

WRA Files (Spicer Files):
 Administration Notices
 Nov 25, 1942 - Mar 7, 1943

1. Nov. 25, 1942; Subject: Christmas Leave. 1
 Cited from Personnel Service Circular No. 29,
 dated Nov 17, 1942, issued by Dallas Dist,
 Office of Emergency Management.
2. Dec. 26, 1942; Subject: Hours of Duty. 2
 Official handbook for administrative employees
 of the WRA hereby established at 4/1/43.
3. Jan 2, 1943; Subject: Use of term "Caucasian". 3
 Use the term "appointed personnel" to designate
 non-Japanese at the centers.
4. Apr 26, 1943; Subject: Bulletin Boards. 4
 Bulletin board/shops be available to federal
 employees or organizations for posting notices
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5. July 1, 1943; Subject: Address at Destination 5
 for leave purposes. Expedient memorandum
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~~D. M. Spencer, Director~~

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WAR RELOCATION AUTHORITY
Washington

November 25, 1942

ADMINISTRATIVE NOTICE

Subject: Christmas Leave

There is quoted below Personnel Service Circular No. 29, dated November 17, 1942, issued by Dallas Dort, Director of the Division of Central Administrative Services, Office for Emergency Management, on the subject of Christmas leave:

"I. Purpose

The purpose of this circular is to call the attention of all OEM constituent agencies to the problem of granting annual leave to employees during the Christmas holiday season and to suggest a policy for uniform application throughout OEM.

"II. Problem

The granting of annual leave to a disproportionate number of OEM employees during the Christmas period will tend to seriously disrupt the work of the several OEM agencies. In addition, the Office of Defense Transportation in a letter to all government agencies dated November 10, 1942, urges the cancellation of all annual leave during the period of December 18 to January 10 when travel on inter-city common carriers would be involved as a result of such leave, and also that official meetings involving travel during the period November 24 to November 30 and December 18 through January 10 be curtailed as much as possible.

"III. Recommended Policy

In order to avoid the disruption of work programs and to assist in curtailing non-essential civilian travel during the holiday season the following policy is recommended:

- A. Only the usual proportion of employees normally granted annual leave during other periods of the year should be granted annual leave during the period December 18 to January 10.

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WAR RELOCATION AUTHORITY

Washington

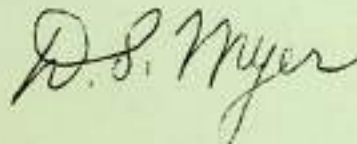
December 26, 1942

ADMINISTRATIVE NOTICE

Subject: Hours of Duty

In accordance with Section 3 of the Senate Joint Resolution 170 and Bureau of the Budget Circular 407, the official work-week for all administrative employees of the War Relocation Authority is hereby established at 48 hours. This shall consist of six 8-hour days per week including eight hours of duty on Saturday. This shall be in effect on and after Saturday, December 26, 1942.

Full procedures will be specified in an Administrative Instruction shortly to be issued.



Director

Mr. G. H. ...
[Signature]

06933

WAR RELOCATION AUTHORITY
Washington

January 2, 1943

ADMINISTRATIVE NOTICE

Subject: Use of the term "Caucasian"

On two occasions the use of the word "Caucasian" to designate appointed personnel at the relocation centers (as distinguished from the evacuee residents) has proved embarrassing to the Authority. Hereafter use of the word in this rather specialized (and not wholly accurate) sense should be avoided at all times. The term "appointed personnel" may be used to designate non-Japanese at the Center.

D. S. Meyer
Director

EDWARD H. SPICER
DAD:PH

WAR RELOCATION AUTHORITY

Washington

00004

April 26, 1943

ADMINISTRATIVE NOTICE

Subject: Bulletin Boards

- I. It is the policy of the Government to have bulletin boards in all federal offices and other places of employment.

- II. All War Relocation Authority bulletin boards shall be made available to Federal employee organizations for the posting of notices and other informational material which these organizations may wish to bring to the attention of War Relocation Authority employees. The organizations will be considered responsible for any material which their members place on the bulletin board.

E. M. Revalb

Acting Director

WAR RELOCATION AUTHORITY
Washington

91935

July 1, 1943

ADMINISTRATIVE NOTICE

Subject: Address at Destination for Leave Purposes

This will supersede my memorandum for all Project Directors dated May 24, 1943, with reference to notice to the United States Attorney when an alien departs from a relocation center on indefinite leave. The May 24 memorandum pointed out that frequently the notice to the United States Attorney gives the alien's destination by some such general statement as "the above named alien's first destination is Chicago, Illinois". The United States Attorney needs an address where he can actually get in touch with the alien. This type of notice, therefore, does not meet his need and does not comply with the provisions of Administrative Instruction No. 22, Revised, Supplement 5.

Hereafter, the notice to the United States Attorney must include the street address where the alien can be located. I realize that in some instances the alien will have only a temporary address, such as a hostel, when he leaves the relocation center. In those cases, the temporary address should be given. If there should be an occasional instance when the alien does not have even a temporary address at his destination, I assume that he will report to a relocation officer. If that is so, his address may be given in care of the relocation officer. Whenever possible, an employment address, as well as a residence address, should be indicated.

The alien should be cautioned in each instance that he must notify the United States Attorney each time he changes his address after leaving the relocation center. If the alien goes to a hostel or other temporary address, he must notify the United States Attorney when he leaves that temporary address. The fact that the Project Director notified the United States Attorney when the alien first left the relocation center in no way relieves the alien of his obligation to report all subsequent changes of address.

H. F. Myers
Director

Provisional, J.

WAR RELOCATION AUTHORITY

Washington

July 3, 1943

00738

Mr Province

ADMINISTRATIVE NOTICE

Subject: Possession of explosives by evacuees when on leave

- I. The Federal Explosives Act, approved December 26, 1941, provides that, with certain exceptions not pertinent here, no person shall distribute, sell, issue, give, or otherwise dispose of explosives, and no person shall possess, purchase, accept, receive, acquire, or use explosives unless licensed by the Director of the Bureau of Mines.
- II. The regulations of the Bureau of Mines issued under the authority of the Federal Explosives Act provide that no person will be licensed to use or possess explosives if he is prohibited from using or possessing them by proclamation of the War Department or other Federal agency. (Sec. 6(c).) The regulations also provide that no person who is licensed under the Act may permit any person under his direction or control to use or possess explosives if such use or possession is prohibited by any Federal agency. These regulations apply to both citizens and aliens.
- III. W.D.C. Public Proclamation No. 3 forbids the use or possession of explosives or the component parts thereof by any person of Japanese ancestry anywhere within the Western Defense Command. Presidential Proclamation No. 2525 forbids the use or possession of explosives or the component parts thereof by any alien enemy anywhere within the United States.
- IV. Both citizen and alien evacuees who are relocated within the Western Defense Command, and alien evacuees who are relocated outside the Western Defense Command, are therefore prohibited from using or possessing explosives, and their employers are prohibited from allowing them to use or possess explosives in connection with their work. Explosives Inspectors of the Bureau of Mines have reported, however, that in some instances evacuees have been employed for work involving the use of explosives in violation of the foregoing regulations. The Project Directors and relocation officers should be careful to call these prohibitions to the attention of prospective employers of evacuee labor and to the attention of the evacuees themselves when the prospective employment involves the use of explosives.

R. S. Myers
Director

(Advance)

50137

JHP

WAR RELOCATION AUTHORITY

Washington

August 6, 1943

ADMINISTRATIVE NOTICE

Subject: Short Periods of Annual Leave for the Conduct of Personal Business

Distribution: C

Although extended vacations have been curtailed for the duration of the war, all supervisors in the Authority should maintain a liberal attitude toward the granting of short periods of annual leave to enable employees to attend to necessary personal business such as shopping for necessities, meeting doctors' and dentists' appointments, etc..

Such periods of leave are to be taken at such times as will not jeopardize the work on which the employees are engaged. In addition, in order to maintain the continuity of Government business on Saturday afternoons, such leave should as a rule be restricted to days other than Saturday.

Richard Barrows
Acting Director

34338

WAR RELOCATION AUTHORITY

Washington

September 6, 1943

ADMINISTRATIVE NOTICE

To The Washington Staff

Subject: Procedure for Authorizing Leave Without Pay

This is to inform you that an OEW-28, "Request for Personnel Action", must be submitted for all recommendations that an employee be authorized more than thirty consecutive days of Leave Without Pay. These recommendations must be approved by the Personnel Officer, prior to the effective date, if possible.

Leave Without Pay for a period of less than thirty days may be approved by the person who usually approves annual leave slips. Leave slips for Leave Without Pay must be submitted in advance, if possible.

D. H. Meyer
Director

OK-288

WAR RELOCATION AUTHORITY

Washington

September 7, 1943

ADMINISTRATIVE NOTICE

Subject: Conservation of Equipment

- I. The acute shortage of typewriters make it unlikely that WRA will get new machines for the duration. It is of the utmost importance that present typewriters be given good care. Following are some rules for typewriter conservation:

Dust and eraser grit are the typewriter's greatest enemies. Remove dust with soft cloth every morning.


Always move carriage away from the center when erasing. Always brush grit away from center of the machine. Also dust the desk surface underneath machine.

At night: Always release tension on rolls. Clean type with stiff dry brush to remove ink which hardens during night. Do not use liquid cleaner on type. Cover the machine.

Use oil sparingly. One drop on each carriage rail once a week is sufficient. Leave any other oiling to the repairman.

Clean platen once a week, using a soft cloth with cleaning fluid. Do not let oil get on the platen roll.

- II. The same general situation applies to apparatus such as cameras, calculating machines, staples, and other office equipment; also to automotive and other heavy equipment. The same care must be taken of this equipment in order to insure that WRA has minimum facilities for carrying out our program.


Director

OM-266

WAR RELOCATION AUTHORITY

Washington

September 17, 1943

ADMINISTRATIVE NOTICE
to the Washington Staff

Subject: Promotion Policy

Distribution: D

Effective immediately, all vacancies to be filled in the Washington Office of WRA will be filled through the posting process, with these exceptions:

- A. Positions at Grade CPC-3 or below and CAF-2 or below.
 - B. Positions at Grade CAF-12 or above and Grade P-5 or above.
 - C. Positions to be filled by temporary appointments of 3 months or less.
 - D. Transfers within WRA at the same grade and salary.
 - E. Promotions resulting from reclassification of positions where the duties are substantially the same.
- I. A notice will be prepared for the vacancy showing the title, grade, location, duties (summarized), minimum qualifications, and deadline date for applications. These notices will be numbered serially.
 - II. The deadline will be set not less than three working days after the notice is actually posted.
 - III. Copies of the notice will be mimeographed and posted on the bulletin board on each floor, and five copies will be given to any employee organization requesting it.
 - IV. A master file of the notices will be kept in the Personnel Office.
 - V. WRA Washington employees who believe they can meet the minimum qualifications and who wish to apply for the job may do so in writing to the Personnel Officer, provided the application is placed in the mail before the deadline. With the application they may include a statement of special qualifications acquired since joining WRA staff, or amplifying data in the Form 57 originally executed for employment in WRA (e.g., description of courses taken in the field covered in the announcement, or detailed description of duties in previous jobs.)
 - VI. Field employees who have indicated their interest in working in Washington and who have applied for a particular position (i.e., CAF-3, Stenographer) will be considered in the same manner as employees of the Washington Office who answer the posting notice.

VII. 24 hours after the deadline for applications the Personnel Office will collect the applications, draw the personnel folders of those who have applied, and determine the three best qualified applicants. If the paper qualifications are not clear, interviews may be held or supplementary statements requested from applicants. In some cases examinations will be given.

A. Method of rating

1. If examination is given:

- a. Examination will be scored on the basis of 100.
- b. Efficiency will be rated on the numerical rating of the last efficiency rating received by the employee. Ratings will have the following credits:

<u>Service rating</u>	<u>Credit</u>
Excellent	10
Very Good - 2	9
Very Good - 3	8
Good - 4	7
Good - 5	6
Good - 6	5
Fair - 7	2
Fair - 8	1

If the employee has not received an efficiency rating, an interim rating will be given by his supervisor.

- c. Length of Federal Service (all civilian Federal Service) will be determined on the following basis. Only intervals of 6 months can be used. (9 months will be considered as 0.5; 3 months will be given no credit.)

Federal experience shall be rated on the basis of 10.

<u>Length of Service</u>	<u>Credit</u>
6 months	1
1 year	2
1 year, 6 months	3
2 years	4
2 years, 6 months	5
3 years	6
3 years, 6 months	7
4 years	8
4 years, 6 months	9
5 years or over	10

VII. (continued)

- d. Additional credit will be given for experience, either in or outside the Federal Service, that is directly in line with the type of work described in the announcement.

<u>Length of Service</u>	<u>Credit</u>
1 year	1
2 years	2
3 years	3
4 years	4
5 years or over	5

- 2. If an examination is not given, the score will be on the basis of b, c, and d above.

- VIII. Actual promotions will be subject to the policy of Civil Service Departmental Circular No. 257, Revised.
- IX. The names of the three persons with the highest rating under VII, listed in alphabetical order, will be referred to the supervisory official, who will make the final selection.
- X. If the supervisory official submits a valid reason in writing why the first three persons referred are unsatisfactory, additional candidates will be supplied. All WRA candidates who meet the minimum qualifications will be referred before considering outside candidates.
- XI. Following selection, all those who were not selected for the job will be notified. 48 hours will then elapse, during which any person who was not selected may appeal in person or with a representative to the Placement Officer. If no appeals are made, the successful candidate will be notified of his selection. If an appeal is made, notification will be deferred pending settlement of the appeal, in the regular procedure for employee negotiations. This should normally take less than 3 days. If the employee demonstrates in his appeal that he is best qualified, his selection will be announced. Otherwise, the person originally selected will be notified.
- XII. Following selection, immediate steps will be taken to transfer the person to the new job and journalize the action, and to get a replacement for the position thus vacated.
- XIII. WRA considers it perfectly normal for an employee to seek advancement. No employee who applies for another job will be considered disloyal to the unit he is working in.
- XIV. As a matter of policy, WRA vacancies will be filled by permanent assignment, not by detail.

D. S. Meyer
Director

00912

WAR RELOCATION AUTHORITY

Washington

September 21, 1943

ADMINISTRATIVE NOTICE
to the Washington Staff

Subject: Telephone Tie Line Codes

Distribution: D

The War Agencies Telephone Directory carries on the back cover a list of dialling codes for other Departments. For example, by dialling 821, the caller can reach Agriculture directly. Agriculture can also be reached by dialling 80 and going through the Government switchboard, but each call costs the Government one cent.

This one-cent charge represents a sizeable amount in the WRA monthly telephone bill. All Washington employees are therefore directed to look up Tie Line Codes whenever they call another Federal Agency, and to use these Codes whenever there is one.

D. S. Myers
Director

OM-331

WAR RELOCATION AUTHORITY

Washington

90913

January 15, 1944

ADMINISTRATIVE NOTICE

Subject: Manual Release No. 51

Distribution: A

Attached are pages for the Manual Chapter on Relocation, covering Sections

130.1.1 to 130.1.4

130.2.1 to 130.2.3

This supersedes Administrative Instructions Nos. 88 and 96, together with their supplements, and these may now be destroyed. Manual Chapter 130 will present the policies and basic procedures of the relocation program, while Chapter 60 outlines the process of securing leave clearance, prerequisite to relocation itself.

This release supersedes also the Emergency Instruction of October 28, 1943, which set forth a temporary policy and asked for suggestions from the field. The suggestions which were forthcoming have been considered in the development of this Chapter, together with the contributions of the Washington staff.

While the Relocation Division has been assigned primary responsibility for administering and coordinating the relocation process, other Divisions have important contributions to the program as set forth in Section 130.1.3. Success of the program will depend on the participation of every employee in every Division at the centers, in field offices, and in Washington.

A Relocation Handbook will supplement this Manual Chapter and give detailed procedures for the program.

Administrative Instruction No. 88 is superseded by Section 130.2.2 and 130.2.3 of the attached Manual material. Section 130.2.3, especially Paragraphs B-2, B-3, B-4, supersedes Section IV of the Instruction on the handling of job offers at Relocation field offices. Sections V, VI, and VII of the Instruction are superseded by Section 130.2.2, Paragraphs C-2, C-3 and C-4, which describe working out relocation plans at the centers, including the selection of specific employment opportunities. The sense of Section III has been incorporated into the Handbook on Issuance of Leave. The list of Relocation Field Offices in Exhibit I will be incorporated into the Relocation Handbook. The Emergency Instructions

of November 27, 1943, and January 20, 1944, which are still in effect, give specific instructions on the handling of job offers. These will be incorporated into the Handbook at an early date.

Administrative Instruction No. 96 is superseded by Manual Section 130.1.4. The Relocation Guidance program will be carried out under the provisions for coordination of the relocation program as set forth in this Manual Section. The composition of the Relocation Committee in the Washington office is specified in 130.1.4, Paragraph A, and the advisory relocation committee at the center has been replaced by the plan for evacuee participation in the relocation program (130.1.4-B). An Emergency Instruction of November 8, 1943, Organization for Center Relocation Planning, presents in detail a suggested framework for evacuee and staff cooperation in the program at centers. This, too, will shortly be incorporated into the Handbook.

H. L. Meyer
Director

WAR RELOCATION AUTHORITY

ADMINISTRATIVE MANUAL

Chapter 130 - Relocation

Relocation Program 130.1

- .1 This section of the Administrative Manual is intended to set forth the policies of the War Relocation Authority with respect to the relocation program, to define the responsibilities of each division in this program, and to establish the relationships among evacuees, War Relocation Authority staff, and public and private agencies in its development.

Scope
and
Purpose
of This
Manual Section

.2

- A. It is the policy of the War Relocation Authority to facilitate the return of loyal and law-abiding evacuees to normal American life. The relocation program has been developed to implement this policy. The program provides for the informing of American communities and employers as to the facts about the evacuees' backgrounds and their abilities, for the informing of evacuees as to public attitudes, manpower needs and living conditions in the various communities, and for the aiding of evacuees in their return to normal American life.
- B. It is the policy of the War Relocation Authority to continue relocation as a voluntary step, and so far as the War Relocation Authority can make a commitment, necessary centers will be continued for the duration of the war.
- C. In keeping with the voluntary nature of relocation, the evacuees themselves will be responsible for initiating relocation plans for individuals and families. The War Relocation Authority will provide factual information, counseling services, certain limited travel

WRA Policy
on
Relocation

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and subsistence grants where needed, and will assist evacuees in securing employment and housing.

- D. The War Relocation Authority will acquaint other Federal and non-Federal public agencies and private agencies with the needs of evacuees and will endeavor to secure their assistance and service within the limits of the agencies' resources and policies. It will assist evacuees in making contacts with these agencies. The War Relocation Authority is not in a position to duplicate any service which can be provided by another Federal agency. The War Relocation Authority will aid evacuees in securing loans from other sources insofar as possible, but is unable to provide such loans directly.
- E. Since relocation is the primary objective of the War Relocation Authority, an adequate training and replacement program becomes increasingly important, both as a means of achieving orderly and planned relocation of evacuee center employees, and of maintaining as efficient operation of the essential service at the centers as possible.
- F. Full participation of evacuees and of Japanese Americans outside the centers in the planning of the relocation program is necessary to the achievement of successful relocation.

Responsibilities
of
WRA Divisions
and
Sections
in Relocation
Program

- .3 In order to mobilize the full resources of the Authority in the support of this comprehensive relocation program, the specific responsibilities outlined in this instruction are placed with the various divisions and sections. It is the responsibility of the Relocation Division to initiate, direct, and coordinate this total program. Each division is responsible for informing its appointed personnel of the value of the relocation program to the evacuees and to

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(3)

the nation, for developing active support for the relocation program among its staff, and for aiding through its normal functions the work of the Relocation Division and the cooperative contributions of the other divisions. Each division shall, in cooperation with the Vocational Training Committee, develop a thorough training program for its evacuee workers, providing workers in all its sections and units with added skills in the various fields of activity included in the division.

A. The Community Management Division, jointly with the Relocation Division, is responsible for the planning and development of the welfare, educational, health, community organization, and related aspects of the relocation program.

Community
Management
Division

(1) The Community Organization Section in the Washington Office, jointly with the Relocation Division, shall assist in the planning and development of organization for evacuee participation in the relocation program.

Community
Organization
Section

(2) The Welfare Section, jointly with the Relocation Division, shall initiate and carry out a program of family interviewing and counseling for relocation. This shall be conducted so as to:

(a) Reach every family or individual at the center, insofar as possible.

Welfare
Section

(b) Stimulate families to think and plan for themselves about their future.

(c) Aid in construction of an acceptable plan for the relocation of the total family, where the family is desirous of making such a plan.

(d) Prepare potential relocators for interviews with the Relocation Division.

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- (e) Prepare the basic social data for a Family Relocation Record to be assembled and summarized by the Relocation Division for eventual transmission to the relocation office in the community.
- (f) Provide the War Relocation Authority with social data for over-all program planning.

The Welfare Section in Washington, working through the Relocation Division, shall provide technical guidance for the community adjustment program in the relocation field offices. The Welfare Section in the Washington office will consult with the Social Security Board concerning further adjustments in policy and relationships between the two agencies as experience and needs indicate.

Health
Section

- (3) The Health Section shall provide physical examination service for evacuees who are relocating, within the limits of its available facilities. The Health Section in the Washington Office shall provide technical guidance, through the Relocation Division, in problems relating to the emergency medical care and institutionalization of relocated evacuees by appropriate agencies.

Education
Section

- (4) The Education Section, jointly with the Relocation Division, shall initiate and carry out relocation activities with a view to achieving the following objectives:

- (a) To acquaint the school staff with the importance of the relocation program in order that the development of positive relocation attitudes may become part of daily teaching.

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- (b) To bring into the schools such contributions by War Relocation Authority officials, center visitors, evacuee leaders, and evacuee organizations as will provide information on, and incentives toward, successful relocation.
- (c) To reemphasize American ways of life and American cultural values at all school levels.
- (d) To develop a Vocational Training Program geared to center and relocation needs. This program shall include a supervised apprenticeship program, post high school trades classes on both a part-time and full-time basis, high school vocational classes, and work experience groups. This program is discussed in detail in Manual Section 30.3.50. While the Project Vocational Training Committee shall provide supervisory assistance, it is the particular concern of the Education Section to develop this program.
- (e) To give technical assistance to the Relocation Division in maintaining the Relocation Library.
- (f) To arrange for transfer of school records to outside communities.
- (g) To develop facility by evacuees in the use of conversational and written English.

Education
Section
(cont'd.)

The Washington Office of the Education Section shall provide technical guidance for the relocation field offices, through the Relocation Division, in educational prob-

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lems which develop in the field, and in the development of opportunities for vocational training in communities of relocation.

Business
Enterprises
Section

- (5) The Business Enterprises Section, jointly with the Relocation Division, shall aid evacuees in the forming of credit unions which may, at their discretion, offer financial assistance to those relocating.

Community
Analysis
Section

- (6) The Community Analysis Section shall cooperate with the Relocation Division and the other divisions in the interpretation of family data which the Welfare Section submits to it for general analysis, shall carry on the analysis of attitudes toward relocation, observe results of relocation techniques used on the center, report on these findings and make recommendations for desirable changes in techniques. The Washington Office of the Community Analysis Section, under the direction of the Relocation Division, shall undertake studies relating to the social and economic adjustment of relocated evacuees.

Community
Activities
Section

- (7) The Community Activities Section, jointly with the Relocation Division, shall work with field representatives of national agencies such as YWCA, YMCA, and Boy Scouts and Girl Scouts, to increase center membership in these types of organizations. It shall assist in arranging membership transfers of persons relocating. It shall assist in arrangements for visitors from outside communities to participate in sports and other activities and for participation of evacuees in activities outside the center.

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B. The Reports Division will assist the Relocation Division through graphic and visual media in providing evacuees in the centers with factual information about public attitudes, cost of living, housing, climate, education and other factors affecting relocation. Particular attention will be given to the production of materials in the Japanese language. It will study methods of distributing information in the centers and from time to time check the effectiveness of distribution techniques which have been used. It will secure the cooperation of other divisions in developing this information program, and will draw upon information resources outside the War Relocation Authority in developing this program. The Reports Division in the Washington Office shall, through the Relocation Division, provide technical guidance for Area Relocation Offices in preparing information for evacuees about work and living conditions and in imparting information about the War Relocation Authority program in the communities.

Reports
Division

C. The Administrative Management Division has the following responsibilities in the relocation program:

Administrative
Management
Division

(1) The Washington Office of the Division is responsible for the prompt issuing of leave clearance to all eligible evacuees.

Leave
Clearance

(2) The Personnel Management Section shall assist the Relocation Division by providing information which will aid in suitable placement of evacuees in outside employment. This will be accomplished through maintenance of individual center employment histories, to be made available to the Relocation Division at the

Personnel
Management

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center, and through the establishment of a standard measure of center employment experience and duties, expressed in evacuee job classifications. It shall assist the Vocational Training Committee in its work. It shall help prepare evacuees to accept outside employment by endeavoring to establish and maintain center work standards comparable to standards required in outside employment.

Evacuee
Property

- (3) The Evacuee Property Office, in cooperation with the Relocation Division shall provide property management service for relocated evacuees and shall assist evacuees in transporting household and personal effects and commercial property to the point of relocation, according to the provisions of Chapter 100 of the Administrative Manual.

- D. In view of the large number of evacuees employed in mechanical and agricultural work in the centers by the Operations Division, this division has the following responsibilities in the relocation program:

Operations
Division

- (1) It shall develop and maintain, in cooperation with the Vocational Training Committee, training program to develop under practical work conditions, skills and experience preparing evacuees for placement in normal life.
- (2) It shall assist the Project Employment Section in evaluating work experience of evacuees and in maintaining work standards comparable to those required in outside employment.

Solicitor's
Office

- E. The Solicitor's Office and the Project Attorneys shall aid in the relocation program by providing to evacuees legal advice and services in matters affecting their relocation.

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(3)

F. The Relocation Planning Division in Washington and the Center Statistical Sections shall collaborate with the Relocation Division and the Community Management Division with respect to maintaining current quantitative information concerning the progress of the Family Counseling Program and in summarizing the results of the interviews in such manner as may be prescribed. They shall participate in designing such forms as may be used in Family Counseling in order that information which is subject to quantitative analysis may be handled in the most efficient manner. They shall give technical advice to the various groups concerned in connection with any special inquiries or analyses that may be required as part of the relocation interview program. They shall prepare summaries of number of persons on indefinite leave and keep a record of their current location.

Relocation
Planning
Division

4. Since all War Relocation Authority operations influence the relocation program, and since many specific responsibilities have been assigned to the various divisions in this instruction, it is essential to provide for the coordination of these efforts. Evacuee participation in relocation planning adds additional emphasis to the necessity for the development of adequate working relationships. The following provisions for achieving such coordination are mandatory in principle, but modifications to suit the special conditions of various centers may be made with the approval of the Director.

Coordination
of Contributions
to Relocation

A. A relocation committee shall be established in the Washington Office and at each center in order to coordinate the procedures and operations of the divisions and sections. Each committee shall be composed of division chiefs and section heads making specific contributions to the relocation program. The Director of the Authority shall serve as the chairman

Staff
Coordination

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of the Washington Relocation Committee and the Chief of the Relocation Division (or his appointee) shall serve as executive officer. The center relocation committee shall meet under the chairmanship of the Project Director, and the Relocation Program Officer shall serve as executive officer. Meetings of these committees shall be held at least once a month and additional meetings as may be necessary shall be called by the chairman.

- B. Project Directors shall recognize the responsibility of evacuees, through the Relocation Planning Commission established by the Community Council, to initiate and develop plans for evacuee participation in the relocation program. The Commission should be representative of the community and should be composed of:

- (1) Representatives of non-council evacuee organizations such as Business Enterprises, religious groups, Parent-Teacher Association, YMCA and the YWCA.
- (2) The chairmen of such Council Committees as are cooperating actively in various aspects of the relocation program, such as the Public Relations Committee, the Employment Committee, the Education Committee, and the Counseling Committee.

The War Relocation Authority shall establish a position of Executive Secretary to the Commission, which shall be held by an evacuee to be appointed by the Project Director upon recommendation of the Commission.

- C. A Relocation Executive Board shall be established by the Project Director, made up of approximately three evacuee representatives selected by the Relocation Planning Commission

Evacuee
Coordination
on the
Centers

Coordination
of Evacuees
and Staff
on Centers

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and three appointed staff representatives selected by the Relocation Committee. Under the chairmanship of the Project Director, this Board shall plan over-all center coordination and recommend policies and techniques to the Project Director. The Relocation Program Officer shall act as executive secretary of this Board. The executive secretary of the Commission shall be an ex-officio member of the Board.

- D. In order to have a successful relocation program, there must be a smooth working relationship between Relocation Centers and Relocation Field Offices, with activities of both coordinated by the Relocation Division in Washington. It is therefore absolutely necessary that the following areas of responsibility and lines of authority be strictly adhered to.

General
Division
of
Responsibility

- (1) The Area Relocation Supervisors through their Relocation Officers are responsible for all phases of the relocation program in their respective areas. Any contacts concerning relocation which the Project Director, his appointed staff, or any officially recognized evacuee individual or group may wish to make with agencies or individuals outside the centers should be made through the appropriate Relocation Supervisor or one of his District Officers. The War Relocation Authority's activities outside the centers concerning evacuees on seasonal and indefinite leave are the responsibility of the Relocation Officers. For efficiency and economy in operation, the Relocation Supervisor may authorize the Project Director to act for him on relocation matters in certain areas adjacent to a center. This authorization should be in writing and a copy furnished the Relocation Division in Washington.

Relocation
Field Areas

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Relocation
Centers

(2) The Project Director through his Relocation Program Officer is responsible for all phases of the relocation program in the center. All field Relocation Officers should make their contacts with appointed staff members or center residents through the Project Director. Relocation Officers should clear with the Project Director before entering or working within a Relocation center.

Contacts
with other
Agencies

(3) Relations with Federal agencies and private organizations of all types at the national level shall be initiated and developed by the Washington Office of the War Relocation Authority. Insofar as such contacts relate to the relocation program, they should be initiated by or worked out in conjunction with the Relocation Division in the Washington Office. Relocation Field Offices shall initiate and develop relations with public and private agencies at regional, state, and local levels, insofar as they relate to the relocation program.

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.1 The Relocation Division directs the Authority's relocation program, including both relocation of evacuees from centers and provision of assistance to individuals excluded by military authorities from restricted areas. It formulates and initiates policies to carry out the relocation program.

Functions
of the
Relocation
Division

A. Activities of the Washington Office of the Relocation Division include:

- (1) Technical supervision of Center Relocation Divisions.
- (2) The direction of Relocation Field Offices.
- (3) The direction and coordination of the contributions of other divisions to the relocation program.
- (4) Stimulation of, and provision for, the participation in relocation planning of Japanese Americans on and off the centers and coordination of their contributions.
- (5) Conferring with and obtaining cooperation of other government agencies and private organizations and individuals, and coordinating their contributions.

Functions
of the
Relocation
Division
in the
Washington
Office

B. The Washington Office of the Relocation Division shall carry out its responsibility for the relocation program through four sections:

- (1) The Center Liaison Section, responsible for technical supervision of Center Relocation Divisions in their development of the relocation program.
- (2) The Field Supervision Section, responsible for the direction of the relocation field offices, and for development of the field relocation program.
- (3) The Coordination Section, responsible for the integration of the relocation activi-

Sections
of the
Division
in
Washington

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ties of the various divisions of the War Relocation Authority and for coordinating the relations of the War Relocation Authority with other agencies in connection with relocation.

- (4) The Analysis and Procedures Section, responsible for recommending procedures, for preparing and reviewing materials issued for the direction and guidance of the relocation program, and for the handling of certain fiscal and personnel matters for the Chief of the Division.

- .2 Each Relocation Center shall have a Relocation Division, headed by a Relocation Program Officer, responsible directly to the Project Director. This division shall receive technical supervision from the Washington Office of the Relocation Division.

Relocation
Division
at the
Centers

- A. The Relocation Division is responsible for coordinating, planning, and directing the total relocation program at the center, including development of evacuee participation in relocation planning. The Relocation Division has the responsibility for seeing that necessary assistance is rendered evacuees in preparation for relocation.

Summary
of
Functions

- B. In carrying out its coordination function the Relocation Division has the following responsibilities:

Coordination
of
Relocation
Program
at Centers

- (1) It shall plan and develop with the various divisions their responsibilities in the relocation program.

Planning
with
Other Divisions

- (2) It is primarily responsible, under the supervision of the Project Director, for keeping the entire center staff informed as to major objectives and methods of the relocation program.

Orientation
of Staff

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(3) The Relocation Program Officer shall act as executive officer for the Relocation Committee and executive secretary to the Relocation Executive Board.

Committee
Functions

(4) The Relocation Division shall study evacuee relationships to the relocation program and shall, under the supervision of the Project Director and in cooperation with the Community Management Division, develop the general plan for evacuee participation heretofore described and make such adaptations in the program as are necessary to develop that participation. It shall be concerned with the general development of evacuee planning for the future. Through his position as executive secretary of the Relocation Executive Board, the Relocation Program Officer shall take an active part in the coordination of evacuee and staff contributions to relocation.

Relationships
with
Evacuees

C. In carrying out its function of directing the assistance rendered evacuees in preparation for relocation, the Relocation Division has the following responsibilities:

Assisting
Evacuees
in Relocation

(1) It shall see that all types of relocation information are provided to evacuees. With the technical assistance of the Librarian, it shall see that a Relocation Library is established. It shall, in cooperation with the Reports and Community Management Divisions, utilize all media of visual education, such as moving pictures, photographic exhibits, and posters, and through other techniques such as forums, circulars, and news items, shall publicize information about relocation opportunities, the communities and areas of relocation and the experience of relocated evacuees. It shall relate specific relocation opportunities to the total information about an area or community.

General
Relocation
Information
to Evacuees

(2) It shall assist evacuees in the development of specific plans for relocation.

Relocation
Advising

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The main element in this function is advising individuals and families as to detailed conditions of relocation in the various areas and working out with them their individual plans. The Relocation Division shall provide this service for evacuees directly or shall receive referrals from the Welfare Section for such relocation advice. In turn, it may refer to the Welfare Section evacuees interested in relocation who need family counseling service.

Specific
Relocation
Plans

- (a) In most cases a specific plan should involve the selection of a particular community of relocation and arrangements for a tentative departure date. In helping families and individuals make their selections, the Relocation Program Officer shall make use of the current information about communities available from the Reports Division and the District Relocation Offices. It is expected that practically all plans will be developed to the point of actual preparation for departure. However, in exceptional cases where the evacuee cannot select a particular community without additional advance assurances such as a specific job offer, further information should be requested from the Relocation Officer involved.

The Relocation
Record and
Summary

- (b) The Relocation Division shall consolidate all materials related to a family relocation plan into a Family Relocation Record. These materials will come from its relocation records, from records of the Welfare Section, from the Project Personnel

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records, and from other sources. From this Family Relocation Record the Relocation Division shall prepare a Relocation Summary, which shall be sent to the Relocation Officer in the District where the relocation is to take place. This should reach him at least one week before the date of departure, in cases where the family has decided to go to a certain community.

- (3) The Relocation Division shall periodically analyze and summarize records of work experience and preferences and current availability of evacuees for relocation and shall report to Washington and Field Offices the types of relocation opportunities needed.

Analyzing
Relocation
Needs

- (4) It shall keep a systematic record of relocation opportunities which have been received from the Relocation Field Offices and of the action taken on them. It shall relate these opportunities to evacuees believed interested and qualified, and shall call such persons in for interviews rather than depend entirely on advertising of the opportunities.

Handling
Specific
Relocation
Opportunities

- (5) The Center Relocation Division shall, in accordance with provisions of the Leave Handbook, complete final arrangements for either seasonal, short term, intermediate, or indefinite leaves. It shall see that dockets on evacuees are reviewed and recommendations are prepared to the Project Director as to eligibility for leave, and shall be responsible for these dockets, leave records, and other related data. The Center Relocation Division shall receive technical supervision from the Administrative Management Division in Washington on leave clearance matters.

Leave
Clearance

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Leave
Assistance
Grants

(6) It shall recommend to the Project Director what action to take on applications for leave assistance grants.

Final
Preparations
for
Relocation

(7) It shall assist evacuees in final preparations for relocation. It shall develop, in cooperation with other divisions, a program of orientation of evacuees to wartime living conditions outside the center, and it shall be prepared to give specific advice to those relocating as to work and social relationships in the new community. It shall see that transportation is arranged for evacuees relocating and that they are furnished travel information. It shall inform evacuees of rationing requirements and direct them to the proper officials for issuance of necessary ration books. It shall inform aliens of their obligations to the Department of Justice when outside a center. In a final interview, it shall make sure that the evacuee has completed all necessary steps in the relocation process.

Relocation
Field
Organization

.3 For purposes of the relocation program, those portions of the United States open to relocation are divided into Areas. A Relocation Supervisor, who reports to the Chief of the Relocation Division in Washington, is responsible for the relocation program in each Area. The Areas may be sub-divided into Districts, each of which is the responsibility of a Relocation Officer, who reports to the Relocation Supervisor.

Area
Relocation
Office

A. The major function of the Area Relocation Office is that of supervising the District Relocation Offices in carrying out their responsibilities. This supervision shall consist of active aid in the initial setting up of the offices, guidance in working out local programs, coordination of the activities of the District Relocation Offices and periodic review of their activities to determine whether they are consistent with the general relocation policies of the War Relocation Authority.

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B. The District Relocation Office is responsible for the development of favorable relocation opportunities, the planning of relocation for family units, the transmission of invitations to the community to evacuees, the development of resources to provide assistance for evacuees, and the gathering and transmission of full information about relocation communities to the centers.

District Relocation Office

(1) The District Relocation Office shall inform local individuals, groups and agencies about the program, and shall secure their aid in getting the community to assume increasing responsibility for a comprehensive program for the adjustment of evacuees. This community action should usually be expressed through a cooperating committee of individuals representing business, religious, labor, professional, welfare and other interests. It is the responsibility of the District Relocation Office to stimulate development of such a committee, and help it develop a central community program coordinating the contributions of the various interested groups and agencies.

Community Responsibility and Committee

(2) The District Relocation Office is responsible for the development of employment opportunities for families and individuals. The District Relocation Office shall, in addition to discovering and developing employment opportunities, determine whether there is acceptance of evacuees by other workers on the job, and shall, if necessary, aid in developing such worker acceptance. If employment opportunities have not been cleared by another Federal agency, the District Relocation Office is responsible for determining whether or not they are substandard.

Development of Employment Opportunities

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(.3B)

- (3) The District Relocation Office shall receive from the Relocation Program Officer summaries of individual and family relocation plans. In cases where the individual or family has decided definitely to relocate in his district and has made arrangements for departure, the District Relocation Office will receive the relocation summary at least one week in advance of departure. Upon receipt of this summary the District Relocation Office shall see that preparations are made to meet the immediate needs of the family upon arrival. If it is determined that selection of the particular community is not a workable plan, the District Relocation Office may suggest a change to the Relocation Program Officer. In cases where the individual or family is considering relocation in his district but is unable to formulate a definite plan, the District Relocation Office shall receive the relocation summary and review it to determine if the necessary assurances, including employment opportunities, are immediately available. If so, he shall send the Relocation Program Officer an invitation to the community for the family in question. If not, he shall try to work out a satisfactory opportunity and shall keep the Relocation Program Officer informed of progress being made. If he determines that no satisfactory opportunity is available in his district, he shall return the relocation summary to the center. If he is acquainted with a relocation opportunity in another district which he thinks will fit the plan of the evacuees, he should call this opportunity to the attention of the Relocation Program Officer.

Family
Relocation
Plans

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(.3B)

- (4) The District Relocation Office shall provide the centers with full information about employment opportunities, general living conditions, experience of relocated evacuees, and other useful information. This information should be strictly factual and should present a balanced picture of favorable and unfavorable elements. The District Relocation Offices shall keep this material current and answer requests from centers for special information. In carrying out these functions, the Area and District Relocation Offices shall receive technical guidance from the Reports Division in Washington, through the Relocation Division.
- (5) The District Relocation Office, in close collaboration with the local cooperating committee, shall develop resources in the community providing financial assistance, housing, educational and recreational facilities, employment opportunities, and counseling, welfare, and health services for evacuees to the extent that they are available to other community residents. In doing so, it shall implement at the district level agreements made by the Washington Office of the War Relocation Authority with national offices of public and private agencies. The District Relocation Office shall encourage the local committee to plan for the participation of evacuees in the community's normal life. Working with relocated evacuees, the District Relocation Office shall take all possible steps to initiate plans with them for the relocation of their family members and friends who still reside at Relocation Centers. The Area and District Relocation Offices shall receive technical guidance from the Community Management Division in Washington through the Relocation Division concerning the community adjustment program.

Information
about
Employment
and Living
Conditions

Development
of Resources
for Community
Adjustment

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Supersedes A.I. # 88, 96

WAR RELOCATION AUTHORITY

Washington

January 22, 1944

ADMINISTRATIVE NOTICE NO. 4

Subject: Center Welfare Program

Distribution: A

Recently I had occasion to address a letter to one of the centers explaining one of our policies. I want you to be familiar with the attitude of this office and therefore excerpts from the letter are quoted below.

"This episode gives me the opportunity to reiterate and emphasize one of the studied policies of this agency and also the opportunity to express the attitude of this office toward the activities and responsibilities of the Welfare Section.

"To the first point let me say that the Welfare Section has been charged with several specific responsibilities and so charged because they fall within a recognized field of professional activity. Since a program such as WRA cannot operate without certain services being available to people, those services which in normal communities fall in the Welfare field are so set up in the program of the Authority.

"The policy is implemented by rules and regulations established by the Authority among which one requires that certain personnel qualifications be met in appointment to established positions. These qualifications are not based upon whim or chance; they are those which have been established through years of experience as being basic to adequate administrative and technical performance in this field. The attention of appropriate staff members should be called to the job description and care should be taken to meet them.

"The criticism is often made that social or welfare workers are too "sentimental" or too "soft-hearted". In most instances such criticisms come from people who are not aware that good welfare work is neither sentimental nor soft, and experience has shown that in so far as the criticisms have been valid it is largely because persons lacking proper training and experience in the welfare field have been given welfare work positions and been called welfare workers. Their lack of training to meet the problems which confront them frequently results in their developing either a "hard boiled" judgemental attitude toward persons not conforming to their own personal ideas of right or wrong, or a very "sentimental" attitude which shows their lack of ability to be objective about others and their problems. As is the case in other professions, training for welfare work provides a discipline and a body of knowledge which enables workers to assist with human and social problems without being either "hard boiled" or "sentimental". Though the terms social work and social worker are and have been used rather indiscriminately to describe the work and workers, our organization chart specifically designates the field as welfare rather than social work.

"No program in the government today involves so much social and family dislocation as does ours. No program involves any more personal problems of adjustment, both at the centers and in the relocation of the evacuees elsewhere. These must be handled largely on an individual or family basis, but this does not mean a personal basis. A large part of WRA's past difficulties have been due less to welfare work as such than to personal and emotional judgements by people who, though frequently professing toughness and advocating firm measures, allow their decisions to be influenced by personal like or dislike rather than by working standards established by good welfare procedure. So-called "toughness" in dealing with social problems is, as you well know, not only unsuccessful in most cases, but is also recognized as unintelligent. A mark of

this is the fact that in recruiting for qualified welfare staff we find some of our greatest competition among agencies or institutions such as prisons, delinquency investigative organizations, and the like, all of whom have "tough" problems and situations to deal with.

"Welfare service is indispensable to our program and it is important that it be performed adequately. The reasons are very practical ones. First, the basic needs of persons are met through a professional service, and if these needs were not met it would indicate a lack of responsibility on our part toward the essentials of living for the group we must serve; second, through the hundreds of interviews which occur monthly, an opportunity is given these persons with problems to secure guidance in solving their own problems or to secure help from some other source where this is necessary. Having an administrative channel through which troubles can be cleared is a saving of time for the Director of a project and a tremendous safety valve in administration. The Welfare Section because of its closeness to the problems of the evacuees themselves and its ability to be objective about these problems, is in a position to keep the project administration aware of the problems which need attention.

"There is another important point. The Welfare Section, because of its specific responsibilities, expends considerable government money monthly. This money must be spent wisely and justly. There is probably no field where training is more important because the meeting of human needs can be based upon emotion or a practical body of knowledge. Emotional responses to human needs are costly, both for the agency and the recipient, and preclude any standardization of welfare policy or procedure. The other approach insures fairness to evacuees, commands respect, and gives assurance that standards have been applied which justify expenditures.

"The Project Director has the responsibility of assuring himself that the Chief of Community Management gives adequate attention to this Section. This does not mean that the Section is more important than others, but it does mean that neither the Chief of the Division nor any other Section or Division shall consider it is unimportant. The Chief of the Division has definite responsibilities of facilitating the work of the Section and of being sure that its activities and findings and recommendations are made known to the Project Director for his consideration and appropriate action. It is known that remarks have been made on projects concerning the need for or use of the Section. Since this letter clearly indicates the position of this office, it will be appreciated if you will, by your own attitude and discussion with staff members, implement the policy of the agency.

"The situation which has been allowed to develop among many of the appointed staff is an unfortunate one. Certain staff members, not themselves trained in welfare work, have served to discredit legitimate welfare activities by over identifying themselves with avocades and their problems. Other staff members have frequently, and sometimes irresponsibly, identified every act of these untrained over sympathetic persons with the Welfare Section and its work. Every opportunity should be taken by you to explain to the staff our welfare responsibilities and to curb insinuating remarks made through malice or ignorance."

"Centers should be guided accordingly. When questions arise concerning the work of the Welfare Section about which centers need assistance or guidance they should not hesitate to communicate with the Washington office. There may be times when the Head Counselor will need technical advice from the Washington Welfare Section. In such cases they should be encouraged to present their problems to the Chief of the Community Management Division and to the Project Director and should be free to present their problems as they see them, to the Washington Office. This will enable the Welfare Section here to offer constructive assistance as well as to help Washington to greater understanding of problems on the projects.

A sound approach to the problems of the evacuees in relation to their individual and family situations is basic to development of sound policy for the agency as a whole. Therefore the assistance of centers is requested in implementing the policy so that the findings of the Welfare Section can be considered along with other necessary factors in planning for the future of the program.

John H. Province
Acting Director

WAR RELOCATION AUTHORITY

Washington

January 31, 1944

ADMINISTRATIVE NOTICE

Subject: Change in Leave Regulation

Distribution: D

On January 13, 1944, the President approved an Executive Order retroactive to January 1, 1944 simplifying leave regulations. Major changes are:

1. Leave will be computed in hour units instead of days, hours, and minutes.
2. Minimum charge for annual and sick leave is one hour.
3. Employees who are being separated or are resigning may no longer accrue leave while on terminal leave.
4. Employees will be credited with two days annual leave each month and one extra half-day every quarter.
5. Sick and annual leave of temporary employees may be transferred when employees transfer to permanent position.
6. Absences for medical, dental or optical examinations may be charged to sick leave.

The leave sections of the Personnel Handbook, commencing with Section 20.1.100, will be revised accordingly. Since leave may be charged only in hourly units, employees who submit leave slips for a portion of a hour will be charged the full hour. For example, an employee who submits a leave slip for $2\frac{1}{2}$ hours will be charged 3 hours.

R. L. Myer
Director

OM-823

00029

WAR RELOCATION AUTHORITY

Washington

March 4, 1944

ADMINISTRATIVE NOTICE

Subject: Manual Release No. 59

Distribution: A

Attached are pages for the Manual Section on Storage and Transportation of Property containing Sections

100.3.3D to 100.3.5

The present pages containing these Sections are superseded and may be destroyed.

Following is a summary of the amendments made:

100.3.3H and 100.3.3I - This amendment removes the limitation on the amount of personal property that may be transported at Government expense from the relocation center to a place of relocation.

100.3.4 - This amendment provides for the transportation of tools, equipment and fixtures of an evacuee's trade, business or profession where he is unable to secure such equipment because of wartime shortages.

Heland Bartow

Executive Officer

(.3D)

owner is no longer resident at a center, then the tally-in receipt will be forwarded directly to him by regular mail by the Evacuee Property Office.

- E. An evacuee residing at a center may request shipment of his household and personal effects from private storage, or from government storage, or from both. His Request for Transportation of Property, Form WRA-156, indicating the location and amount of property to be transported, shall be presented to the Project Director, who if he approves the request, will in turn transmit two executed copies of the completed form to the Transportation Section of the Evacuee Property Office at San Francisco.

Request for
Transportation

- F. An evacuee may elect to have only part of his household and personal effects shipped, and may indicate that the balance of such property remain in either private or government storage. When partial shipments of property are requested, the items shall be specifically described on Form WRA-156 so that the trunks, boxes and other pieces of property to be shipped and those to remain in storage may be readily identified.

Partial
Shipment

- G. Whenever practicable, evacuee property will be forwarded to a center in full carload lots. However, to avoid hardship to individual families, the Authority will forward property in less than carload lots when appropriate justification for earlier shipment has been received from the Project Director.

Carload
Lots

- H. Evacuees granted indefinite leave from a center and desiring their household and personal effects forwarded from private storage, or from government storage, shall submit their requests to the Transportation Section of the Evacuee Property Office at San Francisco. If the property is at a center, the request shall be submitted to the Project Director who will act upon the request. All such requests shall be made on Form WRA-156 and shall indicate the location and amount of the property to be transported.

Assistance
to
Evacuees
Going on
Leave

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Supersedes Issuance of 10/19/43

(.3)

I. To assist evacuees in relocating, the Authority will transport the household and personal effects belonging to an evacuee and his immediate family from a center to the destination designated by the evacuee. (Each evacuee shall be required to utilize all baggage privileges to which he and his immediate family are entitled under their personal transportation tickets, before this provision shall apply.) Request for such transportation shall be submitted to the Project Director on Form WRA-156, and may be made by an evacuee even after he has relocated outside of a center

Movement of
Personal Effects
of Evacuees
Going on
Leave

J. Evacuees granted indefinite leave from Tule Lake in lieu of removal to another relocation center are entitled to transportation of personal and household effects as provided herein without regard to the limitation of one free move.

Evacuees
Going on Leave
from Tule Lake

K. Transportation of household and personal effects at Government expense for evacuees on indefinite leave shall include packing and crating, but shall not include unpacking and uncrating or door delivery at destination. Such transportation, when at Government expense, shall be via the most economical means. However, items owned by evacuees that are difficult to send safely by freight, because of their high value or because they are of small size, or both, may be shipped by express.

Packing
and
Crating

L. Personal property of evacuees being transferred from one center to another under the provisions of Section 50.3.12 may be shipped at Government expense. The expense incident to such shipments shall be borne by the relocation center from which the evacuee is transferred.

Assistance
to Evacuees
Transferred in
the Government
Interest

.4 Procedures for the storage and transportation of evacuee property at the evacuee's expense are as follows.

Procedure
(Evacuee's
Expense)

A. An evacuee who desires to place his property in Government storage but who prefers to utilize transportation services other than those provided by the Authority,

Request
for
Storage

3/4/44

Supersedes Issuance of 10/19/43

(.4A)

shall be furnished full information and assistance in doing so at his own expense. In such instances, Form WRA-155 will be signed by the evacuee as a request for Government storage of his property. If the evacuee resides at a center he shall present his request to the Project Director. If the evacuee resides elsewhere, he may present his request either to the Project Director of the center where he previously resided or directly to the Transportation Section of the Evacuee Property Office at San Francisco.

- B. The Authority will help the evacuee to arrange for shipment of commercial property to any point he desires, but the cost of shipment including packing, crating, loading, etc., will be borne by the evacuee. However, commercial property may be shipped to a center at the expense of the Authority, when the evacuee requests it, and when the Project Director approves the request as being in the interest of the center.

Shipment
of
Commercial
Property

- (1) Tools and equipment or fixtures of an evacuee's trade, business or profession, including farm machinery and equipment, sufficient only for a family-size venture and not more than 5,000 pounds in weight, may be shipped at the expense of the Authority to the point of the evacuee owner's relocation, if
- (a) he requests in writing that such shipment be made;
 - (b) the Relocation Officer serving the community in which the evacuee relocates certifies that the use of such tools, equipment, or fixtures is essential to the evacuee's successful relocation, and they cannot be replaced locally at the time because of wartime shortages in materials or production; and
 - (c) such shipment is approved by the Project Director.

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Supersedes Issuance of 10/19/43

(.4B) (1)

A certification of the facts by the Relocation Officer and the written approval by the Project Director shall be forwarded to the Transportation Section of the Evacuee Property Division in San Francisco with two executed copies of Form WRA-156 requesting the transfer. Such shipments at the expense of the Authority may be made either at the time of an evacuee's original relocation, or after he has relocated. However, no payment or reimbursement for previous payment may be made to or on behalf of an evacuee who shipped tools, equipment or fixtures of his trade, business or profession or farm machinery or equipment prior to the effective date of this Section.

C. When property is to be shipped by the Authority at an evacuee's expense, the evacuee shall, in advance of shipment, deposit with the Authority an amount sufficient to cover all costs connected with the transportation of that property. If the property is in Government storage, the deposit shall be made with the Transportation Section of the Evacuee Property Office at San Francisco. In the event the property is located at a center, the deposit shall be made with the Project Director. Transportation funds advanced by evacuees shall be in the form of a check or money order payable to the "Treasurer of the United States", and shall be deposited by agent cashiers to the credit of Special Deposits (See the Accounting Handbook). The Schedule of Collections, Form 1044, will indicate the purpose of the collection as being "to cover deposit for expenses to be borne by (name of evacuee) in connection with shipment of evacuee property on Government bill of lading." In order to determine the estimated cost of transportation of evacuee property for purpose of making a sufficient advance deposit, Project Directors are authorized to request the information from the Transportation Section of the Evacuee Property Office at San Francisco. Requests for estimates shall show the actual gross weight of the shipment, the proposed route, and the destination, and may be made by either mail or wire, as the need warrants. All such shipments of evacuee property shall be made on Government bills of lading, one copy of which shall be transmitted immediately to the

Payments
for
Shipments
Made at
Evacuee's
Expense

5/4/44

Supersedes Issuance of 10/19/43

(.4C)

Transportation Section of the Evacuee Property Office at San Francisco. The Government bill of lading so issued shall show the name of the evacuee or evacuees owning the property listed thereon. In the event an evacuee desires property transported at his expense at the time other of his property is to be transported at Government expense, the shipments may be made on one bill of lading, provided the routing chosen by the evacuee is acceptable to the Government. If the total amount of the bill is to be borne by the evacuee, the bill of lading will show the account to be charged as "Special Deposits", indicating the account symbol to which the funds have been deposited. The specific number on the Schedule of Collections which in each case covers the advance collections will be shown in the body of the bill of lading. If the bill is to be borne jointly by the Government and the evacuee, the bill of lading will show the account to be charged "split" between the appropriation of the Authority and the Special Deposits. The reference to the Schedule of Collections will also be shown on these bills of lading. When carriers' vouchers covering shipments of evacuee property are presented to the center for payment, they shall be forwarded to the Transportation Section of the Evacuee Property Office at San Francisco for pre-audit. After payment has been completed on the transportation vouchers covering the property of an evacuee, any excess deposit shall be promptly returned to the owner on refund vouchers, Standard Form No. 1047.

- .5 The Commanding General of the Western Defense Command has declared certain items contraband for all persons of Japanese ancestry located within the areas under his jurisdiction. A similar order has been issued by the United States Attorney General for aliens residing in any part of the United States. For the contraband lists applicable to the evacuated area, the remainder of the Western Defense Command, and to aliens anywhere in the United States, see Sections 50.3.31, 50.3.32, and 50.3.33. Although the belongings of evacuees will not be searched prior to their arrival at the center, if any of the foregoing items appear to any representative of the Evacuee Property Office to be included among any evacuee's belongings when offered for storage or transportation, it

Contraband

3/4/44
Supersedes Issuance of 10/19/43

(.5)

shall be that person's duty to report his findings to the Chief of the Evacuee Property Office. Delivery of the contraband shall be withheld pending receipt of further instructions from the Chief of the office. The regulations of the Western Defense Command and of the Department of Justice concerning contraband are covered in detail in the Manual beginning with Section 50.3.30, and the regulations of the War Relocation Authority itself are covered beginning with Section 50.3.1 of the Manual.

Contraband
(Cont'd.)

3/4/44
Supersedes Issuance of 10/19/43

WAR RELOCATION AUTHORITY

30033

Washington

March 4, 1944

ADMINISTRATIVE NOTICE

Subject: Handbook Release No. 88

Distribution:

Attached is a revision of Handbook Section 60.13

This is a revision in toto of the present section which should be destroyed.

These changes have been made after a very careful analysis of all the suggestions made by evacuees, appointed staff, and others.

The following are brief summaries of the changes:

60.13.1 - This amendment states that the policy of the War Relocation Authority is to grant leave assistance only at the time indefinite leave is first issued except under the specific conditions set forth in Section 60.13.5. This provision is necessary because some centers have taken applications for grants from people months after they have left the center.

60.13.2 - The amendment should result in a uniform interpretation of "resources in cash" at all centers.

60.13.3 - This revision provides that the Relocation Division will handle applications for leave assistance grants unless other arrangements are approved by the Director, and amends the present procedure to assure that evacuees will be advised of the conditions under which travel assistance is granted.

60.13.5 - This amendment gives a clearer interpretation of the conditions under which evacuees on prior leave may receive assistance grants. The fundamental intent is to assist an evacuee who is on short-term or seasonal leave to convert to indefinite leave while in the field without returning to the center, or who is on indefinite leave (Trial Period) and does not wish to request permission to return to the center by permitting him to make application for an assistance grant prior to

departure from the center. He will thus be encouraged to stay in the field because any money he may have earned while out can be applied to the expenses of setting up his new home. It is felt that in this way some evacuees who have hesitated to go out on indefinite leave will be encouraged to depart on another type of leave and later convert to indefinite leave in the field.

Paragraph A1 is substantially the present procedure.

Paragraph A2 is to reimburse such an evacuee who has paid his own travel expense to the place of relocation, thus putting him on the same footing as the man who receives travel assistance from the center.

Paragraphs A3 and A4 set out substantially the present procedure, which assists an evacuee in the Western states to convert to indefinite leave for an Eastern state. The last sentence is to prevent evacuees from securing assistance grants to move from East to West without the knowledge and approval of the Relocation Officer in the West.

Paragraph B is an exception to the general rule against issuance of grants to evacuees on indefinite leave. It is intended to assist evacuees in moving from the Western states into the more favorable communities of the East.

Paragraph C states the conditions and procedures under which an evacuee's application for assistance may be handled.

60.13.8 - This amendment is a direction to the center Fiscal Section concerning the handling of reimbursement to evacuees for travel expenses paid by the evacuee as provided in Section 60.13.5A (2).

60.13.10 - This amendment states the maximum grants to be allowed for persons traveling to a relocation destination by private car, clarifying the present Section and setting a uniform standard for all projects.

60.13.11 - This amendment meets the request made by various Project Directors and evacuees for assistance to a member of a group desiring to investigate a group relocation opportunity.

60.13.12 - This amendment will assist the relocation of families who have ill or infirm members, through provision of Pullman accommodations for such persons.

Richard B. Barrows

Executive Officer

.1 It is the policy of the War Relocation Authority to assist evacuees to whom indefinite leave has been granted (except when the leave is primarily for the purpose of attending a college or university) in meeting costs of transportation and initial subsistence expenses, where this is necessary in order to enable any evacuee to establish himself and his family in the community to which he is going. Assistance will be given only once and will ordinarily be given only when indefinite leave is first issued. No assistance may be granted an evacuee on indefinite leave who did not apply or who failed to qualify for assistance upon original issuance of indefinite leave at the project or within 30 days from the time of conversion from short-term or seasonal leave to indefinite leave in the field or within 30 days after the final date set forth in the Trial Period Agreement of an evacuee who left the center on indefinite leave (trial period), except as specifically provided in Section 60.13.5. An evacuee who has been granted indefinite leave without receiving assistance, and who then returns to the center and leaves a second time will be given no assistance when he leaves the second time, unless his return to the center was on the recommendation of a Relocation Officer, and the Project Director in the exercise of his discretion concludes that by reason of special circumstances a leave assistance grant is proper.

Policy

.2 A. Assistance will be given to persons relocating singly or in family groups. Determination of who are the members of any particular family group shall be made by the Project Director, who shall consider whether members of the group have been living together or are relocating together as a family. Payment shall be made to a responsible family representative, who will usually be the head of the family. The maximum of assistance will be coach fare for each member of the family, plus \$3.00 per person per day of travel for meals en route, plus five dollars per day for five days (\$25.00) for each member of the family, the latter sum being designed to meet initial subsistence expenses at the place of destination. This maximum of assistance shall be given in all cases in which the family's resources in cash amount to \$100 per family member, or less. If the family's resources in cash amount to a total of more than the sum of \$100 per family member plus the amount of the maximum of

Amount
of
Assistance

(.2A)

assistance which might be given to the family hereunder, no grant of assistance shall be made to the family or any of its members. If the family's resources in cash amount to a total of more than \$100 per family member, but less than the sum of \$100 per family member plus the amount of the maximum of assistance which might be given to the family hereunder, a grant of assistance shall be made in the amount of the difference between (a) the sum of \$100 per family member plus the maximum of assistance which might be given to the family hereunder and (b) the actual amount of the family's cash resources.

B. "Resources in cash" for the purpose of this instruction shall be construed to include:

- (1) Currency on hand.
- (2) Funds in any type of checking or savings account in a depository such as a bank, savings and loan association or U. S. postal savings account.
- (3) Income anticipated from property or other investments or from sources other than War Relocation Authority cash advances (payroll payments) or grants, within the thirty days following the date of application.

Definition
of Resources
in Cash

"Resources in cash" shall not be construed to include war bonds, securities, insurance policies, trust funds, non-revenue producing property, nor any other type of property, personal or otherwise, not mentioned above as constituting "resources in cash."

3 The Relocation Division shall, for the Project Director, receive and pass on applications for leave assistance grants, except as other arrangements are recommended by the Project Director and approved by the Director. An evacuee granted indefinite leave who wishes to receive a leave assistance grant shall apply to the Relocation Division on Form IRA-303.

Appli-
cation
for
Assist-
ance

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Supersedes Issuance of 10/23/43

(3)

The certification on this form shall be accepted as sufficient evidence of his financial condition. The Relocation Division shall explain fully to the evacuee the conditions under which such grants are made. Before the applicant signs Form 'RA-303, the following statements appearing thereon shall be read to the applicant and he shall be asked if he understands the meaning thereof:

I further certify that the destination which I have designated on the reverse side of this form is my true destination. I realize that failure to go to this destination makes me liable to prosecution under the penalties listed below for false or fraudulent statements, and I agree that if I should fail to go to this destination I will repay to the federal government the entire amount of the grant made to me.

Any person who knowingly and wilfully falsifies or conceals a material fact or makes a false or fraudulent statement or representation in any matter within the jurisdiction of any department or agency of the United States is liable to a fine of not more than \$10,000, or ten years' imprisonment, or both.

- .4 If any of the family members do not intend to relocate at the time the leave assistance grant is made, but intend to go out later, that part of the grant attributable to them shall be deferred until they leave the center. The amount of the grant should be computed at the time the first family members depart, however, and should not be recomputed later except in cases of change in family composition.
- .5 When an evacuee who has been on short-term or seasonal leave, or on indefinite leave (trial period), has returned to a relocation center, assistance shall not be granted where (a) he has returned to the center merely to secure assistance and to leave for other employment on indefinite leave, and (b) the travel back to the project and thence to the place of indefinite is substantially in excess of the travel

Divided
Families

Evacuees
Granted Seasonal, Short-Term or Indefinite Leave
(Trial Period)

3/4/44

Supersedes Issuance of 10/23/43

(5)

distance from the evacuee's location while on previous leave to the initial destination on indefinite leave.

Evacuees departing from a center on short-term or seasonal leave, or on indefinite leave (trial period), may make application for leave assistance grants prior to their departure on Form IRA-303 in the manner set out in Section 60.13.3. The grant shall not be made to an evacuee who is on short-term or seasonal leave until his application for indefinite leave has been received and approved. An evacuee who departed from a center on indefinite leave (trial period) shall not be given a leave assistance grant until he has applied for an assistance grant through the Relocation Officer in the manner set forth in Paragraph C hereof. Upon return of the applicant to his center his previous application for a leave assistance grant is automatically cancelled, and a new application to reflect the evacuee's current financial status must be taken before a leave assistance grant may be approved.

A. Instead of going back to a relocation center, evacuees on short-term or seasonal leave, or on indefinite leave (trial period), wishing to secure assistance for indefinite leave in the same locality or some other locality, shall apply to the nearest Relocation Officer as hereinafter provided.

(1) If an evacuee is outside the center on short-term or seasonal leave which he wishes to convert to indefinite leave, or on indefinite leave (trial period) and does not wish to request permission to return to a center, and he has not received any grant for initial subsistence expenses (of five dollars per day for five days (\$25.00) for each member of the family) he may apply for such a grant to the nearest Relocation Officer as provided in Paragraph C hereof.

(2) In addition, if he furnished his own transportation and expenses to the locality where he is relocating, he

Application
To
Relocation
Officer

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(.5A-2)

may also apply for that part of a leave assistance grant which will reimburse him for travel expense to such locality via the shortest route from the center to the locality, not to exceed the cost of railroad coach ticket, plus \$3 per person per day of travel for meals en route.

- (3) If he is applying for indefinite leave to proceed to another locality but did not pay his own transportation from the center to the locality from which he is applying, then the assistance grant for which he is eligible may include authorization for the purchase of a railroad or bus ticket on a Government transportation request only from his present locality to the new locality plus \$3 per person per day of travel for meals en route.
- (4) If the new locality is in a State west of the Mississippi River, with the exception of Minnesota, Iowa and Missouri, no request for transportation or other assistance may be approved without a favorable recommendation from the Relocation Officer in the locality to which the evacuee is proceeding.

B. If an evacuee who has received his indefinite leave desires to move to another locality and he has not received a leave assistance grant, he may apply to the nearest Relocation Officer for an assistance grant and may receive such assistance if it is approved both by the Relocation Officer accepting the application and the Relocation Officer in the locality to which the evacuee is proceeding.

Application
For Grant to
Move to
a New Locality

C. In case of an application under Paragraphs A or B above, if the evacuee did not file an application for assistance on Form WRA-303 at the center before his departure, the Relocation Officer will require the applicant to fill out Form WRA-300 and will then transmit the form to the proper relocation center, along with his

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(.50)

recommendation for the granting or denial of the assistance requested. If application was made at the center, the evacuee shall make a written request to the Relocation Officer for the assistance grant therein applied for, and the Relocation Officer shall transmit this request to the center with his recommendation for the granting or denial thereof.

Approval
of
Request

- (1) Upon receipt of a request for the granting of leave assistance, the Project Director will determine whether the request meets with the conditions set forth under Paragraphs A or B hereof, as applicable to the particular case, and, if the evacuee is eligible under Sections 60.13.2 and 60.13.3, he will determine whether a leave assistance grant shall be made and the amount thereof, and will immediately notify the appropriate Relocation Officer.
- (2) Where such an evacuee shall submit to the Project Director of a center, instead of to a Relocation Officer as required under Paragraphs A or B above, a request for assistance, the Project Director shall refer such request to the appropriate Relocation Officer, and shall determine whether the grant shall be made only after considering the recommendations of the Relocation Officer.

Assistance
To Persons
Affected by
Segregation

- .6 Notwithstanding the provisions of Section 60.13.5 hereof, evacuee family heads on seasonal leave, whose families are moved to or from the Tule Lake Center as a part of the segregation program, may upon application rejoin their families in the centers to which they moved. Every effort should be made to encourage evacuees on seasonal leave to

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(6)

convert to indefinite leave. If, however, this proves not to be feasible, members of the family who may be on seasonal leave should be urged to join their families at the new center of residence, on expiration of their leave, following shifts made under Administrative Instruction No. 100 (Manual Chapter 110). Evacuees on seasonal leave who are to join their families at a new center (because of the application of Chapter 110) may be granted aid for transportation costs if the cost of transportation to the new center is in excess of the cost of return transportation to the center from which recruited. In such cases, Relocation Officers should arrange to have the evacuee pay the excess transportation cost. The evacuee shall be reimbursed for the excess cost at the new center when he arrives by a cash grant issued on the basis of Form WRA-221. Form WRA-221 shall be prepared by the evacuee. It shall be forwarded to the Relocation Officer for approval, and he shall return it to the new center. After audit at the center, Form WRA-221 shall be attached to the memorandum copy of the Grant Voucher to support the payment. This provision shall operate without regard to any previous assistance given the evacuee and without the requirement of filing the written statement described in Section 60.13.3 hereof.

- .7 Evacuees who, in the course of the segregation program carried out under Chapter 110, are granted indefinite leave from the Tule Lake Center in lieu of removal to another relocation center, or whose seasonal leave from the Tule Lake Center is converted to indefinite leave, are eligible for subsistence and transportation assistance as provided by this Instruction, without the requirement of filing the written statement described in Section 60.13.3 hereof.

Assistance
to Persons
Leaving
Tule Lake

- .8 A. That part of the grant required for transportation shall be paid by purchasing a railroad or bus ticket on a Government transportation request. If the evacuee is

Method of
Paying
Grants

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Supersedes Issuance of 10/23/43

(.8A)

Method of
Paying
Grants
(Cont'd.)

to leave from a center, the transportation request shall be issued there; if he leaves from a place where he has been working on prior leave, the transportation request shall be issued by the Relocation Officer after receiving appropriate notification from the Project Director to whom the application form was sent under Section 60.13.5 hereof. The three dollars a day for subsistence on route shall be paid in cash by the agent-cashier if the evacuee leaves from a relocation center. The five dollars per day for five days (\$25.00) for each member of the family granted for initial subsistence expenses may also be paid in cash by the agent-cashier if the evacuee leaves from a relocation center or, at the option of the Project Director, may be paid by a check to be issued by the Treasury Disbursing Officer and sent to the evacuee by mail in care of the Relocation Officer, if any, at the community of the evacuee's destination. In the case of an evacuee leaving from a place where he has been working on prior leave, so that payment of the grant to him in cash is not feasible, the total amount of the cash grant shall be sent by check to the evacuee by mail in care of the Relocation Officer at the community of the evacuee's destination or, if there be no Relocation Officer there, it shall be sent to the evacuee by mail at the community of his destination. In cases where reimbursement is made for travel expenses as provided in Section 60.13.5A(2), the check shall be mailed to the evacuee in care of the nearest Relocation Officer. If the amount to be paid as a leave assistance grant is a "difference" calculated in the manner set out in the last sentence of Section 60.13.2A, the Project Director may in his discretion authorize the payment to be made in any of the methods permitted by this Section.

B. Under certain emergency conditions, when prior

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Supersedes Issuance of 10/23/43

(.8B)

approval has been secured from the Director, travel of evacuees will be paid by the Government. In such cases, transportation for evacuee travel shall be purchased through the use of standard Government Transportation Request. When evacuees are traveling without escort, the issuing officer shall be the Project Director or person designated by him, preferably the head of the Administrative Management Division, and if more than one evacuee is traveling on the request, one member of the party should be selected to sign as the traveler. The transportation request shall show the number of persons in the party. The issuing officer shall submit to the Washington Finance Office once each month for transmittal to the General Accounting Office, Standard Form(s) 1012 for which no reimbursement is claimed, listing, thereon, the transportation request and the time and points of travel. Time of travel shall be indicated according to time schedules of common carriers. It will not be necessary for the evacuee traveler to sign Standard Form 1012, but if the evacuees are traveling with an escort, the escort may sign as the issuing officer and as the traveler, and account for the request on his own reimbursement voucher. Persons authorized to direct travel are authorized to direct evacuee travel for continental United States. Travel authorizations shall not be issued, but a memorandum shall be made in sufficient copies for attachment to each voucher, and signed by persons authorized to direct travel.

Payment
of
Transportation
Expense

In the case of Relocation Supervisors, non-reimbursement voucher, Standard Form 1012, covering evacuee travel will be forwarded through the Office of Emergency Management Regional Office which handles the allotment accounting for them. The voucher will be transmitted directly to the General Accounting Office by them.

3/4/44

Supersedes Issuance of 10/23/43

(.8A)

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3/4/44

Supersedes Issuance of 10/23/43

Method of
Paying
Grants
(Cont'd.)

(.8B)

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Payment
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Supersedes Issuance of 10/23/43

- Delivery of Checks
- .9 A. When payment is to be made by check issued by the Treasury Disbursing Officer, the Center Finance Officer should receive the request for the grant at least a week before the check needs to be mailed out. Prompt issuance of this check is very important, since hardship otherwise may result to the evacuee when he arrives at the place of relocation. Every effort should be made to have the check placed in the mail not later than one day after the evacuee leaves the center. Relocation Officers should likewise make every effort to deliver such checks promptly.
- B. Each time a leave assistance check is to be issued by the Treasury Disbursing Officer, the center shall notify the Relocation Officer, as soon as the information is available, of the name and relocation address of the evacuee, the amount of the check, and the approximate date it will reach the Relocation Officer. This information is essential to insure prompt delivery of checks.
- Travel in Private Car
- .10 If an evacuee going out on indefinite leave travels in his own car, he may be given a grant, in lieu of coach fare, of an amount sufficient to cover estimated expenses, i.e., gasoline, oil and other necessary service charges during the trip. If he is travelling with others in a privately-owned car and no expense is incurred by him, he may receive no grant in lieu of coach fare. If he is travelling under a share-expense plan, he may be given a proportionate grant for the amount of expenses which is to be borne by him. Except in unusual circumstances, arrangements should not be made for private transportation costs which would exceed those by common carrier. The maximum total of grants for travel expenses allowable under this Section for an evacuee family or other persons travelling in the same private car is 5 cents per mile to cover the estimated car expenses. The mileage for the trip shall be computed via the most direct route from the center to the relocation destination. The maximum grant allowable for subsist-

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ence is \$3.00 per person per day for the number of days the trip would take if traveled via common carrier. All provisions of Section 60.13, other than the provision for paying coach fare, shall be applicable to persons travelling by private car.

- .11 Travel assistance will also be provided to any one evacuee representative of a group of three or more evacuee families who wish to relocate as a group under the conditions explained in Handbook Section 130.3 when such evacuee is given short-term leave to investigate relocation possibilities for such group in a single Relocation Officer's District. Travel assistance shall not be granted for a preliminary exploratory trip but may be granted only when the purpose of the trip is to enable the group represented to make a final decision in connection with a relocation plan approved by the Relocation Program Officer.

The War Relocation Authority will not encourage relocation of groups larger than six families except in cases where the Relocation Officer advises the Project Director that a larger group will be well received in the community. Approval will not usually be given where more than three families are to reside on contiguous farms or in an immediate neighborhood. The assistance given under this Sub-Section shall consist only of coach fare for actual travel, to be issued in the manner provided in Section 60.13.8 hereof.

Investigation for
Group
Relocation

Grants under this Sub-Section may be authorized by the Relocation Division, but only when all the following conditions are met:

- A. Where the request for assistance is recommended by the center Relocation Planning Commission in writing, after the commission has consulted with the person requesting assistance and the group he represents, and has determined--
- Conditions for Assistance
- (1) That there is bona fide representation by him of the group,
 - (2) That there is genuine intent to relocate, and

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Supersedes Issuance of 10/23/43

(.11A)

- (3) The extending of assistance to the evacuee in the particular case is desirable;
- B. Where approved by the Project Director;
 - C. Where the Relocation Officer in the District where the investigation is to occur has given his approval to the proposed relocation plan, the number of persons to be relocated in the district, the investigation trip, and the itinerary of the evacuee;
 - D. Where the evacuee agrees to carry on his investigation in collaboration with the Relocation Officer, it being understood that the Relocation Officer will aid each evacuee's investigation in every way possible; and
 - E. Where the evacuee representative agrees to adhere to the itinerary and to return to the center immediately upon completion of his investigation of the group relocation opportunity.

Since only a limited allotment can be made for such investigative trips, it will be the responsibility of the Project Director to consider all requests carefully to the end that the funds available will bring about the greatest amount of relocation possible.

- Aid for
Ill or Infirm
Persons
- .12 In cases where there are persons wishing to relocate who are ill or infirm and whose relocation plans have been approved by the Relocation Division, application may be made for minimum suitable Pullman accommodations, tourist or standard, unless other accommodations are specifically recommended.

- A. Application for such accommodations shall be made to the Project Medical Officer who shall determine type of Pullman accommodations needed, if any. Generally speaking, persons in the following categories will be approved by the Project Medical Officer for appropriate Pullman accommodations:

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- (1) Persons 65 years old, or older;
- (2) Pregnancy in the second and third trimesters;
- (3) Mothers with babies up to 18 months old;
- (4) Special medical cases.

- B. The Project Medical Officer may authorize minimum Pullman accommodations, where necessary, for one evacuee attendant to accompany the ill or infirm person.
- C. If the application for Pullman accommodations is approved by the Project Medical Officer, the Relocation Division shall provide for travel vouchers to cover this type of accommodation for the individuals approved.

Aid for
Ill or
Infirm
Persons

3/4/44
Supersedes Issuance of 10/23/43

OM-948

Provision

00941

WAR RELOCATION AUTHORITY

Washington

March 22, 1944

ADMINISTRATIVE NOTICE No. 52

Subject: Service of Travelers Aid Societies

Distribution: A

The services of Travelers Aid Societies in all parts of the country have been of considerable assistance to resettlers on route to new communities.

At our request, the National Travelers Aid Association has prepared a statement covering the services its representatives in various cities are in a position to extend to evacuees in transit. There is also included a list of Travelers Aid Societies and USO Travelers Aid Services in all parts of the country with the name of the executive and address given in each case.

Richard Barrett

Acting Director

A DESCRIPTION OF TRAVELERS AID SERVICE

912

Travelers Aid service to moving people or people who are in trouble away from home is available through locally autonomous Travelers Aid Societies and USO Travelers Aid Service Units in the localities shown on the accompanying list. Service desks are located in railroad and bus terminals and may be recognized by a Travelers Aid sign and by a lighted globe with the Travelers Aid insignia.

For purposes of clarity, the service may be described as of three types-- although it should be noted that one person may be given each or all of the services.

INFORMATION AND DIRECTION SERVICE

To meet the needs of the newcomers to a community for responsible and accurate information, Travelers Aid is equipped to help with inquiries about housing, recreational resources, church activities, medical facilities, location of friends and relatives, etc. Resource files are kept up to date; with respect to housing accommodations, price ranges of various types and locations are included. (There is no commercial relationship between Travelers Aid and landlords or rental agents.)

This type of service is available to persons capable of retaining responsibility for their own social plans, but who, because they are strangers, need individualized information and direction from a central reliable source. It may, or may not include considerable personal assistance in helping the individual to utilize a community's resources to the fullest extent.

Careful sifting of such inquiries, on an individual basis, reveals whether more serious problems lie back of the initial inquiry which need help on another level.

In the service to the War Relocation Authority group, it is conceivable that this service would be useful in providing information on housing, restaurants and other commercial resources, local transportation facilities, whereabouts of relatives, friends or the local office of War Relocation Authority.

TRAVEL AND APPOINTMENT SERVICE

The complications of modern travel often cause perplexity for inexperienced, infirm, elderly, or young travelers. These and others, such as runaways and irresponsible persons, need to have their journeys safeguarded at change points; also at destinations, friends and relatives may fail to meet travelers and their bewilderment in a strange city can become quite disturbing.

Travelers Aid protects the welfare of such travelers through its travel service program. A distinctive Travelers Aid procedure is the pre-arranged

1052

WAR RELOCATION AUTHORITY

Washington

April 22, 1944

ADMINISTRATIVE NOTICE No. 69

Subject: Sample Transmittal form for Weekly Report

Distribution: A

The weekly reports from the Project Directors are not always adequately identified to insure proper handling in the Washington office. Attached is a copy of Form WRA-322 which accompanied Administrative Notice No. 18, January 29, 1944, and which has been filled out as a sample for the uniform filing of the weekly report. It would be very helpful if this form were adopted by all projects.

It should also be remembered that the three copies of the report being submitted to Washington should come under the same cover, and should include three copies of all attachments.

R. L. Meyer
Director

(SAMPLE FORM)

00958

WAR RELOCATION AUTHORITY

Washington

Transmittal Letter

AIRMAIL

(date submitted)

Date

Mr. Dillon E. Myer
Director
War Relocation Authority
Barr Building
Washington 25, D. C.

Attention: Librarian

Dear Mr. Myer:

Pursuant to the procedure prescribed in Manual
20.10.23, there is/are transmitted the following Reports:

<u>Report Form</u>	<u>Title</u>	<u>Period Ending</u>
none	Project Director's Weekly Report	(dates covered)

3 copies

20054

WAP RELOCATION AUTHORITY

Washington

April 29, 1944

ADMINISTRATIVE NOTICE NO. 72

Subject: Fulfilment of Agreement in the Exchange of Army and WRA Vehicles

Distribution: A

- I. Most Centers have drawn from Army Ordnance stations 1939 or older serviceable vehicles to replace the unserviceable ones to be declared surplus to Treasury.
- II. At Centers located in the 9th Service Command which have not received their full quota of army vehicles, arrangements have been made with the 9th Service Command Ordnance Officer at Fort Douglas, Utah to advise the Centers direct when and where the remaining vehicles of quota type become available. If such advice is not received within a reasonable time, it is suggested that the Centers communicate with Lieut. Col. H. C. Wohlner, Ordnance Officer at Fort Douglas. (This pertains only to Minidoka, Tule Lake, Manzanar, Colorado River and Gila River).

In view of the agreement existing between WRA, the Army and the Bureau of the Budget, it is requested that the following information be furnished this office, by May 15, 1944, by all centers:

- A. The quantity, type, make, year model, Army identification of vehicles secured from the Army and from what stations drawn; and the WRA identification number assigned.
- B. Any substitutions made where types of vehicles on the center quota were not made available by the Army and where substitution on a tonnage basis was resorted to. Thus: "Issued, 1 carryall, $\frac{1}{2}$ ton, 1939 Dodge identification number W-13067B in lieu of 1, $\frac{1}{2}$ ton pickup on quota."
- C. The type, year model, vehicle identification, (serial number) source of origin, condition and tonnage of vehicles delete declared surplus to the Treasury in place of vehicles obtained on your quota.

for operation a greater number of vehicles than has been authorized under the agreement between the War Department, Bureau of the Budget and the WRA. The number of vehicles each center will maintain in operation was covered in a letter from the Chief of the Operations Division on December 7, 1943.

L. L. Meyer
Director

- D. Whether vehicles to be declared surplus are now segregated for declaration as surplus to Treasury Procurement. Care should be taken to insure that these vehicles are placed out of service as soon as the newer models are accepted and placed in service. All declarations should be transmitted to Treasury Procurement by May 15, and 2 copies of declarations should be sent to the Washington office.
- III. The basis of securing the more serviceable vehicles from the Army was an agreement entered into in good faith by WRA and it is the obligation of WRA to faithfully discharge its part of the agreement by declaring surplus, on basis of the quota to be declared surplus, the proper number of vehicles which were replaced by the recent acquisition of Army vehicles. The Project Director is responsible for seeing that the vehicles to be declared surplus are segregated and declared to Treasury without delay.
- IV. Provisions of the basic agreement require that United States registration numbers and other distinguishing War Department markings on the vehicles (obtained from the Army) be completely obliterated by paint of any other color available except olive drab before delivery to War Relocation Authority.
- Some Service Command shops may have neglected to carry out this provision of their directive before turning such vehicles over to the center. In such case the center receiving such vehicles should obliterate these W-numbers and other distinguishing War Department markings at once. Some vehicles received from the Army may still carry U. S. Army license tags. These shall be removed, and boxed in the event Service Command Shops request return of the tags.
- V. The procedure of declaring vehicles surplus to Treasury Procurement is covered in that portion of Administrative Instruction 70 relating to the disposition of surplus property. In this instance it will not be necessary to obtain prior Washington approval for the declaration of the surplus vehicles to Treasury Procurement. In addition to the declaration of surplus to Treasury Procurement, there no doubt will be a number of vehicles which will be surveyed. It is proper to dismantle the surveyed vehicles and use the parts derived therefrom for repairs to vehicles that are in operation at the center. The important factor to remember is that centers cannot maintain

for operation a greater number of vehicles than has been authorized under the agreement between the War Department, Bureau of the Budget and the WRA. The number of vehicles each center will maintain in operation was covered in a letter from the Chief of the Operations Division on December 7, 1943.

L. L. Meyer
Director

WAR RELOCATION AUTHORITY

Washington

May 22, 1944

ADMINISTRATIVE NOTICE No. 87

Subject: Evacuee voting rights

Distribution: A

Recently several instances have come to our attention in which California voting registrars (or county clerks, as the case may be) have refused to register evacuees on the ground that there was insufficient evidence of their residence in the county because the evacuees did not own or lease property there.

Regardless of property interests, evacuees in relocation centers are still considered to be domiciled in the States and counties from which they were evacuated. In the event of the refusal of registrars to register evacuees who otherwise appear eligible we should render every assistance to those evacuees in presenting their cases properly and answering any questions raised by the registrars. The Project can best render this assistance.

The facts in such cases should also be referred at once to the Assistant Director in San Francisco where in the Project Attorney's judgment the registrar's refusal to register is legally not warranted. The Principal Attorney in San Francisco shall discuss the cases with the State Attorney General and request that the registrar be appropriately informed of the position of the State Attorney General if he agrees that the registrar is in error.

If these actions fail, the evacuees should be advised of their legal right to bring suit to compel registration, and given assistance under our procedures in obtaining legal representation if they wish to pursue their legal remedy.

Under Manual Section 50.9.1 Project Directors are to give center publicity to the procedures for registration and absentee voting in the States evacuated. I believe it would be desirable to publicize this information recurrently so that the citizens-evacuees may be informed concerning their franchise rights, the procedure for registering and obtaining absentee ballots, the dates by which they must register and obtain ballots in order to vote in the November election, and the assistance we can give them.

L. L. Meyer
Director

OM-1121

Baker

WAR RELOCATION AUTHORITY

957

Washington

June 13, 1944

ADMINISTRATIVE NOTICE No. D

Subject: Cancellation of Personnel Action

Distribution: W

It has been noted in reviewing personnel files that some personnel actions have been cancelled without official notification of the reason for cancellation. In order that the personnel files may contain more complete information the following procedure has been set up:

If the initiating office desires to cancel an action, that office shall prepare the memorandum form attached, giving complete information as to the reasons for cancellation. These memoranda will be directed to the Placement office. Telephone calls requesting the cancellation of personnel actions should also be confirmed by the submission of the Form. In the event cancellation of a personnel action is initiated in the Finance or Personnel office, the Form shall be completed in the office responsible for cancellation, and Budget or Placement Office shall be responsible for notifying the division. The cancellation memorandum will become a permanent part of the employee's personnel file.

This procedure is effective immediately and a small supply of the Form is attached for your use. Additional copies may be obtained from the Personnel Office.

13 1944
Director

OM-1163

Bozier
958

WAR RELOCATION AUTHORITY

Washington

June 14, 1944

ADMINISTRATIVE NOTICE NO. 1 (Revised)

Subject: Administrative Notice Series

Distribution: A

This Revision supersedes the original Administrative Notice No. 1 issued November 30, 1943, which may now be destroyed.

Beginning with Notice No. 1, all Administrative Notices, other than those used to transmit Manual and Handbook Releases, have been numbered serially according to date of approval.

Attached to the original Notice No. 1 was a check list of unnumbered Administrative Notices previously issued.

Those no longer in effect were marked VOID.

This Notice No. 1, Revised, carries an up-to-date check list of Administrative notices, (1) all unnumbered Notices still in effect November 30 (not marked VOID then) and (2) all numbered Administrative Notices issued up to June , 1944.

R. L. Meyer
Director

UNNUMBERED ADMINISTRATIVE NOTICES

30959

VOID	Appointment of new Director	6/19/42
	Leave for Blood Donors (See Hdk. 20.1.11)	6/22/42
	Bureau of Home Economics Statement	9/23/42
	New Leave Slips	10/15/42
VOID	Address of Offices in New York City, Baltimore and Boston (See latest list of Relocation Officers)	12/8/42
	Appointment of Project Directors at Manzanar and Gila River	12/17/42
	Hours of Duty in WRA	12/26/42
	Use of the term "Caucasian"	1/2/43
	Railway Stations for Gila River Center	1/14/43
	Mess Operation Unit	1/29/43
VOID	Transmission of Classified Material (See Man. 20.3.25)	2/2/43
	Establishment of Transportation Operations Sections	3/17/43
VOID	Repatriation Office	3/17/43
	Bulletin Boards in WRA	4/26/43
	Address of Leupp Center	5/7/43
	Address of Minidoka Relocation Center	5/15/43
	Leupp Center	5/25/43
VOID	Holidays in Wartime (See Hdk. 20.1.10)	5/27/43
	Address at Destination for Leave Purposes	7/1/43
	Possession of Explosives by Evacuee on leave	7/3/43
VOID	Distribution Lists for Procedures (See Man. Index III)	7/6/43
	Postal Unit Number of Washington Office	7/9/43
VOID	Travel of Administrative Employees (See Man. 20.5.4)	7/26/43
	Payroll allotments for War Bonds	7/28/43
VOID	Revised Employment Monthly Report Forms	7/30/43
	Appointment of Project Directors at Leupp and Tule Lake	7/30/43
VOID	Appointment of Personnel Officer	7/31/43
	Short Periods of Annual Leave for Conduct of Personnel Business	8/6/43
	Hotel Reservations	9/2/43
	Conservation of Equipment	9/7/43
VOID	Appointment of Assistant Chief, Employment Division (See Adm. Notice #2)	9/16/43
	Washington Records and Supply Sections (Section III Void)	9/28/43
	List of Project Attorneys	10/7/43
	Committee on Deferments	10/23/43
VOID	Abolishment of Relocation Assistance Division (See Adm. Notice #2)	10/30/43
VOID	The Relocation Division (See Adm. Notice #2)	10/30/43
	List of Center Evacuees Property Officers	10/30/43

Bozier
958

WAR RELOCATION AUTHORITY

Washington

June 14, 1944

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W. A. Meyer
Director

UNNUMBERED ADMINISTRATIVE NOTICES

30059

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VOID	Abolishment of Relocation Assistance Division (See Adm. Notice #2)	10/30/43
VOID	The Relocation Division (See Adm. Notice #2)	10/30/43
	List of Center Evacuees Property Officers	10/30/43

VOID	Acting Chief of the Relocation Division (See Adm. Notice #2)	10/30/43
VOID	Functions of the Relocation Division (See Adm. Notice #2)	11/9/43
VOID	Postal Delivery Zone Numbers	11/1/43
	Project Director at Jerome Center	11/20/43
VOID	Leave during Christmas and New Years Holidays 1943-4	11/20/43
	Administrations of the Colorado River Relo- cation Center	11/22/43
VOID	Work on Thanksgiving Day 1943	11/22/43
VOID	Repatriation (See Manual 70.1)	11/23/43
	Review Committee for Especially Meritorious Promotions	11/26/43
	Terminology in Mess Operations	11/30/43

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	No. 1	Rev. Revision of Administrative Notice Series	6/ /44
	No. 2	Reorganization Affecting Relocation, Evacuee Property, Individual Exclusion	12/15/43
	No. 3	Closing of Leupp Center	12/15/43
	No. 4	Center Welfare Program	1/22/44
VOID	No. 5	Notice on control of Center Ration Bank Account	1/10/44
	No. 6	Authority for Construction Work	1/10/44
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VOID	No. 8	Evacuee Requests -- from Chambers of Commerce (See Hdk.)	1/15/44
VOID	No. 9	Questionnaire on Work Clothing	1/17/44
VOID	No. 10	Fourth War Loan	1/17/44
VOID	No. 11	Conference of Project Directors and Field Assistant Directors in Washington	1/15/44
	No. 12	Establishment of Field Examination and Investigations Section	1/17/44
VOID	No. 13	Request for extra evacuee payroll	1/17/44
VOID	No. 14	Discontinuance of sending carbon copies to CIA (See Man. 20.8.3F)	1/18/44
	No. 15	Approved Evacuee Positions in Mess Operations Unit	1/19/44
	No. 16	Suggested Center Relocation Guide	1/21/44
	No. 17	Personnel Changes in the Relocation Division	1/26/44
	No. 18	Authorization of Report Transmittal Letter	1/29/44
	No. 19	Movement of Segregants from Manzanar to Tule Lake	2/3/44
VOID	No. 20	Project Director at Colorado River (See Notice No. 55)	1/26/44

	No. 21	Employment or Attendance of Persons of Japanese Ancestry at Educational Institutions Important to the War Effort	2/3/44
	No. 22	Penalties for Violation of Center Regulations	2/3/44
	No. 23	Personnel Changes in the Relocation Divisions	2/4/44
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	No. 25	Advisory Policy Committee for Tule Lake	2/5/44
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VOID	No. 27	Authorization of Relocation Division Memoranda (See Man. 20.9.12)	2/9/44
	No. 28	Auto Mechanics School Shop Equipment	2/9/44
VOID	No. 29	Assistance in Preparing Income Tax Returns (Applies to Washington only)	2/11/44
VOID	No. 30	Report Forms WRA-245 and WRA-122	2/11/44
	No. 31	Voluntary Nature of Relocation	2/12/44
	No. 32	Appointment of Washington Community Activities Supervisor	2/12/44
	No. 33	Designation of Assistant in Center Closure	2/10/44
	No. 34	Designation of Representative, Segregation Movement	2/10/44
	No. 35	Personnel changes in Kansas City Area	2/18/44
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	No. 40	Transfer of Relocation Supervisors	2/22/44
	No. 41	Preparation of Master Location File	2/25/44
	No. 42	New address, WRA San Francisco Office	3/9/44
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	No. 46	Relocation Return to West Coast	3/16/44
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VOID	No. 48	The Community Activities Program (See Man. 30.5.1)	3/20/44
VOID	No. 49	Pricing of Project Produced Foodstuffs (See Fin. D-18a)	3/21/44
	No. 50	Repatriation or Expatriation Requests by Voluntary Evacuee	3/21/44
	No. 51	Surplus Health Supplies	3/21/44
	No. 52	Service of Travelers Aid Societies	3/22/44
	No. 53	Hearings for applicants for applicants for Repatriation or Expatriation	3/22/44
	No. 54	Summary of Leave Clearance Procedures	3/28/44

	No. 55	Project Director at Colorado River	4/1/44
	No. 56	Transfer of Industrial Activities	4/1/44
	No. 57	Rev. Schedules for Closing Jerome Center	5/25/44
	No. 58	Third Segregation Movement	4/7/44
	No. 59	Application for Center Construction	4/13/44
	No. 60	RFC Loans	4/1/44
VOID	No. 61	Jobs for Evacuees Transferred during Center Closure (See Hdk. 140.4.13)	4/17/44
	No. 62	Request for Expatriation or Repatriation by Persons on Leave	4/5/44
	No. 63	Family Farming Opportunities	4/11/44
	No. 64	Possibility of Meeting of Center Delegates	4/15/44
	No. 65	Correction to Notice No. 58	4/15/44
	No. 66	Issuance of Indefinite Leave to Arizona	4/15/44
VOID	No. 67	Failure to notify regarding Relocation Assistance Check	4/22/44
	No. 68	Advisory Committee on Adult Education and Americanization	4/22/44
	No. 69	Sample Transmittal Form for Reports	4/22/44
	No. 70	Designation of Assistant Director, Western Field Office	4/25/44
	No. 71	Personnel Changes Relocation Division	4/28/44
	No. 72	Fulfillment of Agreements in the Exchange of Army and WRA Vehicles	4/29/44
	No. 73	Copies of Schedules to Accounting and Bookkeeping Division G.O.	4/29/44
VOID	No. 74	Corrections to Notice No. 61 (See Hdk. 140.4.13)	5/4/44
	No. 75	Working Hours and Compensatory Time for Evacuee Fire Protection Personnel	5/8/44
	No. 76	Assistance in Family Relocation	5/10/44
	No. 77	Evacuee Property Transfer, Third Segregation Movement	
	No. 78	Auto Mechanics School Shop	5/15/44
	No. 79	Discontinuance of Form WRA-173	5/16/44
	No. 80	Government Transportation Requests	5/16/44
	No. 81	Buy-American Act	5/16/44
	No. 82	Fifth War Loan	5/16/44
	No. 83	Extract of Spanish Memorandum, regarding Repatriation	5/20/44
	No. 84	Discontinued Emergency Instructions	5/23/44
	No. 85	Report of Fire on Government Owned or Leased Property	5/22/44
	No. 86	Policy and Procedure governing visiting at the Tule Lake Center	5/24/44
	No. 87	Evacuee Voting Rights	5/22/44
	No. 88	Report on Personal Services by Centers	5/29/44
	No. 89	Revision of Form WRA-205	5/22/44
	No. 90	Appointment of Project Director, Central Utah Relocation Center	5/26/44
	No. 91	Personnel Actions in the Relocation Division	5/29/44

WAR RELOCATION AUTHORITY

Washington

ADMINISTRATIVE NOTICE NO. 98

June 14, 1944

Subject: Information to Public on Nisei Soldiers

Distribution: A

I should like to direct your attention once more to the extreme importance of calling public attention to nisei soldiers especially in the towns where these men formerly lived. With the 442nd combat team overseas, along with the 100th battalion, and with nisei now in the centers being called to active duty, it seems that there will be an increasing amount of information coming to the centers through private channels. There is no more effective method of building good will and acceptance for the evacuees as a whole than by directing attention to those who are in uniform.

I feel that this is a matter which should not be overlooked. In fact, it is important enough so that competent persons should be assigned the responsibility of gathering information relating to soldiers who formerly lived in the center, and getting it out to newspapers in the home towns of these boys. We suggest that at least one competent evacuee with journalistic ability, should be assigned to this task, under the supervision of the Reports Officer. Residents of the center should be made aware of the interest that is attached to letters from soldiers and should be encouraged to cooperate by providing excerpts from letters which they receive from relatives or friends. The departure of boys from the center to enter upon active duty should be the occasion for stories going to home town papers and a definite effort should be made to interview the boys before they leave to get information concerning their activities in their home towns.

Casualties, while regrettable, must be anticipated, and when these are reported to persons in the centers the information should be relayed to home town papers.

The Reports Officer should personally review the stories before they are sent out to make sure that each item is newsworthy and written in accord with the best standards of journalistic writing.

Copies of all stories should be sent to this office and to Mr. Cozzens in San Francisco.

Director

CM-1164

WAR RELOCATION AUTHORITY

Washington

June 15, 1944

ADMINISTRATIVE NOTICE No. 100

Subject:

Subject: Advice to Evacuees with Respect to Alien Land Law
Investigations

Distribution: A

Attorneys representing the law enforcement agencies in the State of California have recently visited some of the relocation centers to obtain information with respect to possible violations of the Alien Land Law of that State. The reports that we have received from the West Coast indicate that a campaign may be undertaken to investigate violations of the Alien Land Laws of Washington, Oregon and California, and that escheat proceedings may be filed by the State in numerous cases. The attorneys representing the law enforcement agencies are apparently interviewing the evacuees to obtain information for handling these escheat cases. They may visit other centers in the near future.

The WRA will, of course, do nothing to interfere with the enforcement of the Alien Land Laws of the west coast States. However, since the WRA has responsibility for assisting the evacuees in protecting their property interests, we should take steps to see that the evacuees are informed of their legal rights under the Alien Land Laws and of their legal rights in connection with these investigations. Evacuees who may be requested to give information to the investigators should be advised that:

1. They may employ an attorney to advise them with respect to the investigations. Because of the nature of the evidence that will be required by the State in the escheat cases, these interviews may be very important. The WRA will assist them in employing a private attorney if the evacuee requests such service.
2. They have a legal right to refuse to give any information whatever to the law enforcement agencies unless they are subpoenaed in a regular manner. They should be informed, however, that refusal to give information might cause their cases to receive more attention than they would otherwise receive, since their refusal to give information may be interpreted to mean that they are concealing important evidence.

3. Under the laws of California, Washington and Oregon it is permissible for United States citizens to hold land. In many instances where citizens hold land, the land was purchased by alien parents. It is permissible under these laws for a parent to purchase land for his child, if it is intended that the child be the actual owner. However, if placing in the child the title to the land was intended merely to be a subterfuge to evade the Alien Land Law while retaining actual full control over the lands and income from them in the alien parent who paid the purchase price, the State may be able to escheat those lands.

4. To prosecute successfully escheat proceedings in these cases, it will often be necessary for the law enforcement agencies to rely upon evidence obtained from the evacuees. The transcripts of the interviews may be used very effectively (especially in cross-examination) by the State in trying escheat cases, if the information given in the interview is contrary to the testimony of the evacuee at the trial. It is, therefore, important that each evacuee be advised that if the transfer of land to a citizen was not in fact a subterfuge and the evacuee wishes to explain the transaction at the interview, he should be careful to explain fully all the facts showing that no violation of the alien land law is involved. We have an obligation to assist the evacuees in protecting their property interests. Our responsibility consists of making sure that the evacuees understand the implications of the investigations and that they have an opportunity to receive such legal advice as they may need in connection with the investigations.

R. S. Meyer
Director

WAR RELOCATION AUTHORITY

Washington

July 17, 1944

ADMINISTRATIVE NOTICE NO. 124

by E. H. Spicer

Subject: Objectives in Adult Orientation

Distribution: A

I. Adult Needs

In the relocation centers evacuees have been placed in exceptional circumstances as compared with Americans in other communities. The usual sources of hope and interest in life have been limited in the centers. The struggle to make a living, work, and recreation have all been profoundly altered. The daily horizon has been contracted and at the same time individuals have been forced into more intensive contact with each other. These conditions create problems of morale.

Moreover, neighborhood, business, and other contacts through which the evacuees formerly kept in touch with American life have been cut off. The adult evacuees particularly have been forced back into the narrower range of interests of the purely Japanese American community.

The WRA program has set as its major objective the successful re-establishment of the evacuees in American life. It has the task of providing opportunities for evacuees to leave the centers and move into normal American communities again.

Recognition of these circumstances offers a guide for determining the needs of adult evacuees. This analysis points to four major needs:

1. The need for building and maintaining morale.
2. The need for keeping in contact with American ways and points of view.
3. The need for training in skills to take advantage of opportunities outside the centers.
4. The need to learn about specific conditions in areas where relocation opportunities are offered.

Each of these needs of the adult population must be met if the major objective of the WRA program -- re-establishment in American life -- is to be achieved.

OM-1289

II. Objectives of an Adult Orientation Program

The objectives of an adult orientation program designed to further rehabilitation may be taken as the provision of means for fulfilling these four major needs. They may be phrased as follows:

1. Maintenance of morale.
2. Establishment of contact with American life.
3. Training for vocational opportunities.
4. Instruction for utilization of relocation opportunities.

The responsibility for realizing these objectives cannot be assumed by the evacuees alone. They can be realized only with the assistance of WRA facilities and personnel. Since the meeting of these needs is basic to the over-all objective of WRA, all the divisions and sections have responsibility for furthering them. Adult orientation is a function of all WRA personnel.

III. Responsibility for Objectives

However, for purposes of administration, it is necessary to assign responsibility for specific activities to particular individuals or sections. How such assignment is made in the different projects may depend upon local conditions, and need not necessarily, therefore, be a concern of the Washington office. It is the joint concern, however, of the Washington office and the Project Director and his staff to see that these objectives are accomplished by the most efficient means at each project.

We need to know how these objectives are being approached on the projects, and how successful each project is in realizing each of the objectives.

To this end staff officers and committees, (such as the Vocational Training Committees, Staff Relocation Committees, and others already appointed or which may be appointed) both in Washington and at Relocation Centers, as authorized and directed by the Director and Project Directors, respectively, will prepare plans for coordinated programs of activities for the accomplishment of these objectives and will evaluate the resulting activities and report upon them.

L.S. Myer
Director

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WAR RELOCATION AUTHORITY

Washington

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July 17, 1944

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L. S. Myer
Director

Paul

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WAR RELOCATION AUTHORITY

Washington

July 17, 1944

ADMINISTRATIVE NOTICE NO. 126

Subject: Service of legal process on evacuees

Distribution: A

- I. Some of the Project Directors have recently asked what policy should be followed with respect to the service of legal process on evacuees. Manual Section 100.2.9B, which is as follows, prescribes the policy on service of process in cases involving claims against evacuees:

"When anyone seeks to serve legal process upon an evacuee, service thereof shall not be interfered with by the Authority, nor shall service be given except to the extent of furnishing the address of the evacuee involved, when requested."

This policy should be followed in all litigation in the State and Federal courts affecting evacuees, including the Alien Land Law cases which are being filed in the courts of the West Coast States.

- II. This policy refers to the ordinary case of service of process in suits against evacuees. Where the F.B.I., or the Immigration and Naturalization Service, or other authorized agency wishes to remove an evacuee from a center, however, the Project Director may prefer to arrange for delivery of the evacuee to such agency, and in such case is authorized to do so.

D.S. Myer
Director

WAR RELOCATION AUTHORITY

Washington

July 28, 1944

ADMINISTRATIVE NOTICE No. 130

Subject: Relocation Plans for Unattached Children

Distribution: A

Procedures covering the relocation of children who are not accompanied by or going to a parent, legal guardian, or other responsible relative, are being developed by the Relocation Division and the Welfare Section and will be issued in the near future. However, inquiries from the field and the centers indicate the need for some guides to be used in making plans in such cases, pending the issuance of such procedures.

Youths 17 and 18 Years of Age

Relocation plans for youths of 17 and 18, except those who are going out to attend a recognized college, school or university, should include provision for some guidance in the new community either from a social agency such as public and private welfare agencies, YWCA, YMCA, church groups, older brother or sister or other responsible relative. The object of this is to safeguard the youth against possible exploitation due to inexperience and to assure that he is starting out in the community under favorable auspices. The extent of the guidance needed will necessarily vary, depending on the youth's maturity, his past experience, and situation to which he is going.

Youths 16 Years of Age and Under

Relocation plans for youths of 16 and under will ordinarily fall in the advance approval category and are the joint responsibility of the Welfare Section and the Relocation Division and shall proceed in the following manner:

- I. A The Welfare Section at the center will prepare a Welfare Family Summary in accordance with Welfare Handbook section 30.4.36, which shall contain
 - (1) Pertinent information regarding the child's family school record, and social adjustment in his home and community, prior to evacuation.

- (2) Pertinent information regarding the child's adjustment in the school and community life of the center, school records, his attitude toward relocating and information regarding immediate family relationships.
 - (3) Pertinent information from any other source such as other divisions and sections in the center and agencies outside of the center which will provide a better understanding of the problems involved in planning for his relocation.
 - (4) Recommendations as to possible communities of Relocation or foster parents.
- B. The Welfare Family Summary shall be furnished in quadruplicate to the Relocation Division to be included in a Family Relocation Summary as described in Handbook Section 130.27.9. When the Family Relocation Summary is ready it should be distributed as follows: (1) one copy to the Welfare Section in Washington, (2) one copy to Center Welfare Section for their files (3) one copy for Center Relocation Division files (4) one copy to the District Relocation Officer or Relocation Supervisor.

II. The Relocation Division at the center, on the basis of the recommendations of the Welfare Section and its own knowledge of field resources will forward copies of a Family Relocation summary to the Relocation Officer in a community where a foster home or other type of placement appears feasible. If a satisfactory plan can not be developed in that community, the Relocation Officer should return the summary to the center so that it can be forwarded to another community. In view of the difficulty being experienced by child welfare agencies in locating foster homes for children generally, such a placement will probably be more feasible in those communities where an appreciable number of Japanese-American families reside. Consideration is being given to having the Relocation Officer in several of such communities work with the appropriate child welfare agency in developing a foster home program among Japanese-American families which would serve as a resource to the centers and social agencies for placements of Japanese-American children.

In making plans for and in placing children, the Relocation Division shall in general perform the usual duties relating to other types of relocation plans, except that the Welfare Section shall participate in all phases of the planning and the placement in order to assure the application of approved child welfare standards and to assure adequate follow-up care and supervision of such children as are placed in foster homes.

- III. When the Relocation Officer receives the Family Relocation Summary he shall consult the Division of Child Welfare in the State Department of Public Welfare and secure the agency's cooperation in exploring possible plans and in determining the suitability of any foster homes under consideration. He will consult the state agency administering state laws governing child placements in order to assure that any plan which is developed is in conformity with such laws and the regulations of the agency. If the plan being considered involves the expenditure of public funds for boarding care request for such assistance should be made to the agency cooperating with the Social Security Board.

- IV. When a suitable placement has been developed, the Relocation Officer shall prepare a complete report of the plan giving full information concerning the family in which the child is to be placed, the cooperating agencies involved in the plan and the agency responsible for supervision of the placement, the pertinent provisions of state law governing the placement of children and other pertinent data concerning the community's preparedness to receive the child, together with his recommendation. One copy of the report shall be mailed to the Washington Relocation Division for transmission to the Head of the Welfare Section, one copy to the center Relocation Division for transmission to the Welfare Section, one copy to the Relocation Supervisor, and one copy retained in the Relocation Officer's file. The Welfare Section and the Relocation Division at the center shall forward a joint recommendation with explanations on the proposed plan to Washington for joint evaluation by the Welfare Section and Relocation Division.

- V. Proposed plans for the placement of children will be subject to the approval of the Head of the Welfare Section which will be transmitted to the Relocation Officer through the Relocation Division in Washington.

In some states the law governing the placement of children from outside the state requires either the execution of a bond by the individual placing the child or the execution of an agreement by a responsible agency covering responsibility should the placement be unsatisfactory. If the state in which placement is to be made requires the execution of such an agreement, the Head of the Welfare Section will recommend to the Director that he execute the required agreement if she agrees that the proposed plan is in the child's interest and is not contrary to WRA policies.

- VI. Detailed instructions in Manual form will be issued in the near future. In the meantime, these guides should be followed in making plans for children.

J. S. Myer
Director

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WAR RELOCATION AUTHORITY

Washington

August 1, 1944

ADMINISTRATIVE NOTICE No. 131

Subject: List of WRA Offices

Distribution: A

Attached is a reference sheet showing the address, telephone number and other information for the main offices of WRA.

All field offices listed are requested to submit corrections or changes to Washington so that these can be incorporated into the next issuance.

D. S. Meyer

Director

WAR RELOCATION AUTHORITY

8/2/44

Office	Officer in Charge	Mail Address	Telephone No.	Teletype Code	Rail Carrier	Passenger	Freight
<u>Principal Offices</u>							
National Office	Dillon S. Myer Director	Barr Building 910 17th St., N.W. Washington 25, D.C.	Republic 1820 Extension 3101	WA 353	Fern.; B&O; C&O Richmond, Fredrick & Potomac	Washington, D. C.	Washington, D. C.
Western Office	H. B. Conrens Ass't. Director	Sheldon Building 461 Market Street San Francisco, Cal.	Douglas 8173	SP-535	Union Pacific A.T. Santa Fe Western Pacific	San Francisco, Cal.	San Francisco, Cal.
<u>Relocation Offices</u>							
Colorado River Relocation Center	Duncan Mills Project Director	Poston, Arizona	Parker 119	Parker Valley 7280	A.T. Santa Fe	Parker, Arizona	Parker, Arizona
Manzanar Relocation Center	Ralph F. Merritt Project Director	Manzanar, California	Independence 671	Independence 7153	Southern Pacific to Inland States to	Mojave Calc or Reno Manzanar Center	Lead Pipe, Calif.
Gila River Relocation Center	Leroy H. Bennett Project Director	Rivers, Arizona	Casa Grande 190	Casa Grande 495	Southern Pacific to A.T. Santa Fe to	Chandler or Casa Gr. Phoenix (bus to Chandler)	Casa Grande, Ariz. Sergeo, Ariz. (Pr)
Minidoka Relocation Center	Harry L. Stafford Project Director	Hunt, Idaho	Jerome 017	Hunt 380	Union Pacific Bus	Shoshone, Idaho Egin Falls, Idaho	Egin, Idaho (100) Egin, Idaho (100)
Central Utah Relocation Center	Luther E. Hoffman Project Director	Tropic, Utah	Delta 263	Delta 366	Union Pacific	Delta Utah (W.R. meets train)	Delta, Utah
Heart Mountain Relocation Center	Guy Robertsen Project Director	Heart Mountain, Wyoming	Cody 700	Heart Mt. 2	CB&O (C&S) Trailways Bus	to: Denver, Wyoming to: Cody, Wyoming	Cody, Wyoming (100) Vocation, Wyo. (-)
Granada Relocation Center	J. G. Lindley Project Director	Amocha, Colorado	Bristol 2101	Granada 352	A.T. and Santa Fe	Lamar, Colorado	Granada, Colorado
Rohwer Relocation Center	Ray D. Johnston Project Director	Relocation, Arkansas	McGehee 790	Rohwer 195	Missouri Pacific	McGehee	Rohwer, Arkansas
<u>Segregation Center</u>							
Tule Lake Segregation Center	R. E. Best Project Director	Newell, California	Tule Lake 200	Tule Lake 74	Southern Pacific to Union Pacific to	Klamath Falls, Ore. (W.R. meets train) Reno (Pioneer Stages to Tule Lake)	Staley, California

WAR RELOCATION AUTHORITY

Office	Officer in Charge	Mail Address	Telephone No.	Teletype Code	Common Carriers	Railhead
<u>Emergency Refugee Shelter</u>						
Fort Ontario Emergency Refugee Shelter	Joseph H. Smart Shelter Director	Oswego, New York	Oswego 776 ²¹⁰⁰	None	New York Central	Oswego, New York
<u>Area Relocation Offices</u>						
Middle Atlantic Area Relocation Office	Harold S. Fisters Relocation Supervisor	Room 5305, 350 Fifth Ave. New York 1, New York	Murray Hill 3-600 Extension 30	Same as Mail Address		
New England Area Relocation Office	Roger F. Clapp Relocation Supervisor	1700 Federal Post Office Bldg. Boston 9, Massachusetts	Liberty 5600 Extension 418-619	"		
Southern Area Relocation Office	E. S. Whitaker Relocation Supervisor	Pyramid Building Little Rock, Arkansas	4-7402	"		
Inter Mountain Area Relocation Office	Ottis Peterson Relocation Supervisor	234 Atlas Building Salt Lake City, 1, Utah	5-7541 Extension 72	"		
Western Plains Area Relocation Office	Charles B. Miller Acting Relocation Supervis.	Midland Savings Bldg. Denver 2, Colorado	Taber 3173	"		
North Central Area Relocation Office	Prudence Ross Acting Relocation Supervis. (only until further notice)	226 West Jackson Blvd. Chicago 6, Illinois	Andover 3600 Extension 114	"		
Great Lakes Area Relocation Office	Robert M. Cullum Relocation Supervisor	960 Union Commerce Bldg. Cleveland 14, Ohio	Cherry 7900 Extension 584	"		
Central Area Relocation Office	Lee T. Simmons Acting Relocation Supervis.	1510 Fidelity Building Kansas City, Missouri	Harrison 6464 Extension 94	"		

Paul

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WAR RELOCATION AUTHORITY

Washington

August 4, 1944

ADMINISTRATIVE NOTICE No. 134

Subject: Statement of WRA Training Policy

Distribution: A

Attached is a statement of policy for the training of WRA personnel, both appointive and evacuee. It has been approved upon the recommendation of the WRA Training Committee, the membership of which is indicated in the final section of the statement. The appointment of a project committee of similar composition is provided for by the statement, but Project Directors may wish to deviate to some extent from the pattern of membership recommended. It is important, however, that the Project Training Committee be so constituted that its reviews and recommendations may be final, so far as project training activities within the framework of this general policy statement are concerned.

The WRA Training Committee has three broad programs under consideration for recommendation for general adoption throughout the Authority. This is the first report. The second, Improving Lines of Communication, will be outlined in an Administrative Notice at an early date. The other two will propose specific plans for Supervisory Training and for the Orientation and Induction of new employees.

It is hoped that Project Training Committees will be appointed promptly and that they may develop, within the broad scope of WRA training policy, effective programs of in-service-training that will adequately meet the personnel needs of the several projects. These needs will become more and more critical in the months to come. Not only will turnover in appointed personnel continue to be a problem, but the effect of relocation upon evacuee employment will seriously impair the efficiency of all branches of project work unless an adequate program of replacement training is carried on in all sections and units.

C-1574-pl of 6-bu-cos-wp

Jaul

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WAR RELOCATION AUTHORITY

Washington

August 4, 1944

ADMINISTRATIVE NOTICE No. 134

Subject: Statement of WRA Training Policy

Distribution: A

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It is requested that by October 1, 1944, each Project Director send to the Director, for the attention of the WRA Training Committee, a statement covering these two points:

1. A report, by Divisions, of in-service-training activities currently in operation.
2. Recommendations made by the Project Training Committee and approved by the Project Director, for additional training activities, or for any significant changes in current training activities, to be instituted before January 1, 1945.

Similar reports should be submitted at quarterly intervals, i.e., on January 1, April 1, July 1, etc. Each should describe, and evaluate the effectiveness of, in-service-training activities of the quarter just ending and in addition give the approved plans for the ensuing quarter.

Det. W. J. ...
Director

STATEMENT OF POLICY FOR THE DEVELOPMENT OF A PROGRAM
OF TRAINING FOR APPOINTED AND EVACUEE PERSONNEL
OF THE WAR RELOCATION AUTHORITY

970

DEFINITION AND SCOPE OF TRAINING

Training as used in this statement may be defined as "the process of aiding employees to gain effectiveness in their present or future work through the development of appropriate habits of thought and action, skills, knowledge, and attitudes." This process is as necessary for executive and administrative employees as for stenographers and clerks, but it may differ in the methods and practices employed. Those committees and individuals charged with responsibility for identifying training needs and planning training activities should consider all classes and grades of personnel, both appointed and evacuee, and recommend those procedures and devices that are most appropriate and effective in accomplishing the results desired.

OBJECTIVES

- A. A program of development for both appointed and evacuee personnel adequate to provide:
 - 1. An understanding of the purposes, policies and operating program of the War Relocation Authority.
 - 2. The knowledge, skills, habits, and attitudes necessary in the performance of the work required to carry out the program and meet the objectives.
 - 3. The best utilization of the capacities and interests of individual employees through preparation for promotion to more difficult and responsible work or for transfer to work for which they are better suited.
 - 4. A high standard of morale and workmanship.
- B. A program of in-service-training for employed evacuees, coordinated with the activities of the project educational systems, adequate to provide:
 - 1. The maximum contribution of evacuee workers in accomplishing necessary project work.
 - 2. A satisfactory preparation for successful employment after relocation.

RESPONSIBILITY

- A. At each level of supervision, persons administering or supervising the work of others are responsible for seeing that they receive instruction and training to fit them for their jobs, to improve their performance, and to prepare them for promotion to other jobs for which they may be selected.

- B. The Washington Personnel Officer is responsible for:
1. Furnishing staff assistance to division chiefs and other supervisors in the discharge of their responsibilities with respect to training.
 2. Administering training programs affecting the personnel of more than one division when so authorized and directed by the Director.
 3. Advising and assisting Project Directors in the development of programs of training for appointed and evacuee personnel at relocation centers.
 4. Providing for the coordination of training activities throughout the Authority, conducting surveys of training needs, recommending to the WRA Training Committee or individual division chiefs plans for training projects, and evaluating the results of training in cooperation with those under whose immediate authority the training is conducted.
- C. The WRA Training Committee (Washington) is responsible for proposing or reviewing plans for employee training and for recommending to the Director the adoption of an integrated training program for the entire Authority which will fulfill the objectives set forth in this statement of policy.
- D. The Chief of the Community Management Division (Washington), through the Head of the Education Section and the Vocational Training Committee, is responsible for formulating and recommending plans for educational and training activities to prepare evacuees for project employment and to increase their employability after relocation.
- E. Project Directors are responsible for the formulation and application of programs of training for both appointed and evacuee personnel at Relocation Centers adequate to fulfill the objectives contained in this statement of policy. Subject to their supervision and direction
1. Project Personnel Officers will furnish staff assistance to division chiefs and other supervisors in the discharge of their responsibilities with respect to training and will administer training programs affecting the personnel of more than one division when so directed by the Project Director.
 2. A Project Training Committee, comparable in membership to the WRA Training Committee in Washington, will propose and review plans for training affecting both appointed and evacuee personnel and will recommend to the Project Director for adoption those training activities which will best meet the needs of the center.

3. The Assistant Project Director for Community Management; through the Superintendent of Education and the Project Vocational Training Committee will plan and, after review by the Project Training Committee and approval by the Project Director, administer educational and training activities which will contribute most effectively to the efficiency of evacuee employees and to their employability after relocation.

- F. It is the responsibility of every person in WRA to participate in such training activities as are available to him which will assist him in attaining a high standard of proficiency and a clear understanding of the WRA policies and procedures.

FUNCTIONS

Within the areas of responsibility as prescribed above, the following functions will be carried out in the establishment of training activities:

- A. Determination of needs for training:
 1. To establish an understanding of the WR program and to inculcate the general information and attitudes needed for its effective prosecution.
 2. To meet the requirements of individuals or groups in relation to particular positions or tasks or the solution of special problems.

- B. Determination of training objectives--in terms of specific results to be accomplished and standards to be reached.

- C. Formulation of training plan, including decisions with respect to:
 1. What needs to be learned
 2. What instructional methods and techniques will be employed
 3. What written and other training materials will be used and the sources from which they are to be obtained
 4. Who will administer the program and who will give, or participate in, the instruction
 5. Who the trainees will be
 6. How the results of the training will be evaluated

- D. Conduct of the training project as planned.

E. Evaluation of the results of the training.

F. Report

ORGANIZATION

While final responsibility for personnel development rests upon the executive and his supervisory staff, the planning and execution of an effective program of training for an entire agency requires the attention and assistance of persons to whom special duties and responsibilities are delegated. In WRA, such delegation, both in Washington and at Relocation Centers, has been made to Personnel Officers, to Training Committees, and to the Chief of the Community Management Division, acting through the ranking officer in education and the Vocational Training Committee.

The Project Personnel Officer will be assisted in carrying out his responsibilities for training by members of his own staff whom he may designate and by any other persons whom the Project Director or the Assistant Project Director for Administrative Management may detail to work under his direction on training projects.

The composition of the WRA Training Committee is as follows:

The Director, Chairman
The Assistant Director, Vice Chairman
The Solicitor
Chief, Reports Division
Chief, Community Management Division
Chief, Operations Division
Chief, Relocation Planning Division

Ex-officio

The Personnel Officer
The Training Officer
The Vocational Training Adviser
An Employee Representative

It is recommended that Project Training Committee be composed as follows:

The Project Director, Chairman
The Assistant Project Director for Administrative Management, Vice-Chairman
The Assistant Project Director for Community Management
The Assistant Project Director for Operations
The Project Attorney
The Reports Officer
The Relocation Program Officer

Ex-Officio

The Personnel Officer
The Superintendent of Education
The Chairman of the Vocational Training Committee
A Representative of the Appointed Personnel
A Representative of the Evacuee Personnel

Jaul

WAR RELOCATION AUTHORITY

Washington

August 10, 1944

ADMINISTRATIVE NOTICE No. 136

Subject: Opinion of United States District Judge Goodman in the United States District Court for the Northern District of California concerning induction under Selective Service of evacuees living in Tule Lake Segregation Center.

Distribution: A

We have just received a copy of the opinion of United States District Judge Goodman in the case of United States vs. Masaaki Kuwabara in the United States District Court for the Northern District of California, Northern Division, concerning which I sent you a teletype on August 1.

Masaaki Kuwabara, an evacuee formerly living in the Jerome Relocation Center and later transferred to the Tule Lake Segregation Center, received an order to report for pre-induction physical examination while living in the Tule Lake Center. He refused to obey the order and was indicted for violation of the Selective Training and Service Act. His attorneys moved to quash the indictment and to dismiss the proceeding, on several grounds. District Judge Goodman dismissed the proceeding.

Judge Goodman held:

1. That the Court cannot consider in a proceeding of this kind a contention by the defendant that his local board has wrongly classified him and that the defendant should not have been classified in I-A;
2. That the defendant's claim that his request for expatriation makes him ineligible for Selective Service, and that he cannot be inducted so long as his request for expatriation remains in effect, is without merit; and
3. That it is a violation of the "due process of law" guaranty of the Federal Constitution for an evacuee who is living in the Tule Lake Segregation Center, under the conditions now applicable to that center, to be inducted against his will under the Selective Training and Service Act.

OM-134 1

You will note from this summary of the decision that it is applicable only to evacuees living in the Tule Lake Segregation Center, and has no application to evacuees living in relocation centers. You should also note that since this is merely the decision of a single United States District Judge it is not binding on other United States District Judges, and even evacuees living in the Tule Lake Segregation Center may be held by other United States District Judges to be subject to induction under the Selective Training and Service Act. As you know, several United States District Judges have held that evacuees living in relocation centers are subject to induction, and are liable for criminal penalties when they refuse to obey an order to report for pre-induction physical examination or an order to report for induction.

We are, of course, in agreement with the first two holdings in Judge Goodman's decision, as summarized above. We shall recommend to the Department of Justice that the first decision in the case be appealed.

H. S. Meyer
Director

Paul

WAR RELOCATION AUTHORITY

10073

Washington

August 10, 1944

ADMINISTRATIVE NOTICE No. 137

Subject: Revisions in Evacuee Position List

Distribution: A

There is attached a revised list of approved evacuee position titles and their respective compensation rates. This list is expected to serve two purposes:

- (1) It is a complete list of all authorized positions. Positions not appearing on this list are not to be filled without obtaining the prior approval of the Washington Office. Please refer to Project Employment Handbook, 50.5.6.
- (2) It is the list upon which budget estimates for objective class O1.3 are to be prepared. See Manual Release No. 110. Certain positions listed have been limited in their use. These positions have been indicated on the list, and the limitations noted. Lists should receive the following distribution:
 1. Complete sets to the Project Director, Assistant Project Director in charge of Administrative Management, Personnel Officer, Personnel Technician, Personnel Transactions Officer, Finance Officer and the Budget Officer.
 2. Each Division Chief should receive a complete set of lists for his entire Division.
 3. Each Section Head should be furnished with a complete list of all positions in his section.
 4. Each Unit Head should receive a complete list of all positions in his unit.
 5. An adequate supply of lists should be maintained either in the Finance Section or the Personnel Management Section in order that sufficient supplies will be available for budget preparation five times a year.

OM-1345

Lists are not to be duplicated at the center. A sufficient supply is available in the Washington Office and additional sets will be forwarded upon request to the Personnel Management Section.

Certain changes have been made since the issuance of the preceding list in January 1944. They are enumerated below. As you are notified of subsequent changes they should be made upon lists used at the center. As required, revised lists or pages will be issued for inclusion in the complete list.

Office of the Project Director

1-507 Executive ~~Scout~~ Secretary Community Government, \$19: This position has been transferred to the Community Government Section even though the incumbent may work closely with the Project Director. Executive Secretaries now assigned to the Office of the Project Director should be transferred to the Community Government Section.

1-510 Guayule Worker, \$16
1-512 Technician, \$19
1-513 Guayule Propagator, \$16
1-514 Guayule Foreman, \$19
1-515 Machinist, \$16
1-516 Assistant Technician, \$16

These positions are established solely for use in connection with the guayule project at the Manzanar Relocation Center. They have been set up separately so that there will be no confusion as to their limited use.

Reports Division

1-b-~~511~~ Sports Reporter, \$16: This position has been abolished. Position 1-b-513, Reporter, \$16, is broad enough to cover the duties of a Sports Reporter. 1-b-514, Senior Research Worker, \$19: This position has been superseded by Senior Documentary Assistant, 1-b-529.

1-b-505, Research Worker, \$16: This position has been superseded by position 1-b-530, Documentary Assistant.

1-b-527, Newspaper Carrier, \$16: This position has been abolished. Messengers assigned from the Office Services Section should be used to deliver newspapers, and Clerks in the Reports Division may be used to assemble papers for mailing.

Relocation Division

1-d-501, Relocation Commission Executive Secretary, \$19: This position has been transferred to the Community Government Section of the Community Management Division.

1-d-508, Assistant Relocation Adviser, \$19: This position has been abolished and its functions transferred to the Relocation Interviewer position, 1-d-511.

1-d-509, Junior Relocation Adviser, \$16: The function of this position have been transferred to the Assistant Relocation Interviewer position, 1-d-512. For this position and position 1-d-511 please use the old job descriptions after changing the titles and numbers.

Community Management Division - Office of the Assistant Project Director

2-800, Secretary, \$19: All Assistant Project Directors have been authorized appointive positions of Secretary. Since these positions may be filled by evacuees at the \$19 rate there is no necessity for continuing the position listed above.

2-502, Block Coordinator, \$19: This position has been transferred to the Community Government Section. Please change the organizational designation of the position description.

Health Section

2-b-509, Laboratory Technician Assistant, \$16: Please note the change in title from Laboratory Assistant. Please correct position descriptions and records.

2-b-534, Division Cost Accounting Clerk, \$19: Note the change in title from Senior Cost Accounting Clerk. This was done to indicate similarity between this position and similar positions assigned to the Finance Section. Please change descriptions and records accordingly.

2-b-538, Janitor, \$16: The title has been changed from Janitor and Janitress. Since Janitor includes both male and female employees the more cumbersome title is unnecessary. This does not restrict the employment of women in this position in any way. Please correct the position description and other records.

Education Section

2-c-508, Assistant Teacher, \$16
2-c-513, Assistant Teacher, \$16
2-c-507, Assistant Teacher, \$16

The above positions have been abolished. Functions have been transferred to a new position of Assistant Teacher, 2-c-531, \$16, which may be used for the high schools, elementary schools, and adult education classes.

2-c-519, Assistant Librarian, \$16: This position has been abolished. The description for Assistant Librarian, 2-c-512, is applicable to both the high school and the elementary school as well as to any other sub-unit of the Education Section which may require the performance of similar duties.

Welfare Section

2-d-517, Senior Housing Clerk, \$16
2-d-510, Record Clerk, \$16

Both positions have been abolished. The standard description for Clerk 2-d-902, is sufficiently broad to include the duties of these positions.

Manzanar Children's Village

2-d-529, Unit Foreman, \$19
2-d-530, Industrial Worker, \$16

These positions have been abolished since no industrial programs are authorized for this section.

Community Analysis Section

2-c-501, Research Assistant, \$19: Functions of this position have been assigned to the newly established position of Assistant Community Analyst, 2-c-502.

Community Activities Section

All positions appearing on the previous list of approved evacuee position titles for this section have been abolished. Four titles have been established to cover all functions previously assigned to a number of titles. For official records and correspondence these titles will be used although it is permissible to use functional titles on the job.

The following positions have been grouped under the title of Assistant Community Activities Supervisor, 2-f-543. These are coordinating, supervisory or administrative positions.

2-f-503, District Supervisor, \$19
2-f-509, Community Activities Coordinator, \$19
2-f-511, Director of Movies, \$19
2-f-515, Director of Community Entertainment, \$19
2-f-518, Director of Clubs and Organizations, \$19
2-f-520, Director of Adult Activities, \$19
2-f-522, Director of Music, \$19
2-f-523, Director of Arts and Crafts, \$19
2-f-525, Playground Director, \$19

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- 2-f-527, Director of Men's Athletics, \$19
- 2-f-528, Director of Women's Athletics, \$19
- 2-f-531, Associate Librarian, \$19
- 2-f-542, Life Guard Captain, \$19
- 2-5-533, Toy and Game Librarian, \$19

The following positions have been grouped under the title of Group Activities Leader, 2-f-545. These are positions concerned with the face-to-face leadership of such activities as athletics, arts and crafts, etc.

- 2-f-516, Assistant Director of Community Entertainment, \$16
- 2-f-517, Dance Director, \$16
- 2-f-521, Adult Activity Leader, \$16
- 2-f-524, Handicraft Instructor, \$16
- 2-f-526, Playground Supervisor, \$16
- 2-f-529, Assistant Athletic Director, \$16
- 2-f-530, Athletic Instructor, \$16
- 2-f-532, Assistant Librarian, \$16
- 2-f-534, Toy and Game Instructor, \$16
- 2-f-541, Life Guard, \$16

Under the title of Club Advisor, 2-f-544 are grouped positions dealing with the leadership of social clubs and organizations, such as leaders of block clubs, adult clubs and young people's clubs.

Under the title of Technical Assistant, 2-f-546 are grouped positions whose functions include duties incidental to the operation of the Community Activities Program.

- 2-f-506, Reports and Publicity Worker, \$16
- 2-f-517, Art Production Worker, \$16
- 2-f-510, Public Address Technician, \$16
- 2-f-512, Movie Projectionist, \$16
- 2-f-535, Bookbinder, \$19
- 2-f-536, Pianist, \$16
- 2-f-540, Repairman, \$16

Community Government Section

- 2-i-506, Prosecutor, \$19: Abolished.
- 2-i-507, Public Defender, \$19: Abolished.
- 2-i-513, Block Coordinator, \$19: This position has been transferred from the Office of the Assistant Project Director in charge of Community Management. The organizational designation should be corrected on the job description.
- 2-i-514, Relocation Commission Executive Secretary, \$19: This position has been transferred from the Relocation Division.

Operations Division - Office of the Assistant Project Director

3-800, Secretary, \$19: All Assistant Project Directors have been authorized appointive positions of Secretary. Since these positions may be filled by an evacuee at the \$19 rate there is no necessity for continuing the position listed above.

Agriculture Section

3-a-505, Bookkeeper, \$16: The title has been changed from Senior Bookkeeper. Please correct your records accordingly.

3-a-802, Marketing Supervisor, \$19: This position has been superseded by 3-a-546. The salary and title remain the same. The position was removed from the 800 series since the appointive position by the same title has been abolished.

Industry Section

The following positions have been abolished or transferred to other sections because of the transfer of certain industrial programs to other sections.

3-b-508, Bean Sprout Grower, \$16
3-b-512, Food Preservation Foreman, \$19
3-b-513, Food Preservation Worker, \$16
3-b-514, Teamster, \$16
2-b-515, Heavy Power Equipment Operator, \$19
3-b-511, Shipping Clerk, \$16: This position has been abolished since position 3-b-902, Clerk, is sufficiently broad to cover functions assigned to this position.

Engineering Section

Positions in this section have been specifically assigned to the Unit in which they belong.

3-c-555, Assistant Electrical Engineer, \$19: This position has been abolished. The position of Engineer, 3-c-564, may be used instead.

Motor Transport and Maintenance Section

3-e-524, Heavy Power Equipment Operator, \$19: This position has been abolished since operators of special use equipment should be assigned to the section in which they are operating equipment, i.e., Agriculture, Engineering.

3-e-528, Equipment Operator Foreman, \$19: This position has also been abolished since operators of special use equipment should be assigned to the section in which they are operating equipment.

Administrative Management Division - Office of the Assistant Project Director

4-800, Secretary, \$19: All Assistant Project Directors have been authorized appointive positions of Secretary. Since these positions may be filled by evacuees at the \$19 rate there is no necessity for continuing the position listed above.

4-501, Ration Supervisor, \$19

4-502, Ration Clerk, \$16: These two positions have been abolished since responsibility for rationing activities have been assigned to the Supply Section.

Supply Section

Positions in this section have been specifically assigned to the unit in which they belong, Procurement, Mess Operations, or Postal Services.

Finance Section

Positions in this section have also been broken down into units on the attached list.

Office Services Section

4-d-502, Mail Clerk, \$16: The title Clerk, 4-d-902, is sufficient to cover mail clerk function. Therefore the above position has been abolished.

It is suggested that the list be checked with job descriptions in order to determine what descriptions are missing from your files. One copy of the list could be returned to the Washington Office, Attention of the Personnel Management Section, indicating which descriptions are needed and they will be forwarded to you.

K.S. Myer
Director

Paul

WAR RELOCATION AUTHORITY

10977

Washington

August 16, 1944

ADMINISTRATIVE NOTICE No. 142

Subject: Ray Richards

Distribution: A

Nearly a year ago I requested all personnel of the Washington Office of the War Relocation Authority to refuse any information or other cooperation to Mr. Ray Richards, correspondent for the Hearst newspapers. He earned this unique distinction, setting him apart from the vast majority of newspapermen who are honest, accurate and fair, because his writings about the WRA showed his sole motive was to distort the facts about our program for the purpose of doing it the maximum harm. Our most patient attempts to acquaint him with the facts merely spurred him on to more vicious inventions.

With the passage of time Mr. Richards has been moving further than ever away from the truth. Since it appears that his aversion to facts is chronic, and that he is more determined than ever to make the WRA the victim of his malignant fantasies, I now regret that I must broaden my original instructions regarding him, to include all personnel of the War Relocation Authority both in Washington and the field. This is not merely in the best interest of WRA, but I believe is in the best interest of the public which has a right to a fair presentation of the facts about relocation activities and Japanese Americans.

All members of the War Relocation Authority staff are therefore authorized and instructed to refuse Mr. Richards any information, materials, or service related to WRA and its activities. If inquiry is made, it should be stated that such refusal is by my order and for the reason set forth in this notice.

All other representatives of the press, radio, magazines or other outlets of public information of course shall continue to be given maximum cooperation by WRA personnel. They shall be provided freely with any information, materials or services they request which are generally understood to be properly for public information.

A. S. Meyer
Director

OM-1374

WAR RELOCATION AUTHORITY

Washington

August 16, 1944

ADMINISTRATIVE NOTICE NO. 144

Subject: Mail Handling

Distribution: A

Your attention is called to the second paragraph of section 20.8 of the WRA Manual, dated June 21, 1944, which reads as follows:

"Mail from members of Congress, heads of agencies, governors, or the White House and all telegraph messages must be answered within three days after receipt of the communication. All mail should be answered as promptly as is possible, preferably within three working days. Whenever a communication cannot be answered at once it should be acknowledged."

The central mail section has been requested to see that more rigid control and follow up be maintained on all correspondence. I trust that you will cooperate fully with the mail control section and answer or acknowledge correspondence as quickly as practicable.

Francis E. Pitts

Acting Director

CM-1395

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WAR RELOCATION AUTHORITY

Washington

August 19, 1944

ADMINISTRATIVE NOTICE No. 148

Subject: Change in Location of Camp Savage
Language School.

Distribution: A

We have been informed that the Military Intelligence Service Language School has officially moved to Fort Snelling 11, Minnesota and that all communications should hereafter be addressed to Fort Snelling instead of Camp Savage, Minnesota.

Malcolm E. Pitts
Acting Director

OM-1408

WAR RELOCATION AUTHORITY

Washington

August 29, 1944

ADMINISTRATIVE NOTICE No. 152

Subject: Changes in Organization of Administrative Management Division.

Distribution: A

In order to coordinate more effectively the functions of the various sections, groups, and units within the Administrative Management Division as to line of responsibility and flow of work, the following changes in the organization of the Administrative Management Division have been approved and are to be effective September 1, 1944.

The Washington Organization:

1. The Mess Operations Unit is transferred out of the Supply Section and will become a separate section known as the Mess Operations Section, reporting directly to the Chief of the Administrative Management Division.
2. The Procedures sub-unit is transferred out of the Budget and Procedures Unit, and will become a separate Section known as the Administrative Analysis and Procedures Section with additional functions of administrative analysis. The Section will report directly to the Chief of the Administrative Management Division.
3. The Finance Section and the Supply Section are combined and will become the Finance and Supply Section under the direction of the Finance and Supply Officer. The Finance and Supply Section will be composed of five Units: The Procurement and Office Services Unit, and the Property Management and Claims Unit under the direction of an Assistant Finance and Supply Officer; the Audit and Claims Unit and the Accounting Unit under the direction of an Assistant Finance and Supply Officer; and the Budget Unit under the direction of the Budget Officer.
4. The Examination and Investigations Section will become the Examination Section. Investigations will be made only by specific assignment by the Director. There will be no specified area of operations for the field examinations crews.
5. A Training Unit is established in the Personnel Management Section, and will report directly to the Head of the Personnel Management Section.

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OM-1435

In outline form, the Washington organization of the Administrative Management Division is as follows with the names of key personnel shown in parentheses:

Administrative Management Division - Chief of the Division

- A. Records Management Section - (Helen F. Collins)
 - Mail and Files Unit
 - Distribution Unit
- B. Personnel Management Section- (Earl D. Brooks, Acting)
 - Evacuee Employment Unit
 - Training Unit
 - Classification and Organization Planning Unit
 - Employment Unit
 - Placement Sub-Unit
 - Personnel Operations Sub-Unit
- C. Administrative Analysis and Procedures Section (Ray Miller)
- D. Examination Section (Seymour Cahn)
 - Field Supervision (Asst. Head of Section)
 - Field Operations
 - Examinations Crews (2)
- E. Mess Operations Section (Frank W. Harding)
- F. Clearance Review Section (Formerly, Leave Section)
(Robert K. Thurber, Acting)
 - Inquiries Unit
 - Evacuee Records Unit
 - Consolidation Unit
 - Review Unit
- G. Evacuee Property Section
 - Washington Office Unit (Gilbert Castleberry, Acting)
 - San Francisco Unit (R. B. Cozzens)
- H. Finance and Supply Section (John W. Clear)
 - Supply - Morris Seltzer
 - Procurement and Office Services Unit
 - Procurement Sub-Unit
 - Office Services Sub-Unit
 - Property Management and Claims Unit
 - Budget Unit (Reuben Levine, Acting)
 - Finance (Sol. L. Zimmet, Acting)
 - Accounting Unit
 - General Ledger - Sub-Unit
 - Allotment Ledger - Sub-Unit
 - Cost Accounting - Sub-Unit
 - Reports and Collections - Sub Unit

Audit and Claims Unit

Payroll and Travel Sub-Unit

Miscellaneous Vouchers and Records Sub-Unit

The Relocation Center Organization:

1. The Mess Operations Unit is transferred out of the Supply Section and will become a separate section known as the Mess Operations Section. It will report directly to the Assistant Project Director in charge of Administrative Management.
2. The Property Control and Warehousing Unit is transferred from the Finance Section to the Supply Section. It will report to the Chief of the Supply Section.

In outline form, the relocation center functions to be carried or within organization of the Administrative Management Division are as follows:

Administrative Management Division - Assistant Project Director

A. Office Service Section

Mail and Files
Communications
Distribution
Office Supplies and Duplications

- B. Personnel Management Section

Employment
Placement
Training
Classification and Technical Services
Personnel Operations

C. Procedures Section

(Responsibility of the Assistant Project Director)

D. Statistics Section

Evacuee Population Statistics
Vital Statistics
Quarterly Census
Master Locator File
Control Evacuee Case File
Gate Control
Analysis
Reporting

E. Mess Operations Section

Planning and Operations
Ration Control
Mess Warehouse Activity

F. Evacuee Property Section

G. Finance Section

Budget and Accounts

General Ledger
Allotment and Budget Control
Voucher Examination and Review
Reports and Collections

Cost Accounting

H. Supply Section

Procurement
Property Control and Warehousing
Postal Services

With the transfer of Mess to a separate section the supply officer will still maintain a liaison relationship in regard to the advance preparation of requisitions, the orderly housekeeping of the mess warehouses, and information regarding ration requirements. The words "supervision of" in Handbook Section 20.12.3B should read "liaison with" in so far as the relationship of the supply officer to the Mess Operations Section is concerned.

The rearrangement of the organization of the Administrative Management Division as outlined above shall not require extensive changes in the WRA Manual or Handbooks of procedures, as the entire functions now being performed by the units or sections whose lines of responsibility have been rearranged above, will be performed by the same unit or section following the same procedures as before. In nearly every instance, the line of administrative responsibility only has been altered, and not the responsibility for the functions performed. It is not expected that there be any additional positions created, or any reassignment of titles, grade, or compensation on the basis of the few changes indicated for change of line of responsibility and reporting. As a matter of fact, several centers are now operating under the organization indicated. Changes required in the Manual and Handbook by this change in organizational responsibility will be made as soon as practicable.

D. S. Myer
Director

Paul

81a

WAR RELOCATION AUTHORITY

Washington

August 29, 1944

ADMINISTRATIVE NOTICE NO. 153

Subject: Lines of Communication between Washington and the Field.

Distribution: A

In accordance with Administrative Notice No. 134, dated August 4, this Notice covers the second report of the WRA Training Committee and deals with a study made by a committee which was established to study the lines of Communication between the Washington and the field, and to recommend methods of improving them.

Some of the main objectives in the lines of communication between those who draw up policy or procedures and those who carry them out are listed below:

1. Readiness to accept the policy and procedural release as a valuable and necessary document.
2. Understanding of the purposes of various types of instructional material coming from the Washington Office.
3. Participation of field personnel in preparation of and evaluation of instructions.
4. That field and center personnel read and understand all instructional materials pertinent to their job.
5. Correct interpretation of policy and procedural statements.
6. Adequate sifting and routing of materials so that those responsible receive the right instructions.
7. Consistent use of organization at the Centers and field offices for discussion and interpretation of procedural releases:
 - a. On a line basis
 - b. On a coordinate level
8. Full utilization and distribution of materials prepared for the information and guidance of the WRA staff, at both the center and field offices.

We all recognize that there is room for improvement in every office in order to achieve these objectives. With this thought in mind the committee made a number of recommendations. The following recommendations have already been put into effect by the Washington Office.

1. More field participation in basic procedure and policy formulation is needed, and should be secured when pressure of time allows it. (See Manual Section 20.9 .2C and attached draft of Manual Section 20.9.13.)
2. Field Units should get all useful materials, through either issuing duplicate material in different handbooks or issuing the same handbook to two or more units.
3. The effective date of a procedure should be set no earlier than the date it is received in the field; later, if preparations are needed there. It can usually be set when the deadline date for mailing out is agreed on.
4. The Administrative Notice covering a Manual or Handbook release should be prepared and cleared with the release and should call attention to significant policies or procedures or changes in them.
5. Complete Tables of Contents, Indices, check lists of materials issued should be issued and kept current.
6. Manual and Handbook covering notices should be different in appearance. Major changes of subject in the Manual should be set off by title in the center of the page. (In an effort to distinguish more clearly between Manual and Handbook releases "WRA Manual " or "WRA Handbook" will henceforth appear in the upper left-hand corner of each page.)
7. The Washington Procedure Office should give early notifications to the Reports Office of important pending releases, so that project press releases can be prepared in good time.
8. Exhibits and other visual aids to clarify instructions should be included in handbooks and, where helpful, in the manual.
 - a. Forms should be inserted in the text at the point they are first mentioned. They should be filled out in John Doe fashion and, when possible, should carry marginal instructions or references.
 - b. Charts illustrating the uniform routing and processing of forms should be used to show the flow of pro-

cedure and as an index to written instructions.

9. Procedures should clearly specify, wherever desirable, which units in the field are responsible for prescribed functions.

The following recommendations of the committee are ones which more directly concern WRA field offices:

1. A Procedures Officer should be appointed at each relocation center; in the larger field offices one of the staff should be designated to serve as Procedures Officer.

This recommendation was discussed at the Denver meeting of Personnel Officers in June. Incorporating their suggestion, a proposed Manual Section 20.9.13 has been drafted which would assign certain responsibilities to the Assistant Project Director or a member of his staff, but not authorizing a new full-time position. It is attached to this Notice in draft form.

2. Various means should be developed to train and orient field Procedures Officers, such as a preliminary conference of field Procedures Officers at a central point, and follow-up visits to the field on procedures by members of the Washington staff.
3. Centers or field offices should have a program for getting procedures understood and used properly following receipt.
 - a. There should be a standard process for discussing new policy and procedural releases at regular staff meetings at appropriate administrative levels.
 - b. When there are procedures which affect operation of more than one administrative unit on a coordinate level, some means of joint discussion of the procedure should be developed.

The recommendations under item 3 above contemplate that regular, weekly staff meetings are being held, beginning with the project director or head of the office and key members of his staff, down through the various organizational levels, the personnel present being determined generally by the lines of the organizational charts.

Time should be given over regularly at these meetings to the announcement and discussion of policy or procedural releases of interest to the group as a whole or the majority of those present. (While the project director and his key staff members might be more concerned with policy releases, at sectional or unit meetings the consideration of handbook releases should also be undertaken.) The presentation of policy or pro-

cedural material could follow one or more of these following methods, depending upon the organizational level at which the meetings are held:

- a. Report by project director or other employee conducting the meeting.
- b. Report on new material by the designated procedures officer.
- c. Assignment of material to an employee within the group for study and presentation.
- d. Detailed study and discussion by the entire group (as in the case of handbooks).
- e. Discussion by the head of another organizational unit to which the material is also applicable.
- f. The discussion at joint staff-meetings of material applicable to one or more units.

In addition to the reporting of new policy or procedural material, time should be allowed for comments or discussion.

In order to emphasize that procedures material is not of necessary dull, efforts to stimulate interest in the discussions of instructional material may follow these suggestions:

- g. Employee participation in presentation of the material or in round-table discussions are particularly valuable.
- h. Exactly which employees or groups of employees are affected, who is responsible for a given program and for the more detailed work, and the relationships with other organizational units should be made clear.
- i. Methods of getting the program under way or carrying it to completion should be considered.
- j. The date on which a program is to begin or on which the policy or procedure becomes effective and any dead-lines which are to be met should be definitely understood.
- k. Any points in the material which need interpretation or clarification on the part of the Washington office, or procedures which clearly are not feasible or which are cumbersome should be carefully noted and provision made for early submission of the problems involved to the Washington office.

Conferences outside regular staff-meetings:

In addition to the regular staff meetings, the project director

may wish to discuss specific policy releases with only one or two members of his staff. Similarly there will be conferences further down the line of interested sectional or unit heads with members of their respective staffs.

Provision should always be made for meetings of heads of organizational units to consider releases which affect the work of both units.

We should appreciate receiving your comments and suggestions on the recommendations herein listed. Other ideas on the preparation and issuance of procedures will be welcomed. Comments are particularly invited on the attached draft of Manual Section 20.9.13 and should reach Washington by October 1, 1944.

R. S. Meyer
Director

.13 The function of Center Procedures Officer is hereby assigned to the Assistant Project Director in charge of Administrative Management, who may delegate it to another member of the Division staff. The center Procedures Officer shall be responsible for the following:

Center
Procedures
Officer

- A. He shall see that Washington issuances are received, in the correct amounts, and that they receive proper distribution at the center among the staff members. He shall be prepared to advise staff members on maintenance of procedural materials.
- B. He shall work with other staff members to develop methods of discussion, training and administrative follow-up on new issuances as they are received. If requested he will work with appropriate units in putting new procedures into effect. He shall take the initiative, when a procedure involves more than one Division, in securing cooperation for the new operation.
- C. He shall be on the alert at all times for suggestions and criticisms concerning Washington procedures. Those not resolved in discussion, he shall present to the Project Director for

Responsibilities

(.13C)

forwarding to the Director in Washington. These may be requests for a slight modification to fix local conditions or they may be requests for revision of WRA policy or mechanics of operation.

- D. He shall develop center suggestions for new procedures and see that they are sent to Washington (20.9.2B). He shall receive procedures sent in draft form from Washington and secure center clearance (20.9.2C).
- E. He shall be responsible for clearance of center procedures, and issuance after their approval by the Project Director. In this connection he shall, in cooperation with the Divisions affected, secure Supplementing of Washington procedures, when methods of operation are left to the center to develop. He will be responsible for seeing that center instructions are in conformity with WRA policy and procedure, and that center instructions are appropriately amended when the Manual or Handbook is revised. He shall send copies of Center Instructions to Washington (20.9.1E).
- F. He shall serve as Center Forms Clearance Officer (20.9.33).
- .1h At field offices of WRA the functions outlined in 20.9.13 shall be assumed by the head of the area office or other main office, or shall be delegated to a member of his staff.

Field
Offices

WAR RELOCATION AUTHORITY

Washington

August 31, 1944

ADMINISTRATIVE NOTICE No. 155

Subject: List of United States Attorneys

Distribution: A

Attached is a list of the names and addresses
of all United States Attorneys as of July 13, 1944, by
State and district.

R. S. Meyer
Director

OM-1465

UNITED STATES ATTORNEYS

00938

DISTRICT	NAME	*HEADQUARTERS
Alabama, northern	Jim C. Smith	356 Federal Bldg. Birmingham
Alabama, middle	E. Burns Parker	Court House and Custom House Montgomery
Alabama, southern	Albert J. Tully	Mobile
Alaska, Div. #1	Lynn J. Gommill	Juneau
Alaska, Div. #2	Frank C. Bingham	Nome & Anchorage
Alaska, Div. #3	Noel K. Womblom	Seward
Alaska, Div. #4	Harry O. Arend	Fairbanks
Arizona	Frank E. Flynn	Phoenix
Arkansas, eastern	Samuel Rorex	Little Rock
Arkansas, western	Clinton R. Barry	Fort Smith
California, northern	Frank J. Hennessy	San Francisco
California, southern	Charles H. Carr	Los Angeles
Canal Zone	Daniel E. McGrath	Ancon, Canal Zone
Colorado	Thos. J. Morrissey	Denver
Connecticut	Robert P. Butler	Hartford
Delaware	John J. Morris, Jr.	Wilmington
District of Columbia	Edward M. Curran	U. S. Court House Washington, D. C.
Florida, northern	George Earl Hoffman	Pensacola
Florida, southern	Herbert S. Phillips	Tampa
Georgia, northern	M. Neil Andrews	Atlanta
Georgia, middle	T. Hoyt Davis	Americus

*Note: United States Attorneys are located in United States Post Office Buildings unless otherwise indicated.

(OVER)

<u>DISTRICT</u>	<u>NAME</u>	<u>*HEADQUARTERS</u>
Georgia, southern	J. Saxton Daniel	Savannah
Hawaii (term 6 years)	G. Douglas Crozier	Honolulu
Idaho	John A. Carver	Boise
Illinois, northern	J. Albert Woll	Chicago
Illinois, eastern	William W. Hart	Danville
Illinois, southern	Howard L. Doyle	Springfield
Indiana, northern	Alexander M. Campbell	Fort Wayne
Indiana, southern	B. Howard Caughran	Indianapolis
Iowa, northern	Tobias E. Diamond	Sioux City
Iowa, southern	Maurice F. Donegan	Des Moines
Kansas	George H. West	Topeka & Kansas City
Kentucky, eastern	Claude P. Stephens	Lexington
Kentucky, western	Eli Huston Brown, 3rd	Louisville
Louisiana, eastern	Herbert W. Christenberry	New Orleans
Louisiana, western	Malcolm E. Lafargue	Shreveport
Maine	John D. Clifford, Jr.	Portland
Maryland	Bernard J. Flynn	Baltimore
Massachusetts	Edmund J. Brandon	Boston
Michigan, eastern	John C. Lehr	Detroit
Michigan, western	Joseph F. Deeb	Grand Rapids
Minnesota	Victor E. Anderson	Uptown Station Old Post Office Bldg. St. Paul
Mississippi, northern	James O. Day	Clarksdale
Mississippi, southern	Toxey Hall	Jackson
Missouri, eastern	Harry C. Blanton	U. S. Court House & Custom House St. Louis

*Note: United States Attorneys are located in United States Post Office

<u>DISTRICT</u>	<u>NAME</u>	<u>*HEADQUARTERS</u>
Missouri, western	Maurice M. Milligan	Kansas City
Montana	John B. Tansil	Billings
Nebraska	Joseph T. Votava	Omaha
Nevada	Thomas O. Craven**	Reno
New Hampshire	Alexander Marchie	Concord
New Jersey	Thorn Lord**	Trenton
New Mexico	Howard P. Houk**	Santa Fe
New York, northern	Irving J. Higbee	Syracuse
New York, southern	James B. M. McNally	U. S. Court House New York City
New York, eastern	Harold M. Kennedy	Brooklyn
New York, western	George L. Grobe	Buffalo
North Carolina, eastern	James O. Carr	Wilmington
North Carolina, middle	Carlisle W. Higgins	Greensboro
North Carolina, western	Theron Lamar Caudle	Asheville
North Dakota	Powless W. Lanier	Fargo
Ohio, northern	Donald C. Miller	Cleveland
Ohio, southern	Byron B. Harlon	221 Federal Bldg., Dayton
Oklahoma, northern	Whitfield Y. Hauzy	Tulsa
Oklahoma, eastern	Cleon A. Summers	Muskogee
Oklahoma, western	Charles E. Dierker	Oklahoma City
Oregon	Carl C. Donough	Portland
Pennsylvania, eastern	Gerald A. Gleason	U. S. Court House Philadelphia
Pennsylvania, middle	Frederick V. Follmer	Lewisburg
Pennsylvania, western	Charles F. Uhl	Pittsburgh
Puerto Rico	Philip F. Herrick	San Juan

*Note: United States Attorneys are located in United States Post Office Buildings unless otherwise indicated.

**Court appointment

<u>DISTRICT</u>	<u>N.M.E.</u>	<u>*HEADQUARTERS</u>
Rhode Island	George F. Troy	Providence
South Carolina, eastern	Claud W. Sapp	Columbia
South Carolina, western	Oscar Henry Doyle	Greenville
South Dakota	George Philip	Rapid City
Tennessee, eastern	James B. Frazier, Jr.	Chattanooga
Tennessee, middle	Horace Frierson	Nashville
Tennessee, western	William McClanahan	Memphis
Texas, northern	Clyde O. Eastus	Fort Worth
Texas, southern	Brian S. Odem	Houston
Texas, eastern	Steve M. King	Beaumont
Texas, western	W. R. Smith, Jr.**	San Antonio
Utah	Daniel B. Shields	Salt Lake City
Vermont	Jos. A. McNamara	* Burlington
Virgin Islands	James A. Bough	St. Thomas
Virginia, eastern	Harry H. Holt, Jr.	Norfolk
Virginia, western	Frank S. Taverner, Jr.	Roanoke
Washington, eastern	Edward M. Connolly	Spokane
Washington, western	J. Chas. Dennis	U. S. Court House Seattle
West Virginia, northern	Joe V. Gibson	Clarksburg
West Virginia, southern	Leslie E. Given	Charleston
Wisconsin, eastern	Timothy T. Cronin	Milwaukee
Wisconsin, western	Francis A. Murphy**	Madison
Wyoming	Carl L. Sackett	Cheyenne

*Note: United States Attorneys are located in United States Post Office Buildings unless otherwise indicated.

**Court Appointment

Paul

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WAR RELOCATION AUTHORITY

Washington

September 2, 1944

ADMINISTRATIVE NOTICE NO. 156

Subject: Personnel Change in the Relocation Division.

Distribution: A

Mr. Hugo W. Walters has been appointed Head of the Center Liaison Section of the Relocation Division. Previous to this assignment, he was Assistant Project Director at Gila River.

L. S. Tiger
Director

OM-1469

WAR RELOCATION AUTHORITY

Washington

939

September 18, 1944

ADMINISTRATIVE NOTICE NO. 160

Subject: Chart Illustrating Adult Evacuee Orientation

Distribution: A

Administrative Notice No. 124 set forth four major objectives for a program of adult evacuee orientation and stressed the fact that the realization of these objectives is the responsibility of all WRA personnel. Each division and section of the organization carries out certain functions or engages in certain activities which directly or indirectly contribute towards the fulfillment of one or more of them.

Attached is a chart which it is hoped will serve to emphasize this relationship. The activities and functions included for different divisions are illustrations rather than a complete or accurate listing. The purpose of the chart is to assist supervisors and employees to think of their day to day responsibilities in terms of their possible contribution to better preparing residents of the centers, particularly the adults, to meet successfully the problems of their present and future lives. Adult Education and Orientation Committees, appointed at the projects in accordance with Administrative Notice No. 125, should also find this chart useful in planning and discussing activities in the field of adult education in relationship to other project programs and activities which serve the same objectives.

L. L. Myer
Director

Paul

930

WAR RELOCATION AUTHORITY

Washington

September 22, 1944

ADMINISTRATIVE NOTICE No. 164

Subject: Operating Agreement between the Home Service
Division of the American Red Cross and War
Relocation Authority.

Distribution: A

For some time we have been in communication with the American Red Cross regarding an Operating Agreement defining the services which will be performed by the Home Service Division of that Agency in Red Cross units in our centers. The formal signing of this Agreement has been delayed for sometime pending a decision as to whether the Agreement should include services performed by other units of the Red Cross.

It is not anticipated that the procedure set forth in this Agreement will require any significant changes or modifications in the procedures now being followed in the centers.

E. J. Arnold
Acting Director

OM-1547

OPERATING AGREEMENT

BETWEEN

HOME SERVICE AMERICAN RED CROSS AND WAR RELOCATION AUTHORITY

This agreement is written for the purpose of defining the services which will be performed by Home Service in Red Cross Units in War Relocation Centers. The Welfare Section of the War Relocation Authority and Home Service of the American Red Cross at the relocation centers will coordinate their activities in order to assure that the programs of both agencies are directed to the best interests of the evacuee population.

PROGRAM OF HOME SERVICE IN WAR RELOCATION CENTERS

In War Relocation Centers, Red Cross Units are organized directly under the jurisdiction of Area offices and are not connected with the local Chapters which may be covering that territory geographically.

The term "Home Service" is applied to the service rendered by Red Cross Units on behalf of persons in all branches of military and naval service and their families, for ex-service persons and their families and for civilians.

Home Service in Units should carry out this responsibility through the following functions after clearing with the Welfare Section in the War Relocation Center for pertinent data available in its records, or where such clearance seems necessary to prevent duplication:

HOME SERVICE PROGRAM FOR ACTIVE SERVICEMEN, EX-SERVICEMEN AND THEIR FAMILIES

1. Assistance with communication between servicemen and their families and with inquiries in regard to their welfare.
2. Information concerning regulations and legislation affecting servicemen and their families.
3. Cooperation with the military and naval authorities by obtaining social history material required for medical and psychiatric treatment.
4. General information regarding prisoners of war.
5. Information regarding servicemen reported as missing or prisoners of war.

6. Information and service regarding financial assistance for transportation of members of immediate family to visit seriously ill servicemen.

7. Information and service regarding claims for pensions and other Government benefits for ex-servicemen and their families.

HOME SERVICE PROGRAM FOR CIVILIANS

1. Information regarding transmitting messages through International Red Cross relative to Japanese desiring repatriation to Japan.

2. Information regarding welfare and whereabouts inquiries referred to American National Headquarters by the International Red Cross Committee which have been received from the Japanese Red Cross and other Red Cross Societies concerning persons of Japanese origin residing in the United States.

3. Information regarding welfare and whereabouts inquiries referred by appropriate Area office to American National Red Cross Headquarters from Red Cross Units in War Relocation Centers for forwarding to the International Red Cross or other Red Cross Societies.

4. Transmitting twenty-five word personal messages referred to American National Headquarters by the International Red Cross Committee which have been received from the Japanese Red Cross and other Red Cross Societies for persons of Japanese origin residing in War Relocation Centers.

5. Transmitting twenty-five word personal messages referred by appropriate Area offices to American National Headquarters from Red Cross Units in War Relocation Centers for forwarding to the International Red Cross.

6. Information and service regarding the sending of cables to Japan.

PROGRAM OF W R RELOCATION AUTHORITY IN CENTERS

The WRA in the Department of the Interior was established for the primary purpose of relieving military establishments of the burden of providing for the relocation of persons excluded from military areas. The major part of the program of the Authority is the relocation of approximately 110,000 persons of Japanese ancestry who were evacuated from the State of California and portions of the States of Oregon, Washington, and Arizona.

EDWARD H. SPICER

The majority of this group are at present in eight relocation centers in isolated sections of California, Idaho, Wyoming, Utah, Colorado, Arizona and Arkansas, and the Tule Lake Segregation Center in California. Approximately two-thirds of the evacuees are citizens by virtue of birth in this country.

Persons of Japanese ancestry who are American citizens are subject to the provisions of the Selective Service Act.

The WRA provides all evacuees residing in centers the following essentials without charge: housing, food, medical care and education through the high school level. Clothing allowances are provided for those who work and their dependents. Illness compensation is provided for evacuees who are temporarily unable to work because of illness. Public assistance is available to families in which there are unmet needs.

At each center there is a Public Welfare Section staffed by qualified social workers. This section is concerned with problems of family relationships, the aged and the sick and with orphans and delinquent children, in addition to administering the program of cash clothing allowances and public assistance grants to evacuees. The section is responsible for establishing and maintaining cooperative relationships with other public and private social agencies.

The policy governing the release of evacuees from centers permits the granting of leave to accept seasonal employment, short-term leave to attend funerals, visit sick relatives, attend court or take care of other important business justifying temporary release and indefinite leave under which evacuees subject to the following conditions may leave the centers to take up permanent residence outside:

1. The evacuee must show that he has a definite offer of employment or other evidence that he can take care of himself at some point outside the areas from which persons of Japanese descent are excluded by military order.
2. The WRA must secure reasonable assurance that the community in which the evacuee proposes to relocate will accept him without incident.
3. An investigation of the evacuee, including the records of the FBI, the Office of Naval Intelligence and the Office of Military Intelligence, indicates that the release of the evacuees will not constitute a danger to the security of the United States.
4. The evacuee must agree to keep the WRA informed of his location at all times.

In general, the WRA pays the cost of travel of evacuees only under the following circumstances:

1. Transfers between relocation centers to reunite members of a family.

2. Transfer to the residence of guardians or other persons or to institutions, orphans, minors, physically handicapped or other persons not able to take care of themselves adequately.
3. Transfer to other relocation centers of professional or other skilled persons.
4. Travel may be paid also in unusual cases requiring a transfer to another center for the protection of the welfare of an evacuee.
5. In unusual cases the project director may authorize travel at WRA expense for an evacuee to attend the funeral of a member of the immediate family or to visit a close relative who is ill.
6. In cases where funds cannot be obtained to pay for travel to visit seriously ill servicemen.
7. Where an escort is required under the regulations of the Western Defense Command in order for evacuees to perform the travel outlined above, such escort is provided by the War Relocation Authority.

It is the policy of the WRA to assist evacuees in meeting cost of transportation and initial subsistence where this is necessary in order to enable the evacuee to accept an employment opportunity for which an indefinite leave has been granted.

While the WRA has a continuing interest in evacuees who have been resettled in other communities, it exercises no supervision over them and provides no service for them. Arrangements have been made with the Social Security Board for relocated evacuees who need emergency assistance to secure it through the program of that agency which provides assistance to enemy aliens and other persons affected by restrictive action of government agencies.

PROGRAMS FOR OPERATING UNDER THIS AGREEMENT

Home Service in Red Cross Units in War Relocation Centers will correspond and clear any problems needing administrative decision through Area offices. There will be close working relationship between the National Office of War Relocation Authority and Home Service of the American Red Cross National Headquarters.

Red Cross Units in War Relocation Centers will be advised of changes in policies by Home Service in the Area offices and will write to Home Service, Area Offices, for information on any questions which may arise in regard to handling a specific case.

Cases originating with Field Directors requiring service in a Red Cross Unit should be handled as follows:

Field Director should write Home Service in the appropriate Area Office which will write the Home Service Chairman of the Unit suggesting discussion of the case referred with the Welfare Section in the Unit.

Cases in Units which may involve financial assistance:

Financial assistance may be provided by a Red Cross Unit for transportation expenses of the immediate family to visit a seriously ill servicemen where the family is unable to finance travel expenses. If there are no funds available in the Red Cross Unit, the War Relocation Authority will provide the necessary funds. If an escort is required because of the regulations of the Western Defense Command, the escort will be provided by the Authority.

When a family wishes to cable to a close relative in Japan and is unable to pay for the cost of the cable, the Red Cross Unit may assume this charge.

When a social or psychiatric history is requested by the military or naval authorities, the Home Service Chairman in the Unit will confer with the Public Welfare Section.

Messages and inquiries regarding welfare and whereabouts of Japanese in the United States received from the Japanese Red Cross will be cleared by Home Service at National Headquarters with the National Office of WRA to secure correct address. These inquiries and messages will then be forwarded to Home Service in the appropriate Area office for transmission to the Unit.

Dwitt C. Smith /s/
Vice-Chairman, American Red Cross

August 26, 1944
Date

D. S. Myer /s/
Director, War Relocation Authority

Proxmire

00004

WAR RELOCATION AUTHORITY

Washington

September 26, 1944

ADMINISTRATIVE NOTICE NO. 165

Subject: Acting Chief, Relocation Division

Distribution: .

Edwin G. Arnold is leaving the War Relocation Authority on October 1, 1944, to accept the post of Chief of the Far Eastern Division, United Nations Relief and Rehabilitation Administration.

Effective October 2, 1944, and until further notice, Mr. H. Rex Lee is designated Acting Chief of the Relocation Division in the Washington Office.

E. G. Arnold
Acting Director

CM-1548

Proviso

JHP

WAR RELOCATION AUTHORITY
Washington

938

October 2, 1944

ADMINISTRATIVE NOTICE NO. 167

Subject: Project Attorneys and their locations

Distribution: A

The Project Attorneys of the War Relocation Authority, and the projects to which they are assigned, are now as follows:

1. Rohwer Relocation Center
Leland S. Forrest
2. Granada Relocation Center
Donald T. Horn
3. Heart Mountain Relocation Center
Byron A. Ver Floeg
4. Central Utah Relocation Center
Frank S. Barrett, Acting Project Attorney
5. Minidoka Relocation Center
Frank S. Barrett, Project Attorney
6. Gila River Relocation Center
James H. Terry
7. Colorado River Relocation Center
Scott Rowley
8. Manzanar Relocation Center
Alan G. Campbell
9. Tule Lake Segregation Center
Louis M. Noyes

This supersedes the unnumbered administrative Notice of October 7, 1943, which listed Project Attorneys as then designated.

John H. ...

Acting Director OM-1569

937

WAR RELOCATION AUTHORITY
Washington

October 2, 1944

ADMINISTRATIVE NOTICE NO. 168

Subject: Resignation of Solicitor

Distribution: 40

Mr. Philip M. Glick has resigned as Solicitor of WRA to enter on duty with the United States Navy, effective today.

Edwin E. Ferguson is designated to serve as Acting Solicitor until further notice.

L.S. Myer
Director

OM-1568

WAR RELOCATION AUTHORITY

Washington

September 30, 1944

ADMINISTRATIVE NOTICE NO. 171

Subject: Coordination of Outside Contacts by Center Personnel with Field Relocation Program.

Distribution: A

From time to time, center staff members have occasion to make talks and speeches outside the center. The interest which these staff members have shown in attempting to further relocation is commendable.

It is important that such public contacts that are not directly connected with center operation be cleared with the appropriate relocation offices, since they are responsible for developing the field program of the Authority, outlined in Manual section 130.1.4D(1 and 3) and Handbook section 130.8.1.

The field offices do wish to use the contribution of experienced center staff members as there is distinct value in having the point of view of relocation centers presented in communities by center employees. Such talks can best further the work of the relocation office for an Area if they are properly tied in with the general plans for organization of the community. It is therefore requested that WRA center staff members notify district relocation officers when they are in the Area to make speeches or contacts so that this work can be utilized to the utmost effect in connection with the district or Area relocation program.

Edwin J. Arnold
Acting Director

OM-1577

LOHMAN
DADDE
MC F

Laguer

908

WAR RELOCATION AUTHORITY

Washington

November 18, 1944

ADMINISTRATIVE NOTICE NO. I, Revised

Subject: Travel by Washington Staff

Distribution: 7

Washington Administrative Notice No. I as issued August 4, 1944 is hereby revised and Administrative Notice No. 119 is hereby cancelled.

- I. Effective immediately requests for reservations and air priorities may be placed with Alice Creasey, of the Payroll and Travel Unit, Room 612, Barr Building, phone 2039. As all employees are aware, reservations are extremely difficult to secure. Itineraries should, therefore, be planned with care so that reservations will need to be cancelled infrequently. Carriers are much less likely to give consideration to our requests if frequent cancellations of reservations are made.
- II. The traveller is responsible for securing his tickets at the Carrier's office. The original and one copy of transportation requests should be completed, separate requests being issued for tickets and Pullman accommodations. The original (green copy) is given to the Carrier, the memorandum (white) being retained and submitted to the Finance Office attached to the travel voucher. At the time of issuance of transportation requests, the traveller must always secure the value of any tickets issued and enter such value in the space provided therefor on the memorandum copy. Failure to secure this information will delay the audit and payment of travel vouchers.
- III. In issuing transportation requests, the following instructions shall be observed:
 - A. In the space following "Requests the", enter the name of the originating carrier for rail or plane tickets or "Pullman Company" when securing Pullman accommodations.
 - B. On the next line enter the name of the traveller as it appears on the travel authorization.
 - C. On the next line show the points between which travel is performed, adding "and return" if a round trip ticket is secured.

- D. On the line following "Via", enter the initials of other lines used and junction points. For example: A ticket from Washington to San Francisco secured from the B & O Railroad would indicate, "Via Chicago, C & NW; Omaha, U.P.; Ogden, S.P."
- E. In the box in the lower left hand corner after "Authorization or object", enter your travel authorization number.
- F. The box in the upper right hand corner is for indicating the type or class of accommodations secured. Under "class" the following information should be shown:
1. If for first class ticket enter "1".
 2. If for coach accommodations enter "C".
 3. If for tourist accommodations enter the letter "T".
 4. If different types of accommodations are secured on the same request, enter "M" and show the points between which different accommodations were secured in the routing space indicated under "D" above.
- IV. Round trip tickets should be purchased whenever possible even though there is a likelihood that the traveller may not use the return portion. A refund for the value of such return portion can always be secured from the railroad company in the event it is not used.
- V. The attention of all employees concerned is directed to the fact that travel is to be authorized prior to its commencement.

Requests for travel authorization should be prepared on Form No. OCM-39 and forwarded to the Payrolls and Travel Unit, Room 612, Barr Building. These requests should reach the Payroll and Travel Unit at least three days prior to the date of departure. Sufficient staff is now available so that immediate attention can be given travel requests and there should be no reason for an employee leaving his official station without his travel authorization. If travel not contemplated at the time of departure from headquarters is later found to be necessary, the traveler should wire his official station and secure the required authority by wire before commencing the travel.

Travel authorizations shall not be back dated. If travel is performed without prior authorization, complete justification must be furnished and if the justification is considered sufficient the travel will be approved in accordance with Paragraph 7 of the Government Travel Regulations.

If an employee's superior officer orders him to travel without having secured proper authorization, consideration will be given to holding the superior officer personally responsible for the expenses incurred.

D.S. Myers
Director

EDWARD H. SPICER

WRA: ADMINISTRATIVE NOTICES NOV. 25, 1942 - NOV 15, 1944

Lozier

WAR RELOCATION AUTHORITY

Washington

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January 8, 1945

ADMINISTRATIVE NOTICE

Subject: Termination Reports of Administrative Personnel in the Washington Office and in WRA Field Offices.

Distribution: A (except centers)

As all staff members are aware, the WRA program has now entered upon its final stage, with the agency scheduled for liquidation by the close of the fiscal year 1946. It must be recognized that toward the end of this final period, many of the staff will be resigning to accept stable employment elsewhere. It is of the greatest importance to the effective and comprehensive recording of the agency's history that the experience and judgment of operating personnel should not be lost to that record. In the words of the President: "The best way to advance our knowledge of administration is through the study of actual experience."

A memorandum of December 15, 1944 from the Executive Secretary of the Committee on Records of War Administration (the committee appointed by the Director of the Bureau of the Budget to act upon the President's desire for the adequate documentation of wartime administration) to historical officers of departments and agencies strongly recommends the procurement from departing staff members who have occupied key positions, "reports reviewing and analyzing administrative history in which they have played a part." The memo continues:

"You may want to suggest that a general letter of instruction or an administrative order be issued on the subject in your agency ... Such an order would be most effective if issued by the head of the agency, but you will undoubtedly want to follow up with the department and division directors to give general assistance and to see that the persons whose observations would be useful write reports."

Accordingly, it is stipulated that from this time forward every staff member who has been in charge of a unit or a program or who has had a specialized assignment shall, prior to his departure from WRA, prepare and submit to the Director his carefully considered appraisal of the organization, methods, procedures, and administrative policies which have been involved in the administrative operations for which he has been responsible.

It is recommended that every staff member of whom such a report is required should begin at once to think and plan toward the writing of this document. To guarantee the actual writing of such reports, it is directed that every departing staff member in this category shall, prior to his termination, be granted a period of at least two days, during which he shall be relieved of all other duties and responsibilities, and that in this period he shall set forth on paper the sum of his experience and knowledge.

Policy-making staff will logically stress the development of policy, what factors shaped policy, and what factors brought about the revision of certain policies. Others will be more concerned with what happened when they attempted to carry out policy, with what worked and what did not work, and, according to the individual's most carefully considered judgment, with those factors which made a particular program a success or a failure. In the simplest terms, each narrative should answer frankly and thoughtfully the following questions: What was your job? What did you accomplish? How did you do it? It should answer too, as the memo of December 15 suggests: What, if you had it to do over again, would you do, and what would you avoid doing?

It is earnestly requested that the writers of these narratives bear in mind two pertinent facts:

- 1) The narratives have value only in so far as they are thoroughly honest and objective;
- 2) Since WRA, as the first agency of its kind in the United States, was obliged to work out a program by the trial and error method, it is not necessary to attempt to deny or conceal the fact that, inevitably, occasional errors have occurred; such errors as have been made have proved instructive in the delicate matter of adjusting WRA's course; hence attempts to whitewash mistakes must inevitably discredit the good sense, if not the honesty, of the writer, and must, more seriously, mislead future administrators who turn to WRA records for guidance in solving similar problems.

John H. Province
Acting Director

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John H. Province
Acting Director

Records

00101

WAR RELOCATION AUTHORITY

Washington

March 27, 1945.

ADMINISTRATIVE NOTICE NO. 236

Subject: Resettlement of Dependent Persons Outside of the States of Washington, Oregon, and California

Distribution: A

- I. The satisfactory relocation of dependent persons in communities of their choosing throughout the United States is one of the most difficult tasks ahead for the WRA staff. It is essential that we concentrate our efforts now, both at the centers and in the field, in expediting such cases so that there will be time enough to make sound plans.

Although it is anticipated that a large proportion of the persons having dependency problems will return to the evacuated area, the right of individuals to move to other parts of the country must be recognized. In most instances where a dependent person chooses to relocate outside of the evacuated area, the choice will be made because of the fact that he has friends or relatives in the new community, and thus there will be valid family or other considerations which make the move socially desirable for the individual or family concerned. It is likely also that when persons with dependency problems relocate outside of the evacuated area, they will receive some support from the family or friends whom they are joining, and hence will not be totally dependent upon public assistance.

It is important to realize that the term "dependency" is used in a broad sense for WRA purposes to mean individuals or families who are in need of continuing financial assistance at the time of relocation or who require the services of social agencies for the care, training or custody available through public institution. In every case, it is essential to give individualized consideration to the total family situation and the public and private resources in the locality in which relocation is desired. In most instances the family will not be permanently or totally dependent upon public assistance. There may be younger family members who will soon be able to provide the necessary support of older or handicapped persons. Or where an individual requires institutionalization, other family members may be able to pay all or a part of the expense.

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Acting Director

EDWARD H. SPICER
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WAR : ADMINISTRATIVE NOTICE

The Resettlement Assistance Program of the Social Security Board will in most cases represent the principal source of financial assistance to dependency cases for the initial period at least. After the individual or family has lived for a period of time in the new locality, it may qualify for public assistance, or other sources of aid from relatives or friends, or from other agencies. Sometimes, private agencies may supply the needed assistance or service, or may supplement that given by public agencies.

The procedures for handling dependency cases are given in WRA Manual 150.1.6 and in WRA Handbook 30.4.62 through 30.4.66. All welfare and relocation staff members should make certain that they are thoroughly familiar with this material.

II. In planning relocation of dependency cases outside of the evacuated area, the following procedures should be followed:

Plans developed by the Welfare Section at a center for the relocation of a person or family with dependency problems will be incorporated in a summary of the total family situation to which will be attached Form WRA-390, "Referral of Evacuees for Resettlement and Assistance." Four copies of Form WRA-390 and the attached summary are to be sent to the Area Relocation Office for the attention of the Relocation Adjustment Adviser. (The center welfare section retains the fifth copy for its files).

It is the responsibility of the Relocation Adjustment adviser to supervise and direct the field activities in connection with preparation for the relocation of dependency cases. In given instances he may wish to do the necessary work himself, but whenever possible he should delegate all or a part of responsibility to a District Office. In making the decision regarding assignment of responsibility for specific cases, the Relocation Adjustment Adviser should be guided by the following considerations:

- a. Existing relationships with the State welfare agency - The number of dependent persons who will wish to relocate in any one community is likely to be small. It is probably preferable, therefore, to take up each case separately with the State agency, rather than to attempt to work out general referral procedures in advance. In some instances the State welfare agency itself may wish to refer a specific case to the appropriate county welfare agency, or it may prefer to have WRA work directly with the county agency. The Relocation Adjustment Adviser will decide in each case, on the basis of existing relationships with the State and county welfare agencies, whether he believes it necessary to present the case to the State and county agency or whether the District Relocation Officer's more intimate knowledge of all community resources in a community makes it preferable for the District Officer to present the case to the agency.

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- b. The need to interview family members or friends living in the community - In those instances where a dependent person or family has selected a particular community of relocation in order to join other family members or friends there, it will usually be desirable to interview such relatives or friends to ascertain whether they are in agreement with the plan and to see what amount and type of assistance they are able and willing to provide. This interview should generally be conducted by a representative of the State or county welfare agency in the locality where the dependent person wishes to resettle. However, the District Relocation Officer's previous knowledge of the family should be sought, and it may be that the District Officer should confer with the family or with the public agency prior to the latter's interview with the family.
- c. The necessity for expeditious handling of dependency cases - Because of the necessity for conferences with State and county welfare agencies and frequently with other types of agencies, the handling of dependency cases will take more time than is involved in ordinary relocation plans. Expeditious handling of dependency cases is essential in the best interests of evacuees as well as the WRA. In view of the fact that the Relocation Adjustment Advisor is in travel status a great deal of the time, it would be impractical for him to handle personally more than a few of the dependency cases referred to him by the centers.

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III. The following procedures are recommended:

- a. Cases handled by Relocation Adjustment Advisor directly - When the Relocation Adjustment Advisor received a dependency case and decides to handle it himself, he should immediately notify the appropriate District Office that the case has been received and give the name of the public welfare agency to which the Relocation Adjustment Advisor plans to present the case. The Relocation Adjustment Advisor may wish to develop a special form to use for this notification. Upon receipt of this notification, the District Relocation Officer will take no action unless specifically requested to do so by the Relocation Adjustment Advisor.

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WRA: ADMINISTRATIVE NOTICES NOV. 25 1942

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The Relocation Adjustment Advisor will present the case personally, whenever possible, to the appropriate State or other public welfare

agency. When the initial contact is with the State agency it will generally wish to take up the case with the public agency in the locality where the dependent persons propose to resettle. In presenting cases to the agency, the Relocation Adjustment Adviser should stress the reasons on which the dependent person's desire to resettle in that locality are based. He should urge that, even in seemingly difficult cases, the public agency make full exploration of the resources available in the community where the family wishes to settle. In no case, should the Relocation Adjustment Adviser reject a dependency case without consultation with the public agency.

After the public agency has interviewed the friends or relatives of the person or family, and has taken such other action as seems indicated, the agency will make a determination of the acceptance or rejection of the case for assistance or service, and should be asked to sign all four copies of the referral form WRA-390 indicating acceptance of the case according to the plan indicated in the summary, acceptance of the plan with specified modifications, or rejection. One or more conferences between the Relocation Adjustment Adviser and the agency involved may be required before this final decision is reached.

When the agency accepts the case for assistance or service according to the plans presented or with specified modifications of the plan, one copy of the WRA-390 and the attached summary are to be retained by the local public agency which will assume major responsibility for the social or financial needs of the family. The Relocation Adjustment Adviser will retain the second copy of the WRA-390 and attachments for his files.

The Relocation Adjustment Adviser should evaluate as objectively as possible the conditions under which the public agency has agreed to accept the case and the desirability, in view of all of the facts of the situation, of the dependent person or family's relocation in the community. This analysis and evaluation should be contained in a letter from the Relocation Adjustment Adviser transmitting the third copy of the WRA-390 and attachments to the center. A copy of the letter of transmittal is to be sent to the District Relocation Officer. The fourth copy of the WRA-390 and attachments may be given to the State agency upon request, or retained in the Relocation Adjustment Adviser's files.

If the public agency rejects the case, one copy of the WRA-390 and attached summary is to be retained by the Relocation Adjustment Adviser, and the other two copies returned to the center along with a letter of transmittal explaining in detail the reasons for the agency's refusal to accept the case, and making any alternative

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If the public agency rejects the case, one copy of the WRA-390 and attached summary is to be retained by the Relocation Adjustment Advisor, and the other two copies returned to the center along with a letter of transmittal explaining in detail the reasons for the agency's refusal to accept the case, and making any alternative

suggestions for the family's consideration in relocation. A copy of this letter of transmittal is to be sent to the District Relocation Officer.

- b. Cases referred to the District Relocation Officer for handling - When the Relocation Adjustment Advisor receives a dependency case from the center, and decides to refer it to the District Relocation Officer for handling, he should send all four copies of the WRA-390 and attached summary to the District Officer along with a letter of transmittal suggesting the action to be taken by the District Relocation Officer. The District Relocation Officer will proceed to handle the case in the light of these suggestions.
- c. If the appropriate public agency agrees to accept the case as presented in the summary or with slight modifications in the plan, the agency representative should be asked to sign all four copies of WRA-390. The local agency will retain one copy. The District Relocation Officer will return the second copy to the center with a covering letter as specified in (a) above, and will forward to the Relocation Adjustment Advisor the third copy and a copy of the letter to the center. The fourth copy may be given to the State agency upon request, or returned to the Relocation Adjustment Advisor.
- d. If the agency rejects the case or agrees to accept it only with major modifications of the plan, the District Relocation Officer will send all three copies of the WRA-390 and attachments to the Relocation Adjustment Advisor with a covering letter stating in detail the agency's reasons for refusing or modifying the plans. The Relocation Adjustment Advisor will take whatever steps are desirable to get the agency to reconsider its decision, and will dispose of the three copies of WRA-390 and attachments in the manner specified in (a) above.

IV. When the WRA-390 and attachments are received in the center along with a transmittal letter from the Relocation Adjustment Advisor or the District Relocation Officer, the Welfare Section will interview the dependant person or family, advising them of the results of the field office's work on the case.

If the public agency in the field has accepted the plan as originally presented or with modifications, the family's agreement to any modifications should be obtained. It is essential that the family fully understand the conditions under which the case is being accepted by the public agency, and be advised of the Relocation Adjustment Advisor's or District Officer's evaluation of the situation. If the plan is acceptable to the family, the Welfare Section will refer the WRA-390 and attachments along with a summary of the above-mentioned interview with the person or family to the Relocation Program Officer, who then proceeds with final preparations for the relocation of the family. The Relocation Program Officer

will forward the WRA-390 and completed relocation plan to the District Relocation Officer along with a letter of transmittal indicating when the family is expected to arrive in the district. (A carbon copy of this transmittal letter is to be sent to the Relocation Adjustment Adviser.) Upon receipt of this letter and the completed relocation plans, the District Relocation Office should notify the public agency, and should proceed to take whatever additional action is indicated in order to prepare for the dependent person's or family's arrival.

If the family does not accept the modifications, the Welfare Counselor should proceed to develop a new plan with the family, and should notify the Relocation Adjustment Adviser and the District Relocation Officer that the family has rejected the modified plan.

If the public agency has refused to accept the case, the Welfare Counselor will proceed to develop a new plan with the family, following the same procedure as with the original plan.

- V. Welfare and Relocation staff members should give priority to the handling of dependency cases, making every effort to complete the necessary arrangements with the public agencies and the agencies as expeditiously as possible.

Please keep the Washington Office, Relocation Division, advised of any problems encountered in the working out of satisfactory relocation plans for dependency cases.

D. F. Meyer
Director