The approved WPA Form 358 of application shall be forwarded to the Division of Finance and Records, where a notation as to the limitation available for this purchase of clothing shall be made on the form and initialed by a responsible person.

        Limitations as to the amount that an individual or family can be issued upon application shall be posted currently to WCCA Form R-4. The first limitation shall be computed as from the date the family was inducted into the Center until June 30. If, for example, the family was inducted on April 25 the limitation established would be for two months plus 6/30ths of an additional month's limitation. Thereafter the family limitation should be posted in the issue account in the column headed "Limitation" at the beginning of each month. Unused balances in the account will be accumulative. It will be necessary to refer to the family folder in establishing limitations in order to determine the proper amount established for the age of the various members of the family; however, the control will be established in the aggregate amount to which the family is entitled. Because of changing ages, it will be necessary to change the limitation for families from time to time. Limitation per year is not a factor in most cases until after eight months of the year have elapsed, after which time, no additional limitation can be had for the various members of the family unless the limitations already posted have not exceeded the yearly limitations.

        The Division of Finance shall indicate the balance of the clothing limitation on the WPA Form 358.

Until contracts have been awarded covering the items to be purchased, WPA Form 358 shall be routed to the Supply Officer who shall purchase the clothing against blanket requisitions established for that purpose in accordance with the determined policy regarding quality and price of clothing.

After contracts for clothing have been awarded the Finance Division will return WPA Form 358 to the Supervisor of the Service Division or his designated representative who will order the items of clothing applied for by evacuees against the contracts.

The cost of purchases shall be posted to WPA Form 358 by the Supply Officers until contracts have been awarded, and by the Supervisor of the Service Division or his designated representative after contracts have been awarded. Clothing will be distributed by the designated representative of the Supervisor of the Service Division to the proper individuals or families. The head of the family or the individual shall sign a statement, "Above clothing received (Signature)." on the WPA Form 358.

Form 358 shall be returned to the Division of Finance where the total cost of clothing will be posted to WCCA Form R-4 in the issue account in the column headed "Charges," after which, the form will be filed in the family case folder. The issue account will always show in the "Balance" column the available limitation for clothing purchases.

R. L. NICHOLSON, Chief
Reception Center Division

By: W. H. CHENEY, Asst. Chief
Reception Center Division