

HEADQUARTERS CAMP HARMONY
Puyallup, Washington.

JAPANESE STAFF
Camp Headquarters

<u>Personnel</u>	<u>Duties</u>
Chief Supervisor	Coordinates activities of Staff Sections.
Chief Interpreter	Interpreter for Camp Superintendent. Selects, appoints and trains interpreters. Coordinates their activities.

G-1 Section (Personnel)

<u>Personnel</u>	<u>Duties</u>
Personnel Supervisor	Controls and coordinates functioning of his section.
Asst. Chief Interpreter	Interpreter for Personnel Supervisor.
Asst. Personnel Supervisor	General regulations and routine administration which especially concerns individuals; strength reports; casualty reports and station lists. Assignment, replacement, reception and evacuation or relocation of personnel. Honors and awards. Allocation of billeting areas. Administrative orders.
Personnel Officer	Assistant to Personnel Supervisor. Handles detailed personnel matters not specifically assigned to other members of the staff such as individual records, strength reports, duty rosters, ration returns, pay rolls, etc.
Classification Officer	Assistant to Personnel Supervisor. Maintains the classification file of evacuees with specific reference to occupational qualifications for duties within the camp and for assignment to relocation projects.
Relocation Officer	Assistant to Personnel Supervisor. Handles all correspondence with reference to relocation. Maintains relocation records, charts, plots and maps. Coordinates with Classification Officer in the selection of evacuees for relocation. Keeps records of relocation progress.

G-1 Section (Continued)

Morale & Recreation Officer	Assistant to Personnel Supervisor. Devises, submits for approval and supervises all activities for the stimulation of morale. Coordinates activities of subordinate morale officers. Confers with Chief Chaplain and the Athletic Officer.
Athletic Officer	Assistant to Personnel Supervisor. Plans and supervises all athletic activities. Coordinates activities of subordinate athletic officers.
Education Officer	Assistant to Personnel Supervisor. Supervises all educational activities. Develops means for procuring correspondence courses. Selects and appoints teachers for such schools as may be held.
Postal Officer	Assistant to Personnel Supervisor. Charged with the operation of the Camp Post Office.

G-2 Section (Intelligence)

<u>Personnel</u>	<u>Duties</u>
Information Supervisor	Controls and coordinates the functioning of his section.
Assistant Chief Interpreter	Interpreter for Information Supervisor.
Asst. Information Supervisor	Collects information; interprets, evacuates and disseminates information. Operates an information service for the camp. Receives and conducts official visitors when appropriate. Secures, distributes and maintains a supply of maps, charts, diagrams and overlays.
Information Officer	Assistant to Information Supervisor. Draftsman.
Publicity Officer	Prepares for approval rules for regulating the conduct of observers, cameramen and press correspondents. Organizes and supervises the publication of a camp newspaper or organ.

G-3 Section (Operations)

<u>Personnel</u>	<u>Duties</u>
Operations Supervisor	Controls and coordinates the functioning of his section.
Planning Officer	Draws up plans for: (a) organization of evacuees into areas, sections, groups, etc., as may be appropriate to the installations occupied, or to be occupied, (b) labor projects or working parties within the camp, (c) labor projects or working parties outside the camp when, as and if directed, (d) movement of evacuees to relocation areas, when appropriate, (e) work schedules, (f) new projects.
Operations Officer	Draws up the orders for approved plans.

G-4 Section (Supply)

<u>Personnel</u>	<u>Duties</u>
Supply Supervisor	Controls and coordinates the functioning of his section.
Quartermaster	Administrative orders and instructions relative to supply. Property responsibility and accountability. Funds. Procurement, storage and distribution of all supplies except food. Continuous study of the supply situation so as to meet changes with adequate arrangements.
Utilities Officer	Maintenance and repair of utilities, shelter or other facilities.
Salvage Officer	Salvage and waste disposal.
Commissary Officer	Procurement and distribution of food. Supervises the operation of the Sales Commissary and the rations distributing point (or assists if under Army management).
Transportation Officer	Operation of motor pool including dispatching, refueling, maintenance and repair of camp motor vehicles. Recommends to Chief of Interior Police regulations for interior circulation of traffic.

Special Staff

<u>Personnel</u>	<u>Duties</u>
Headquarters Commandant	Procures and installs for the staff all office equipment and office supplies. Keeps on file a reserve pool of stenographic and clerical personnel. Provides personnel to keep offices clean and in order.
Chief of Police	Interior police duties.
Chief Fire Marshal	Prepares plans for fire prevention and control. Supervises and regulates all fire fighting equipment and fire alarm systems. Eliminates fire hazards. Issues safety regulations. Provides for evacuations in the case of fire. Coordinates activities of area, battalion and company fire wardens or deputy fire marshals.
Inspector General	Makes inspections into money accounts and property accounts. Investigates cases of moral turpitude, accidents, criminal activities, etc.
Judge Advocate	Consults with individuals and provides legal advice in unfinished legal matters. Supervises subordinate Judge Advocates. Provides necessary means of initiating required legal procedure. Sets up and presides over local court to settle small, individual local grievances.
Communications Officer	Supervises and maintains message center, messengers, guides, ushers, etc.
Paymaster	Responsible for: Payment of Personnel; Auditing of property accounts; custody of financial records.
Chief Surgeon	Supervises operation of hospital, and activities of area surgeons. Sets up and supervises Area Aid Stations; Maintains rigid sanitary inspections; advises Camp Commander on all matters pertaining to health and sanitation.
Chaplain	Advises in all religious and moral activities; supervises and conducts religious and funeral services; supervises work of subordinate chaplains; provides for spiritual welfare and ministrations to sick and depressed.