

I N S T R U C T I V E #1

EVACUATION OF MERCED ASSEMBLY CENTER

The task of packing and moving all baggage goods and materials incidental to the evacuation of Merced Assembly Center is delegated to the Works & Maintenance Division.

The Works & Maintenance Division will:

1. Provide all necessary crates, boxes, and other materials required for preparing goods for shipment.
2. Allocate and distribute packing materials as required by the various Operating Divisions and by the inhabitants of the Center.
3. Supervise all packing and where necessary provide labor to assist in packing and crating.
4. Supervise the movement of packed goods and luggage from apartments, etc., to transfer area and to trains.
5. Assume responsibility for all motor vehicles during the period of evacuation.
6. Assume responsibility for transportation of personnel as needed.

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GENERAL RULES

The packing and shipping of government property and records other than that handled by the Army will be a matter of cooperation between the Division in possession of said property at time of evacuation and the Works Division. The Works Division, however, will determine the method of packing and the kind of material used for packing and assume responsibility for delivery of such goods to the shipping agent or receiver. Division Heads will, as soon as practicable, furnish the Supervisor of Works and Maintenance with a tentative list of their requirements for shipping, listing as accurately as they can, the cubic footage of the goods to be packed, and giving a general idea of the class of material, i.e., books, games, etc.

Said Divisions shall notify the Works Division three days in advance of the date on which they want to begin packing.

Standard twelve (12) cubic foot crates 2'x3'x2' will be provided for the packing of household effects for shipment by freight. Special crates will be provided for shipment of such items as bicycles, baby buggies and other items that require protection and cannot be packed in standard crates.

The individual or head of a family will fill out the attached form and turn the forms over to the information clerk in his or her Ward.

Baggage for shipment to Granada will be placed in three classifications:

- A. Hand baggage - This is to consist only of articles needed on the train - toilet articles, clothing changes, etc., and will accompany each individual on the train.
- B. Bedding and other articles required immediately on arrival at destination.
- C. All other family possessions which will be crated or otherwise packed and shipped by freight in advance of evacuation.

(A) Hand baggage will be retained by the family unit until some specified time immediately before embarkation. At this time each car group under the guidance of their respective monitors shall proceed with their hand baggage to a designated section of the area center where baggage will be inspected and placed in groups by car number. Family units will then proceed with the group monitor without their hand baggage to the Administration Building for mustering out. Hand baggage will be transported by the Works Division personnel to the train loading platform and placed opposite the car entrance so that each family unit will be able to reclaim its hand baggage and board the train.

(B) On the morning of the day of departure, all bedding and other articles for shipment by baggage car will be moved by the various family units leaving that day to a designated sector of the area center where, after inspection, packing will be completed and baggage transported to baggage cars by Works Division personnel.

(C) All other family possessions which will be shipped by freight shall be moved to designated sectors of the area center not later than noon of the day before embarkation there to be inspected, packing completed and effects transported to freight cars.

Shipping tags will be furnished for all classes of baggage and freight and will be attached to the various containers at the inspection and packing sectors in the central area.

All shelving in apartments will be removed by Works Division personnel four days in advance of evacuation and the material used for making crates. Evacuees will not attempt to remove shelves.

INSTRUCTIONS ON VACATING APARTMENTS

1. Deposit all trash, waste paper, etc., in waste containers. Do not burn any material.
2. Brush down the walls of your apartment, clean the windows and scrub the floor.
3. Clear the ground immediately in front and in the rear of your apartment of all waste and trash.
4. Tables and benches, cots and mattresses will be left in orderly fashion within the apartment.

NOTIFICATION WILL BE GIVEN IN ADVANCE BY THE CENTER MANAGER OF ALL DEPARTURES.

Harry L. Black
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Center Manager