

Pe

clothing. Insurance

WAR RELOCATION AUTHORITY  
Grenada Project

Anacho, Colorado  
December 11, 1942

PROJECT INSTRUCTION NO. 14  
Supplement No. 1

To: All Supervisory Personnel  
From: James G. Lindley  
Subject: Surplus Clothing Issuances.

Effective December ~~12~~<sup>12</sup>, 1942, clothing loans made in accordance with Project Instruction No. 14, shall be suspended and that Instruction cancelled.

Effective December ~~12~~<sup>14</sup>, 1942, issuance of surplus clothing will be made in compliance with the instructions which follow:

I. Effective Period of these Instructions

- A. These instructions shall be effective for the period from December 14, 1942, to and including December 31, 1942.
- B. After December 31, 1942, all issues of surplus clothing shall cease.

II. Persons Eligible for Clothing

- A. Any evacuee who is currently employed by the War Relocation Authority shall be eligible to requisition surplus clothing in accordance with conditions outlined below.

III. Conditions of Issuance

- A. All clothing issued on and after December 14, 1942, in accordance with this instruction shall be charged to the worker at the rates shown in Part IV.
- B. No evacuee shall be required to pay the charges in cash. In lieu thereof, the charge shall be made by deducting the value of the clothing issued from clothing allowances accrued to the evacuee for the months of October, November and December.

- C. In compliance with instructions from the Washington Office, evacuees who received clothing after October 21, 1942, under terms of Project Instruction No. 14, may elect to retain or return clothing loaned to them.
1. If they elect to return it as outlined in Part VI of Project Instruction No. 14, they will not be charged for it.
  2. If they elect to retain clothing loaned to them, they will be charged at the rates shown in Part IV of this Instruction.
  3. If any evacuee who received clothing in compliance with Project Instruction No. 14 does not return it by December 23, 1942, it will be assumed that he wishes to retain it, and he will be charged for it.
- D. Clothing issued under these instructions will be issued "as is". The War Relocation Authority will not repair, guarantee condition, or otherwise improve or alter the condition of any garment.
- E. No exchanges or returns will be permitted.
- F. The quantity of each type of garment issued to any one worker shall not exceed the maximum quantity shown in the table in Part IV of this instruction.

IV. Types and Prices of Clothing

<u>Item</u>	<u>Price</u>	<u>Maximum Issuance</u>
Breeches, Wool	\$1.50 ea.	1 each
Breeches, Cotton	1.00 ea.	1 each
Coats, Cotton (some without buttons)	.50 ea.	2 each
Jackets, Wool, Blue (Foa Jacket style)	3.00 ea.	1 each
Jerkins (sleeveless jackets)	1.00 ea.	1 each
Leggings, Wool Wrap	.10 pr.	1 pr.
Mittens, Wool	.30 pr.	1 pr.
Pants, Wool (Present stock exhausted)	1.50 pr.	1 pr.
Pants, Cotton C.D. (Limited Stock)	1.00 ea.	1 each
Pants, Blue Denim	.75 ea.	1 each
Windbreakers, Wool	1.50 ea.	1 each

V. Procedure for Issuances

A. Form C-WRA-75 will be prepared in original and three copies.

1. On the front should be listed the data concerning the worker's status.
  - a. The worker's name should be shown exactly as shown on the worker's latest assignment slip.
  - b. The blank for type of work assigned should show the worker's designation and wage class as shown on the assignment slip.
  - c. The verification of employment should show the unit and division to which assigned and the cost accounting classification.
  - d. The division chief shall sign in the blank provided for the Supervisor. No further approval is required.
2. On the reverse side of the form should be listed the clothing requested.
  - a. In the second column list the description of the items requested, using a separate line for each item and describing the item in the same manner as it is described in Part IV of this instruction. The cost of the item as shown in Part IV shall be inserted in the column provided.
  - b. The statement "I further agree to return them at such time as I may be no longer engaged in the type of work for which they were provided, or upon request of the War Relocation Authority", should be deleted. In lieu thereof, add the following statement, "I further agree that the charges for the clothing issued to me may be deducted from clothing allowances now accrued or that may accrue to my credit".
3. The evacuee should not sign for the clothing until it is actually issued.

- B. After the forms have been completed, all copies should be taken by the worker to the Warehouse Section, where they will be given a serial number, prices will be checked, and the issuance made.
1. The worker will sign the original and two copies.
  2. The Warehouse Section will then route them as follows:
    - a. Original to the Property Section.
    - b. One signed copy to the Welfare Section.
    - c. One signed copy to the Employment Division.
    - d. The unsigned copy will be returned to the worker at the time of issuance.

*James G. Lindley*  
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Project Director