

WAR RELOCATION AUTHORITY

Washington

May 30, 1945

ADMINISTRATIVE NOTICE NO. 263

Subject: Responsibility for Temporary Assistance to Evacuees in Re-establishing Households

Distribution: A

I. Re-alignment of Responsibility for Financial Assistance

Effective June 1, 1945, the responsibility for granting financial assistance to evacuees in need will be divided between the WRA and the Social Security Board on the following basis:

- A. The Social Security Board through State and local departments of welfare will continue to provide assistance except for minimum household equipment to those who will need continuing financial assistance beyond the initial adjustment period. This period is defined as approximately one month from date of departure from a center as shown on departure advice Form WRA-178. These are the so-called "dependency cases" referred to local welfare agencies by the use of Form WRA-390. There is no other change in the procedure for handling such cases.
- B. The Social Security Board, through State and local departments of welfare, will continue to provide resettlement assistance in all cases to meet unforeseen needs occurring after the family's resettlement, due to illness, unemployment and similar adversities, including emergencies during the first month.
- C. (1) The WRA will provide aid to those non-dependent families who need only temporary assistance in re-establishing themselves and their households, including families who are planning to join members already relocated. Needs which will be considered under this category are: Household equipment, transportation of household goods and personal effects from railway station to residence, and one month's rent.  
  
(2) The WRA will also assist dependent families (i.e., those families referred to local welfare agencies by Form 390) by providing funds for minimum household equipment.

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This realignment will enable center residents needing household equipment and other assistance for a temporary period to know before leav-

ing the center the amount of assistance they will receive for such needs. It will also enable the WRA to budget and expend equitably the very limited funds available for this purpose.

## II. General Considerations

It should be emphasized both to responsible center personnel and to center residents that funds are available for only a limited number of temporary assistance grants under this Administrative Notice. On the basis of our present and anticipated budget, we can provide temporary assistance under the limitations herein outlined for not over 10 percent of the non-dependent families in centers, and we see no possibility of increasing these allotments.

In order to avoid confusion and to assure equitable treatment of all temporary assistance applications, it is essential that this program be uniformly interpreted and applied at each center. A program developed and accepted jointly by the Relocation and Welfare staffs at each center, including dissemination of official information to the residents, will be required of each center.

It is imperative, therefore, in order to insure equitable treatment of all applications for temporary assistance, that each application be scrutinized and investigated with utmost care, and that assistance be granted only in case of real necessity. If this is not done, many evacuees who for good reason do not wish to relocate until the last few months of center operation may be deprived of this assistance. While certain minimum standards for determining need are set forth herein, considerable judgment has been left to center personnel. This judgment must be exercised objectively, upon the basis of full information, and with due regard to the amount of funds available. Especial care should be exercised until a sufficient number of applications have been reviewed to indicate what the general pattern will be. Over-liberality in the beginning will give rise to much difficulty later.

Since the funds are limited, it may be advisable to seek the counsel of the Relocation Planning Commission or other representative evacuee organization in the consideration of applications. This will have the advantage of sharing with community representatives the responsibility for determining who are most in need of temporary assistance.

## III. Determination of Eligibility and Amount of Grants

### A. Eligibility to Apply

On and after June 1, 1945, center residents who believe that they are eligible for temporary assistance of the nature herein provided shall apply for such assistance to the Welfare Section or the Relocation Division, and such applications shall be processed under this Administrative Notice.

00105

SCHEDULE I

Schedule for Determining Amounts of Grants for Household  
Furnishings and Equipment

In using this schedule to calculate the maximum grant, the interviewer should (1) ascertain the size of the family; (2) deduct for additional wage-earners as set forth below; (3) determine the maximum grant for that size family from the scale below; (4) using attached list, deduct for basic items of furniture owned by family and for any cash resources. The result will be the maximum grant for household furniture and equipment.

1. No grants for household furnishings will be made for unattached individuals and married couples without children. It is assumed that single persons and childless couples can be accommodated in furnished rooms. Two-person families whose composition necessitates separate sleeping accommodations and who are otherwise eligible may be given a grant.

2. Maximum grants for families of 3 or more members shall be in accordance with the following scales:

3-member family	\$150
4-member family	200
5-member family	250
6- or more-member family	300

No grant for this purpose shall exceed \$300. Where a grant to a two-member family is necessary, the maximum grant shall be \$100.

These maxima are based on prices of minimum basic items. In families of more than six members, wage-earners are not only very likely to increase, but duplication of furniture decreases, since bedrooms and the larger and more expensive pieces of furniture are shared.

In computing size of family, count all persons who plan to live in one household, including family members who have already relocated.

For each wage-earner over one, deduct 2 members from number in family. A wage-earner is defined as any person between the ages of 18 and 65 except housewives (one to each household), full-time students, and those who are unemployable due to age or physical or mental disability.

3. Articles of furniture and other household equipment in usable condition, which applicants have in their possession - either at the Center or in storage - shall be checked against the attached list and deductions from the maximum amounts specified above shall be made in accordance with the listed prices of those articles. No evaluation of the evacuees' furnishings need be attempted, since the amounts in the attach-

ed list represent minimum prices of second-hand articles. No deductions shall be made for articles not on the list. All articles on the list, owned by the applicant, shall be listed on the reverse side of Form 76a. Usable home-made articles must be listed.

4. Application to examples:

Example A: Family composition: Husband 35  
housewife 30  
son 10  
daughter 7  
husband's fa. 60 (employable)

Resources:	Furniture	Deduct
	2 chairs	\$10
	1 chest	10
	1 table	3
	1 iron	1.25
	TOTAL	24.25
	War Bond (three months old)	37.50
	Postal Savings of son	20.00
	Checking account	34.00
	Cash on hand	35.00
	Total in terms of cash	150.75

This family with two employable persons would be counted as a family of three. \$150 would be the maximum allowable for three. Therefore, the family would be ineligible.

Example B: Family composition: Man 60 (employable)  
housewife 40  
son 18 (employable)  
son 14  
daughter 12  
daughter 8  
son 4  
son 2

Resources:	Furniture	
	5 chairs	\$25
	2 tables	6
	1 bed (double)	10
	2 beds (single)	20
	2 chests	20
	6 blankets (light)	12
	1 stove	25
	1 kitchen table	5
	1 ironing board	1
	1 iron	1
	1 crib	10
	1 high chair	3
		<u>\$138</u>

1937 Plymouth valued at \$320. Man was a fisherman before evacuation and he plans to return to fishing, employing his son. The automobile will not be necessary to his occupation. With the value of \$320 it will provide sufficient collateral on a loan of \$273.

Total cash value of resources \$411

The family of 8 has two employable members, so it counts as a family of 6 and the standard would be \$300. With cash resources amounting to \$411 the family would be ineligible.

Example C: Family composition:

husband	40
wife	30
wife's sister	27 (making home with couple because husband is in the Army. She is employable)
son	1

This family of three would not be eligible because the additional employable member will deduct two from the total of three.

Example D: Family composition:

woman	30
husband (in Army)	
son	4
daughter	2

Furniture:

1 bed	\$10.00
1 chest	10.00
2 blankets (heavy)	6.00
1 ironing board	1.00
1 iron	1.25
1 crib	10.00
1 high chair	3.00
1 baby blanket (light)	1.00
	<u>\$42.25</u>

Savings account from Servicemen's Dependency Benefits \$200.

Total \$242.25

This family would not be eligible because of the savings from Servicemen's Dependency Benefits.

Example E: Family Composition:

Man	60 (employable)
housewife	55
wife's father	75

Resources: Furniture	
2 chairs	\$10.00
1 table	3.00
2 blankets (light)	4.00
clothes line	.75
iron	1.25
pail	1.00
	<u>\$20.00</u>

No other savings or resources.

This family of three would be eligible for \$150, less the value of their articles and resources. The difference would be \$130, which would be the amount of the grant.

Example F: Family composition:	Man	60 (employable)
	housewife	40
	son	16
	son	14
	daughter	12
	daughter	8
	son	4
	son	2

Resources: Furniture	
5 chairs	\$25
2 tables	6
1 bed (double)	10
2 beds (single)	20
2 chests	20
6 blankets (light)	12
1 stove	25
1 kitchen table	5
1 ironing board	1
1 iron	1
1 crib	10
1 high chair	3
	<u>\$138</u>

No other financial resources.

This family of 8 could receive a maximum of \$300, less the value of furniture and other resources. The difference in this case would be \$162, the amount of the grant for furniture.

Replacement Value and Quantity List of  
Minimum Essential Household Furnishings

<u>ITEM</u>	<u>UNIT COST</u>	<u>QUANTITY ALLOWED</u>
<u>Living Room</u>		
Chairs	\$ 5.00 (1 davenport 3 chairs)	1 per person
Table	3.00	1 per family

00107

<u>ITEM</u>	<u>UNIT COST</u>	<u>QUANTITY ALLOWED</u>
<u>Bedroom</u>		
Bed	\$10.00	double - 1 per couple single - 1 per add. member
Chest	10.00	1 per bedroom
Blankets = Heavy	3.00	1 per bed
Light	2.00	1 per bed
<u>Kitchen - Dining Room</u>		
Stove		1 per family
4 burner with oven	25.00	
3 burner with oven	15.00	
3 burner hot plate	6.00	
2 burner hot plate	4.50	
1 burner hot plate	3.00	
Ice box	15.00	1 per family
Table (kitchen)	5.00	1 per family
Kitchen chairs (ea.)	2.25	4 per family
Kitchen utensils	2.00	1 set per family
Dishes and glasses	.50	1 set per person
<u>Laundry - miscellaneous</u>		
Washboard	.50	1 per family
Clothes line (100 ft.)	.75	1 per family
Ironing board	1.00	1 per family
Iron	1.25	1 per family
Pail	1.00	1 per family
<u>Baby Equipment</u>		
Crib	10.00	1 per infant
Blankets - heavy	2.00	1 per infant
light	1.00	1 per infant
High chair	3.00	1 per infant



SCHEDULE 2 - RENT

The following rent schedule is based on the average rent paid by civilian lessees in Federally owned family dwelling projects operated under the Federal Public Housing Authority. Rents in Federally owned projects are based on fair rental values for comparable housing in the locality or are set at a level which will yield an economic return to the government, with adjustments made in individual hardship cases.

One bedrooms (3 persons)	\$34.00
Two bedrooms (4 and 5 persons)	36.00
Three bedrooms (6 or more persons)	39.00

Evacuees who relocated prior to June 1, 1945, and who apply to a public welfare agency on or after that date for temporary assistance in re-establishing the household will be referred to the appropriate Relocation Officer.

If a portion of the evacuee's family is still resident in a center, the Relocation Officer shall interview the evacuee for detailed information concerning the assets and liabilities, require the relocated member to execute Form WRA-76 and Form WRA-76a, as provided below in "B: Application" (including signatures), and forward such information and forms to the center for consideration in connection with any application filed by the family members in the center. If the entire family relocated prior to June 1, 1945, it is not eligible for assistance under this Administrative Notice except as provided in the succeeding paragraph.

Applications to public welfare agencies for temporary assistance to provide for the needs set forth in Paragraph I.C. above, which have been substantiated by summaries forwarded by the center in accordance with Administrative Notice No. 246 and which are pending June 1, 1945, will be completed by those agencies and grants made by them in accordance with their usual standards and procedures, after consultation with the Relocation Officer.

B. Application

Applications for temporary assistance shall be made on Application for Public Assistance Grant, Form WRA-76, and Statement of Economic Resources, Form WRA-76a. Each form shall be prepared in quadruplicate, but only the original need be signed by the applicant. Applications for temporary assistance shall be made on Form WRA-76. Use the last three columns of the section on "Family Composition" (Form WRA-76) to show wage earners, those unable to work and the reason, and the children in school. Enter in the section on "Financial Statement" a reference to the Statement of Economic Resources, such as "See Form WRA-76a, executed as of this date, which is part of application." Do not fill in items of Assets, Cash income during past 90 days, or Liabilities. On the reverse side show computation by which grant for household furnishings is obtained.

C. Interview and Determination of Need.

The interviewer shall obtain in detail all pertinent information both as to need and as to resources available to meet it. It should be particularly noted that, unlike the procedure for determining eligibility for relocation assistance grants (Handbook 130.40) or public assistance grants (Manual 30.4.12 and Administrative Notice 226), all resources available to the family must be considered. The interviewer shall, therefore, obtain detailed information from the applicant to supplement the information appearing on Form 76a concerning classes and value of assets. He shall note in writing on a separate sheet the specific

items of property included in each class and the value placed upon each by the applicant. Using Exhibit I (attached) as a guide, he shall question the applicant to make sure that there has been no omission of assets through inadvertence. He shall also make certain that all resources of any relocated family member, as well as of all family members in the center, are included in the forms.

Information as to household furnishings owned by the family (if assistance is requested for this item) and other resources shall be verified by checking with the Evacuee Property Section and the Project Attorney, and the applicant shall be advised that such verification is being obtained. If the interviewer has any reason to doubt that all assets are listed, or that the values ascribed to those assets are not accurate, he shall take such further steps as he may deem necessary to obtain complete information.

In determining need for temporary assistance, the amount of the cash resources of the applicant and his family members (including relocated family members), as defined immediately below, shall be deducted from the amount for which the applicant might otherwise be eligible.

These cash resources 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) All income anticipated within 30 days from property, farm resources, or any other investments and resources, including WRA wages and payroll clothing allowances. (Public assistance grants authorized by Manual 30.E.12 A and E, and Relocation Assistance Grants authorized by Handbook 130.48 will not be included).

In addition there shall be deducted:

- (1) The market value of any war bonds, or other readily convertible securities, notes, stocks, bonds, etc., held by the applicant or any family members.
- (2) The value of major items of personal property including luxury items, not known to be essential in obtaining a livelihood on relocation.

In appropriate cases the interviewer may also determine that the value of other assets, such as ownership of or equities in real property, remove the applicant from the category of a needy person, even though such assets are not readily convertible and may not be producing any substantial income. Here the readiness with which the owner may be

able to procure a loan upon the security of such assets should be a determining factor.

D. Need for Household Furnishings

In determining the need for household furnishings, consideration should be given the availability of furnished accommodations, particularly in connection with certain types of employment. Employment plans of the family should be checked with the Relocation Division, and if the family is contemplating taking a job where furnished housing is provided the application for household furnishings should not be considered. Grants for household furnishings shall not be made for single persons and childless couples, since it is assumed that they can be accommodated in furnished quarters. In other cases, where the need for household furnishings is indicated, the attached Schedule No. 1, Household Furnishings, shall be used in determining need and the maximum amount of the grant. Applicants should be advised that the grant for this purpose will not be supplemented by the local welfare agency. If the family has furniture in private storage on the west coast and has been unable to obtain a list of the items in usable condition, the Evacuee Property Section may be requested to write the custodian for this information.

E. Advance Rent and Food During the First Month

It is assumed that the \$25 per person relocation assistance grant will be issued to the family when they leave the center and they will be expected to use it for the payment of a deposit for the first month's rent on a house or apartment, as well as for other essentials such as food prior to receipt of the wage earner's first pay check. In general, there will be income from employment in the family soon after their arrival with which to meet food costs and other subsistence needs. However, the family may need to have funds immediately available to pay a month's advance rent if not joining family members or returning to west coast properties. Accordingly, if the family has no resources to meet this item, other than the relocation assistance grant, a grant for this purpose may be issued in accordance with the attached Schedule No. 2 on Rents. This will then leave the relocation assistance grant and the first pay check available for food and other needs. Grants for advance rent and for transportation of household goods from depot to residence will not be made to dependent families since the public welfare agency can provide funds for this purpose.

F. Transportation of Personal Property

Where the family does not have funds available to pay for moving household goods and personal property from the common carrier depot nearest the point of relocation to the family's residence, arran,e-

ments are being developed to provide for "door-to-door" shipment. Information regarding this will be provided in a separate procedure.

#### IV. Approval or Disapproval of Applications

- A. All applications for temporary assistance shall be forwarded to the Head Counselor for approval or disapproval. They shall be accompanied by the supplementary detailed list of assets and values determined by the interviewer, a summary of the results of all investigations made by the interviewer, and his recommendations. If disapproval is recommended, the reasons therefor shall be stated. If approval is recommended, the basis for the computations shall be shown on the reverse side of application Form WRA-76.
- B. The Head Counselor may approve or disapprove the application, or return it for further investigation. Upon approval, the original copy of Forms WRA-76 and WRA-76a shall be forwarded to the Project Finance Section for preparation of a voucher and payment; the first carbon shall be retained in the case file of the applicant, together with all supplementary material separately furnished by the interviewer; the second carbon shall be forwarded to the Relocation Program Officer for inclusion in the family summary to be sent (Handbook 130.27) to the appropriate District Relocation Officer at or before the applicant's departure; and the third copy shall be given to the applicant.

#### V. Payment of Grant

Upon receipt of the Form WRA-76 in the Finance Section, a Public Assistance Grant Voucher, Form WRA-77, shall be prepared, approved by the Welfare Section, and scheduled for payment by the Disbursing Officer. The voucher shall show that the check is to be mailed to the District Relocation Officer if the destination is a community in which there is a district WRA office, or if there is no district office there, that the check is to be mailed to the applicant in care of General Delivery at his point of destination.

It is extremely important that the applicant have funds available when he arrives at his destination, in order that he may make immediate arrangements for his family to get settled. Therefore, the Finance Section shall process and schedule the grant vouchers within 24 hours from the time of receipt of the approved application. In addition, the vouchers shall be flagged "Special" so that the Disbursing Officer may pay the vouchers promptly.

The vouchers shall be coded for Relocation Grants and paid from allotments of funds for that purpose.

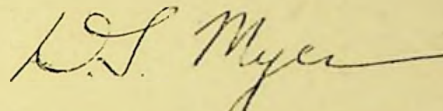
#### VI. Assistance to "Dependent" Families

In all cases in which a family will need financial assistance beyond the initial adjustment period the procedure outlined in Handbook 30.4.60-66 shall be followed. If the family in this category needs household furnishings, the procedure set forth in this Administrative Notice concern-

ing applications for temporary assistance, interview and determination of need, computation, approval, and payment of the grant shall be applicable.

VII. Services from Local Public Agencies

Recipients of temporary assistance grants hereunder shall be informed that local public welfare agencies, as well as private cooperating agencies, will generally be willing to advise the recipients concerning the most economical expenditure of the grant, particularly for furniture and household equipment. Recipients should also be informed of the nature of the assistance for which they may be eligible to meet unforeseen needs due to illness, unemployment, and other emergencies, and where to apply for such assistance after relocation.

  
Director

DEFINITIONS

"Dependency Cases"

Such cases will involve need for public assistance for at least a period of months and may involve need for furniture. Referral Form, WRA-390, shall be used only for these cases.

"Temporary Assistance Cases"

Need for public assistance will not be expected to extend beyond the one month initial adjustment period. The assistance for furniture and household equipment, transportation of goods from stations, and/or first month's rent will be given at the center. Family summaries in these cases will go directly from the center to the appropriate district Relocation Officer. Form WRA-390 shall not be used in routing these summaries to the district Relocation Officers.



EXHIBIT I

The following material is taken from United States Treasury Department Public Circular No. 4 and is part of instructions for preparation of reports on Form TFR-300 of all foreign-owned property subject to the jurisdiction of the United States under Executive Order No. 8389. It is supplied as a reference for Assistant Relocation Advisors and Junior Counselors who are accepting applications for Temporary Assistance. The purpose is to familiarize them with the various kinds of property so that they may more properly interpret to applicants what must be included in the Statement of Economic Resources, Form WRA-76a. The noun "national" should be read as "applicant". All economic resources of each and every member of the family of the applicant shall be represented in the statement.

PROPERTY CLASSES

Class A --- Bullion, currency, and deposits.--- (1) Bullion, both gold and silver; (2) Currency and coin, United States and foreign; (3) Demand deposits payable in the United States in United States dollars or foreign currency, including any and all demand deposits or accounts maintained with any bank or broker, or others, in the national's own name or jointly with one or more other persons, or on which he has authority to draw, or maintained in some other name for the present or future benefit of the national, or in which the national has an interest, whether or not he has the right to draw thereon; (4) Other deposits payable in the United States in United States dollars or foreign currency, maintained with any bank, broker, or others, including savings accounts, compound interest accounts, accounts represented by certificates of deposit, postal savings accounts, and any and all other accounts, other than demand deposits, maintained in the national's own name or jointly with one or more other persons, or on which he has authority to draw, or maintained in some other name for the present or future benefit of the national, or in which the national has an interest, whether or not he has the right to draw thereon.

Class B --- Financial securities --- (5) United States Government obligations, including all United States bonds, registered or bearer, notes, bills, certificates of indebtedness, savings stamps, matured coupons, attached or detached, and every other such direct obligation of the United States Government, and all obligations evidenced by financial securities guaranteed as to principal or interest by the United States Government, but not obligations not so guaranteed as to principal or interest; (6) State, municipal, and other local government obligations, including bonds, registered or bearer, matured coupons, attached or detached, notes, certificates of indebtedness, and any other such obligations of any state, territory, district, or possession of the United States, and of any agency or instrumentality or subdivision



thereof, and of all municipal corporations, including, without limitation, cities, towns, townships, counties, parishes, irrigation districts, school, water, drainage, and tax districts, special authorities, and any other similar obligations and including certificates of deposit with respect to any of the foregoing; (7) Bonds of domestic corporations, including mortgage bonds, registered or bearer, and matured coupons, attached or detached, debentures, notes, income bonds, and any other evidences of funded debt, past due or to become due, and all receiver's or trustee's certificates and similar instruments, and any other obligation evidenced by an instrument, negotiable or otherwise, representing funded corporate debt, executed or issued by or in the name of any corporation organized under the laws of the United States or of any state, territory, district, or possession thereof, including all such obligations of any agency or instrumentality of the United States not guaranteed as to principal or interest by the United States Government and including certificates of deposit with respect to any of the foregoing; (8) Common stocks of domestic corporations, of whatever class, voting or nonvoting, including debenture stock, participating stock, and any other type or kind of stock [other than preferred stock], interests in voting trusts, stock pools, and similar interests, and any trustee's certificates, by whatever name called, representing shares or beneficial interests in any business trust or other type of unincorporated business organization except a partnership; (9) Preferred stocks of domestic corporations, including all stock, voting or nonvoting, issued by any domestic corporation, to which any preference of any kind attaches, over any other issue of stock of that same corporation; (10) Foreign securities held in the United States, including mortgage and other bonds, registered or bearer, and matured coupons, attached or detached, debentures, notes and any other evidences of funded debt, past due or to become due, negotiable or otherwise, executed or issued either within or without the United States by a foreign government or any subdivision, instrumentality, or agency thereof, whether or not incorporated, or by any corporation or other association or organization, business or otherwise, organized and existing under the laws of any country other than the United States, representing funded debt thereof, and all stock, common or preferred of all types or kinds, and any other instrument by whatever named called, representing shares or beneficial interests in any such corporation, organization, or association and including certificates of deposit with respect to any of the foregoing; (11) Warrants, scrip, rights, and options; other securities, warrants, scrip, rights, options, or other instruments evidencing the right to receive, purchase, or acquire any financial security or interest therein, absolutely or upon contingency, and all other contracts relating to the purchase or sale of financial securities, issued or unissued, and any other financial securities whatsoever or rights therein, commonly dealt in by bankers, brokers, and investment houses in the United States or elsewhere.

Class C --- Notes and drafts; debts to and claims by national.--- (12) Checks, drafts, acceptances, and notes, including all checks, cashier's or official bank checks, sight drafts, time drafts, banker's acceptances, trade acceptances, promissory notes, and any and all other notes, drafts, or bills of exchange, and payment orders and remittances; (13) Letters of credit, including all similar instruments or agreements, wherein the obli-

gation of any bank thereunder arises directly or indirectly at the request of, or for the account of, a national or extends to any national names in the letter of credit, or otherwise known, who has any rights, contingent or absolute, to receive any payments in any amount pursuant to the terms of the letter of credit or in reimbursement for any unused portion thereof: (14) Debts, claims, demands, and contracts, including book accounts, accounts receivable, judgments, awards; indebtedness and claims arising under contracts, policies of insurance, and surety and indemnity bonds; draw-backs, rebates, and refunds; and including all other debts, claims, and demands due or past due for the payment of money whether or not secured in any manner whatsoever [other than any represented by an instrument evidencing funded debt, or classified under some other type], due or claimed to be due to a national from any person or corporation residing or doing business in the United States or subject to the jurisdiction thereof, except where the debt was payable only on special demand and the place where due demand therefor could be made is not within the United States; and any and all contracts and rights under contracts, not otherwise classified, to which a national was a party or in which a national had any interest whatever, present or future, vested or contingent, executory or partly executed, liquidated, or unliquidated, regardless of the nature of the contract or the nature and extent of the national's interest therein.

Class D --- Miscellaneous personal property; personal property liens --- (15) Warehouse receipts, bills of lading, and any and all other instruments, negotiable or otherwise, representing claims to or on personal property; (16) Options and futures in commodities, trades on any commodity exchange, including any interest in, or present or future claims to, any commodities or the proceeds of the sale of any commodities; (17) Goods and merchandise for business use, except jewelry, etc., including stocks of raw materials, agricultural products, goods in process, finished goods in stock or on consignment, goods on vessels, or otherwise in transit, other than jewelry, precious stones, and precious metals; (18) Jewelry, precious stones, and precious metals, other than bullion, whether held for personal use, or as stock in trade, or for other commercial purposes; (19) Machinery, equipment, and live stock, for business use, all machinery or equipment on hand, stored, or in use, automobiles [business], trucks, automotive or otherwise, and other vehicles, office equipment and furnishings, and whatever else of like or similar type, customarily classified as machinery and equipment, vessels of any type and tonnage, charter parties, and all other interests represented by instrument or otherwise in the ownership, rights to possession, use, or control of any vessel [other than maritime or other liens thereon]; farm machinery and equipment, livestock; and all other tangible personal property used in the operation of any business or occupation; (20) Objects of art and furnishings for personal use, including all art objects, coin and stamp collections, household furniture and furnishings, automobiles [personal], and all other tangible personal property not used for commercial purposes; (21) Liens on and claims to personal property, not otherwise classified, including trust receipts, bills of sale, contracts for conditional sale or resale, lease-sale arrangements, repurchase agreements, chattel mortgages, pledges, maritime, cattle, timber, and crop liens; and all other instruments not otherwise classified evidencing any lien on, or claim to, personal property, and all other liens on or claims

to personal property, not represented by any instrument by whatever name called, arising by agreement or by operation of law.

Class E --- Real property; mortgages; other rights to land --- (22) Lands and buildings for personal use, including only property used exclusively as a dwelling by the national and his family and not more than one other family; (23) Lands and buildings other than for personal use, including all property used as a dwelling other than that classified under type 22 preceding, all lands and the buildings, structures, and other improvements thereon used for commercial, manufacturing, mercantile, agricultural, and other business purposes, and interests therein; ground rents, leaseholds, together with rents, accrued or to accrue, tax warrants, easements, mineral rights, oil rights, timber and other rights in or to land or the products thereof or a share therein, royalties, and any other rights in the lands of another; (24) Mortgages on real property; other rights to land, mortgage bonds, mortgage notes [other than corporate mortgage bonds or notes represented by financial securities], mortgage participation certificates, guaranteed or otherwise, deeds of trust, and any other bond, note, or other instrument secured by a lien on any real property or interest therein; contracts for the purchase and sale of real property, whether or not partially executed, options, and any and all other rights or interests in or liens, vested or contingent, upon real property or upon an interest in real property.

Class F --- Patents, trade-marks, and copyrights; franchises --- (25) Patents, trade-marks, copyrights, and inventions, including patents, trade-marks, registered or unregistered, copyrights, inventions, and secret processes, or any present, future, or contingent interest therein, and agreements pertaining thereto; all rights incidental to the ownership of patents, trade-marks, or copyrights, including applications therefor and licenses, by definition or otherwise, immunities, and assignments, relating thereto, and any other contracts affecting or involving the foregoing, such as, but not by way of limitation, the right to receive royalties, including any royalties due and unpaid, royalties paid in advance, reciprocal licensing arrangements and contracts by which any information in the nature of technical data, know-how, or otherwise, is transmitted or exchanged, or any right therein by which any license or privilege is granted or may be exercised, to examine the operations of any plant, factory, or other productive unit, to examine or supervise the books thereof, to inspect any finished product, or to have the right of visitation or any other such right incidental to or separate from the right to receive royalties or other compensation; (26) Franchises, concessions, licenses, and permits, by any of which any special right or privilege may be exercised affecting the commencement, continuation, or conduct of a business, or as an incident thereto.

Class G --- Estates and trusts --- (27) Interests in estates and trusts, each and every right or interest, present or future, absolute or contingent, in or to any of the property or estate of a deceased person, which may belong to the national or in which he has an interest, whether the same exists by reason of the provisions of a last will and testament or by operation of law in case of the intestacy of the deceased, and all other rights or interests, present or future, absolute, revocable or contingent, belonging to the national or in which he has an interest, in or to any property

or fund held or controlled by a trustee or other fiduciary by whatever name described.

Class H --- Partnership and profit-sharing agreements --- (28) Interests under partnership and profit-sharing agreements, all partnership agreements, general, special, limited, or other type, agreements for joint adventures; profit-pooling and profit-sharing agreements and any and all other rights to receive, or share in, profits of partnerships, business trusts, or other non-incorporated business organizations /not represented by a financial security/, whether or not the rights granted under such agreement are security for a debt due, or as a manner or method of liquidating such debt or otherwise.

Class I --- Insurance policies; annuities --- (29) Surrender value of insurance policies; present value of annuities, of all types, including pensions and endowments and pension and endowment contracts, determined in accordance with standard actuarial practice.

Class J --- Other property --- (30) Other property, not classifiable under types 1 to 29, including any and all other property, real, personal, or mixed, tangible or intangible, or interest or interests therein, present, future, or contingent; debts due or to become due, claims, demands, actions, causes or things in action, or interest therein, not specified, mentioned, or referred to in any of the foregoing property classes designated "Class A" to "Class I", inclusive.

WAR RELOCATION AUTHORITY

Washington

June 5, 1945

ADMINISTRATIVE NOTICE NO. 266

Subject: Release of Evacuee Property on WRA Warehouse Door Delivery

Distribution: A

It is expected that some evacuees on returning to the exclusion area will present themselves at WRA warehouses for the purpose of removing their household and personal effects and commercial property from storage.

Such property may be released to the owner or his authorized representative at Warehouse loading platform according to the following: (Note: The term "Warehouse Supervisor" as used herein refers to the WRA employee in charge of each individual warehouse.)

- A. Identification. The Warehouse Supervisor should require whatever reasonable identification he may consider sufficient to satisfy himself that the individual is either the owner or the authorized representative of the owner of the property to be released.
1. Owner may be identified by: Automobile Driver's license, Selective Service Registration Card, Military Identification Card, documents, letters, or other papers, or by any other means including comparison of the signature of the individual with that on the WRA-155.
  2. Representatives of Owner. In every case in which a person other than the owner calls at the warehouse to remove evacuee property, he must furnish to the Warehouse Supervisor satisfactory evidence of his authorization to remove the owner's property. Such evidence may be in any of the following forms:
    - (a) Power of Attorney. In all cases, except when obviously impractical or unreasonable, the representative should be required to furnish to the Warehouse Supervisor a power of attorney in the form of the attached Exhibit "A" signed by the owner, the owner's signature witnessed and naming the person who presents the power of attorney.

When a power of attorney names a corporation, or company, such as a commercial van company, as the owner's representative, the Warehouse Supervisor shall require, in addition to the power of attorney, written statement by a responsible officer of the

corporation named in the power of attorney, authorizing one of the individuals calling for the property to sign the required receipt for the property on behalf of the corporation as attorney in fact for the owner.

- (b) Written Authorization. When in the judgment of the Warehouse Supervisor it is obviously impractical or unreasonable to require a power of attorney in the prescribed form, he may accept other written evidence of the representative's authority to act for the owner. In such cases the Warehouse Supervisor shall satisfy himself by whatever reasonable means he may consider appropriate that the authorization is adequate, and he shall make notation on the face of the document over his signature that the authorization is acceptable.

The authority of the Warehouse Supervisor to make the above determination may not be delegated to any subordinate.

- (c) Other Situations. Cases may arise in which an individual calls at a warehouse claiming to represent, or to be acting for the owner of the property to be removed, but not having in his possession any specific written authorization. In such cases an effort should first be made to have the individual obtain from the owner the required power of attorney, or other written authorization. If, however, it appears impractical or unreasonable in the judgment of the Warehouse Supervisor to require specific written authorization, he shall make such inquiry as may be necessary to enable him to form an opinion as to whether or not the individual is in fact acting for the owner. Letters or other evidence in the possession of the representative, or information in the warehouse files may furnish corroboration of the representative's claim of authority. The Warehouse Supervisor shall then report the circumstances to his Area Supervisor by telephone, if necessary, making a recommendation, and requesting instructions.

The Area Supervisor, when satisfied that the representative is, in fact, acting for the owner, may approve the release of the property to the representative. The approval may be either in writing or verbal, but when given verbally, a confirmation in writing must be sent by the Area Supervisor to the Warehouse Supervisor without delay.

Caution should be exercised in cases of this kind, and property released under these conditions only after all other procedures have been exhausted, and when it is evident that refusal to release the property would cause undue hardship.

The Warehouse Supervisor shall make a notation in the case file over his signature summarizing the circumstances, and recording the decision of the Area Supervisor.

The authority of the Area Supervisor to make the above determination may not be delegated to any subordinate.

B. Checking out property.

1. The latest EPR covering the lot is to be used as a basis for checking the property to be released. Each item or container released must be identified with the corresponding entry on the EPR and checked off as delivered. All items on the EPR must be accounted for and all items delivered must be checked on the EPR.
2. Partial release should not be made from single-ownership lots, except under unusual circumstances and only upon specific approval of the Warehouse Supervisor. The owner should arrange to take the entire lot, except commercial property which may be left in storage to a later date.
3. Any property once delivered to the owner, or to his representative at the warehouse may not be accepted for return to storage or for shipment.
4. When the owner of a lot refuses delivery of any item, the reasons for such refusal should be determined. If the refusal is on the basis of disclaimer of ownership, all information possible should be obtained which might lead to identification of the owner of the item. The Warehouse Supervisor should prepare a report to the Area Supervisor, giving all facts and requesting instructions as to disposition of the item.

C. Receipt. Attached is a form of receipt, Exhibit "B" which is to be used in all cases when warehouse door delivery is made to the owner of the property or to his representative.

Before presenting the receipt for the signature of the individual taking delivery of the property, the related EPR shall be stapled securely to the receipt form, and the EPR number entered on the face of the receipt in the space provided.

When the items being released are included on an EPR covering a mixed-ownership or unidentified lot each item released shall be clearly marked on the EPR and followed by a notation of the name of the owner. A supplemental EPR will be prepared on the name of the owner (regardless of the name on the original EPR) listing the articles released and using the EPR number of the original lot, followed by a capital letter suffix for each subsequent supplemental EPR. (Example: Original EPR No. 1234 - Subsequent EPR's - Nos. 1234-A, 1234-B, etc.) The original and supplemental EPR will be stapled to the receipt. Any later releases from the same lot will be covered by further supplemental EPR, and these and the related receipt will be stapled to the original EPR, together with the previous receipts. All receipts and supplemental EPR shall be filed in the case file of the original EPR and suitable cross-references noted in other files when necessary.

The signed copy of the receipt with attached EPR, the original power of attorney, or other authorization, and any related papers will be retained by the delivering warehouse and filed in the individual case file. If the receiver of the property requests a duplicate of the receipt, such duplicate may be supplied.

- D. Mixed-Ownership Lots - In some cases of mixed-ownership lots it may be apparent to the Warehouse Supervisor that no great difficulty would be experienced in arranging for all owners to be present when the property is sorted and identified. Whenever practicable, such arrangements should be made.

Warehouse Supervisors, however, are authorized to permit owners to sort and remove their property from a mixed-ownership or unidentified lot after being required to read the receipt form. The privilege of sorting out property from a mixed lot should not ordinarily be extended to a representative of the owner when there is a reasonable presumption that the individual does not have sufficient knowledge of the property to assure positive identification.

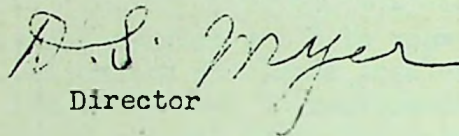
  
Director



EXHIBIT A  
POWER OF ATTORNEY

00117

I hereby appoint \_\_\_\_\_  
as my agent and attorney in fact for the following purposes: To obtain my personal property for me from the War Relocation Authority, to unpack any or all of it, to repack any or all of it, to arrange for its transportation to such place or places as he sees fit, to sign any and all documents, including but not in limitation hereof receipts, representations, releases, agreements, etc., in his own name or in my name, and in all ways to deal with my said property as fully and freely as I could if personally present.

It is understood that the term "my personal property" as used herein includes any and all property held in my name whether it belongs to me, to members of my family, or to others.

The chief purpose of this power of attorney is to facilitate my obtaining my property from the War Relocation Authority and therefore, although this power of attorney may be revocable by me, I hereby agree, in consideration of the War Relocation Authority's relinquishing my property to my attorney in fact, that I will not revoke this power without notifying the War Relocation Authority; therefore, in the absence of timely notification of the revocation of this power, the War Relocation Authority may deal with the above named person on the basis of this power of attorney.

\_\_\_\_\_  
(Seal)

Witness to signature:

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

00118

EXHIBIT B

R E C E I P T

To the War Relocation Authority:

I hereby acknowledge receipt of the property listed on Evacuee Property Report # \_\_\_\_\_ attached hereto and made a part hereof.

I hereby represent and warrant that I am the person entitled to the possession of said property, and I hereby indemnify the War Relocation Authority, and agree to hold said Authority harmless against any and all claims by any and all persons, firms, or corporations in connection with said property or any interest therein.

I further represent and warrant that I am not a minor, and that I am the sole owner of said property, or have obtained from all other parties who have any interest in said property, written consent to its being delivered to my order, and that I therefore have full right to cause said property to be delivered as I have requested, and to receipt therefor.

I hereby release and discharge the War Relocation Authority and its employees and representatives of, and from all liability whatsoever arising out of, or resulting from packing, storing, transporting, or otherwise handling the property listed on the attached Evacuee Property Report.

\_\_\_\_\_  
(Seal)

Witness to signature:

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

WAR RELOCATION AUTHORITY

Washington

June 5, 1945 00119

ADMINISTRATIVE NOTICE No. 267

Subject: Curtailment of Medical and Dental Services at Centers

Distribution: A

The remaining months of 1945 will find WRA hospitals facing an increasing shortage of professional medical personnel, particularly nurses and physicians. A number of causes known to all of us have contributed to this situation. The requirements of the military services continue to be urgent and remain unfilled. The same applies to civilian needs, both private and governmental, to the point where many hospitals have been obliged to close their wards and render only such services as are absolutely essential. Coupled with all of this is the fact that WRA cannot offer appointments on any long-term basis. Barring any unforeseen change for the better, there are no sources available to WRA from which nursing personnel could be obtained.

The Health Section has explored every possible source of nursing placement, civil, governmental and private, in an attempt to procure such personnel, with negligible results. We have been forced to the conclusion that few if any more nurses will be available to us and that our efforts from this time on should be directed toward retaining our nursing personnel now in the Centers. This requires the utmost cooperation and active assistance on the part of each Project Medical Officer and Chief Nurse.

Our policy in the past has been to provide any medical service consistent with available facilities, personnel, and equipment. Such services were not confined to Project facilities alone, but included also those available in adjacent communities. Project Medical Officers have had wide scope in liberally interpreting existing regulations in order to provide fairly complete medical services to the residents. This has resulted in an enviable record both in the remedial as well as in the preventative and Public Health fields. Our record on mortality and morbidity reflects very favorably on Center medical personnel and on the general administration of the health program by Project Medical Officers.

Conditions in the Centers have materially changed in the past few months, and it is necessary to review our program and adapt ourselves to these changing conditions. With a reduction in staff and with no prospects of any new appointments, it is imperative that some of the service previously offered to residents be diminished and in some instances entirely eliminated. To continue in our policy of full-scale medical service to the residents will entail extraordinary burden on a depleted staff.

OK-2736

Paul  
505  
SP

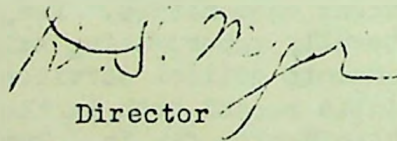
In view of these circumstances health services provided to residents should meet the following criteria:

1. Is such service immediately essential?
2. Is this service necessary to meet an acute problem such as the birth of a child, a broken leg, a burn, an acute surgical abdomen, etc.?

The above criteria refers strictly to hospital cases, as it is still possible to continue out-patient services pretty much as we have in the past. In general this new arrangement means that we cannot remove tonsils on a large scale, repair hernias, perform desirable but not strictly essential surgery on women, and undertake elective surgical or medical services which do not meet the above criteria. You can appreciate the difficulty of specifying categories of cases and patients which are or are not to be cared for. Each Medical Officer will have to exercise discretion and judgment as the specific case comes to his attention. This does not preclude the continued resort to off-project medical facilities for any essential services which cannot be performed on the Project. It is not believed that this plan will cause undue hardship to any great number of people. It is merely restating the original WRA policy of giving medical service to many people rather than special and elective service to a few.

In line with the above policy on medical care, curtailment of dental service should be instituted at once and such service held to emergency cases or to those where the health of the patient requires treatment. All elective dental care at the projects should be discouraged. Current violations of regulations, which forbid private practice, must be stopped. If they are not, steps will be taken to provide dental services only through outside contract.

Project Directors are requested to report from time to time on the progress at their center in achieving the curtailment of health and dental services anticipated in this instruction.

  
Director

WAR RELOCATION RELOCATION

Washington

June 5, 1945

ADMINISTRATIVE NOTICE No. 268

Subject: Evacuees Returning to West Coast by Way of Relocation Centers

Distribution: A

We have received reports of evacuees returning to the West Coast by way of relocation centers who have been unable to accompany members of their family or relatives from the relocation center to the West Coast. This happened because they had secured transportation over a different route or by a different carrier than that which could be authorized for the members of the family or relatives by the relocation center.

When a Relocation Officer issues a transportation request to an evacuee to return to the West Coast, to include a stop-over at a relocation center, he should advise the evacuee to request that his ticket west of the relocation center be routed via one of the lines shown below:

Colorado River Relocation Center

Parker, Arizona, to Los Angeles, California  
via AT&SF RY.

Parker, Arizona, to San Francisco, California  
AT&SF RY. via Barstow and Oakland, California

Parker, Arizona, to Seattle, Washington  
AT&SF RY. to San Francisco, California  
Southern Pacific Co. to Portland, Oregon  
Union Pacific Railroad to Seattle, Washington

Parker, Arizona, to Portland, Oregon  
AT&SF RY. to San Francisco, California  
Southern Pacific Company to Portland, Oregon

Gila River Relocation Center

Phoenix or Chandler, Arizona, to Los Angeles, California  
via AT&SF RY. or SP Co.

Phoenix or Chandler, Arizona, to San Francisco, California  
AT&SF RY. via Barstow and Oakland, California  
or  
SP Co. via Los Angeles, California

Phoenix, Arizona, to Seattle, Washington, and Portland,  
Oregon, Southern Pacific Company may be used all the way to  
Portland, Oregon, and Union Pacific Railroad from Portland,  
Oregon, to Seattle, Washington.

Heart Mountain Relocation Center

Vocation, Wyoming, to Los Angeles, California  
(1) CB&Q RR. to Cheyenne, Wyoming  
Union Pacific Railroad to Los Angeles, California

or

(2) CB&Q RR. to Billings, Montana  
Northern Pacific Railway to Butte, Montana  
Union Pacific Railroad via Pocatello, Idaho, and Ogden,  
Utah, to Los Angeles, California

Vocation, Wyoming, to San Francisco, California  
(1) CB&Q RR. to Cheyenne, Wyoming  
Union Pacific Railroad to Ogden, Utah  
Southern Pacific Company to San Francisco, California

or

(2) CB&Q RR. to Billings, Montana  
Northern Pacific Railway to Butte, Montana  
Union Pacific Railroad to Ogden, Utah  
Southern Pacific Company to San Francisco, California

Vocation, Wyoming, to Portland, Oregon  
CB&Q RR. to Billings, Montana  
Northern Pacific Railway to Butte, Montana  
Union Pacific Railroad to Portland, Oregon  
or NP - SP&S

Vocation, Wyoming, to Seattle, Washington  
CB&Q RR. to Billings, Montana  
Northern Pacific Railway to Seattle, Washington

Granada Relocation Center

Lamar, Colorado, to Los Angeles, California  
via AT&SF RY.

Lamar, Colorado, to San Francisco, California  
AT&SF RY. via Barstow and Oakland, California

or

AT&SF RY. to Pueblo  
D&RGW RR. - SP Co. or WP RR.

Lamar, Colorado, to Portland, Oregon  
AT&SF RY. to Denver, Colorado  
Union Pacific Railroad to Portland, Oregon

Lamar, Colorado, to Seattle, Washington  
AT&SF RY. to Denver, Colorado  
Union Pacific Railroad to Seattle, Washington

Minidoka Relocation Center

Shoshone, Idaho, to Los Angeles, California  
via Union Pacific Railroad through Ogden, Utah

Shoshone, Idaho, to San Francisco, California  
Union Pacific Railroad to Ogden, Utah  
Southern Pacific Company to San Francisco, California

Shoshone, Idaho, to Portland, Oregon  
via Union Pacific Railroad

Shoshone, Idaho, to Seattle, Washington  
via Union Pacific Railroad

Manzanar Relocation Center

Manzanar, California, to Los Angeles, California  
via Inland Stages

Manzanar, California, to San Francisco, California  
Inland Stages to Reno, Nevada  
Southern Pacific Company to San Francisco, California

Manzanar, California to Portland, Oregon  
Inland Stages to Reno, Nevada  
Southern Pacific Company to Portland, Oregon

Manzanar, California, to Seattle, Washington  
Inland Stages to Reno, Nevada  
Southern Pacific Company to Portland, Oregon  
Union Pacific Railroad to Seattle, Washington

Central Utah Relocation Center

Delta, Utah, to Los Angeles, California  
via Union Pacific Railroad

Delta, Utah, to San Francisco, California  
Union Pacific Railroad to Ogden, Utah  
Southern Pacific Company to San Francisco, California  
MP RR. from Salt Lake City, Utah

Delta, Utah, to Portland, Oregon  
Union Pacific Railroad via Ogden, Utah, and Pocatello,  
Idaho

Delta, Utah, to Seattle, Washington  
Union Pacific Railroad via Ogden, Utah, and Pocatello,  
Idaho

Rohwer Relocation Center

Rohwer, Arkansas, to Los Angeles, California  
Missouri Pacific Railroad to Little Rock, Arkansas  
Rock Island to Santa Rosa, New Mexico  
Southern Pacific Company to Los Angeles, California

Rohwer, Arkansas, to San Francisco, California  
Missouri Pacific Railroad to Little Rock, Arkansas  
Rock Island to Santa Rosa, New Mexico  
Southern Pacific Company via Barstow and Oakland, California  
or via Kansas City & UP RR. or via MP RR. - D&RGW RR. Co. -  
WP RR.

Rohwer, Arkansas, to Portland, Oregon, and Seattle, Washington  
Missouri Pacific Railroad to Kansas City, Missouri  
Union Pacific Railroad beyond

This routing will permit evacuees returning to the West Coast to accompany members of their family or relatives from the relocation centers. Where there is some variation in the transportation routes now authorized at the relocation centers from the routes shown above, the relocation centers are also authorized hereby to issue transportation in accordance with the routes shown in this instruction.

*R. S. Meyer*  
Director



WAR RELOCATION AUTHORITY

Washington

00122

June 9, 1945

ADMINISTRATIVE NOTICE NO. 270

Subject: Continuous Planning for Closing Relocation Centers

Distribution: A

1. In view of the gratifyingly large numbers in which evacuees have been leaving the relocation centers in recent weeks, the fact that this trend will undoubtedly increase substantially in the weeks immediately ahead, and that the closing date for the relocation centers is now less than seven months away, I am appointing the following committee to give continuous consideration to plans and procedures for the closing of relocation centers and the interim adjustments that will need to be made as the population of the centers declines:

Philip M. Glick, Chairman  
Malcolm E. Pitts  
John H. Provinse  
E. J. Utz  
E. E. Ferguson  
B. R. Stauber

In addition, the committee will invite other staff members to participate as members of the committee in the discussion of subjects that specially concern particular staff members.

2. The committee shall secure the recommendations of the heads of activities, both in Washington and the field, shall recommend the necessary plans and procedures, and shall report to the Director from time to time.

*A. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

00123

June 12, 1945

ADMINISTRATIVE NOTICE NO. 271

Subject: Clarification of Refund Policy Re Visitors Charges  
at Centers

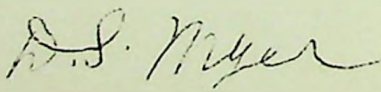
Distribution: A

Several projects have requested clarification of refund policy in connection with visitors charges. Refunds are to be made to such people who, in the judgment of the Relocation Program Officer, have contributed to the relocation of family members. Family members include members of the immediate family and such other persons who can justifiably be considered as members of the same household.

Refunds are to be made for the period of the visit devoted to the development of an actual relocation. A continuing plan covering the period of two visits may be included provided that the application for refund so indicates after each visit. Applications for refund must be made before the visitor leaves the center and may cover only the period of the present visit.

The Relocation Program Officer is responsible for the approval or disapproval of requests for refunds for board charges. This approval shall not be granted until the family upon whose relocation the refund is based has actually relocated. If the family leaves with the visitor on terminal departure, the refund may be made immediately. If the family does not leave until later and is still taking terminal departure in accordance with the suggestions, influence, and planning of the visitor, the refund shall be made by check at the time the family leaves the center. The check shall be mailed to the visitor at the address given on his application, or current address.

In all cases the Assistant Advisers or Junior Counselors shall be consulted about the effectiveness of the visit. The Relocation Program Officer must be able to justify the refund.



Director

WAR RELOCATION AUTHORITY

Washington

00124

*Paul*

June 15, 1945

ADMINISTRATIVE NOTICE NO. 272

Subject: Children Accompanying Visitors to Centers

Distribution: A

Several cases have come to our attention regarding visitors to the centers who have requested the privilege of leaving children on the center with relatives beyond the 30 day visiting limitation.

Extensions of visits in these cases should not be granted except in accordance with Manual section 150.1.10G, which authorizes extensions of visits only if a relocation plan is definitely in process for family members of the visitor and the Project Director is satisfied that relocation of the family members will be accomplished or definitely scheduled within the additional period, or with the Director's approval in hardship cases.

*D. S. Meyer*

Director

OM-2-355

Paul 125

WAR RELOCATION AUTHORITY

Washington

June 18, 1945

ADMINISTRATIVE NOTICE No. 273

Subject: Clearance Procedure for all Personnel Visits and Details  
Between Field Offices, Centers and the Washington Office

Distribution: A

Since the lifting of the Exclusion Order there have been, because of necessity, a great number of personnel details between field offices, centers and the Washington office. This is going to be increasingly necessary during the closing phases of WRA in order to get the job done. To avoid confusion and duplication of effort as well as undesirable concentration of personnel at any one place, it appears desirable to put into effect a clearance procedure for all personnel visits and details.

A Washington Office employee proposing a Center visit shall clear his itinerary with his Division Chief who in turn shall clear it with the Assistant Director in Charge of Administrative Management.

A Washington Office employee proposing a visit to a Relocation Area or District shall clear his itinerary with his Division Chief who in turn shall clear it with the Chief of the Relocation Division.

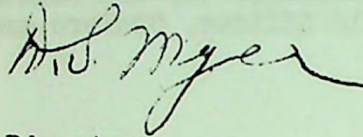
A Field employee desiring to visit a Relocation Center shall clear with his Relocation Supervisor. If the Center is located within the Supervisor's Relocation Area, the Supervisor shall clear the visit with the Project Director. If the Center is outside the Relocation Area, the Supervisor shall clear the visit with the Chief of the Relocation Division in Washington.

The visits of Center Personnel to a Relocation Area or District shall be cleared by the Project Director through the Relocation Supervisor provided that the Center is located in the Relocation Area to be visited. If the Center is located outside the Area to be visited, the visit shall be cleared with the Chief of the Relocation Division. Center visits to the field which are necessary for Center administrative purposes need not be cleared by the Relocation Supervisor.

"Detail" refers to the temporary assignment of an employee, without formal transfer, to a position in the Authority other than that to which he was appointed.

A detail to another locality may be made upon arrangement by the Division heads concerned, the appropriate Supervisor or Project Director, and the Director in Washington.

The receiving center or office will pay the traveling expenses of the employee and per diem, but the loaning office will continue to pay the employee's salary unless the detail is for two weeks or more in which case the salary shall be charged to the activity to which the employee is detailed until the completion of the detail.



Director

WAR RELOCATION AUTHORITY

Washington

June 22, 1945

ADMINISTRATIVE NOTICE NO. 263, Supplement No. 1

Subject: Temporary Assistance to Evacuees in Establishing Households

Distribution: A

This Supplement is issued as a part of Administrative Notice No. 263, to provide assistance to evacuee families not covered elsewhere in the notice, who have not received grants for temporary assistance to reestablish their households, but who may qualify as hardship cases after relocation.

VIII. Requests after Relocation

A. Families relocating before June 1, 1945

Families who left centers during the month of May, 1945, without receiving a grant for temporary assistance to reestablish their households, and whose application for such assistance was not pending with the local public welfare agency in the community of settlement before June 1, 1945, may request a WRA temporary assistance grant and the District Relocation Officer may process the application through the center from which the applicant resettled.

B. Families relocating June 1, 1945, or after

Families who left centers on June 1, 1945, or after that date, without receiving a grant for temporary household assistance at the center cannot be considered for such assistance after relocation, unless one or both of the following conditions are met:

- (1) Where furniture or other resources, ordinarily considered in the determination of eligibility at the center under Administrative Notice No. 263, and either owned by the family or counted on for use in establishing their households was stolen, destroyed or proved to be non-existent after the family's arrival in the community, thereby resulting in hardship.

(2) Where Administrative Notice No. 263 was not in effect at the center at the time relocation took place.

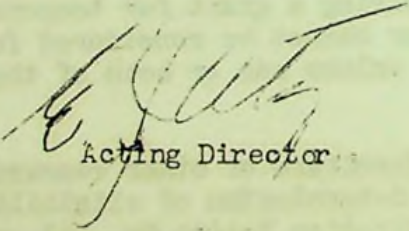
C. In all cases in category A above, application must be made within 30 days after this Supplement to Administrative Notice No. 263 is issued. In all cases in category B above, applications must be made within 30 days after departure from the center.

D. Procedure for Applying

Persons applying for temporary assistance under this Supplement to Administrative Notice No. 263 shall apply to the Relocation Officer of the district in which they have relocated, who shall request the applicant to complete Forms WRA 76, "Application for Public Assistance Grant", and WRA 76a, "Statement of Economic Resources", shall interview the applicant to obtain information necessary for determining his eligibility for assistance, including a complete report on the change in circumstances and complete information on the cash and other resources of the applicant as defined by paragraph III-C of Administrative Notice No. 263, and shall send the application together with his recommendations and all pertinent information to the center from which the applicant relocated. The application of such persons will be filed, processed, and approved or disapproved by the Project in the same manner and in accordance with the same standards as applications filed by relocated persons whose family members remain in the center at the time they apply for temporary assistance. If the request for temporary assistance is approved, the check representing the temporary assistance will be forwarded to the District Relocation Officer for delivery to the applicant.

E. Authorization of Grants

Project Directors are authorized to approve grants to families in the above categories, even though they are no longer center residents, in cases where a review of the record and supplemental information from the District Office indicates hardship and eligibility for the grant under Administrative Notice No. 263. Grants shall be charged against the allotment of funds made to the center which processed the application and from which the recipient of the assistance relocates.

  
Acting Director

WAR RELOCATION AUTHORITY

Washington

Paul  
00127  
June 25, 1945

ADMINISTRATIVE NOTICE NO. 274

Subject: Use of Teletype Notice, Departure Advice, and Advance Relocation Summary

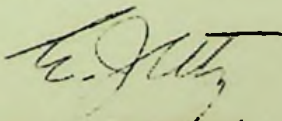
Distribution: A

After careful consideration of the suggestions of the field staff in regard to the use of Teletype Notices, Departure Advices, and Advance Relocation Summaries, the following decisions have been reached and will become effective immediately:

- I. Advance Relocation Summaries will be forwarded to the District office on all cases. Special effort should be made to forward summaries as far in advance as possible on all cases requiring specific services or advance study and planning, i.e.,
  - A. Cases involving welfare, vocational or other special problems.
  - B. Cases in which the family has received a temporary assistance grant at the center.
  - C. Cases requiring more than the usual amount of assistance in making a satisfactory adjustment.

This does not affect the present procedure for handling cases where there is a need for continuing public assistance and the advance summary is forwarded to the Area office under cover of a Form WRA-390.

- II. Teletype Notices will be used only in those cases requiring specific and immediate services from the District office, and on which the summary giving complete information has not been sent in sufficient time to allow the Relocation Officer to properly prepare for and handle the case.
- III. Statistics Sections at Centers will immediately discontinue sending copies of Admission, Departure, and Change of Status Advices to Relocation Officers.
- IV. The Statistics Section in Washington will continue to prepare a weekly and a monthly report showing state of destination of departures, and a monthly summary of location by state and Relocation Area of those who report Change of Residence.

  
Acting Director

OM-2893



00128

WAR RELOCATION AUTHORITY

Washington

June 26, 1945

ADMINISTRATIVE NOTICE No. 200

Section No. 8


Subject: Information on Welfare Resources

Distribution: A

This eighth section refers to Vocational Rehabilitation services. This may be the last of this series on Welfare Resources.

While Information on Welfare Resources is designed specifically for use in the counseling program at the centers and for the information of other interested staff members at centers, the field staff of the Relocation Division will also find use for this information.

Distribution should be made to the Welfare Section and the Relocation Division at centers in sufficient quantities to provide each counselor and interviewer with one.



Acting Director

Vocational Rehabilitation is a program of restoration of physically disabled persons to remunerative employment, and it comprises all activities necessary to their preparation for and placement in suitable occupations. All of the 48 states, Hawaii, Puerto Rico, and the District of Columbia maintain governmental rehabilitation services in cooperation with the federal government; and in addition, numerous voluntary agencies are active in the field.

The concept of rehabilitation, which implies the restoration of a disabled person to maximum economic and social usefulness, dictates the need for individual case appraisal as a basis for the service program. This inventory of an individual's resources includes an evaluation of his educational attainments, work experience, mental qualities, traits, ambitions, resourcefulness, ingenuity, and adaptability to new conditions. All of these factors may vary to the conspicuous degree in different individuals having the same physical disability.

A consideration of the extent of the physical impairment involves determination of the possibilities for improvement through physical reconstruction. The choice of new work for a handicapped person cannot be made without a knowledge of the requirements of occupations. The selection of the employment objective is made early in the individual program, because all subsequent services are directed to placement in work in which the disabled person can reach the fullest realization of his ambition and capacity.

Rehabilitation does not conclude its service to an individual until employment has been secured and it is possible for the handicapped person to function in his occupation as effectively as physically normal individuals.

Generally speaking, there are three basic ways by which disabled persons are rehabilitated. Through the first method a person is enabled to return to a former occupation or to enter a new one through physical restoration or prosthesis (supplying artificial parts for the body). An individual who is rehabilitated by the second method is prepared through vocational training for an occupation from which he is not barred by his disability. The third method is the adjustment to a suitable occupation of the person who is not adapted to formal training or does not require it.

Disabled persons who are employed but are in danger of dismissal because of a progressive disability or changing occupational requirements are given rehabilitation service in the form of prosthesis or training to make possible their retention in employment.

Governmental vocational rehabilitation agencies do not establish medical, prosthetic, or training facilities, their function being, first, to refer

their clients to agencies organized to give the services needed, and second, to supervise the rendering of these services. These rehabilitation workers are "engineers" who make plans for the vocational adjustment of disabled persons and see that the plans are carried out. They are, however, assisted by other agencies, governmental and voluntary, such as hospitals and clinics, social agencies, welfare departments, workmen's compensation bureaus, employment offices, vocational schools, institutions for the handicapped, and church, fraternal, and civic organizations.

Shortly after the United States entered the first World War in 1917 the Federal Board for Vocational Education made a study of the work being done in foreign countries in readjusting to civil life men disabled in military service. The reports of this study and of other studies made in the United States resulted in the enactment by Congress in June, 1918, of an act providing for vocational rehabilitation of our disabled soldiers, sailors, and marines. First drafts of this legislation made provision for the rehabilitation of persons disabled in civil life, and there was much discussion of the need for such a program. However, in the interest of prompt passage of a soldier rehabilitation law, it was agreed by the sponsors of both programs to defer promotion of passage of a civilian act until the following session of Congress. The vocational rehabilitation act for disabled civilians, the Federal Rehabilitation Act, was not passed, however, until June, 1920, two years after the enactment of the soldier rehabilitation law. Had the problem of the returning disabled soldier not been so acute and pressing for solution, the establishment of a rehabilitation program for disabled civilians would probably have been deferred to a much later date.

Prior to the passage of the national Act, twelve states had enacted rehabilitation laws.

The Federal Rehabilitation Act provides that the Office of Vocational Rehabilitation of the Federal Security Agency cooperate with such other governmental and voluntary agencies as may be deemed advisable; ascertain annually whether the states are using or are prepared to use the federal funds in accordance with the provisions of the federal Act; certify the states for receipt of federal grants; withhold allotments when they are not being expended for the purposes of the Act and in accordance with its provisions; make studies and investigations regarding the rehabilitation of disabled persons and their placement in employment; and makes reports to Congress on the administration of the Act.

The Federal Act requires a state, as a condition of its acceptance of federal aid, to execute an agreement of cooperation with the state workmen's compensation agency, the employment service and the agency administering the program for crippled children.

The federal-state program of rehabilitation is clearly a public service. However, if all phases of the work are included, it may be estimated that voluntary agencies are bearing about 20% of the total cost. In general, there are two types of private agencies for the handicapped; those which deal with specific types of the disabled, such as organizations for the

hard of hearing, blind, cardiac cases, etc.; and those which offer special methods of help. The latter include placement bureaus for the handicapped, curative work shops, and salvage agencies such as the Goodwill Industries.

Every effort should be made by the WRA to refer crippled and handicapped evacuees to an agency whose program is one of vocational rehabilitation in the locality of resettlement or relocation in order that the handicapped person may have the services of specialists in training, treatment and job placement.

The District Relocation Office should refer handicapped persons to the following offices. It is assumed that most of the referrals will be to the West Coast States and accordingly addresses are given for both State and local offices in these states:

California -

Sacramento: 404 Library and Courts Building (14)  
H. D. Hicker, Chief of Bureau

San Francisco: 515 California Building  
515 Van Ness (2)  
J. M. Dodd, District Supervisor

Los Angeles: 800 Metropolitan Water District Building (13)  
306 West Third Street  
W. E. Smith, District Supervisor

Oakland: 1540 San Pablo Avenue

San Bernardino: 305 Platt Building  
491 Fifth Street

San Diego: 835 Twelfth Avenue

Long Beach: Room 112, John Dewey School  
Eighth and American

Los Angeles: c/o City Board of Education  
Chamber of Commerce Building

Modesto: Capitol School Administration Building

Salinas: c/o Salinas Junior College

San Jose: Room 28, San Jose High School Building

San Mateo: c/o San Mateo Junior College

Santa Ana : 917 N. Main Street  
Bungalow J  
Santa Ana J. C.

Santa Rosa: c/o County Superintendent of Schools

Stockton: Room 724, Bank of America Building (5)

Visalia: c/o County Superintendent of Schools

Oregon -

Portland: The district office is located in 812 Corbett Building on Fifth and Morrison Streets and serves Clackamas, Clatsop, Columbia, Hood River, Multnomah, and Washington Counties.

Eugene: A district office is also maintained at 337 Miner Building which serves the southwestern counties, including Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lake, and Lane Counties.

Salem: Here the central office for the service is located in 103 State Library Building. From this office all the counties not mentioned above are served.

Washington -

State Office, Division of Vocational Rehabilitation  
Old Capitol Building, Olympia, Washington.

District Office, Division of Vocational Rehabilitation  
503 Fourth and Cherry Building, Seattle, Washington.

District Office, Division of Vocational Rehabilitation  
711 Hutton Building, Spokane, Washington.

Alabama -

Mr. E. H. Gentry  
Supervisor, Vocational Rehabilitation  
State Department of Education  
Montgomery 4, Alabama

Arizona -

Mr. Harry V. Bene  
Supervisor, Vocational Rehabilitation  
13 South 17th Avenue  
Phoenix 13, Arizona

Arkansas -

Mr. Ashley S. Ross  
Director, Vocational Rehabilitation  
State Capitol, Room 308  
Little Rock, Arkansas

California -

Mr. H. D. Hicker  
Chief, Bureau Vocational Rehabilitation  
404 Library and Courts Building  
Sacramento 14, California

Colorado -

Supervisor, Vocational Rehabilitation  
210 State Office Building  
Denver, Colorado

Connecticut -

Mr. E. P. Chester  
Director, Vocational Rehabilitation  
165 Capitol Avenue  
Hartford 6, Connecticut

Delaware -

Mr. Ralph N. Parkhill  
Acting Director, Vocational Rehabilitation  
Delaware Trust Building, Rooms 9-11  
King Street Entrance  
Wilmington 28, Delaware

District of Columbia -

Mr. David Amato  
Chief, Rehabilitation Service  
402 Sixth Street, NW  
Washington 1, D. C.

Florida -

Mr. Claud M. Andrews  
Director, Vocational Rehabilitation  
State Capitol Building  
Tallahassee, Florida

Georgia -

Mr. Paul S. Barrett  
Director, Vocational Rehabilitation  
State Office Building  
Atlanta 3, Georgia

Hawaii -

Mr. Merlin Ekcan  
Supervisor, Vocational Rehabilitation  
Department of Public Instruction  
P. O. Box 1601  
Honolulu 6, Hawaii

Idaho -

Mr. Milo T. Means  
Supervisor, Vocational Rehabilitation  
309 State House Building  
Boise, Idaho

Illinois -

Mr. Robert W. Teeter  
Acting Supervisor, Division of Rehabilitation  
506 S. Wabash Ave., Room 630  
Chicago 5, Illinois

Indiana -

Mr. James R. Crawley  
Supervisor, Vocational Rehabilitation  
215 State House  
Indianapolis 4, Indiana

Iowa -

Mr. Willis W. Grant  
Director, Vocational Rehabilitation  
601 Crocker Building  
Des Moines 9, Iowa

Kansas -

Mr. Harry M. Dawdy  
Director, Division of Vocational Rehabilitation  
1001 Harrison Street  
Topeka, Kansas

Kentucky -

Mr. W. Hickman Baldoll  
Director, Vocational Rehabilitation  
State Capitol  
Frankfort, Kentucky

Louisiana -

Mr. S. W. Hendrix  
Supervisor, Vocational Rehabilitation  
State Capitol  
Baton Rouge 4, Louisiana

Maine -

Mr. Leroy N. Koonz  
Director, Vocational Rehabilitation  
State House, Department of Education  
Augusta, Maine

Maryland -

Mr. R. C. Thompson  
Director, Vocational Rehabilitation  
1112 Lexington Building  
Corner Liberty & Lexington Streets  
Baltimore 1, Maryland

Massachusetts -

Mr. Herbert A. Dallas  
Director, Vocational Rehabilitation  
200 Newbury Street  
Boston 16, Massachusetts

Michigan -

Mr. H. Earle Correvont  
Director, Vocational Rehabilitation  
900 Bauch Building (State Board of Control)  
Lansing 4, Michigan

Minnesota -

Mr. B. R. Brainerd  
Acting Director, Vocational Rehabilitation  
State Office Building, Room 308  
St. Paul, Minnesota

Mississippi -

Mr. J. B. Wheeler  
Director, Vocational Rehabilitation  
120 North Congress Street  
Jackson 106, Mississippi

Missouri -

Mr. Joy O. Talley  
Supervisor, Vocational Rehabilitation  
State Capitol  
Jefferson City, Missouri

Montana -

Mr. Leif Fredericks  
Director, Vocational Rehabilitation  
Room 508, Power Block  
Helena, Montana



Nebraska -

Mr. J. R. Jewell  
Supervisor, Vocational Rehabilitation  
State Capitol Building  
Lincoln 9, Nebraska

Nevada -

Mrs. Marion G. Bowen  
Supervisor, Vocational Rehabilitation  
State Capitol  
Carson City, Nevada

New Hampshire -

Mr. Wallace D. Black  
Supervisor, Vocational Rehabilitation  
State Capitol  
Concord, New Hampshire

New Jersey -

Mr. Edward A. Stiles  
Director, Rehabilitation Commission  
734 Broad Street Bank Building  
Trenton 8, New Jersey

New Mexico -

Mr. Aud F. Darr  
Supervisor, Vocational Rehabilitation  
Sena Plaza, Room 54, P. O. Box 450  
Santa Fe, New Mexico

New York -

Mr. G. Samuel Bohlin  
Director, Division of Vocational Rehabilitation  
Education Building  
Albany 1, New York

North Carolina -

Mr. Chas. H. Warren  
Director, Vocational Rehabilitation  
432 New State Office Building., Box 1431  
Raleigh, North Carolina

North Dakota -

Mr. Edward Erickson  
Director, Vocational Rehabilitation  
University Station  
Grand Forks, North Dakota

Ohio -

Mr. Marlow B. Perrin  
Director, Vocational Rehabilitation  
83 South High Street, Room 415  
Columbus 15, Ohio

Oklahoma -

Mr. Voyle C. Scurlock  
Director, Vocational Rehabilitation  
705-12 Midwest Building  
Oklahoma City 2, Oklahoma

Oregon -

Mr. Charles F. Feike  
Supervisor, Vocational Rehabilitation  
105 State Library Building  
Salem, Oregon

Pennsylvania -

Mr. M. M. Walter  
Director, Vocational Rehabilitation  
4th Floor, Blackstone Bldg.  
112 Market Street  
Harrisburg, Pennsylvania

Puerto Rico -

Mrs. Petro America Pagan de Colon  
Acting Supervisor, Vocational Rehabilitation  
Insular Board for Vocational Education  
Box 4464  
San Juan 22, Puerto Rico

Rhode Island -

Mr. Harry F. Smith  
Acting Supervisor, Vocational Rehabilitation  
119 State Office Building  
Providence 3, Rhode Island

South Carolina -

Mr. P. G. Sherer  
Supervisor, Vocational Rehabilitation  
John C. Calhoun Office Building  
Columbia 10, South Carolina

South Dakota -

Mr. C. L. Eskelson  
Director, Vocational Rehabilitation  
State Capitol  
Pierre, South Dakota

Tennessee -

Mr. J. Hank Smith  
Acting Director, Vocational Rehabilitation  
411 7th Avenue, North  
Nashville 3, Tennessee

Texas -

Mr. J. J. Brown  
Director, Vocational Rehabilitation  
302 Walton State Building  
Austin 11, Texas

Utah -

Mr. L. B. Harmon  
Director, Vocational Rehabilitation  
State Capitol Building  
Salt Lake City 1, Utah

Vermont -

Mr. Francis B. Irons  
Director, Vocational Rehabilitation  
State Capitol  
Montpelier, Vermont

Virginia -

Mr. R. N. Anderson  
Director, Vocational Rehabilitation  
320 State Office Building  
Richmond 16, Virginia

Washington -

Mr. E. M. Oliver  
Acting Supervisor, Division of Vocational Rehabilitation  
Old Capitol Building, P. O. Box 97  
Olympia, Washington

West Virginia -

Mr. F. Ray Power  
Director, Vocational Rehabilitation  
Capitol City Bldg.  
Charleston 1, West Virginia

Wisconsin -

Mr. W. F. Faulkes  
Supervisor, Vocational Rehabilitation  
State Office Building, Room 320  
Madison 2, Wisconsin

Wyoming -

Mr. Paul Albright  
Supervisor, Vocational Rehabilitation  
Capitol Building, 2nd floor  
Cheyenne, Wyoming

WAR RELOCATION AUTHORITY

Washington

July 3, 1945

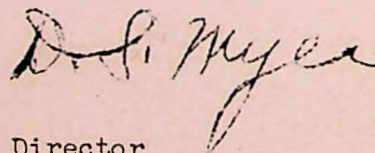
ADMINISTRATIVE NOTICE NO. W-7

Subject: Identification of Penalty Mail On and After July 1, 1945

Distribution: D

On and after July 1, 1945, all penalty indicia matter must bear the identifying symbol "PMCC", centered beneath the words "Penalty for Private Use to Avoid Payment of Postage, \$300," before it is placed in the mail. No mail shall be sent out unless each envelope or label has the required identifying symbol. Arrangements, therefore, must be made for supplies of envelopes endorsed with the symbol "PMCC". Call the Procurement Unit, Room 619 - Barr Building, Extension 2066 or 2686, for an initial supply of envelopes, and/or franked labels to meet immediate needs.

Each office must turn in to the Procurement Unit all penalty indicia matter not stamped as provided above. If the supply on hand has not been returned to the Procurement Unit, prior to receipt of this Notice, please have envelopes separated according to size and color. Each bundle must be tied, and the quantity in the bundle shown on top.



Director

WAR RELOCATION AUTHORITY

20136

Washington

July 3, 1945

ADMINISTRATIVE NOTICE No. 276

Subject: Furnishing Change of Residence Cards and Instructions to Relocates

Distribution: A

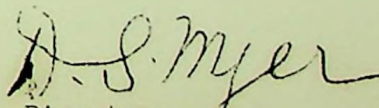
A comparison between persons leaving centers for the West Coast since the first of the year and Change of Residence Cards received in Washington from that area suggests that some centers either fail to furnish Change of Residence Cards to some relocatees or do not instruct them to mail a card to Washington upon arrival at their destination and at subsequent changes of address, as outlined in Manual 150.1.2E.

Excluding conversions, 5,213 persons relocated in the four Western States between December 31, 1944 and June 23, 1945: Change of Residence Cards received from these states amounted to 2,419, or 46 percent of this relocation during the same time. The fact that relocation is on the up-swing, that it takes time for cards to reach Washington, and that cards received may be from persons relocating prior to December 31, 1944 can explain only a part of the following variation among centers:

1. Gila River	66 Pct.	6. Central Utah	42 Pct.
2. Colorado River	57 "	7. Manzanar	34 "
3. Heart Mountain	57 "	8. Minidoka	28 "
4. Rohwer	55 "	9. Granada	20 "
5. Tule Lake	54 "		

The blue indefinite leave Change of Residence Card (WRA-148c) can be used for terminal departures if a supply is on hand. A new buff card for terminal departures (WRA-148c Rev.) has been stocked in Washington and an adequate supply should be maintained at each center.

Although there is no legal requirement that evacuees report their arrival and changes of address to the Washington office of WRA, it is to their advantage that their most recent address be on file. Lack of such addresses may mean failure of an evacuee to receive an important communication. Projects and relocation officers in the field should impress upon evacuees the importance to them of keeping their address file up to date.

  
Director

OM-3160

WAR RELOCATION AUTHORITY

Washington, D. C.

Paul

37

July 4, 1945

ADMINISTRATIVE NOTICE No. 275

Subject: Guardianship for Incompetent Persons

Distribution: A

In assisting families and individuals with resettlement plans, the Relocation Division and Welfare Section should be alert to recognize those people (orphan or unattached children, and incompetent adults) whether citizens or aliens, who have financial assets (property, funds, insurance policies, stocks and bonds, etc.) in this country which need to be protected by legal guardianships. Such persons are described in some statutes as "anyone likely to become the victim of designing persons"; other state statutes use more specific language.

When such cases come to the attention of the Relocation Division they should be referred to the Welfare Section.

Before recommending the appointment of a guardian for any person the Welfare Section should give due consideration to the abnormal living condition at the Center, and the culture patterns of the group as possible factors in the apparent incompetency.

When the Welfare Section has reason to believe that an evacuee is incompetent and in need of a guardian, the Counselor should get an opinion from the Project Medical Officer concerning the individual's physical and mental condition, together with recommendations for the verification of the mental status when so indicated, and should consult with the Project Attorney for advice as to whether the statutes of the State in which the evacuee proposes to relocate would permit the appointment of a guardian for such a person; the procedures to be followed for the appointment of guardians in such state; and the advisability of a guardianship arrangement in view of the type and quantity of property owned by the evacuee.

OW-3081

The appointment of a guardian for an incompetent is made by a state court and the court has full authority, subject to applicable statutes, to make an appointment. In every possible case however, the Counselor should locate someone willing to serve as guardian of the incompetent.

The summary on all cases requiring the appointment of a guardian should be referred to the Area Supervisor, attention the Area Relocation Advisor for discussion with whatever facility, legal aid bureau, or private or public social agency is set up in the community to give service in such cases.

In referring a case to the Area Relocation Office, the Family Summary should include complete data concerning the nature of the incompetency, the opinions of the Project Medical Officer, and Project Attorney, the amount, type, and location of the property, funds, etc. involved, and the relationship and background of any person willing to assume responsibility for the incompetent person, or desiring to be appointed guardian. If no one has offered to assume such responsibility, that situation should be stated in the Summary.

Cases of unattached children and incompetent adults, in which no property of substantial value or funds are involved, will not be considered for guardianships, but should be referred to the proper agencies for foster home or custodial care, or for whatever type of service is provided for such cases in the community of resettlement.

*D. S. Meyer*  
Director



20138

WAR RELOCATION AUTHORITY

Washington

July 5, 1945

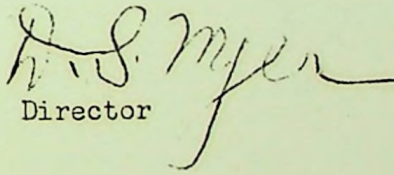
ADMINISTRATIVE NOTICE No. 277

Subject: Detail of Douglas M. Todd as Assistant Project Director of the Gila River Relocation Center

Distribution: A

Mr. Douglas M. Todd has been detailed to the Gila River Relocation Center, as Assistant Project Director in charge of Administrative Management, effective July 8, 1945, to occupy the position left vacant by the resignation of Mr. Ben F. Runyan.

Mr. Todd has served as Assistant Project Director in charge of Operations of the Heart Mountain Relocation Center since December 16, 1942.

  
Director

OM-3161

WAR RELOCATION AUTHORITY

Washington

July 11, 1945

ADMINISTRATIVE NOTICE NO. 279

Subject: Issuance of Ration Books to Evacuees

Distribution: A

Summary

Effective July 16, 1945, ration books will be issued to all evacuees as they leave their center of residence. In any instance where evacuees are not issued books at the center, OPA ration boards will accept and honor requests for issuance made to them by the District Relocation Officers and relocation centers. This procedure supplements Manual Section 50.9.3.

Evacuees who have converted to terminal leave while in the field on short term passes have in several instances been without War Ration Books and have had difficulty in securing them. To eliminate any such difficulty in the future, the procedure outlined below will be followed, effective July 16, 1945.

The special rationing panels at relocation centers (acting under the direction of OPA local War Price and Rationing Boards) will issue War Ration Books to all evacuees as they leave the relocation centers. This includes all evacuees leaving on short term passes, as well as those leaving on terminal leaves.

If an evacuee has been issued a book formerly (which was surrendered upon his readmittance to the center), that book will be re-issued to him when he again leaves. Re-issued books must be tailored as follows: One red and one blue stamp must be removed for each week that the evacuee is in the center. Shoe and sugar stamps are to be removed for any prior valid period.

OPA boards have been advised to refer to the nearest District Relocation Officer, any evacuee (other than one presenting a short term pass issued prior to July 16) who applies to them for War Ration Books.

The Relocation Officer will teletype the appropriate relocation center for confirmation that ration books have not been issued to the

evacuee. If there is no Relocation Officer near, the evacuee, himself, may send a telegram directly to the center requesting a statement that he did not receive books at the time he left the center. The evacuee should include the address of the OPA board having jurisdiction over the place where he lives. The relocation center shall send an answer to the Relocation Officer by teletype (or mail a statement to the evacuee if there is no Relocation Officer near) stating that ration books have, or have not been issued. If the center confirms the fact that no books have been issued to the evacuee, the District Relocation Officer shall give the evacuee a copy of the confirmation, and shall attach a request to the OPA board to issue the books, which the evacuee shall be instructed to submit to the board. If the center replies directly to the evacuee, it shall include, with the statement that no books have been issued, a request to the OPA board to issue them. A carbon copy of each such letter shall be sent to the OPA board at the address given on the evacuee's letter.

OPA boards will treat applications for War Ration Books made by evacuees on short term passes dated prior to July 16, 1945, in the same manner as applications made by other persons.

The Washington Office of the Office of Price Administration is issuing instructions to its local boards, to be effective July 16, 1945, covering its participation in the above procedure.

*A. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

28140  
July 11, 1945

ADMINISTRATIVE NOTICE NO. 280

Subject: Information Service from Area and District Offices

Distribution: A

Summary

The Information program for Area and District Relocation Offices has been revised as follows:

- (1) General information pamphlets and leaflets will not be prepared or issued except upon prior approval of Washington Relocation Division.
- (2) Local bulletins in mimeographed form will be issued under supervision of Area Reports Officer.
- (3) Weekly news service to centers will be provided by each District Relocation Office.

This Notice supplements Manual Section 20.10.5 and 130.4.

In view of the approaching liquidation of the relocation centers and as a result of a careful study of informational needs at the centers, the following revised information program for the field offices has been adopted. This instruction will supersede all other instructions previously issued dealing with the preparation of pamphlets or leaflets, Field Bulletins, newsletters, or other material intended for publication or distribution at the relocation centers, excepting the issuance of project newspaper press releases. Such press releases shall be issued from time to time in the future as the need arises.

1. General Information Pamphlets and Leaflets:

Such pamphlets and leaflets -- containing general information about an area, a state, a city, or some other geographic locality -- should not be prepared or issued, except on specific prior approval of the Washington office of the Relocation Division.

2. Field Bulletins:

Elaborate Field Bulletins with illustrations and basic area or district informational data should not be issued. The relocation centers now have available sufficient reference material of this type. Area and district bulletins may be issued from time to time in mimeographed form, bearing in mind that speed of service is more important than volume or format. When such bulletins are issued, quantities of not less than 300 and not more than 500 should be sent to each relocation center for distribution by the center Reports Officers. The quantity should be based on the declining population at any given center. Material for these bulletins should be prepared under the supervision of the Area Reports Officer and deal with subjects which, in the judgment of the Area Supervisor, will be most beneficial to increasing the relocation within the area. The following general subjects are suggested as suitable for this purpose: (a) statements from public officials, school heads, union leaders, prominent citizens, which would indicate public acceptance of evacuees; (b) statements of resettling evacuees indicating satisfactory adjustment; (c) business opportunities, particularly for Issei, which are available in the different sections of the area, farm employment offers, share crop opportunities, and other specific related matter which will interest individuals in the district or area; (d) current information regarding housing, range of rents, availability of temporary housing in hostels; (e) current cost of living data; (f) material supplied through cooperating committees.

3. News Letter Service to Centers:

As the relocation program moves into its final phase, it is increasingly evident that an adequate news service must be provided at all relocation centers. This service should be provided from each district including District offices located in the same city as the area office, and it will be the duty of each officer in charge at the Area and at the district to see that such letters are prepared weekly and mailed to all relocation centers attention Center Reports Officers. Two copies should be mailed in each envelope, so that the center Reports Officer can provide one copy to the editor of the project newspaper and use the other in preparing his copy for the center Relocation Bulletin. Relocation Bulletins are now issued at eight of the relocation centers while at the other center the bulletin material is issued as a part of the project newspaper. News letters need not be mimeographed -- typed copy with carbons will be sufficient.

It shall be the duty of the Area Reports Officer in all cases to consult with the District Relocation officers and give assistance to the end that a satisfactory and effective news letter service is established and maintained. District Relocation offices will mail to the Area office one copy of each news letter issued, at the same time copies are mailed

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to the center Reports Officers, so that the Area Reports Officer can check the material and make suggestions for improvement.

The weekly news letter will contain short items about relocated evacuees in the area or district and be of a news character. Care should be exercised at all times to make sure that the information contained in each item is accurate and factual and that all statements made by returned evacuees are correctly quoted. A wide range of subjects may be covered. The following types are considered particularly valuable for publication in the relocation center: Items which tell how a particular evacuee family has solved the housing problem; the kind of work, wages received, how they have been received by their fellow workers and neighbors, membership in labor organizations; items about how a particular evacuee has established a business or secured necessary services; purely personal items, births, marriages, school honors, even parties. In preparing the material for the news letters it should always be remembered that anything and everything which affects the lives of the resettlers is of interest to their friends who are still in the relocation centers. A great many things which may happen to evacuees has NEWS value in the relocation centers when it would not be worthy of publication elsewhere.

In preparing the items it is absolutely essential to indicate the names of the evacuees concerned, the center of former residence, or the pre-evacuation home of the family. When reporting an item about an evacuee family, it is important to give the complete address, because friends in the relocation centers may want to write to them. Merely to give the city or town is not sufficient. The street and number of the family residence or the RFD route if in the rural area should be given. There is only one exception to this rule and that is in cases where the item deals with public assistance grants or aid extended by welfare agencies. In this case, names of the evacuees should not be given. Items should also identify Issei as such. When news deals with school children it is advisable to give the ages of the children.

It is not necessary to prepare the items in "newspaper style" because they are basic material for editing either by the project newspaper editor or the Reports Officer for the Relocation Bulletin. Items should be short and concise, because there are space limitations on the amount of material which can be published either in English or translated into Japanese at the relocation centers. No attempt should be made to furnish so-called feature stories in the weekly news letter service. If a good feature story is available, it should be reported to the Area Reports Officer who may be able to use it in the mimeographed bulletin issued from the Area office. Difficulties which the evacuees have encountered in making suitable adjustments to normal living should not be minimized but the main emphasis should be on how these difficulties have been overcome.

This Instruction is effective immediately.

*A. S. Meyer*  
Director

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WAR RELOCATION AUTHORITY

Washington

July 13, 1945

ADMINISTRATIVE NOTICE No. W-8

Subject: Schedule of Center Closings

Distribution: D

In order to insure a comparatively even flow of evacuees out of the centers during the next few months, and to continue giving each family of resettlers individual care and assistance, we have decided on a gradual schedule for closing the relocation centers over a period of two months, instead of closing all of them simultaneously. The schedule is as follows:

- ~~Granada~~ on or before October 15; *10/15*
- ~~Central Utah and Minidoka~~ on or before November 1; *11/1*
- ~~Heart Mountain and Gila River~~ on or before November 15; *11/15*
- ~~Colorado River and Manzanar~~ on or before December 1; *12/1*
- ~~Rohwer~~ on or before December 15. *12/15*

This does not mean that WRA is going out of business any earlier. We still have the same job to do, and the same amount of time to do it in. We can do it better under a gradual schedule of center closing, which will prevent bottlenecks in transportation, housing, counselling, transportation of property, and the like, and which will enable us to go on solving the individual problems of each resettler as they arise.

We have already helped 46,000 people to leave the relocation centers and to take up normal lives in ordinary American communities. That is something for us to be proud of. But we still have a very big job to do, and it is important that we do it well. That job has to do with even more than the future of 45,000 men, women and children who are now able to leave the centers; it is important as a test of American democratic methods in operation. I hope that all of you will stick with the part of the job you have to do until you have done as much of the big job as you can.

*D. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

60143

Washington

July 23, 1945

ADMINISTRATIVE NOTICE No. W-10

Subject: Hours of Work

Distribution: D

An official work week of 44 hours has been established for the Washington office of the War Relocation Authority. Hours of work shall consist of eight hours per day Monday through Friday, with four hours of overtime on Saturday.

This workweek shall be observed by all employees of the Washington Office while on duty at their official headquarters and while in travel status, even though they may be in duty status at a WRA office having an official workweek of 48 hours.

*Malcolm E. Pitts*

Acting Director

OM-3354



kept full for fire protection purposes. The Health Section is making arrangements to check the safety of the water and milk supplies so long as the centers are occupied.

Careful attention and control of the chlorination of the water supply is doubly important as it is very hard to maintain safe drinking water when low flows are experienced in a large distribution system.

- B. Sewage Disposal Plant. The sewage disposal plant at each center should be reduced in volume operation when possible as the population decreases. It will, however, be necessary to operate the plant on a minimum basis so long as either evacuees or a substantial number of appointed staff members are housed on the project. Separate letters will be addressed to each project which will discuss more in detail the particular requirements of each system at closing time.
- C. Garbage and Trash Disposal. This function will need to be continued on a minimum basis so long as a substantial number of persons remain on the project. In the past very effective disposal of garbage has been made through hog feeding but the elimination of the hog project in the near future will necessitate the use of other means of disposal. In some cases contracts can be made with local hog farm operators. Otherwise burial on the center will be necessary. A proper trench with an access road is essential, and the garbage should be covered with about four inches of earth each day, especially in warm weather. Equipment should be maintained on the project to open and fill the necessary disposal pits.
- D. Electric Power. The electric service will need to be maintained for pumps, sewage disposal plants and occupied buildings so long as WRA operates the centers. Street lights should be continued as a means of protection until the project is turned over to a disposal agency. Electricity should be disconnected from buildings as they are vacated. Light bulbs and removal fixtures should be removed and stored in warehouses.
- E. Essential Telephone Service. Essential telephone service should be continued for outside calls, as well as minimum service for within-center operations, so long as WRA has custody of the center. The fire telephone should be similarly continued. Telephone instruments should be removed and properly stored or if owned by the telephone company be taken out by them, as rapidly as they can be released from service.

## II. Fire Control

Fire hazards on centers actually increase as the population decreases, buildings and blocks become vacant, and trained evacuee firemen relocate. In order to keep these hazards to a minimum and provide the best

practical protection for the center, the following instructions shall be carefully observed.

- A. An active nucleus of appointed personnel should be maintained in the Fire Department and a well defined program set up for the training of a volunteer Fire Department among the administrative staff. It will probably be essential, within a comparatively short time, to fill certain of the key positions in the Fire Department with appointed personnel, using evacuees for the balance of the crew either on an irregular or volunteer basis. As the evacuee population becomes small, some additional appointments will need to be made in the Fire Department and the appointed staff members organized into an effective volunteer crew.
- B. The fire alarm system should be maintained as at present and rigid daily inspection provided to insure that the equipment is in good operating condition and that alarms can be transmitted rapidly. Staff members should be instructed as to the location of fire alarm devices, particularly in vacated areas so that fires may be reported as rapidly as possible.
- C. In order to insure early discovery in case of fire and to aid in preventing unlawful entry into vacated buildings, a system of watchman service should be established in the vacated areas.
- D. A standard system of placing "Keep Out" signs around vacated areas should be adopted to aid in lessening the possibility of unlawful entrance into these areas.
- E. From a fire control point of view the removal of property such as furniture and stoves from the vacated buildings and the disconnection of electric services is particularly essential. If standard warehouse space is not available for the storage of this property, the mess halls of the vacated blocks would make a satisfactory storage place for each block.
- F. A thorough clean-up program should be promoted around all buildings in the vacated areas. The weeds should be cut and proper disposal made of all trash and debris. Coal or other fuel should be removed from within or around the vacant buildings as promptly as possible.
- G. No open fires should be permitted unless under the supervision of the Fire Protection Section. Experience gained in the closing of the Jerome Center discloses the need for very close supervision in connection with the disposal, by burning, of trash and debris.

### III. Motor Transport and Maintenance

The operation and maintenance of motor vehicles is an essential activity until the final closing and disposal of property has been accomplish-

ed. With the loss of evacuee mechanics through relocation and reassignment, adequate service cannot be provided unless the Section is set up to operate most efficiently.

- A. With the elimination of many functions on the centers and the restriction of others, a substantial number of motor vehicles should be declared surplus. This is important both from the point of view of maintenance of the vehicles with a much reduced staff and the processing of our property declarations early and promptly. Periodic analyses should be made of the work load and the amount of equipment reduced in proportion to the reduction in the work load.
- B. The Motor Transport and Maintenance Superintendent, his assistant, and motor pool supervisors, as well as the appointed mechanics will need to assume the actual work load rather than act strictly as supervisors. In practically all centers, sufficient mechanics jobs are now authorized to carry the entire reduced load of maintenance and servicing, if the Section is properly organized.
- C. No major over-all jobs on either motors or entire cars are justified, except in very special cases. Maintenance on cars and trucks should be confined to servicing and minor repairs.
- D. As it becomes necessary to employ motor vehicle drivers, they should be given the responsibility for a greater amount of servicing of the vehicles to which they are assigned. It is important that these drivers be trained and that the Motor Transport and Maintenance Supervisors impress on them the regulations under which Federal agencies operate.
- E. Centers which have not already done so should make every effort to return used oil drums and other containers on which deposits have been made and also to dispose of, either through exchange or salvage, such items as old batteries, generators, starters, and the like. Any parts or attachments which are not usable or suitable for surplus declaration should be salvaged and the salvaged material disposed of as promptly as possible.
- F. Inventories of repair parts, lubricating oil, greases, and other supplies should be checked periodically and any items which are surplus to the needs of the project should be declared promptly. In some cases use can be made of these repair parts or supplies at other centers which will eliminate the necessity for additional outside purchases.

#### IV. General Considerations

- A. In addition to the specific items mentioned above, the Assistant Project Director in Charge of Operations should make every effort to eliminate all non-essential functions as rapidly as it is practical to do so.

- B. All Sections should turn over supplies, materials and equipment to the Property Section as rapidly as they are no longer needed in the operation of the center. Prompt and continuous action should be taken to surplus the supplies, equipment and materials so that they may be moved off the project rapidly enough to prevent having an excessive load of work after the center closes.
- C. Continuous checking is essential on supplies such as coal, janitorial supplies, and the like so that orders may be cancelled or adjusted in line with requirements. This will reduce the danger of surpluses or shortages as we approach the final closing date.
- D. Livestock buildings or other construction on the center or on leased lands no longer needed by the Authority should be declared surplus promptly so that disposal can be made before the land is turned back to the owning agency. This refers particularly to such buildings as poultry houses, hog houses, granaries, prefabricated buildings, fences and the like.
- E. As the evacuee population decreases the jobs of many staff members must also change from a supervisory character to one of actually doing the work itself. Specialists must become generalists, and the staff must work together as a team in closing out the center activities.

*D. S. Meyer*

Director

WAR RELOCATION AUTHORITY

Washington

July 25, 1945

ADMINISTRATIVE NOTICE No. 285

Subject: Relocation of Dependent Persons from Relocation Centers

Distribution: A

Summary

Dependent families who have been accepted by public welfare agency, with assistance and housing assured, will be required to set date for departure. If housing is not assured, District office will attempt to secure it. Dependent families who refuse to indicate choice of location or to discuss relocation will have to make their relocation plans by certain date or plan will be made for them. No transportation or other financial assistance shall be provided to dependent persons who depart for States in which they have no legal residence without assumption of responsibility for their support by other family members and without approval of public welfare agency in community of destination. No change is made in procedure for advance planning for dependent persons but centers are instructed is to procedure to use when planning is completed or when family fails to cooperate in planning.

- I. Since the closing dates for the centers have been announced, it is necessary that we give special emphasis to the relocation of the dependent families and individuals who are still in the centers, in order that there may be an even flow of terminal departures.

By August 10 all dependency summaries, the "Form 390 cases", will have been completed and referred to the various Area Relocation Offices. The only dependency cases for which summaries (WRA-390's) must be prepared after that date will be those not previously identified as needing continuing assistance.

It is the responsibility of the WRA to give dependent evacuees all available assistance in completing plans to leave the centers at the earliest possible date. It is our job to instill in them self-confidence which they once had and to assure them that assistance will be provided for upon relocation. These cases will require all the skill and assistance of the welfare staff in planning with the dependent evac-

nees. Although relocation of dependency cases must proceed in a regular and orderly manner, it should be borne in mind that no undue hardships should be imposed upon those who are confronted with a serious relocation problem. The approach of the staff toward relocation, particularly of this dependent group, should be one of friendly, but firm, action.

II. The group of dependent persons remaining in the centers fall into the following categories:

1. Those dependent persons who have been accepted by the public welfare agency of their State of legal residence, and for whom both assistance and housing have been assured, but who have postponed their departure for personal reasons.

If the reason for postponement is sound, and if the date on which they wish to leave will cause no difficulty in the transportation schedule their plan may be followed. Otherwise, the Project Director shall set a date for their departure, and shall follow through to make certain that they leave by the date set. If such persons wish to adjust their plans and leave at an earlier date, WRA shall assist them in completing arrangements.

2. Those dependent persons who have been accepted by the public welfare agency of their State of legal residence, with both assistance and housing assured, but who refuse to leave the center.

In such instances the welfare staff shall discuss relocation plans with them, advising them that they have been accepted for assistance and that housing is available for them, stressing the importance of making plans to leave the center at an early date. The family shall be advised that they must set a date of departure within two weeks. If they continue to refuse, a date shall be set for them and transportation arranged to their place of legal residence. They shall be advised that such arrangements are being made, and within not less than three days in advance they shall be advised of the departure date. If they refuse to arrange for packing of personal effects, arrangements for the packing to insure their leaving according to schedule shall be made for them. The attitude of these families shall not affect their eligibility for relocation assistance grants, temporary assistance, travel grants, and other assistance provided by WRA.

3. Those dependent persons who have been accepted by the public welfare agency of their state of legal residence for assistance, but for whom housing has not been located. The Project Director shall have prepared as soon as possible, and shall supplement from time to time, a list of the dependent persons who are unable to leave the center because housing has not been located and shall send it

to the appropriate district Relocation Officer, with copies to the area supervisor and to the Relocation Division of the Washington office. The District Relocation Office shall give priority to those dependency cases for which housing has not been located. If the District office is unable to secure housing for such cases within two weeks the Relocation Division of the Washington office shall be notified through the area adjustment advisor in order that necessary plans can be made to arrange for housing. After housing has been provided, the Welfare Section shall review the relocation plans with the family or individual, shall arrange a date for departure, and shall proceed as outlined in paragraphs 1 and 2.

4. Those dependent persons who have been accepted by the public welfare agency of their State of legal residence, but who prefer to relocate in a State other than that of legal residence.

The Welfare staff shall review the relocation plan with the family, pointing out that States do not generally provide continuing assistance to persons who have not previously resided in the State. They shall be informed that the State in which they have legal residence has accepted them for assistance and the advantages of returning to that State should be pointed out to them. They shall be advised that the Welfare Section can assist them in planning to resettle in a community in which they do not have legal residence only if family members who are willing to assume responsibility for them have already relocated in that community.

In such cases a complete summary, including full information as to the probable extent of dependency in the family, shall be sent to the appropriate Area office. The plan shall be fully discussed by the Area or District officer with the relocated members and with the public welfare agency. If the relocated members will agree to assume responsibility for the dependent persons, or the public welfare agency shall approve the plan, the Authority will assist the family in arranging to resettle in that community.

If the plan is not agreeable to both the relocated members and the public welfare agency, the family shall be informed of this and advised to return to their community of legal residence. If they refuse, the procedure outlined under paragraph 5 shall be followed.

The attitude of these families shall not affect their eligibility for relocation assistance grants, temporary assistance, travel grants, and other assistance provided by WRA.

5. Those dependent persons who refuse to indicate a choice of location, but for whom the State of legal residence will assume full responsibility.

In such instances the Welfare Section shall inform the dependent persons that the public welfare agency will assume full responsibility, shall point out the advisability of returning to the State of legal residence, and shall inform them that although they do theoretically have a free choice in selecting a place to relocate, there will be no assurance of continuing assistance in a community in which they do not have legal residence.

Because of the statutory requirements of States in regard to legal residence for dependency cases, the Welfare Section shall not assist dependent persons in planning to locate in communities other than their legal residence unless their family members have resettled in the community and are willing and financially able to assume responsibility for the dependent members, and the local public welfare agency has approved the plan. If the dependent person insists on going to a State in which he has no legal residence and no relocated family member who is willing to assume responsibility for him, he shall be advised that he does so on his own responsibility and that the State may return him to his community of legal residence.

Such dependent persons shall be advised that they must indicate a departure date as well as destination within two weeks, and the Project Director shall proceed as outlined in paragraphs 1 and 2, except that no transportation or other financial assistance shall be provided to dependent persons who depart for States in which they have no legal residence without an assumption of responsibility for their support by other family members and without the approval of the public welfare agency of the State or county of destination.

6. Those dependent persons who refuse to discuss relocation plans.

The Welfare Section shall interview the family or individual and advise them that they must submit a relocation plan, indicating date of departure and location, within two weeks. The advisability of returning to the place of legal residence and the problems involved in relocating in a community in which they do not have legal residence shall be pointed out.

If within the prescribed period they have not formulated a plan, including the date of departure and destination, the Welfare Section shall proceed to process the case as outlined in paragraph 5.

7. There will be a number of cases on which the center can take no action until negotiations with the Area office and the State or county welfare department have been completed. This group consists of:



- A. Those cases on which summaries have been submitted to the Area office, but replies have not been received.
- B. Those cases which the Area office has returned to the center for additional information.
- C. Those cases for which the public welfare department has been unable to establish residence. For example, itinerant farm laborers who have not maintained continuous residence in any one county, but who may be State residents.

Action on such cases shall be processed as promptly as possible. No dependent family shall be sent to a community until the summary has been approved by the welfare agency and arrangements for housing have been made.

III. The Welfare Section shall plan to visit each dependent family or individual and urge them to complete their relocation plans at the earliest possible date. The fact that a dependent person has not been informed as to the exact amount of grant that he will receive upon arrival in the community is not a legitimate reason for delaying relocation, inasmuch as it is the established policy of Welfare agencies to determine the exact amount of the assistance grant only upon an analysis of the family's needs and income. This analysis cannot be made until the family is physically present in the community.

IV. In arranging for transportation of the dependency cases discussed in this notice, it is essential that necessary clearance with the Area and District Relocation offices, and State and county welfare departments, be made prior to their departure. In some instances it may be necessary for a WRA representative to accompany such dependent persons to the place of relocation. It may be advisable to arrange for housing at a hostel pending the location of more permanent housing.

In all cases, however, after the case has been accepted by the public welfare agency and a departure date has been decided upon by the center, the center shall advise the Area and District Relocation offices of the departure and arrival dates. After the final plan has been cleared with the public welfare agency, the Area office shall advise the center that clearance has been received. The center shall then arrange for final departure of the evacuee and advise the Area office. It may be necessary in particular cases to meet the bus or train and assist families in making their contacts with the local public agency.

*D. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

July 25, 1945

ADMINISTRATIVE NOTICE No. 286

Subject: Curtailment of Services in Relocation Centers, as the Center Population Declines

Distribution: A

1. General Policy. Administrative services at the eight relocation centers function under such varying conditions that it does not seem wise to establish uniform dates for the curtailment or elimination of particular services or operations for all centers. It is necessary in most cases to vest authority in the Project Director to determine the appropriate time for the curtailment or elimination of designated services and operations at a center. The policies stated in this notice have been formulated on this premise.
2. Standards. The principal criteria for determining which services and operations shall be curtailed or eliminated, and the dates for such curtailment or elimination, shall be:
  - (1) Services or operations that interfere with the relocation of the residents, or that postpone such relocation, shall be curtailed or eliminated as soon as possible. Services or operations that advance such relocation may be continued as long as they are necessary.
  - (2) Services or operations that have no appreciable effect on relocation shall be curtailed or eliminated as the declining population of the centers no longer warrants their continuance, makes their administration difficult, or increases administrative costs.
3. Health. Medical and dental services should be placed immediately upon an emergency basis. The shortage of medical and nursing personnel compels this change. The Project Directors shall notify the population of their centers, both evacuee and appointed staff, of the dates after which only emergency service will be available. Where absence of sufficient medical and nursing personnel on the project makes this necessary, arrangements shall be made for the purchase under contract of medical services in nearby towns, for emergency medical cases.

4. Welfare. The principal task of the Welfare Section shall hereafter be counseling and assistance in the preparation of relocation plans and the completion of arrangements for the transfer of dependent cases to State and local welfare agencies. Until the plan is developed and the family departs from the center, public assistance may be continued on the limited basis on which it has always been available. (Clothing allowances earned in connection with employment on the center shall continue to be payable for the time being).
5. Adult Education and Vocational Training Courses. Project Directors shall announce the dates on which particular adult education and vocational training courses will close. No formal or organized courses of any kind should be continued after August 31, unless the Project Director shall specifically authorize extension of a particular course beyond that date, but no such course shall be extended to a date later than five weeks prior to the closing of the center. The policies stated in this paragraph are intended to be applicable to courses in English, Domestic Services, Gardening, Stenography, Secretarial Work, Sewing, Auto Mechanics and other adult education or vocational training courses.
6. Elementary and High Schools. No elementary or high school shall be reopened at any center.
7. Community Activities and Supervised Recreation. It is clearly not necessary to interfere with spontaneously organized recreation, entertainment or sport activities. Project Directors shall, however, set early dates beyond which the Authority will not provide supervision or assistance for organized continuous activities programs. Plans for recreational activities shall in general not provide for events to take place more than ten days to two weeks subsequent to the planning. Activities such as the Boy Scouts, Girl Scouts, Red Cross, (excluding the Home Service Programs) shall be so planned that they will not undertake projects that cannot be completed within an early period. Many group activities at centers can still be utilized for relocation information and planning purposes.
8. Food Processing. Project Directors shall set early dates, in no event later than 60 days prior to the closing date for the center, for the termination of the manufacture or processing of Japanese-type foods such as tofu, misu, shoyu sauce pickles, etc.
9. Closing Mess Halls. Notwithstanding the provisions of Project Employment Handbook 50.5.6L, issued February 13, 1945, the Project Directors shall have authority to close any mess hall at any time when in their judgment such closing is desirable in the interests of administrative efficiency or economy or the promotion of relocation, but no mess hall shall be continued after the number of persons regularly eating in such mess halls shall fall below 125.

10. Closing Blocks or Groups of Blocks. Project Directors shall have authority in their discretion to close blocks or groups of blocks whenever in their judgment such closing is desirable in the interests of administrative efficiency or economy or the promotion of relocation. All necessary steps shall be taken to provide protection of property against loss or damage by fire, theft or other causes at the time buildings are closed.
  
11. Maintenance of Center Buildings and Facilities. No maintenance work shall be performed on center buildings and facilities, after the date of this memorandum, other than maintenance work that is absolutely necessary to the continued functioning of essential activities on the center. Building repair and replacements shall be entirely eliminated so far as possible. No painting of any kind shall hereafter be done on barracks, administration buildings or administrative staff housing. Maintenance and repair of utilities shall be limited to work that is essential to the continued necessary operation of such utilities. No additional landscaping or planting shall hereafter be made, and the employment of gardeners shall be limited to the absolute minimum.
  
12. Contracts for Services and Supplies. Existing contract shall be reviewed and a determination made as to the date beyond which services will no longer be required under such contracts. Advance notice of termination, as required by the contract, should be given in adequate time to effect termination at the time scheduled. A thorough review shall be made of all unfilled requisitions and purchase orders and of all inventories. A careful estimate shall be made of the minimum amount of supplies and materials that will be required to carry on essential center functions until the center is closed, taking into account all possible substitutions that may be made from inventories and stocks on hand. Excess quantities on order shall be cancelled. Thereafter there shall be purchased only those materials and supplies, above what is on hand, that are needed to carry on essential center functions until the center is closed.

*D. S. Meyer*

Director

WAR RELOCATION AUTHORITY

Washington

August 1, 1945

ADMINISTRATIVE NOTICE No. 289

Subject: Scheduling Terminal Departures During Last Six Weeks Prior to Center Closing

Distribution: A

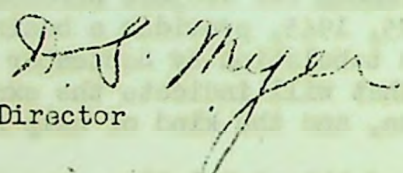
1. In order to perform effectively the administrative task of closing the relocation centers on the dates established, it will be necessary for the Project Director of each center to prescribe in advance quotas for terminal departures during the last few weeks. The importance of giving individual attention to the assistance needed by center residents in completing their relocation plans, and the need for scheduling the use of transportation facilities, make it unwise to permit large groups of evacuees to postpone their departure until the last few days.
2. The scheduling of terminal departures for dependent persons has already been provided for. See Administrative Notice No. 285, July 25, 1945.
3. The Memorandum for Project Directors concerning relocation interviews issued July 25, 1945, provides a basis for the preparation by each Project Director of a tabulation by September 1, of the remaining population of the center, that will indicate the expected date of departure, the proposed destination, and the kind of help needed.

On the basis of this tabulation, and after considering the transportation facilities that will be available and the time that will be needed to provide individualized assistance on relocation problems, the Project Director shall prepare a complete schedule of terminal departures for all the remaining population of the center. In preparing this schedule the Project Director shall give full consideration to relocation plans already made by residents, and insofar as transportation and other factors permit shall schedule departures on the dates chosen by the residents. Not later than six weeks before the date on which the center is to be closed, the Project Director shall adjust the schedule of terminal departures to the population still resident in the center and shall then assign weekly and daily quotas for the departure of the remaining residents. The Project Directors of the Colorado River and Gila River Relocation Centers, shall prepare separate terminal departure schedules for the units that are to be closed on October 1 and for the remaining units of the centers.

4. In so far as the quota of terminal departures for any week shall not be filled in advance by residents who have announced their decision to relocate within the particular week, the Project Director shall set specific departure dates for particular residents and shall advise them of the dates on which they will be required to leave the center. In each case the resident shall be informed that he must choose a departure date and destination within two weeks or a departure date will be selected for him and transportation will be arranged to his place of legal residence.

5. In assigning departure dates to residents, the Project Director shall consider all available information concerning the relocation plans of the families concerned and shall set the earlier dates for those persons more nearly prepared for departure. Every effort shall be made to notify residents of their established departure dates a reasonable time in advance, and no resident shall be required to leave a center on less than three days notice.

6. The Project Director shall follow through to see that each resident leaves on the scheduled date of departure. If any resident shall refuse to arrange for packing of personal effects, arrangements for the packing to insure his leaving according to schedule shall be made for him. If the resident shall have refused to select a destination for relocation, transportation shall be arranged to his place of legal residence which will, in nearly every case, be the place from which he was evacuated. If such persons wish to adjust their plans and leave at an earlier date, they shall be given assistance in completing arrangements. The attitude of such persons shall not affect their eligibility for relocation assistance grants, temporary assistance, travel grants, and other assistance provided by WRA.

  
Director

WAR RELOCATION AUTHORITY

Washington

August 1, 1945

ADMINISTRATIVE NOTICE No. 289

Subject: Scheduling Terminal Departures During Last Six Weeks Prior to Center Closing

Distribution: A

1. In order to perform effectively the administrative task of closing the relocation centers on the dates established, it will be necessary for the Project Director of each center to prescribe in advance quotas for terminal departures during the last few weeks. The importance of giving individual attention to the assistance needed by center residents in completing their relocation plans, and the need for scheduling the use of transportation facilities, make it unwise to permit large groups of evacuees to postpone their departure until the last few days.

2. The scheduling of terminal departures for dependent persons has already been provided for. See Administrative Notice No. 285, July 25, 1945.

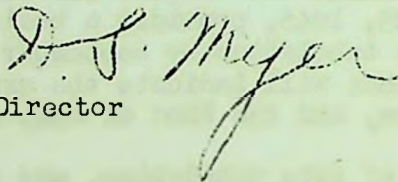
3. The Memorandum for Project Directors concerning relocation interviews issued July 25, 1945, provides a basis for the preparation by each Project Director of a tabulation by September 1, of the remaining population of the center, that will indicate the expected date of departure, the proposed destination, and the kind of help needed.

On the basis of this tabulation, and after considering the transportation facilities that will be available and the time that will be needed to provide individualized assistance on relocation problems, the Project Director shall prepare a complete schedule of terminal departures for all the remaining population of the center. In preparing this schedule the Project Director shall give full consideration to relocation plans already made by residents, and insofar as transportation and other factors permit shall schedule departures on the dates chosen by the residents. Not later than six weeks before the date on which the center is to be closed, the Project Director shall adjust the schedule of terminal departures to the population still resident in the center and shall then assign weekly and daily quotas for the departure of the remaining residents. The Project Directors of the Colorado River and Gila River Relocation Centers, shall prepare separate terminal departure schedules for the units that are to be closed on October 1 and for the remaining units of the centers.

4. In so far as the quota of terminal departures for any week shall not be filled in advance by residents who have announced their decision to relocate within the particular week, the Project Director shall set specific departure dates for particular residents and shall advise them of the dates on which they will be required to leave the center. In each case the resident shall be informed that he must choose a departure date and destination within two weeks or a departure date will be selected for him and transportation will be arranged to his place of legal residence.

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Director



WAR RELOCATION AUTHORITY

Washington

August 6, 1945

ADMINISTRATIVE NOTICE No. 290

Subject: Declaration of Surplus Property

Distribution: AO

This Notice supersedes Administrative Notice No. 250, dated May 16, 1945.

I. Declaring Agency

Regulation 1 of the Surplus Property Board, in section 8301.2 (d) defines "Owning agency" as follows:

"(d) Owning agency. The term "owning agency", in the case of any property, means the executive department, the independent agency in the executive branch of the Federal Government, or the corporation (if a Government agency), having control of such property otherwise than solely as a disposal agency." Effective October 1, 1945, the Department of the Interior has delegated to the War Relocation Authority the authority and function of "owning agency" for purposes of declaration to the appropriate disposal agency of all government property in the possession of the War Relocation Authority and surplus to its needs, which has not by October 1, 1945, been earmarked or approved for transfer to other bureaus in the Department of the Interior. The War Relocation Authority will, therefore, deal directly with the designated disposal agencies for the declaration of surpluses after October 1, 1945.

II. Declaration Forms

Handbook Sections 20.4.9A and 140.8.7 are hereby revised to provide that all declarations of surplus by centers will be made on Form SPB-1, in lieu of OEM-727, Treasury 812, or SWPA-1 as previously authorized. The Washington office of WRA will prepare Form SPB-5, for declaration of real property and installations, on the basis of information developed by special crews sent by the Director to make inventories of the physical plant and fixed assets of centers (140.8.15). The Department of the Interior central property office will prepare Form SPB-2 (monthly summary of declarations on Form SPB-1).

III. Need for Prompt Declaration

All centers, except the Tule Lake Center and the Fort Ontario Refugee Shelter, shall prepare declarations of major and minor equipment and sup-

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4. "Location of Property"—Give mail address of the center. (shelter).
5. "Proceeds"—Insert "Non-reimbursable" in all cases.
6. "Authorized by"—Insert: Type the name of the Property and Warehousing Officer, and show his proper title. When the declaration is complete, the Property and Warehousing Officer should sign the original and sign or facsimile all copies of the declaration. If the Property Officer position is vacant, the declaration should be prepared for the signature of the Supply Officer, Project Director or person preparing the declaration, in that order, as positions become vacant.
7. "Standard Commodity Classification Code"—Can be found in the two-volume "Standard Commodity Classification" (blue binding). (Only one code in each declaration).
8. "Date of Report"—Date the declaration is prepared by the center.
9. "Reporting agency number"—Write the name of the center in full, followed by the number of this report in the series issued by the Center, and indicate the fiscal year in which the report is made, e.g., Granada 12-1946.
10. "Total cost—this report"—Total of column (h) all sheets of the declaration. "Page \_\_\_\_\_ of \_\_\_\_\_ Pages" — SPB-1 will always be Page 1 of the set. Add to it the number of continuation sheets to arrive at total pages. "Description"—Enter complete nomenclature. See Handbook of Standards for Describing Surplus Property furnished each Center by the Washington office.

"Form SPB-1, Continuation Sheet"—This form should be duplicated on the center. If stocks of the previously prescribed continuation sheet are available they may be used by cutting off the "Estimated Value" column. Entries to be made on the continuation sheet are self-explanatory.

V. Transfer of Surplus Items Within WRA

Copies of surplus declarations submitted by centers to disposal agencies on and after October 1 will be reviewed in the Washington office of WRA. Since all centers (except Tule and Oswago) will be closed in the near future, and a major part of all necessary transfers of equipment and supplies between centers have been completed, there will be little transfers between centers of items listed as surplus. From time to time, individual items on the lists may be deleted by the Washington office, in which case complete instructions will be sent to the center for transfer or other disposition of the items in question. Centers will withdraw items from surplus declarations by using Form SPB-1.1, as outlined in Section IX of this Notice.

## VI. Transfer of Surplus Property to Interior Agencies

The Department of the Interior has advised the War Relocation Authority that it has instructed all of its member bureaus to contact the WRA centers directly before September 30, 1945, for any equipment or supplies they may desire to transfer from WRA. Representatives of various Interior bureaus will contact all centers between August 1 and September 30. The representatives will review such equipment and supplies as may be immediately available or will be available after all evacuees have left the centers and the center is ready to be closed. The bureau representative visiting the center may or may not have complete authority to negotiate for the equipment and supplies on the spot at the center. If he does not have such authority, he will negotiate with the proper office to secure purchase documents for items selected. In such cases, no actual transfer is to be instigated until such authorization is received. WRA centers are hereby given authority to negotiate transfers without reference to Washington. If an Interior representative selects property on which declarations have been prepared and dated October 1 the items may be deleted from the declaration. If Interior representative selects property previously declared through Washington for circularization, which has not been forwarded to a disposal agency, he should be instructed to send his request directly to the Department of the Interior, Purchasing Office, Washington. If an Interior representative examines and desires property, previously declared to disposal agencies and not yet moved from the center he should be instructed to negotiate with the disposal agency.

Ordinarily the price of the items to be transferred will be determined in accordance with the methods and standards established in WRA regulations regarding cost, condition depreciated usage, and appraisal. However, if the price of a particular item of surplus becomes a matter of controversy between a requesting bureau representative and the center, the center is authorized to adjust the transfer price, as shown on the property records, to a figure which in the opinion of at least three center employees, designated by the Project Director represents a price which is deemed fair under present market conditions, taking into consideration cost, age, condition, usage, depreciation, obsolescence, etc. The difference, if any, in values may be cleared on the property records by means of posting the Invoice and Shipping Ticket, Form WRA-169A, which may be prepared to reflect the price at which carried on the records as well as the transfer price agreed upon. The Department of the Interior bureau representatives will prepare on the spot while visiting a center, a formal letter of request in an original and three copies, all signed, setting forth the equipment or supplies to be transferred giving the description of the items, the price at which to be transferred, the destination of the transfers and a statement that funds are available, giving the appropriation symbol number, and the location to which adjustment vouchers should be submitted. One copy of such transfer request should be forwarded to the Washington office, and one copy should be sent direct to the Department

of the Interior, Purchasing Office, Washington 25, D. C. The receiving bureaus will prepare a Government Bill of Lading, chargeable to itself, to cover shipment of the property from the center, and will send the Government Bill of Lading together with any necessary instructions as to time of shipping, etc. direct to the center. It will be the particular office of the Bureau, which is to receive the property, that will prepare the Government Bill of Lading and will arrange with the center for shipment. The center will do the necessary packing or crating of the property and will deliver it to the carrier for shipment. WRA's responsibility ends there, and does not extend to repair or transportation. During the entire process of transfer including answering inquiries about the property, packing and crating, and delivering for shipment, the centers shall act promptly. It is of the utmost importance to cooperate in getting the property off the center at an early date as possible.

VII. Billing

After shipment is completed, the center shall prepare a Form 1080 to bill the receiving Bureau, using the valuation agreed upon and listed on the receiving bureaus transfer request. An item of 2 per cent of the total shall be added to cover cost of packing, crating and delivery to the carrier. The Form 1080 shall be sent to the office of the requesting agency, as stated in the letter requesting the equipment or supplies. When payment is received it shall be deposited in Miscellaneous Receipts, except for the 2 per cent handling charge, which shall be deposited to the WRA appropriation, objective class 08, Project Management.

VIII. Surpluses Not Needed in Interior

Immediately upon receipt of this notice, Center officials should contact appropriate Regional Officers of Disposal Agencies to complete arrangements for direct negotiations after October 1, 1945. The Disposal Agencies will also be advised direct by the Washington Office that each center has the authority for direct negotiation.

Declarations should be prepared for processing on and after October 1 as prescribed under Section IV of this notice.

IX. Handling of Surplus at Centers

As soon as an item is listed as surplus by the center it shall be segregated and stored in a secure place to await disposal. It cannot be used by the center. If, because of an unforeseen emergency, the center has need for an item which has been declared to a disposal agency, the item shall immediately be listed on Form SPB-1.1, prepared in the required number of copies. Copies to be distributed as prescribed for Form SPB-1. Such withdrawals must be held to an absolute minimum, and in nearly every case can be avoided by careful planning. In the process of declaring surpluses, centers shall take especial care to list property to be declared to one disposal agency of items of only one commodity classification group on one declaration (See Orders No. 1, 2, 3 to SPB Regulation No. 1).

X. Previous Declarations

The Washington office of WRA will assume the responsibility for the preparation of Form SPB-1 on any lists of surplus property already reported on obsolete Forms OEM-727 or SWPA-1, and on which the center has had no clearance for declaration to the disposal agency. A copy of all Forms SPB-1 prepared by the Washington office will be returned to the appropriate center after the declaration has been processed by the Department and forwarded to the disposal agency.

- XI. These instructions apply only to Centers and the Emergency Refugee Shelter. Separate instructions will be issued for the guidance of field offices.

*R. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

August 8, 1945

ADMINISTRATIVE NOTICE No. 293

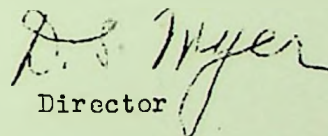
Subject: Inquiries Regarding Sale of Surplus WRA Property

Distribution: A

In a number of instances inquiries have been made as to whether evacuees may be permitted to purchase supplies and equipment which are surplus to the needs of the War Relocation Authority.

An owning agency, i.e., United States Department of the Interior, War Relocation Authority, is required by law to dispose of surplus property in the manner outlined in regulations issued by the Surplus Property Board. All serviceable property will be declared to disposal agencies, i.e., Commerce Department, Reconstruction Finance Corporation, War Food Administration, etc. for disposal either by transfer to other agencies or by sale.

Sales are conducted by the disposal agencies in the manner outlined by law and regulations. The War Relocation Authority is not in a position to advise any individual whether or not he is eligible to purchase property he desires. Persons making such inquiries should be directed to the proper disposal agency.

  
Director

OM-3433

WAR RELOCATION AUTHORITY

Washington

August 17, 1945

ADMINISTRATIVE NOTICE NO. 298

Subject: Relocation of Families Including Pregnant Women

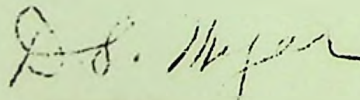
Distribution: A

Travel recommendations for pregnant women make it imperative that project directors make an immediate check of these cases through clinic records and otherwise. Project directors shall see that relocation plans are effected before the completion of the seventh month of pregnancy, except in those more advanced cases in which confinement is expected at least a month before the closing date.

The Chief Medical Officer has approved travel through the seventh month of pregnancy, with Pullman accommodations after the third month on recommendation of the center principal medical officer.

Travel for short distances by automobile or Pullman, or reclining chair, up to two weeks of expected confinement may be arranged if approved by the principal medical officer at the center.

Following confinement, mothers and babies may travel within two to four weeks on approval of the center principal medical officer. Travel should be by Pullman if available.



Director

WAR RELOCATION AUTHORITY

Washington

August 24, 1945

ADMINISTRATIVE NOTICE NO. 301

Subject: Return of Hawaiians to Their Homes

Distribution: A

In summarizing the present situation with regard to return of Hawaiians to their homes, it is important to point out that the decision as to who may return rests entirely with the Commanding General of the Pacific Ocean Areas, and no person may return without his specific approval. We are continuing our efforts to accelerate approval of applications for return and to secure the return of as many as possible before the centers close. However, the transportation situation limits the number who can be returned. Any who are unable to depart before center closure will be expected to relocate temporarily and to negotiate individually for their return to Hawaii when permission is granted to them.

It is also important to distinguish between two groups of people:

1. Persons who were not evacuated from Hawaii will continue to be handled by the Commanding General of the Pacific Ocean Areas with travel arranged through the Twelfth Naval District of San Francisco; the San Francisco Relocation Office will give such individual assistance as may be necessary under the general authority provided in the Manual and Handbook. Persons who were not evacuated from Hawaii but who came to the mainland prior to the outbreak of war (and who may or may not have been included in the general evacuation from the West Coast) have been securing approval from the Commanding General for return on the basis of their individual applications. In some cases the Washington office has been notified by the Commanding General of his action, and in other cases not. It is our understanding that a backlog of approved cases has been built up in San Francisco, and that travel is controlled by the Twelfth Naval District on the basis of the Navy priority system. The Twelfth Naval District office advises individuals when to arrive in San Francisco in order to be included on a particular sailing.

OM-3486



2. Persons who were evacuated directly from Hawaii will be provided with transportation under a specific arrangement with the Army, the coordination of which will be handled through the Washington office of the WRA. This arrangement is wholly independent from that outlined in paragraph 1 above. Persons evacuated from Hawaii by the Army and placed under WRA jurisdiction number 1136, including those paroled from internment camps to relocation centers. From time to time, relocation centers and relocation offices will receive word from the Washington office that certain individuals have been designated for return and will be asked to accept a "ready date", that is, a date after which the individual can leave on very short notice for a designated port. Although the evacuee should be able to leave right after this date, he should not give up his job or living quarters after accepting a "ready date", since some time may elapse before he is advised of his "port call date", or the date on which he must be at the port. Board and room will be provided without charge during the short interval between the "port call date" and the actual sailing.

Persons traveling under this arrangement will be given "invitational travel orders" at or about the time they are advised of the port call date. If they leave their point of residence before receiving these orders, they will be unable to sail. Neither the name of the port nor the date to arrive there will be given to the evacuee until the designation of a port call date.

Ocean transportation in the case of persons evacuated from Hawaii will be at WRA's expense. The Relocation Supervisor at the port will issue a Government Transportation Request for the steamship ticket and will make such grant as he may deem appropriate to cover cost of meals on board ship.

Our queries concerning "ready dates" will ask how much baggage an individual needs to take with him. The evacuee should limit his baggage to an average of 175 pounds. However, since an excess by one person can be handled only as a result of a deficiency by someone else, requests for taking in excess of 175 pounds should be made only in cases of urgent necessity. Plans for shipping in excess of 175 pounds may be made under the general regulations of the Authority concerning shipment of freight.

*D. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

*Paul* 22159  
~~22132~~

September 6, 1945

ADMINISTRATIVE NOTICE No. 303

Subject: Payment of Relocation Assistance Grants to Institutionalized Persons

Distribution: A

The purpose of this Notice is to clarify apparent discrepancies between the policies stated in Handbook 130.48.2B-9 and Manual 130.6 concerning relocation of evacuees in hospitals or other institutions within the formerly evacuated area.

Handbook Section 130.48.2B-9 should be deleted and the policies and procedures detailed in Manual Section 120.6 are to be followed, subject to the limitations set forth below.

Relocation assistance may be made to such persons according to the provisions of Manual section 120.6, if they are relocating within the evacuated area or if they are joining other family members who have relocated elsewhere. Relocation assistance may not be made for relocation from institutions within the evacuated area, to which such persons were transferred after January 2, 1945.

*Thurston E. Pitts*

Acting Director

OM 3530

WAR RELOCATION AUTHORITY  
Washington

*R. Spicer*  
*Room 712*

00160  
~~00188~~

September 14, 1945

ADMINISTRATIVE NOTICE No. W-14

Subject: Requests to Projects for Reports to the Wash-  
ington Office

Distribution: W

It is essential to keep down to the irreducible minimum the reports that we shall be asking the projects to submit to the Washington office during the remaining period of center operation.

For this reason, hereafter all requests to project personnel for the preparation or submission of reports concerning any phase of activities shall be prepared for the signature of the Director, and shall be accompanied by a brief memorandum addressed to me indicating why the proposed report is essential.

*R. F. Meyer*  
Director

OM3548

WAR RELOCATION AUTHORITY

Washington

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September 15, 1945

ADMINISTRATIVE NOTICE No. 306

Subject: Stand-by or on-call duty and payment of compensatory time

Distribution: AO

Employees such as doctors, nurses, internal security officers, fire protection officers, and any others who are required to be on "stand-by" or "on-call", "at or within the confines of their stations" shall be allowed payment for such duty.

The following will help to clarify what is meant by stand-by or on-call duty.

- (1) Where stand-by time is not the same each week, but the amount regularly recurs in a cycle (as in rotating shift systems), the average for the cycle is used.
- (2) Not all time during which an employee happens to be available to receive a call to render service in an emergency is compensable time. Whether it is or not depends upon the facts and the circumstances of the employment.
- (3) The phrase "at or within the confines of their stations," is intended to cover, in an overall way, circumstances in which the employee's whereabouts and his freedom of choice to follow his ordinary living habits, and to engage in personal activities at places of his own choosing are limited by the Government for the benefit of the Government.

Since no hard and fast rule can be laid down to cover all circumstances, the following examples will serve as a guide to the application of this procedure.

- A. An employee works a regular schedule of a definite number of hours on duty and a definite number of hours off duty, e.g., 24 hours on and 24 hours off. During his off-duty period, he is not at his place of duty.

The entire period of 24 hours on duty, less time allowed for sleep and meals, (see Paragraph C) would be included

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in computing the total number of regularly scheduled hours a week or cycle for overtime pay. During his 24 hours on duty, he is required to remain at his place of duty and respond immediately to emergencies, day or night.

Example

Tour of Duty		Hours of Sleep and Meals	Total on call
Sunday	24	8	16
Monday	Off		
Tuesday	24	8	16
Wednesday	Off		
Thursday	24	8	16
Friday	Off		
Saturday	24	8	16
			<hr/> 64
Sunday	Off		
Monday	24	8	16
Tuesday	Off		
Wednesday	24	8	16
Thursday	Off		
Friday	24	8	16
Saturday	Off		
			<hr/> 48

Average for cycle of 2 weeks, 56 hours per week are worked, 16 of which are overtime hours to be paid at overtime rate. He is also entitled to night pay differential as provided in Paragraph C.

It is realized that the hours of duty for doctors will vary at the different centers, therefore, the following is used only as an example.

Tour of Duty		Hours of Sleep and Meals	Total on Call
Sunday	24	8	16
Monday	8		8
Tuesday	24	8	16
Wednesday	8		8
Thursday	24	8	16
Friday	Off		
Saturday	24	8	16
			<hr/> 80
Sunday	8		8
Monday	24	8	16
Tuesday	8		8

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Tour of Duty	Hours of Sleep and Meals	Total on call
Wednesday 24	8	16
Thursday Off		
Friday 24	8	16
Saturday 8		8
		<u>72</u>

An average of 76 hours of duty is performed each week, 36 hours of which are overtime hours. (See also Paragraph C)

- B. A nurse employed in the operating room of the hospital on a regular 8 hour day, 6 day basis is required to standby for emergency work a certain number of nights a month. This stand-by time is spent in the nurses' residence within the hospital area, and the nurse is required to remain in her room on call. (See also Paragraph C)

This is stand-by service "at or within the confines of her station", because the nurse's whereabouts is narrowly limited by regulation.

- C. The night pay differential of 10% on the base pay shall be paid for that portion of a regularly scheduled tour of duty which falls between 6 p.m. and 6 a.m., except that it is not payable for any period for which overtime compensation is paid. The 8 hours allowed for sleeping and eating shall be excluded since this time will fall between 6 p.m. and 6 a.m., except that employees shall be paid for duty actually performed in answering alarms and emergency call occurring during the eight hours allowed for sleep and meals.
- D. The payment of overtime compensation in lieu of compensatory time off from duty which an employee failed to receive through no fault of his own on or prior to June 30, 1945, for overtime work performed prior to July 1, 1945, under the terms and conditions of the War Overtime Pay Act of 1943, payment should be made at the rate of compensation in effect for the employee as of June 30, 1945.

Under Section 202 (a) of the Federal Employees Pay Act of 1945, Public Law 106, 79th Congress, it has been administratively determined that credit for irregular or occasional overtime shall be earned in units or multiples of 30 minutes.

An employee who requests time off in lieu of overtime compensation for occasional or irregular overtime service performed in excess of 40 hours per week and fails to take the compensatory time off from duty within 126 days (9 bi-weekly pay periods) will lose his right to overtime compensation. However, there is no authority to deny payment of overtime compensation where the failure to take the compensatory time off from duty within the prescribed 126 day period was due to conditions beyond the control of the employee.

Compensatory time may be taken, if applied for and approved in advance, on the regularly scheduled overtime day.

- E. Employees who transfer in the middle of the administrative workweek from one agency to another and who work the required number of hours in the first agency and work the required number of hours in the second agency, making a total in all of 40 hours plus required overtime, are not entitled to overtime compensation since they did not render the required basic 40 hours in either agency.

*Paul Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

September 15, 1945

ADMINISTRATIVE NOTICE No. 307

Subject: Establishment of County Residence in California

Distribution: A

As has been stated in previous releases, in order to be eligible for financial assistance in California a person must have resided in the State for a continuous period of three years and for one continuous year in the county prior to application for assistance. For those individuals and families who have resided in the State of California for three years continuously prior to evacuation, but for whom continuous residence in a specific county for one year prior to evacuation cannot be determined the State Department of Social Welfare in California suggests that the following procedure be adopted:

1. Determine as accurately as possible the total number of months, year by year, spent in each county for the three to five years preceding evacuation
2. Send the WRA-390 summary first to the county of the greatest number of months of residence, and
3. If the first county rejects the case and returns the summary to the center, send it to the county showing the second greatest number of months. If the second county should reject the case, an appeal should as once be taken to the State Department of Social Welfare.
4. The State Department of Social Welfare cannot make an overall ruling affecting county funds appropriated by the county for general assistance. However, it can and will accept an appeal in case of refusal, and can assist in determining residence on the basis of facts submitted.
5. It is consistent with the general pattern of Federal-State relations in the field of public welfare to return evacuees whose place of residence cannot after reasonable effort as outlined above in paragraphs 2, 3, and 4, be determined to

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the community from which they were evacuated. In some instances this will not be the community of residence, since during the early stages of evacuation, some of the evacuees moved voluntarily to new localities in the State. The period of time spent in an assembly center and the relocation centers is not counted in determining whether or not an evacuee has residence in a State or county.

At the time of sending the first summary to the county, send a carbon copy to the appropriate Area Office, directed to the attention of the Relocation Adjustment Advisor, identifying the case as one being handled in accordance with this notice, so that the Area Adjustment Advisor may enlist the assistance and cooperation of the State Department of Social Welfare.

*D. J. Meyer*  
Director

*Paul*

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WAR RELOCATION AUTHORITY

Washington

September 17, 1945

ADMINISTRATIVE NOTICE No. 308

Subject: Death Pensions to Parents of Deceased Servicemen

Distribution: A

There is attached a copy of a letter from General Omar N. Bradley, Administrator of the Veterans Administration, outlining the policy of that agency regarding claims filed by residents of relocation centers for death pensions as dependent parents of deceased servicemen.

It is our understanding that up to the present time such claims have generally been rejected on the ground that the applicants' needs were already met by WRA. In such cases, the claimant should not appeal, but should file a petition on the basis of a change of circumstances because of the closing of the centers and the applicant's resettlement in an outside community.

Application forms for filing claims for death pensions may be obtained from the nearest office of the Veterans Administration. Correspondence should be addressed:

Manager,  
Veterans Administration,  
(City and State).

For convenience the offices in States in which centers are located are listed below:

- Arkansas - Little Rock
- California - Los Angeles, San Francisco
- Colorado - Denver
- Arizona - Tucson
- Wyoming - Cheyenne
- Utah - Salt Lake City
- Idaho - Boise

*D. C. Meyer*  
Director

OM 561

Attachment

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22135

VETERANS ADMINISTRATION

Washington

September 5, 1945

Mr. D. S. Myer,  
Director, War Relocation Authority,  
Department of the Interior,  
Washington, D. C.

My dear Mr. Myer:

Reference is made to your letter concerning the claims for pension filed by parents of deceased servicemen of Japanese ancestry who are residing in relocation centers, which have been disallowed for the reason that the claimants are not considered dependent within the meaning of the pension laws. Answer to your letter has been delayed in order to allow time for a full and complete study of the matter.

For the purpose of determining whether a parent may be entitled to receive death pension, regulations have been adopted which outline the conditions under which dependency may be accepted as existent. While these regulations are designed to afford a uniform measure for determining dependency, they are not inflexible. Each claim is adjudicated on the facts in that claim.

The regulation which defines dependency provides, in part, that

"Dependency will be held to exist if the father or mother of the veteran does not have an income sufficient to provide reasonable maintenance for such father and mother and members of his or her family under legal age, and for dependent adult members of the family if the dependency of such adult member results from mental or physical incapacity. Reasonable maintenance includes not only housing, food, clothing and medical care sufficient to sustain life, but such items beyond the bare necessities, and as well as other requirements reasonable necessary to provide those conveniences and comforts of living suitable to and consistent with the parents' reasonable mode of life."

"In the absence of evidence indicating the contrary, dependency will be held to exist when the monthly income \*\*\*does not exceed:

- (a) \$60 for a mother or father (not living together),
- (b) \$100 for a mother and father (living together),
- (c) The amounts stated in (a) or (b) plus \$25 for each additional member of the family whose support is to be considered, \*\*\*."

The criteria to be employed in determining dependency were adopted after a careful study bearing in mind the intent of the law and the recognized principle that the pensions and compensation which are administered by the Veterans Administration do not purport to equal the degree of maintenance which might have been supplied by a deceased veteran.

The maintenance which has been provided for persons in the relocation centers, in addition to the salaries or public assistance grants, are considered to be equivalent in value to the amounts of income cited in the criteria quoted which is generally applicable in determining whether an ordinary civilian may be considered dependent. If, however, a parent has extraordinary medical or other expenses which may be considered, the amounts cited are not controlling. The fact that a claimant is in a relocation center is not of itself sufficient to establish that dependency does not exist.

With respect to those instances in which an allotment is received during the lifetime of a serviceman and pension is not payable upon his death, you are undoubtedly aware that the fact that a serviceman made a voluntary allotment of his pay or that a parent may have received a family allowance would not serve to establish that the parent is dependent for the purpose of receiving death pension.

The law under which pension is payable to dependent parents of deceased World War II veterans provides among other things that pension may be paid from the date of the happening of the contingency upon which pension is allowed. Accordingly, I would suggest that some procedure be instituted to aid persons who believe they may be entitled to pension in executing a claim for this benefit before they are separated from the relocation center. This may expedite the matter of awarding pension to those parents who may be considered dependent.

I am confident you will appreciate the position of the Veterans Administration in this matter and that in the handling of these claims there is no intent to visit a penalty upon those persons who have been retained in relocation centers. It would appear, however, from an over-all view point that to disregard the maintenance which is provided by the Government for these persons would place them in a position superior to that of the parents of other deceased members of the military and naval forces who are furnishing their own subsistence.

Very truly yours,

/s/

OWEN M. BRADLEY,  
General, U. S. Army,  
Administrator.

WAR RELOCATION AUTHORITY

Washington

September 21, 1945

ADMINISTRATIVE NOTICE No. 237, Revised

Supplement No. 1

Subject: WRA Assistance for Housing Accommodations in West Coast Areas

Distribution: A

Paragraphs E and F of Section II of Administrative Notice No. 237, Revised, are hereby revised to read as follows:

- E. All centers have been designated as sources of supply and equipment may be withdrawn from the stocks at any center.
- F. In all instances, Area offices should request the property required from the nearest centers first. In this connection, the requests may be made by either Area offices or the Director's designated representatives working on housing arrangements on the West Coast. The center upon which the request is made will immediately make the equipment available or notify the Area office or designated representative of its inability to do so.

*D. S. Meyer*  
Director

OM-3576

WAR RELOCATION AUTHORITY

Washington

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00167

September 21, 1945

ADMINISTRATIVE NOTICE No. 309

Subject: Designation of Finance and Supply Officer

Distribution: AO

John W. Clear, who has served as WRA Finance and Supply Officer since establishment of WRA early in 1942, is leaving the agency. Effective September 17, 1945, Boyd N. Larsen is designated Finance and Supply Officer to succeed Mr. Clear. Since October 1, 1944, Mr. Larsen has served as Assistant Finance and Supply Officer in the Washington office, and previous to that date was Finance Officer at the Heart Mountain Relocation Center.

*Boyd N. Larsen*  
Director

OM-3574

WAR RELOCATION AUTHORITY

Washington

~~91~~

00168

September 21, 1945

ADMINISTRATIVE NOTICE No. 310

Subject: Discontinuance of Teletype Service in the Washington Office on Saturdays

Distribution: A

The Public Buildings Administration has informed us that teletype service will no longer be furnished the Washington Office on Saturdays. Arrangements have been made to have an operator on duty in the Washington Office on Friday evenings to send and receive all teletype messages. Outgoing messages must be received by the Teletype Operator not later than 4:30 P.M. in order for them to be transmitted that day.

Hereafter, communication between field offices and the Washington Office on Saturdays should be by either telegraphic service or long distance telephone, depending upon the urgency of the message. A skeleton staff is maintained in the Washington Office each Saturday, in accordance with Administrative Notice No. 304.

*D. S. Meyer*  
Director

OM-7575

~~22190~~  
WAR RELOCATION AUTHORITY

Washington

00167

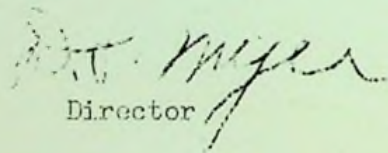
September 21, 1945

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Director

OK-3574



WAR RELOCATION AUTHORITY

Washington

~~00168~~ 91

00168

September 21, 1945

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*A. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

~~00132~~  
Paul

00169

September 26, 1945

ADMINISTRATIVE NOTICE No. 311

Subject: Submission of Reports to the Washington Office by Relocation Centers

Distribution: A

In order to afford relocation center personnel more time for the preparation of final reports and the performance of other essential functions, all periodic narrative reports for the Washington office (except the weekly reports from the Project Director to the National Director and the weekly reports from the Project Attorney to the Solicitor) will be discontinued immediately.

All the regular monthly form reports are hereby discontinued with the exception of those covering Public Health (WRA-242), Welfare (WRA-243), Engineering (WRA-235), and Agriculture (WRA-128). In the case of these latter reports, no narratives will be required and only such statistics as are still applicable in the light of the situation at each relocation center.

Individual time reports, individual case reports from internal security, and reports for the Safety Council will continue to be submitted. Monthly mileage reports, however, will no longer be required.

All regular reports required by the Statistics Section of the Washington office will be continued until further notice from that Section.

This Notice is not applicable at the Tule Lake Segregation Center where reporting will continue in accordance with the previous requirements.

*Paul Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

September 26, 1945

ADMINISTRATIVE NOTICE No. 312

Subject: Operation of Administrative Mess Halls

Distribution: A

In order to provide for the operation of a mess hall for the administrative staff upon relocation of the present evacuee staff it has been determined that hourly workers may be employed for this purpose approximately 60 days before center closure. The administrative mess and its operation is the responsibility of the Chief Project Steward.

Each center is authorized to employ one or two First Cooks, two Second Cooks and four or five Cook's Helpers - the total not to exceed eight. It is believed this will provide a sufficient staff to operate an administrative mess. If additional assistance is believed necessary recommendations should be submitted to Washington by teletype.

This staff will provide for two shifts each working 47 hours a week. Each shift may be composed of one First Cook, one Second Cook and two Cook's Helpers, or more if justified by the number of persons eating in the mess hall.

Although this notice authorizes the required number of positions, such positions may not be filled until the wage rates have been established and approved by the Secretary of the Interior.

Listed below are three alternate suggestions for assignment of shifts. Each of these three proposals provides for a 40 hour week, with overtime paid for seven hours. Chief Project Stewards may be able to improve upon these schedules. If so, that is their responsibility. The following schedules assume that only two meals are to be served on Sunday: breakfast from 10 to 10:45, and dinner from 5 to 5:30.

OW-3577

I

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
First Shift	5am-12pm	12pm-7pm	5am-12pm	12pm-7pm	5am-12pm	12pm-7pm	8am-1pm	47
Second Shift	12pm-7pm	5am-12pm	12pm-7pm	8am-12pm	12pm-7pm	5am-12pm	1pm-6pm	47

II

First Shift	5am-7pm		5am-7pm		5am-7pm		8am-6pm	Average over 2 weeks period
Second Shift		5am-7pm		5am-7pm		5am-7pm	Alternate Sundays	

III

First Shift	5am-1pm	1pm-7pm	5am-1pm	1pm-7pm	5am-1pm	1pm-7pm	8am-1pm	47
Second Shift	1pm-7pm	5am-1pm	1pm-7pm	5am-1pm	1pm-7pm	5am-1pm	1pm-6pm	47

The cost of services of appointed personnel, as authorized in this notice, for Administrative Mess Operations shall be included in determining meal costs. Charges for meals eaten at the Administrative Mess shall be adjusted to cover the increased cost. Manual Sections 50.2.3A or B should be followed in establishing the revised meal rates. However, should the cost per meal served be excessive and unreasonable as a result of this additional expense, formal request for the establishment of a reasonable rate should be submitted to the Washington Finance and Supply Section. This request should contain information as to actual cost, recommended charges and justification for the recommended rates.

The above stated procedure applies to all centers, except Tule Lake.

*D. S. Meyer*  
Director

*Paul*

00171

~~00104~~

WAR RELOCATION AUTHORITY

Washington

September 27, 1945

ADMINISTRATIVE NOTICE No. 313

Subject: Disposal of ashes of deceased persons

Distribution: A

In some instances the War Relocation Authority centers may now have custody of urns of ashes of persons who died without relatives in this country but who have relatives in Japan to whom it would be appropriate to send the urns. The Swiss Legation, representing the protecting power of the Japanese Government, will accept the urns in such cases. Each urn should be shipped to the Swiss Legation, Department of Japanese Interests, 2511 Massachusetts Avenue, N. W., Washington, D. C. It should be marked as follows:

1. Name of deceased
2. Place and date of death
3. Name and address of next of kin in Japan

Advise this office, attention Mr. Ralph Stauber, at the time of shipment and we will advise the Legation.

This instruction, of course, does not apply to cases where the deceased person has relatives in this country.

*D. S. Myer*  
Director

~~00198~~  
WAR RELOCATION AUTHORITY

Washington

00172

September 28, 1945

ADMINISTRATIVE NOTICE No. 315

Subject: Designation of Acting Project Director, Minidoka

Distribution: AO

Effective September 26, 1945 Harry L. Stafford has resigned as Project Director of the Minidoka Relocation Center, a position which he has held since the inception of the center in 1942. Mr. Stafford is leaving for overseas duty with the Office of Foreign Economic Administration.

William E. Rawlings, who has been serving at Minidoka as Assistant Project Director in charge of Operations, is designated Acting Project Director.

*G. S. Meyer*  
Director

OM-3506

Paul

WAR RELOCATION AUTHORITY

Washington

October 4, 1945

ADMINISTRATIVE NOTICE NO. 314

Subject: Final Disposal of Records from Center, Area and District Field offices and the Washington Office of WRA.

Distribution: A

Summary

The University of California Library at Berkeley has been designated as the official repository for surplus files and records of the War Relocation Authority after the National Archives have been supplied upon the closure of the Centers, Field offices and Washington office. Detailed instructions for the selection and handling of such material are contained in this Notice. It provides for boxing and shipping certain of this material directly to Berkeley and other material to the Washington office. It is important that these instructions be carefully followed, so that the reference records at the University Library will be as nearly complete as possible.

Pursuant to a request from the University of California, the Library of that University at Berkeley has been designated the primary repository, outside of the National Archives, for War Relocation Authority records. At each Relocation Center and in each Area field office, the Project Director or the Area Supervisor should designate one member of his staff to assume the responsibility, in cooperation with a member of the Washington Records, staff, to see that all copies of material listed below are properly assembled, boxed and shipped on or after closure of the Center to the University of California Library, Berkeley 4, California. The University will pay all charges in connection with the transportation of the material, which is to be shipped in the following manner:

Parcels of 100 pounds or less by Express collect; larger parcels by motor freight or by railway freight, collect. Each box or package must carry a return address label for identification of the material by the library. Shipments may be made any time after October 15. The following points should be carefully considered:

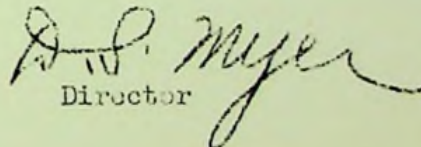
OM-3605

- 1.- Types of material which are to be shipped will include: Administrative Instructions, Manual Releases, Handbook Releases, Administrative Notices; Solicitor's Opinions; Relocation Division Memoranda; pamphlets; reprints of articles appearing in outside publications when duplicated by WRA; non-WRA published material when dealing with the evacuation and the Japanese question; memo-graphed statistical releases from their source of origin; project newspapers from their Center of origin; high school and grade school newspapers, year books and other educational department publications or releases from their Center of origin; Co-op news bulletins; and (where the Washington office has been supplied) Council and Block Manager minutes; historical documentation of special Center events; Center weekly and monthly reports; miscellaneous reports from Center and Field offices; quarterly, semi-annual and annual reports from all sources of origin; educational special reports; statistical studies and tables on enrollment; field bulletins and other publications from Area offices; and public relations news releases from all sources of origin.
- 2.- All Community Analysis reports prepared in the Centers or the field are to be sent direct to the Community Analysis Section in the Washington office for final disposition, according to instructions previously issued by that office.
- 3.- All visual material including still photographs and negatives, motion pictures film strips, and slides recording events of special interesting Center operations, all visual material in Area and Field offices, and all prints and negatives in the Denver Photographic Unit are to be forwarded to the Reports Division in the Washington office for final disposal, in accordance with Manual Section 20.8.79 (Release No. 206) on disposal of visual material.
- 4.- If any question arises as to the advisability of turning over specific material to the University of California Library, a list of such material shall be submitted to the Washington Records Office for checking before shipments to the Library are made.
- 5.- The University of California Library at Berkeley will sort all material received to complete its own records. It will supply the University of California Library at Berkeley with the first surplus set, and



beyond that has agreed to supply surplus material to other libraries upon request, to be sent at the expense of the recipient. Thus all requests received after the closing date of any office, should be referred to the University of California Library at Berkeley.

- 6.- A confidential restriction has been placed on all reports and correspondence between field Attorneys and the Solicitor's Office in Washington. Therefore all such material in Center, Area office, and San Francisco office files shall be held intact until a representative of the Washington records staff arrives to arrange for disposal.
- 7.- In addition to the field Attorneys' and Solicitor's reports and correspondence, there will occasionally be other reports and correspondence prepared by staff members which deal so frankly with intimate and personal affairs of individual evacuees and appointed personnel that they should not be made available to the public. Where it is felt at a Center or Field office that documents of this nature fall within this category, they should be forwarded to the Washington Reports Office for determination, and they will be forwarded to the Library with a confidential restriction on them, if that seems justified.
- 8.- Under no circumstances shall the individual records or files of the evacuees (including health, welfare, education, evacuee property, relocation, leave and legal records) be forwarded to the Library at Berkeley. All Internal Security records and all Personnel records also fall within this restriction.

  
Director

*T. Spicer* 00173  
*Room 712*

WAR RELOCATION AUTHORITY

Washington

October 4, 1945

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*D. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

October 4, 1945

ADMINISTRATIVE NOTICE No. 316

Subject: Amendment to Manual -- Time Limit for Removal of Property  
Stored

Distribution: A

Because of the temporary shortage of permanent housing accommodations in the evacuated area, a number of center residents are returning to temporary housing in public housing projects, hostels, or quarters belonging to and furnished by others. Although it is believed that most evacuees occupying such temporary housing will be able to locate permanent housing within 60 days after they have relocated, some of them may not be able to do so. In order to minimize hardship on such evacuees, who may be unable to use their property for the time being, the following policy and procedures are established:

1. Center residents planning to return to the West Coast will be required as heretofore to execute Forms WRA-156 for shipment of all center and property and property in WRA storage, before receiving relocation assistance. If they wish they may request shipment of their property immediately or written the maximum time limits specified in Manual Section 100.3.8G. Under this procedure all property will be shipped within a designated period not exceeding 60 days, plus any extensions approved by the area supervisor, but in no event later than the center liquidation date for center property, or February 28, 1946, for property in West Coast warehouses. Such property will be shipped to the destination stated on the form if no subsequent shipping instructions are given by the evacuee.
2. In the case of center residents planning to occupy temporary housing in the evacuated area and who for that reason may need storage beyond the initial period permitted by Manual 100.3.8G, WRA storage will be provided on request for center property as well as property stored in West Coast warehouses, under the following procedure:
  - A. Separate sets of Form WRA-156 shall be filled out as heretofore for center property and for property in West Coast warehouses. The space provided for recording the address to which the prop-

erty is to be shipped shall be left blank, but the temporary relocation destination shall be written at the bottom of the first page, followed by the words "Temporary Housing". The following sentence shall be written, typed, or stamped on each copy of the form before execution by the evacuee:

"If other shipping instructions are not received before February 28, 1946, by the WRA relocation officer for the district including the destination noted bottom page 1, WRA shall have option of shipping to such destination or, if that is deemed impracticable, of disposing of the property by public or private sale and remitting any proceeds to owner."

In the case of center property, a sufficient number of copies shall be prepared to permit the later distribution required under C below. In the case of property stored on the West Coast, one copy shall be sent immediately to the Area Supervisor, who shall file it until shipping instructions are received.

- B. The evacuee shall be instructed (1) that his property in government storage will be held for him until February 28, 1946, at the latest, (2) that his center property will be shipped to the WRA warehouse nearest his relocation destination by 30 days after center closure unless the Project Director receives shipping instructions in the meantime, (3) that the evacuee should furnish shipping instructions to the nearest Relocation Officer with respect to property stored in West Coast warehouses, and also with respect to center property if he has not requested shipment from the center or if the Project Director has advised him that the property has already been shipped to a West Coast warehouse, and (4) that if shipping instructions are not received by the Relocation Officer before February 28, 1946, WRA will have the option of shipping all the property to the temporary relocation destination noted on Form WRA-156, or, if that is deemed impracticable, of disposing of the property and remitting any proceeds to the owner.
- C. Unless shipping instructions are received from the evacuee in the meantime the Project Director shall ship all property kept at the center under these arrangements, within 30 days after the center is closed, to the WRA warehouse nearest the relocation destination noted at the bottom of the form. Such shipment shall be in carload lots, but all property shall be clearly identified by owner's name, center and relocation destination. One copy of each Form WRA-156 involved shall at that time be mailed to the warehouse supervisor, one to the Relocation Officer, and one to the Area Supervisor. The warehouse to which the property is being shipped shall be noted on each such copy. At the same time the evacuee shall be notified of such shipment.

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~~00199~~

- D. Upon receipt of shipping instructions from the evacuee, the Relocation Officer shall arrange through the Area Supervisor for shipment of the property to the address designated by the evacuee.
3. A. Center residents who relocated to the evacuated area prior to issuance of this instruction and who are living in temporary housing shall be entitled to apply to the nearest relocation officer for an extension of the shipping date under Manual 100.3.8G. The Relocation Officer shall forward the application to the Area Supervisor with his recommendations and the area supervision shall approve or disapprove the extension. Where center property is involved, the Area Supervisor may approve an extension beyond the center closure date and up to February 28, 1946. In that event he shall:
- (1) Notify the Project Director to ship the property to the WRA warehouse nearest the destination designated by the evacuee, and notify the warehouse supervisor and relocation officer of the extension of time for shipment.
  - (2) Furnish the evacuee with a copy of such notices, advising him that if he does not furnish shipping instructions through the nearest Relocation Officer before expiration of the extension, the property will be shipped to the temporary destination noted on the Form WRA-156, or, if that is deemed impracticable, WRA will dispose of the property by public or private sale and remit any proceeds to the owner.

The Project Director shall ship the property, which shall be clearly identified by owners name, center, and relocation destination, to the appropriate warehouse as part of the carload shipments referred to in 2 above, and shall notify the evacuee and the Area Supervisor of the shipment.

*D. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

October 5, 1945

ADMINISTRATIVE NOTICE No. 317

Subject: Transfer, Reappointment, and Reemployment of Personnel

Distribution: AO

The Civil Service Commission, in Departmental Circular No. 536 and Supplement, has issued regulations governing the transfer, reappointment or reemployment of persons employed in agencies, such as WRA, which are undergoing reductions in force. These regulations are outlined below. Every WRA employee contemplating further Government employment should be familiar with them.

Transfers and Reappointments

Agencies may hire without prior Civil Service Commission approval persons presently employed in WRA or those who have been separated for less than 30 calendar days, provided that:

- (1) The person (a) has served under a war service indefinite, provisional, or permanent civil service appointment, or (b) had served continuously in the Federal service, under other than a temporary appointment, during the year immediately preceding the date of transfer or, if separated, immediately preceding his latest separation from the service; and
- (2) He presents an official notice of his actual or impending separation because of reduction in force, an official notice of furlough, or an official release granted by his agency (see Personnel Memorandum No. 29) or the Commission stating that he is available for employment elsewhere (this does not include notice of acceptance of resignation); and
- (3) He is appointed to a position of the same or equivalent grade as the one he last held or one of a lower grade, or to a position of higher grade when the standards for action without prior Commission approval, as set by Departmental Circular 257, as amended, (See Personnel Handbook Section 20.1.48) are met.



Prior approval of the Commission will be required for the appointment of any person at a higher grade than the one he last held, when such standards are not met.

Appointments of such persons effected without break in service of one or more working days are designated as transfers. Appointments effected after a break in service of one or more working days are designated as reappointments.

Reemployment rights will no longer be granted in connection with any transfer, whether approved by the Civil Service Commission or not. It is, therefore, imperative that employees who are to be separated and who desire to protect existing reemployment rights exercise such rights at the time of separation.

#### Reemployment

WRA employees who have been or are to be separated because of reduction in force, and who have not been reemployed in the Federal service in other than a temporary position may file applications with the Civil Service Commission for reemployment, provided:

- (1) They have served under war service indefinite, probational, or permanent civil service appointments, or
- (2) They had, or will have, completed one year or more of continuous Federal service, under other than a temporary appointment, immediately prior to the effective date of such separation for reduction in force.

Persons involved in reduction-in-force programs may file with the Civil Service Commission for reemployment only within 30 days before and within 60 days after effective date of separation.

Each such employee in the departmental service (Washington, D. C.) is permitted by the Commission to file application for not more than two fields of work in the departmental service and, if he moves to the field, additional applications for not more than two fields of work within the region in which he is living.

Each such employee in the field service is permitted to file application for not more than two fields of work in the region in which he is living, and, if he moves to Washington, D. C., additional applications for not more than two fields of work in the departmental service. Field service employees in Washington, D. C. and vicinity and permitted to file application for not more than two fields of work for field employment in the Fourth Civil Service Region, or applications for not more than two fields of work in the departmental service.

Persons filing applications for reemployment will be required to state the specific fields of work for which they wish to be considered. If the applicant fails to make an eligible rating in the field or fields of work for which application is made, he may not make further application for reemployment, although he may, of course, compete in any future open examinations announced by the Civil Service Commission which he is qualified to enter.

Persons applying for reemployment will be required to file an application on Form 2888, with which must be furnished a completed Form 57. Persons applying for two fields of work must file two copies of Form 2888, each of which must be accompanied by a completed application form. Supplies of Form 2888 have been mailed to each relocation center for the use of center employees. Copies of Form 2888 will be mailed to other WRA field offices at a later date.

Persons who file application for reemployment will be examined in the regular manner unless already examined under the Commission's current competitive standards. Their names will then be entered on the Commission's competitive lists in accordance with their earned ratings plus any extra military preference points, and they will be certified to departments and agencies for the filling of vacancies when their names are reached.

The War Relocation Authority will attempt through its delayed placement program, as outlined in the Director's memorandum to all employees dated September 27, 1945, to find suitable job opportunities for as many of its employees as possible under the regulations outlined above for transfers and reappointments.

Those employees who wish to continue in the Federal service but for whom a transfer has not been worked out at the time of their separation from the WRA should complete immediately Form 2888 and application Form 57 and submit it to the nearest Civil Service Office of the region in which he desires placement.

*D. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

ADMINISTRATIVE NOTICE NO. 319

October 18, 1945

Subject: Completion of the relocation program at the Tule Lake Center

Distribution: A

This notice will outline the program to be followed at the Tule Lake Center. It will provide for two main objectives -- (1) the relocation of all persons at the Tule Lake Center who are eligible to relocate, and (2) the termination of all WRA services to evacuees at the center by February 1, 1946.

I. THE PROGRAM

1. The general program to be followed at the Tule Lake Center, in order to realize the two objectives stated above, is as follows:

- (1) The War Relocation Authority will carry through to completion a relocation program for all persons at the Tule Lake Center who are eligible to relocate. The persons eligible to relocate are: All persons resident in the center whose names do not appear on the detention lists supplied to the War Relocation Authority by the Department of Justice.
- (2) Persons whose names appear on the detention lists supplied by the Department of Justice are not eligible to relocate, and will remain in the custody of the Department of Justice pending final decision regarding their deportation or continued internment.
- (3) The relocation program that will be carried on at the Tule Lake Center for all persons eligible to relocate will be exactly the same program, with the same types of assistance to evacuees, that is in effect at the relocation centers.
- (4) The relocation program and all other WRA services to evacuees at the Tule Lake Center will be terminated on or before February 1, 1946. Those who are eligible to relocate, and who wish to do so with WRA assistance, should formulate their plans by December 15, 1945, at the latest, in order to allow adequate time for the final scheduling of transportation facilities and the orderly movement of personal property.

II. PERSONS ON THE DETENTION LISTS

2. The Department of Justice has complete and exclusive responsibility for all interviewing and processing of detainees that may be necessary in effectuating whatever policy may be made applicable to them by the Department of Justice. When the Department of Justice is ready to interview and process the detainees, the War Relocation Authority will make suitable space and facilities available to that Department for this purpose.

3. All inquiries received by WRA personnel concerning the future status of the detainees -- or of family members who may wish to remain with them -- shall be referred to the Department of Justice. Persons so inquiring may be informed that their inquiries should be addressed to: The War Division, Department of Justice, Washington 25, D. C.

### III. PERSONS ELIGIBLE FOR RELOCATION

4. All persons in the Tule Lake Center who are eligible to relocate shall be processed for relocation in accordance with the established procedures of the War Relocation Authority. They shall be provided the same services, and shall be given the same types of financial and other assistance as are available to residents of the relocation centers.

5. The established Relocation procedures of the War Relocation Authority are contained in Chapter 130 of the Manual, the Handbook on Relocation, and the supplementary Administrative Notices, Emergency Instructions, and Relocation Division Memoranda.

Handbook Release No. 222, that was issued May 31, 1945, gives a subject matter index to all material relating to Relocation. That index covers all instructions issued through May 31, 1945. It includes all material through Manual Release No. 195, Handbook Release No. 216, Administrative Notice No. 254, and Relocation Division Memorandum No. 89.

The material relating to Relocation that has been issued subsequent to May 31, 1945, is the following:

#### a. Manual Releases

- Man. Release #198 Modification in 80.2 regarding aliens without Alien Registration Certificates. Issued 7/25/45.
- Man. Release #202 Revisions in 50.1, 80.2, 150.1 regarding visits to centers by paroled aliens and other persons of Japanese ancestry. Issued 8/22/45.
- Man. Release #203 Complete revision of Chapter 100, on evacuee property. Issued 8/27/45.

#### b. Handbook Releases

- Hdbk. Release #219 Complete revision of 130.48, Relocation Assistance Grants. Issued 5/30/45.
- Hdbk. Release #228 Revision of 130.48, details concerning honorably discharged veterans and persons out on short-term passes, and their eligibility for relocation grants. Issued 7/27/45.
- Hdbk. Release #231 Cancellation of Hdbk. 60.4 and 60.12, old leave program. Issued 8/13/45.
- Hdbk. Release #237 Revision of Handbook on center closure. Issued 10/9/45.

c. Administrative Notices

- Adm. Notice No. 255 Shipment of pets. Issued 5/19/45.
- Adm. Notice No. 260 Method of paying leave assistance grants. Issued 5/29/45.
- Adm. Notice No. 261 Unidentified and unclaimed evacuee property in center warehouses. Issued 5/30/45.
- Adm. Notice No. 263 Responsibility for temporary assistance to evacuees in reestablishing households. Issued 5/30/45.
- Supplement 1 to above Requests after relocation. Issued 6/22/45.
- Supplement 2 to above Check of property to determine eligibility. Issued 7/20/45.
- Adm. Notice No. 266 Release of evacuee property on warehouse door delivery (West Coast). Issued 6/5/45.
- Adm. Notice No. 268 Itineraries for evacuees returning to West Coast via centers. Issued 6/5/45.
- Adm. Notice No. 271 Policy on refund of visitors' charges. Issued 6/12/45.
- Adm. Notice No. 272 Children visitors to centers. Issued 6/15/45.
- Adm. Notice No. 274 Use of Teletype Notice, Departure Advice, and Advance Relocation Summary. Issued 6/25/45.
- Adm. Notice No. 275 Guardianship for incompetent persons. Issued July 4, 1945.
- Adm. Notice No. 276 Change of address cards furnished evacuees. Issued 7/3/45.
- Adm. Notice No. 278 Revision of rent rates on WRA buildings occupied by center business enterprises. Issued 7/7/45.
- Adm. Notice No. 279 Issuance of ration books to relocatees. Issued 7/11/45.
- Adm. Notice No. 280 Information Service from Area and District offices. Issued 7/11/45.
- Adm. Notice No. 281 Operational policies and procedures in relocation centers. Issued 7/25/45.
- Adm. Notice No. 285 Relocation of dependent persons. Issued 7/25/45.
- Adm. Notice No. 286 Curtailment of services in relocation centers, as the center population declines. Issued 7/25/45.
- Adm. Notice No. 289 Scheduling departures during last six weeks. Issued 8/1/45.
- Adm. Notice No. 290 Declaration of surplus property. Issued 8/6/45.
- Adm. Notice No. 294 Employment of evacuees in Civil Service positions. Issued 8/9/45.
- Adm. Notice No. 298 Relocation of families including pregnant women. Issued 8/17/45.
- Adm. Notice No. 301 Return of Hawaiians to their homes. Issued 8/24/45.

- Adm. Notice No. 302 Preparation of Government bills of lading for shipment of evacuee property. Issued 8/28/45.
- Adm. Notice No. 303 Relocation assistance grants to institutionalized persons. Issued 9/6/45.
- Adm. Notice No. 307 Establishment of county residence in California. Issued 9/15/45.
- Adm. Notice No. 316 Amendment to Manual -- Time Limit for Removal of Property Stored. Issued 10/4/45.

d. Emergency Instructions

- Shipment of evacuee property to Hawaii and Alaska. Issued 6/14/45.
- Applications for relocation assistance. Issued 7/4/45.
- Reimbursement for relocation assistance. Issued 7/4/45.
- Revised reimbursement for relocation assistance. Issued 7/31/45.

e. Relocation Division Memoranda

- No. 90 Reception service for evacuees at stopovers and transfers. Issued 5/29/45.
- No. 91 Eligibility for housing priorities. Issued 5/30/45.
- No. 92 List of hostels. Issued 6/4/45.
- Supplement 1 to above Issued 6/18/45.
- Supplement 2 to above Issued 7/7/45.
- Supplement 3 to above Issued 8/9/45.
- No. 93 Door delivery of freight shipments. Issued 6/20/45.
- Supplement 1 to above Issued 8/27/45.
- No. 94 Amendment to Lanham Act re eligibility of veterans for war housing. Issued 7/6/45.
- Supplement 1 to above Issued 8/2/45.
- No. 95 Sending job opportunities to centers. Issued 7/7/45.
- No. 96 Domestic and gardening opportunities. Issued 7/10/45.
- No. 97 Policy of employment on waterfront. Issued 7/23/45.
- No. 98 Special travel assistance to aliens. Issued 8/14/45.
- No. 99 Revised policies re war housing. Issued 8/29/45.
- Supplement 1 to above Issued 9/13/45.
- No. 100 Community organization to meet continuing needs of resettlers. Issued 9/27/45.
- No. 102 Removal or Modification of Restrictions or Special Regulations Applying to Persons of Japanese Ancestry. Issued 10/15/45.

6. Other instructions relating to the activities that will be carried on under this Administrative Notice will be found in Manual Chapter 50.3 "Regulations Affecting Evacuees", Manual Chapter 70.1 "Repatriation and Exchange", Manual Chapter 80 "Relations with other Federal Agencies", Manual Chapter 100 "Evacuee Property", and Manual chapter 150 "Post-Exclusion Program".

The Project Director shall have a survey made to determine whether sufficient copies are available on the project of the Manual Chapters, Handbooks, Administrative Notices, and other instructional documents referred to above, and shall requisition from the Washington office such additional copies of any of these documents as may be needed.

7. Dependency summaries for all dependency cases shall be prepared on Form WRA 390. These summaries shall be completed for all known dependency cases by December 1, 1945. In the case of dependent persons who will relocate in California, the dependency summaries shall be sent direct to the appropriate District Relocation Officer; in the case of dependent persons relocating in any other State the dependency summaries shall be sent to the appropriate Area Supervisor.

Additional instructions on the relocation of dependent persons will be found in Administrative Notice No. 285, issued July 25, 1945.

8. Administrative Notice No. 289, issued August 1, 1945, provides for the scheduling of terminal departures during the last six or eight weeks prior to center closing. A date will be later established for the application of that Administrative Notice to the Tule Lake Center.

#### IV. LIQUIDATION OF WRA SERVICES AT THE CENTER

9. General instructions concerning procedures to be followed in arranging for the liquidation of WRA services at the center will be found in the Handbook on Center Closure and Transfer Operations, supplementing Manual Chapter 140, issued May 9, 1944.

10. Supplemental memoranda will be issued from time to time to provide further instructions concerning the curtailment and termination of various services and operations at the Tule Lake Center.

*D.S. Meyer*  
Director

Paul

~~905~~

WAR RELOCATION AUTHORITY

Washington

00132

October 23, 1945

ADMINISTRATIVE NOTICE No. 320

Subject: Medical certificates for temporary appointments

Distribution: A

Section 20.1.675(4) of the Personnel Handbook which reads

"Medical certificates are required for temporary appointments" is hereby amended to read:

At the discretion of the appointing officers, temporary appointees, especially those hired for mess operation jobs and laborers, may be asked to present a medical certificate.

*D. S. Myer*  
Director

OM-3640



WAR RELOCATION AUTHORITY

Washington

00188

~~00208~~

October 26, 1945

ADMINISTRATIVE NOTICE NO. 321

Subject: Victory Loan Drive

Distribution: AO

The Victory Loan Drive will use as the accounting period October 29 to December 31. All pay roll deductions for the five pay periods, October 21 to December 29, 1945, regardless of when checks are received, and all cash purchases made during this period, will be credited toward our goal. The goal for the Authority is 50 percent of the gross pay roll allocable to September. This shall be determined by taking one-twelfth of per annum rates of the employees on the September pay rolls.

A special bond in memory of President Roosevelt and bearing his likeness will be available for the first time at the opening of the Victory Loan Drive. This bond, in the denomination of \$200, to be issued at \$150, will constitute an additional denomination of Series E bonds, and will have the same terms and conditions as the other denominations of the series. This will no doubt have a wide appeal for both cash sales and pay roll savings.

The Authority has purchased bonds far in excess of assigned quotas for previous Loan Drives. We are counting on the same response to the Victory Loan Drive, even though the end of the war and the loss of overtime pay may make this more difficult.

On the reverse side you will find a report form. This form is to be used by Centers, Relocation Supervisors, and the heads of other field establishments to teletype reports to the Washington office. Preliminary reports are due on November 30, and the final report on December 31. These reports must be made in time for the Washington office to make its reports within five days of these dates.

*D. S. Myer*  
Director

REPORT ON VICTORY LOAN DRIVE\*

1. 30% of one month's gross pay (September)
2. Pay roll allotments (for five pay periods -  
October 29 to December 31, inclusive)
3. Cash sales (October 29 to date of report,  
purchase price)
4. Total pay roll allotments and cash sales  
(lines 2 and 3)

\*To be submitted as of November 30 and as of December 31

WAR RELOCATION AUTHORITY

Washington

October 29, 1945

ADMINISTRATIVE NOTICE No. 322

Subject: Nisei in Armed Forces

Distribution: AO

We have received from the War Department an official listing of all persons of Japanese ancestry, including Nisei and Alien volunteers, who served with the Army of the United States between July 1, 1940 and June 30, 1945. From this list the following tabulation has been made:

HAWAII

Officers.....	109
Enlisted Personnel.....	10,598
	<hr/>
	10,707

MAINLAND

Officers.....	142
Enlisted Personnel.....	11,683
	<hr/>
	11,825

GRAND TOTAL..22,532

These figures should be regarded as official and should be used by WRA personnel in connection with all statements concerning the number of persons of Japanese descent who served with the Army during the war.

*D. S. Meyer*  
Director

REPORT ON VICTORY LOAN DRIVE\*

1. 30% of one month's gross pay (September)
2. Pay roll allotments (for five pay periods -  
October 29 to December 31, inclusive)
3. Cash sales (October 29 to date of report,  
purchase price)
4. Total pay roll allotments and cash sales  
(lines 2 and 3)

\*To be submitted as of November 30 and as of December 31

*Paul* 00185  
~~00158~~

WAR RELOCATION AUTHORITY

Washington

November 1, 1945

ADMINISTRATIVE NOTICE No. 323

Subject: Relocation of Family Members of Tule Lake Detainees

Distribution: AO

1. Family members of detainees at the Tule Lake Center who wish to relocate without the detainees shall be given all counselling and relocation services available and shall be entitled to relocation assistance grants, and in appropriate cases to temporary assistance for establishing households, in the same manner as other center residents eligible to relocate. This applies to minor children of any age who will need to relocate alone, as well as to adults.

2. Where (1) unattached children under 16 years of age or (2) dependency cases are involved, and it appears inadvisable for them to remain in the center while their cases are being processed under Administrative Notice No. 130 (Rev.) or Handbook Section 30.4 respectively, they shall be given relocation assistance for departure in advance of such processing and in that event:

- (1) The Project Director shall wire the appropriate district relocation office in a west coast state, or the appropriate area office in other parts of the United States, stating the time and date of arrival, and requesting the reservation of accommodations in a hostel, or giving the address to which the relocatee is going if housing has been arranged.
- (2) The Project Director shall also give the relocatee a written note carrying the address of the district office, and the hostel if housing has not been arranged, and shall advise the relocatee to get in contact with the district office immediately upon arrival.
- (3) As soon as possible the Project Director shall forward Form WRA-390, Referral of Evacuees for Resettlement and Assistance, to the appropriate west coast district office or area office outside the west coast.
- (4) The district worker assigned responsibility for the case shall proceed with an orderly transfer of the case to a local agency

in accordance with the instructions in Welfare Handbook Section 30.4 or Administrative Notice No. 130 (Rev.) dated June 4, 1945, except that in these instances the transfer will be made from the relocation address instead of from a center.

- (5) In addition, in all cases of children under 21 years of age who are not accompanied by one of their parents, a guardian should be appointed regardless of the maturity of the youth to provide for consent to certain types of medical care and similar situations. Summaries of all pertinent facts on such cases (see paragraph 2 of Administrative Notice No. 130 (Rev.)) should be forwarded to the appropriate district or area office, and the district worker assigned responsibility for these cases should refer the question of guardianship to the public welfare agency responsible for child welfare services in the community for appropriate action.

*A. S. Myer*  
Director

~~Private~~

00136

~~00136~~

WAR RELOCATION AUTHORITY

Washington

November 2, 1945

ADMINISTRATIVE NOTICE No. 324

Subject: Reduction in Force

Distribution: AO

Sections 20.1.164 through 20.1.168 of the Personnel Handbook pertaining to the compilation of a retention register are no longer applicable. Reduction in force actions should be handled in accordance with Section 20.1.169A.

In the future, Project Directors need not obtain prior Washington approval for reduction in force actions.

The following paragraph has been added to Section 20.1.169:

"B. The general policy shall be to give employees at least 30 days notice in writing during which time employees should be kept in an active duty status. For those employees who wish to remain in the Federal service and who have not obtained a transfer at the end of this 30-day period, it is suggested that they be carried in a leave status, either annual leave or leave without pay, for an additional 30 days. If at the end of this period an employee has a transfer pending, such employee should be carried on the rolls until the transfer has been completed."

There is attached a sample letter which may be used for a reduction in force action.

*D. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

~~2-30~~  
00137  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dear \_\_\_\_\_:

This letter is to officially notify you that, since your work in the War Relocation Authority is now being completed, your last day of active duty will be (at least 30 days after date of notice).

A\* You were transferred to the War Relocation Authority from the (name of agency) under Section 2A, Regulation IX; therefore you have reemployment rights with that Agency. If you wish to exercise those rights, you should make application for reemployment with that Agency within forty days after your separation from War Relocation Authority. However, your attention is called to the fact that unless you exercise your reemployment rights at the time of separation from War Relocation Authority (or within forty days thereafter) you will forego such rights, since under the most recent Civil Service ruling reemployment rights will no longer be granted in connection with any transfer.

In order to speed the rehiring of separated employees, the Civil Service Commission has greatly relaxed its transfer regulations between Agencies. Therefore, if you wish to be considered for further Federal Government employment, you may get in touch with the Personnel Office; or you may personally contact other Federal agencies on your own initiative in an attempt to arrange for transfer or reemployment. As has heretofore been the case, transfers or reappointments must be made within 30 days after separation to avoid a break in service. All employees, whether transferring or being reappointed, will be required to serve a one-year trial period regardless of the length of time already served in the Federal service.

Also, you may file application for reemployment with the Civil Service Commission provided you do so only within 30 days before and within 60 days after the date of your separation. If you wish to do this, it will be necessary for you to complete Part A of Form 2888 and Standard Form 57, copies of which are enclosed. These forms should be returned to the Personnel Office as soon as possible to be forwarded, after completion of Part B, to the Civil Service Commission for examination of your qualifications and certification of your name to other agencies. In this connection, you may



apply for not more than two types of work in the Field area in which you live, and, if you plan to move, you may file for not more than two types of work in the area to which you plan to move, including the Departmental Service in Washington. If you do apply for more than one type of position, you must complete two copies of each of the foregoing forms. Additional forms may be obtained from the Personnel Office.

In case you leave Federal employment, you may wish to make application for refund of your retirement deductions. If you have served less than five years in the Federal service, you may request all of your deductions returned to you. If you have served more than five years, you may apply for all deductions made prior to January 24, 1942. Application for refund may be made at any time either through the Personnel Office of WRA, or directly to the Civil Service Commission. Copies of Form 3005 to be used in making your application may be secured through this office.

If you plan to work in private industry, a Statement of Availability is no longer necessary for you to obtain employment, nor is it necessary for you to clear through the United States Employment Service.

Copies of Departmental Circular No. 510 revised on Reduction in Force Regulations and Departmental Circular No. 536 on Procedures to be followed immediately upon cessation of hostilities, are available for your inspection in the Personnel Office. It is advisable for employees who are planning to remain in the Federal service to be familiar with the regulations under these Departmental Circulars.

Please return your identification card and any travel request books or other War Relocation Authority material to this office as soon as possible.

We wish to take this opportunity to express the Agency's sincere appreciation of your services. Please feel free to call upon the Personnel Office for any assistance we may be able to give you.

Very truly yours,

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Enclosures

A\* If employee was not appointed under War Service Regulation IX, Section 2a, this paragraph should be omitted.

WAR RELOCATION AUTHORITY

Washington

~~2201~~  
Spicer, R.

00138

November 14, 1945

ADMINISTRATIVE NOTICE No. 278

Supplement No. 1

Subject: Revision of Rent rates on WRA Buildings Occupied by  
Center Business Enterprises

Distribution: AO

Administrative Notice No. 278 is hereby revised as follows:

In paragraph 1, line 6, the phrase, "except at Tule  
Lake", is hereby deleted.

Since a termination date has been fixed for WRA services at  
Tule Lake, the Tule Lake business enterprises will receive  
the same assistance in liquidation as has been extended at  
other centers and will be entitled to the rent adjustment  
prescribed by Administrative Notice 278 for other centers.

*D. S. Myer*  
Director

OM-5684

WAR RELOCATION AUTHORITY

Washington

November 15, 1945

ADMINISTRATIVE NOTICE No. 325

Subject: Disposal of Surplus Subsistence and Medical Items

Distribution: AO

The problem of disposal of subsistence and medical items surplus to our needs has been discussed with disposal agencies in Washington. The following policy has been determined:

1. Food Supplies

All mess supplies shall continue to be listed on surplus property forms and reported to the designated disposal agencies. Under SPA Regulation 9, owning agencies are authorized to sell surplus property when the value of like commodities does not exceed \$300, or when there is danger of loss from deterioration. If the quantities surplus of like commodities under \$300 in value are not large enough to warrant inspection and disposal by the disposal agency, or if there is a possibility of loss through freezing damage from vermin or other deterioration, centers are authorized to effect sales locally to wholesalers, or to tax-supported or charitable institutions, by sale to the highest bidder. Informal bids may be secured.

It is suggested that broken and partially used units and small lots of food items left over from the operation of the mess halls be sold as a lot for a nominal sum to any civic, religious, or charitable organization.

2. Medical Supplies

All narcotics shall be inventoried, packed for shipment with two copies of Form WRA-189a, Invoice and Shipping Ticket, enclosed in the shipment, and shall be sent by Registered Mail or Registered Registered Express to:

Drug Disposal Committee  
Bureau of Narcotics  
Treasury Department  
Treasury Annex, Madison & Pennsylvania Ave.,  
Washington 25, D. C.

OM-3697

One copy of the Form WRA-189a shall be marked "Return this copy as evidence of receipt." No reimbursement will be made by the Treasury Department for the narcotics.

All other medical supplies shall be reported as surplus to the designated disposal agency. The disposal agency shall be requested to designate the disposition of broken units, outdated biologicals, and small lots of supplies, as well as the complete units of medical supplies. No sales of medical items shall be effected by the center. This action is for the purpose of avoiding the sale of deteriorated or substandard supplies as well as avoiding possible violations of Federal statutes (Federal Food, Drug, and Cosmetic Act).

3. Other Surplus Property

With the exception noted in (1) above on subsistence items, no sales of surplus stocks are authorized without approval from the Washington Office. The general policy is that all surplus property shall be disposed of by the designated disposal agencies, and if any surplus property declarations are returned for the property to be disposed of by WRA as the owning agency, such property shall be held and again be reported as surplus at center closure time with other Government property.

*D. S. Myer*  
Director

WAR RELOCATION AUTHORITY

Washington

November 15, 1945

ADMINISTRATIVE NOTICE No. 326

Subject: Issuance of Transportation requests for Residents of Hawaii and Alaska

Distribution: A

Under the provisions of Handbook Section 130.48.2B, the War Relocation Authority has provided transportation to certain evacuees returning to States or Territories from which they were evacuated. The last day on which this service shall be provided by the Authority shall be February 28, 1946.

Effective immediately, the WRA official who issues transportation requests for this type of travel shall write or stamp across the face of the request, on the seventh line, the following statement: "Ticket issued must be valid for travel only up to 30 days after date of issue of this transportation request". The "good until" blank on the transportation request shall also be dated 30 days after the date of issuance. No transportation request for this purpose shall be issued after February 28, 1946. Hence, no travel under these provisions will take place later than March 30, 1946.

The above stated provisions will also apply to relocated persons eligible for WRA transportation assistance to Hawaii and Alaska. However, after the group arrangements for such transportation are completed, the evacuees will have to make their own arrangements for transportation. After these group arrangements are completed, the WRA will issue a government transportation request to cover the cost provided the request is made by February 28, 1946 and the travel will be completed by March 30, 1946.

Persons remaining in relocation centers as of November 15 must avail themselves of transportation arrangements made for them for return to Hawaii or Alaska or they will have to make their own arrangements at their own expense thereafter.

Families containing pregnant women beyond 7 months, or families having children less than three months old, will be given assistance to return to Hawaii or Alaska after February 28 provided they submit a relocation plan to the Washington Office which calls for return at the earliest practical date but in no case later than June 1, 1946.

*D. S. Myer*  
Director

OM-3702

*Return to*

*R. Spicer*

*(712) 04*

WAR RELOCATION AUTHORITY

Washington

00191

November 19, 1945

ADMINISTRATIVE NOTICE No. W-19

Subject: Consolidation of Records Pertaining to Individual Evacuees into Statistics Section Files

Distribution: W

In order to eliminate last minute congestion in consolidating into the individual evacuee files a great bulk of materials when offices in Washington close, I am asking that each Unit, Section, and Division promptly remove from files all materials pertaining to individual evacuees and send them to the Evacuee Records files for consolidation into the centralized files. The bulk of center records for some 100,000 evacuees will begin to arrive shortly and if materials from Washington can be incorporated before center records arrive it will be helpful.

The Central Evacuee files, built upon a nucleus of the Leave Clearance files, are made up of some 200 filing cases containing folders for INDIVIDUAL EVACUEES, filed alphabetically; in addition there are some 25 cases of folders for individual evacuees which relate to evacuee property.

The following instructions should be observed:

1. Only materials pertaining to INDIVIDUAL EVACUEES should be sent to the Evacuee Records File. Material pertaining to less than five individual evacuees will be cross referenced. Material pertaining to five or more individuals should be sent to the Records Management Section in the Barr Building where it will be filed by subject.
2. All collected correspondence and records pertaining to any individual evacuee may be obtained by calling the Evacuee Records Unit, Extension 2478 or 2665, where a charge out desk is maintained to answer such requests.
3. Send to the Evacuee Records file INCOMING correspondence, teletypes, etc., and records, documents, etc., regarding individual evacuees; do not send carbon copies of outgoing correspondence since the file copy of such correspondence will already be in the file.

Materials pertaining to family groups of evacuees should be labeled as such and sent separately; this material will be filed in the folder of the head of the family.

5. If materials are in folders in the files of the Units, Sections or Division involved, it will be helpful if they are transferred to the Evacuee Records file in these folders.
6. All material should be arranged alphabetically, by name of individual evacuee, and transmitted to the Evacuee Records Unit, 10th and U Streets, Attention Mrs. Kidd.

*Philip M. Glick*  
Acting Director

WAR RELOCATION AUTHORITY

Washington

*Paul*

~~00135~~  
00192

November 19, 1945

ADMINISTRATIVE NOTICE No. 327

Subject: Veterans Statistics

Distribution: AO

In order to provide current government-wide statistics on the number of veterans employed in all executive departments and agencies of the Federal Government, the following information is requested from each project or field office for each month hereafter, beginning with the month of November 1945:

1. Veterans in absolute preference positions in Continental U.S. added to the rolls during the month, total \_\_\_\_\_ (women \_\_\_\_\_); separated during the month, total \_\_\_\_\_ (women \_\_\_\_\_).
2. Veterans in employment status as of last day of reporting period in continental U.S. having World War II service, total \_\_\_\_\_ (women \_\_\_\_\_); other service, total \_\_\_\_\_ (women \_\_\_\_\_).
- 3a. 10-point preference veterans: Added during period \_\_\_\_\_; separated \_\_\_\_\_.
- 3b. Wives and widows of veterans: Added during period \_\_\_\_\_; separated \_\_\_\_\_.
- 3c. 5-point preference veterans: Added during period \_\_\_\_\_; separated \_\_\_\_\_.
- 3d. Veterans without established preference; Added during period \_\_\_\_\_; separated \_\_\_\_\_.

Definitions of these terms are attached. Wives and widows of veterans, reported separately on line 3b, are excluded from line 3a, which shall include only ex-service men and women.

The information may be submitted by letter, using the above outline, and must reach the Washington Personnel Office, Room 512 Barr Building, by the 6th of each month.

*Philip M. Gluck*  
Acting Director

Attachment:

OM-3705



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20193

DEFINITIONS OF TERMS USED FOR REPORTING EMPLOYMENT OF VETERANS

Veteran - Any man or woman who has been separated from wartime or peacetime military service.

Absolute Preference Positions - The Veterans' Preference Act of 1924 contains the following provisions: "That in examinations for the positions of guards, elevator operators, messengers, and custodians competition shall be restricted to persons entitled to preference under this Act as long as persons entitled to preference are available and during the present war and for a period of five years following the termination of the present war as proclaimed by the President or by a concurrent resolution of the Congress for such other positions as may from time to time be determined by the President." Such positions are known as absolute preference positions.

World War II Veterans - Persons who served in the active military or naval service of the United States on or after December 7, 1941.

10-Point Preference Veterans - Ex-servicemen and women who (1) have served on active duty in any branch of the armed forces of the United States, (2) have been separated therefrom under honorable conditions, and (3) have either established the present existence of a service-connected disability or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veteran's Administration, the War Department, or the Navy Department.

Wives and Widows of Veterans - Wives of service-connected disabled ex-servicemen who have been unable to qualify for any civil service appointments because of such disability; unmarried widows of deceased ex-servicemen who served on active duty in any branch of the armed forces of the United States, during any war, or campaign or expedition for which a campaign badge has been authorized, and who were separated therefrom under honorable conditions; widows of peacetime veterans who were granted 10-point "widow" preference not later than June 27, 1944.

5-Point Preference Veterans - Ex-servicemen and women who have served active duty in any branch of the armed forces of the United States during any war, or in any campaign or expedition for which a campaign badge has been authorized, and have been separated therefrom under honorable conditions. This group also includes those veterans of peacetime service who were awarded 5-point preference not later than June 27, 1944.

Veterans Without Established Preference - Veterans who are not entitled to preference or who have not established preference.

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*Provised*

WAR RELOCATION AUTHORITY

Washington

November 23, 1945

ADMINISTRATIVE NOTICE No. 328

Subject: Change in Chief Disbursing Officer and D.O. Symbols

Distribution: A

Mr. Guy F. Allen, Chief Disbursing Officer, resigned at the close of business September 30, 1945, and Mr. E. J. Brennan was appointed Chief Disbursing Officer to succeed Mr. Allen. During the two-month period, October and November 1945, payments have been made under the name of G. F. Allen, using the same disbursing symbols assigned to Mr. Allen.

New three-digit symbols have been designated for use by Mr. E. J. Brennan, Chief Disbursing Officer, effective December 1, 1945. The symbols to be used by the War Relocation Authority Relocation Centers are as follows:

<u>Location</u>	<u>Old Symbol</u>	<u>E. J. Brennan New Symbol</u>
Washington, D. C. (Central Office)	100	200
Los Angeles, California	115	215
Portland, Oregon	120	220
Salt Lake City, Utah	116	216
Denver, Colorado	113	213
Kansas City, Missouri	110	210

Effective December 1, 1945, all accounting documents having reference to the Chief Disbursing Officer shall show "E. J. Brennan", together with the appropriate disbursing symbol. There will be no change in the TDS (suffix) numbers now assigned, as prescribed in the Finance Handbook.

Page G-119 of the Finance Handbook should be amended to reflect the correct three-digit prefix indicated above, and all other references to the Chief Disbursing Officer and symbols shall be corrected accordingly.

*Philip M. Glick*  
Acting Director

WAR RELOCATION AUTHORITY

Washington

*Revised*

November 27, 1945

ADMINISTRATIVE NOTICE No. 304, Revision

Subject: Hours of Work

Distribution: AO

After December 1, 1945, all employees on the centers, with the exception of Tule Lake, shall be placed on a 5 day, 40-hour workweek, except for persons in those activities authorized by the project director to work beyond the regularly scheduled hours of work.

After December 1, 1945, all relocation offices shall be placed on a 40-hour workweek and need not maintain a skeleton force on Saturday.

This Notice does not apply to the Washington office.

*Philip M. Glick*  
Acting Director

OM-3723

WAR RELOCATION AUTHORITY

Washington

November 27, 1945

ADMINISTRATIVE NOTICE No. 304, revision

Subject: Hours of Work

Distribution: 40

After December 1, 1945, all employees on the centers, with the exception of Tule Lake, shall be placed on a 5 day, 40-hour workweek, except for persons in those activities authorized by the project director to work beyond the regularly scheduled hours of work.

After December 1, 1945, all relocation offices shall be placed on a 40-hour workweek and need not maintain a skeleton force on Saturday.

This Notice does not apply to the Washington office.

*Philip M. Glick*  
Acting Director

OM-3723

WAR RELOCATION AUTHORITY

Washington

*Spicer, R.*  
00196

~~00189~~

December 4, 1945

ADMINISTRATIVE NOTICE No. 329

Subject: Administrative Workweek during the Holidays

Distribution: AO

In accordance with a request from the President there is hereby established an administrative workweek, for the weeks beginning December 24 and December 31, 1945, from Tuesday through Saturday, wherever possible. The working days for these two weeks will be Wednesday, Thursday, Friday, and Saturday.

*Philip H. Glick*  
Acting Director

OM-3739

*Paul*

WAR RELOCATION AUTHORITY

Washington

December 14, 1945

ADMINISTRATIVE NOTICE No. 330

Subject: Disposal of Surplus Subsistence Items

Distribution: A

The United States Department of Agriculture has designated the War Relocation Authority to act as the disposal agency for surplus subsistence items at relocation centers. Appropriate individual instructions have been sent to each center regarding the disposition of the subsistence items remaining at each center.

Mr. Frank W. Harding, Subsistence Officer, has been assigned the responsibility for completing this phase of the closing program. He will assist the centers in their disposal activities for subsistence items.

*Philip H. Gluck*

Acting Director

OM-3763

WAR RELOCATION AUTHORITY

Washington

*Spicer R.*

December 14, 1945

ADMINISTRATIVE NOTICE No. 330

Subject: Disposal of Surplus Subsistence Items

Distribution: A

The United States Department of Agriculture has designated the War Relocation Authority to act as the disposal agency for surplus subsistence items at relocation centers. Appropriate individual instructions have been sent to each center regarding the disposition of the subsistence items remaining at each center.

Mr. Frank W. Harding, Subsistence Officer, has been assigned the responsibility for completing this phase of the closing program. He will assist the centers in their disposal activities for subsistence items.

*Philip H. Gluck*  
Acting Director

OM-3763

WAR RELOCATION AUTHORITY

Washington

*Long*

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December 14, 1945

ADMINISTRATIVE NOTICE No. 330

Subject: Disposal of Surplus Subsistence Items

Distribution: A

The United States Department of Agriculture has designated the War Relocation Authority to act as the disposal agency for surplus subsistence items at relocation centers. Appropriate individual instructions have been sent to each center regarding the disposition of the subsistence items remaining at each center.

Mr. Frank W. Harding, Subsistence Officer, has been assigned the responsibility for completing this phase of the closing program. He will assist the centers in their disposal activities for subsistence items.

*Philip W. Gluck*

Acting Director

OM-3763



*Spicer R.*

WAR RELOCATION AUTHORITY

Washington

~~00171~~

00108

December 21, 1945

ADMINISTRATIVE NOTICE NO. 333

Subject: Amendment to License No. W-2685

Distribution: A

Attached is a copy of License No. W-2685 as amended December 10, 1945, issued by the Foreign Funds Control Unit of the Treasury Department, specially licensing certain transactions on the part of persons under the jurisdiction of the WRA who are to be deported or repatriated to Japan. This license should be brought to the attention of any of this class of persons with whom your office may have contact.

Your attention is particularly called to item (iii) of the second paragraph of the License in connection with our previous advice to notify persons going to Japan, who have property stored in WRA warehouses, to arrange prior to the date of departure for the removal of their property from the warehouses.

*D. S. Myer*  
Director

Attachment

OM-3771

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TREASURY DEPARTMENT

Washington 25

FOREIGN FUNDS CONTROL

December 10, 1945

License No. W-2685, as amended.

Attention: Mr. B. R. Stauber

Dear Mr. Myer:

License No. W-2685, issued by this Department on November 27, 1945 is hereby amended to read as follows:

"This office has been advised that persons under the jurisdiction of your agency will at various times be deported or repatriated to Japan.

"So far as Executive Order No. 8389, as amended, and General Ruling No. 11 are concerned, each person who is under your jurisdiction and who is being deported or repatriated to Japan is authorized to withdraw from his account with your agency and from other accounts in the United States (i) all foreign currency and (ii) United States currency and other property not exceeding in aggregate value the total gross amount of the earnings of such person during the time he was under the jurisdiction of your agency plus \$60. Any such person is also authorized notwithstanding General Ruling No. 11 to (i) encash any security or financial instrument of which he is the owner, (ii) purchase travelers checks issued in his own name and securities which are non-negotiable and non-transferable, and (iii) dispose of, by sale or otherwise, any tangible personal property in his possession or held for his account in a government warehouse, provided that each such transaction is completely effected within the United States.

"Notwithstanding General Ruling No. 11, any such person may export, and United States Collectors of Customs will be notified to permit the exportation of, the following:

- (1) Foreign currency in any amount;
- (2) United States currency in denominations of \$20 or less and travelers checks issued in the name of the person carrying them, not exceeding an aggregate of \$60; and in addition

72

00109

May 30, 1945 - 11/20/45

- (3) Securities which are non-negotiable and non-transferable, United States currency in denominations of \$20 or less, and travelers checks issued in the name of the person carrying them, provided that the aggregate total of such securities, currency and travelers checks does not exceed the gross total earnings of the deportee or repatriate during the time he was under the jurisdiction of your agency and provided further that an officer of your agency has certified the total amount of such earnings.

"Powers of attorney, contracts and instructions of a transactional nature, evidences of indebtedness and evidences of ownership of property may not be exported unless specifically authorized herein.

"As used herein:

- (1) The term 'tangible personal property' shall not be deemed to include any United States currency, securities, financial instruments (whether negotiable or non-negotiable), contracts, evidences of indebtedness or evidences of ownership or property, and
- (2) The term 'evidences of indebtedness and evidences of ownership of property' shall mean all such evidences including bank books, promissory notes, deeds, mortgages, bills of sale, etc.

"This authorization shall apply to any deportations or repatriations to Japan of persons under your jurisdiction."

Sincerely yours,

/s/ ORVIS A. SCHMIDT

Orvis A. Schmidt  
Director

Mr. Dillon S. Myer,  
Director, War Relocation Authority,  
Barr Building,  
910 17th Street,  
Washington, D. C.

WAR RELOCATION AUTHORITY

Washington

December 26, 1945

ADMINISTRATIVE NOTICE NO. 331

Subject: Revocation of Alien Contraband and Travel Restrictions;  
Procedure for Return of Contraband.

Distribution: A

1. Presidential Proclamation No. 2674, dated December 7, 1945 (10 Fed. Reg. 14945), revoked the provisions of prior proclamations prohibiting enemy aliens from possessing certain contraband articles and restricting their travel without permission of the Department of Justice. The proclamation does not affect the power of the Attorney General to apprehend, intern, or deport enemy aliens, or to designate areas from which enemy aliens may be excluded; it does not affect present regulations governing entry or exit permits for enemy aliens to enter or leave the United States; nor does it affect prohibitions against membership in organizations designated by the Attorney General or against entry upon lands or buildings not accessible to the public generally. However, Japanese aliens are now entitled to travel (including travel by air) anywhere within the continental United States without obtaining advance permission from the appropriate United States Attorney, and they are entitled to possess personal property formerly contraband and to seek its return if surrendered to the Government.
2. Assistance to evacuees in obtaining the return of contraband items surrendered to the Department of Justice or local law enforcement agencies acting for that Department (Manual 100.4.4) shall be discontinued upon receipt of this notice. Evacuees requesting such assistance shall be advised to submit their requests directly to the United States Marshall for the judicial district in which the property was surrendered.
3. Articles seized by the Western Defense Command and now in WRA custody shall be released to the owners under the procedure set forth in Manual 100.4.3, except that execution of Form WRA-260, statement and check as to individual exclusion status, and advance clearance with the appropriate United States Attorney in the case of aliens, are no longer required. Where an evacuee states that no receipt was issued to him, or that the receipt was lost, the Project Director or Relocation Officer shall so state in his submission to the Area Supervisor, and if the property and the owner are sufficiently identified so as to provide reasonable assurance that the requesting evacuee is entitled to receive the property, it shall be shipped according to his instructions.
4. Manual Sections 50.3.1 to 50.3.7, relating to short-wave radio receiving sets in centers, are revoked. Short-wave radios or short-wave attachments surrendered to WRA under Section 50.3.3 shall be returned to the persons surrendering them or their designees as rapidly as possible.

*D. S. Myer*

Director

OM-3772

WAR RELOCATION AUTHORITY

Washington

December 26, 1945

ADMINISTRATIVE NOTICE NO. 332

Subject: Sale of Project-Produced Items

Distribution: A

Authorization is granted to centers to sell project-produced furniture and other project-produced items without reference to the surplus property procedure, if in the opinion of the Project Director the sale of such articles is in the general interest of the Government and of the local community. Such sales should be held to a minimum inasmuch as it is the policy of the Authority not to engage in extensive sales work.

It is suggested that in most instances sales of furniture be made only to tax-supported or educational institutions. Government employees are not considered eligible to purchase project-produced articles.

Prices charged for project-produced articles are to be based upon a fair appraisal of the items sold. All sales should be handled in accordance with established procedures and all proceeds derived therefrom are to be deposited in the Treasury as Miscellaneous Receipts.

*D.S. Myer*

Director

OM-3773

WAR RELOCATION AUTHORITY

Washington

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00001  
December 26, 1945

ADMINISTRATIVE NOTICE NO. 332

Subject: Sale of Project-Produced Items

Distribution: A

Authorization is granted to centers to sell project-produced furniture and other project-produced items without reference to the surplus property procedure, if in the opinion of the Project Director the sale of such articles is in the general interest of the Government and of the local community. Such sales should be held to a minimum inasmuch as it is the policy of the Authority not to engage in extensive sales work.

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*D. S. Myer*  
Director

OM-3773

~~1. C. Dyson~~  
~~2. Return to Fogies~~

~~Fogies~~

WAR RELOCATION AUTHORITY

Washington

On file

December 29, 1945

ADMINISTRATIVE NOTICE No. 334

Subject: Promotion Policy

Distribution: AO

With the increase in turnover of personnel throughout the Authority, a number of promotions of remaining personnel have been proposed. In order to achieve uniformity in the granting of promotions in keeping with good administration, the following policy will govern the granting of all future promotions of WRA personnel.

Where the promotion is justified and where all the functions of the position to which the employee is proposed for promotion still exist and the volume of work is consistent with past operations, the promotion may be recommended to the project or Washington personnel office. Other factors being equal, favorable consideration will result.

Where the scope of responsibilities involved has decreased markedly due to the relocation of Center residents, completion of functions or programs, or for other reasons, and the promotion would, in effect, be a reward for services of the employee, without the accompanying factors which would require filling of the position, the promotion should not be recommended.

D. S. Meyer  
Director

*Spicer, R.*

WAR RELOCATION AUTHORITY

Washington

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December 29, 1945

ADMINISTRATIVE NOTICE No. 334

Subject: Promotion Policy

Distribution: AO

With the increase in turnover of personnel throughout the Authority, a number of promotions of remaining personnel have been proposed. In order to achieve uniformity in the granting of promotions in keeping with good administration, the following policy will govern the granting of all future promotions of WRA personnel.

Where the promotion is justified and where all the functions of the position to which the employee is proposed for promotion still exist and the volume of work is consistent with past operations, the promotion may be recommended to the project or Washington personnel office. Other factors being equal, favorable consideration will result.

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*D. S. Myers*  
Director





WAR RELOCATION AUTHORITY

Washington

*Prochinski*

20276  
00308

January 2, 1946

ADMINISTRATIVE NOTICE No. 335

Subject: Payment of travel expenses for the immediate family members of a transferring employee

Distribution: AO

The Independent Offices Appropriation Act, 1946, made available appropriations to cover the travel expenses of the immediate families of employees transferring for the convenience of the Government from one official station to another for permanent duty. Regulations were issued in Executive Order No. 9587, dated July 6, 1945.

The Secretary of Interior, in Memorandum No. 160, dated October 30, 1945, stated that "hereafter, when recommendations for the transfer of employees at Government expense receive favorable consideration, the authorization will include expenses of transportation of the immediate families, unless there are unusual reasons submitted by the Bureau for not doing so."

For purposes of enactment, the above regulation may be considered in effect as of this date and is subject to the following conditions:

- (A) All cases involving expenditure of Government funds for the above purpose are subject to approval of the Secretary of Interior. It is necessary, therefore, that all facts concerning number of family members and their relationship to the transferring employee, be submitted to this office simultaneously with the transfer request.
- (B) All members of the employee's immediate family are entitled to transportation in accordance with the Standardized Government Travel Regulations. Accordingly, each member of the employee's immediate family will be entitled to individual lowest first-class accommodations as authorized in paragraph 13 of such regulations.
- (C) The term "immediate family" shall mean any of the following members of the employee's household: spouse, children (including step-children and adopted children) unmarried and

under twenty-one years of age or physically or mentally incapable of self-support regardless of age, and dependent parents.

- (D) If the transferring employee is authorized to use a privately-owned automobile on a mileage basis, provided the cost does not exceed the cost by common carrier, the members of his family may be considered as "persons officially travelling", and it is proper to compare the total mileage claimed with the cost by common carrier of all persons so officially traveling. NOTE: There is no authority to pay mileage for the use of a privately owned automobile for the transportation of an employee's family when not accompanied by the employee himself (Comptroller General: Decision B-52940, dated November 2, 1945).
- (E) If at the time of transfer the employee's family is at a point other than the old duty station and he wishes to establish a home at the new duty station, the travel expenses of the family members may still be authorized but it should be borne in mind that the cost to the Government shall not exceed the cost of transportation by the most economical route between the last official station and the new official station (Comptroller General B-52940).
- (F) Orders authorizing the transfer of an employee may not be amended to include the transportation of members of the immediate family at any time after the employee himself has departed from his old station (Comptroller General B-52940). However, transportation of the immediate family may begin within 6 months of the effective date of the transfer, or within an extension of time specifically granted by the Secretary.
- (G) The transferring employee, when submitting his voucher covering travel expenses, should state the names, ages, and relationship of the members of the family so transported.
- (H) Because of the expense to the Government involved in this regulation, if more than one candidate is being considered for a position, the expense of transporting members of an employee's immediate family may be considered, along with other factors, in the selection of an employee to fill the position.

*D. J. Myers*  
Director

Paul

WAR RELOCATION AUTHORITY

Washington

January 5, 1946

ADMINISTRATIVE NOTICE No. 336

Subject: Time limits on property management assistance, new storage, and shipment of property in private storage or use.

Distribution: A

1. Property management assistance under Manual 100.2 shall be discontinued on February 1, 1946.

West coast relocation offices shall continue to render relocation adjustment assistance not involving property management, and in property management cases shall upon request assist evacuees in obtaining assistance through local resources be fully exploited for such assistance so that upon WRA liquidation these will be adequate channels for continuing services to evacuees.

2. As indicated in the teletype November 27, 1945, to Area Supervisors WRA will no longer accept new requests for storage of property.
3. No request for shipment of evacuee property from point of private storage or use in the evacuated area (see Manual Sections 100.3.4B, 100.3.6, and 100.3.8) shall be accepted on or after February 1, 1946, except that in the case of persons relocating from the Tule Lake Center, such requests may be accepted thereafter, under present policy limitations, which provide that no request will be accepted beyond March 1, 1946.

*D. S. Myer*  
Director

*Spicer, R.*

WAR RELOCATION AUTHORITY

washington

00234

January 5, 1946

ADMINISTRATIVE NOTICE No. 336

Subject: Time limits on property management assistance, new storage, and shipment of property in private storage or use.

Distribution: A

1. Property management assistance under Manual 100.2 shall be discontinued on February 1, 1946.

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*D. S. Myer*  
Director

*Spiser. R.*  
WAR RELOCATION AUTHORITY

Washington

~~20278~~  
00205  
January 5, 1946

ADMINISTRATIVE NOTICE No. 147, Rev.

Supplement No. 1 Revised

Subject: WRA Safety Program

Distribution: A

Turnover in the WRA staff make it necessary to revise the membership of the Safety Council, which also acts as a Board of Survey. The new membership is as follows:

Chief, Operations Division, E. J. Utz, Chairman  
Personnel Officer, Henry F. Halliday, Member  
Finance and Supply Officer, Boyd N. Larsen, Member

The Assistant Finance and Supply Officer or the Property and Claims Officer shall serve as Secretary (without vote).

The following shall serve as alternate members:

Emery Fast  
G. F. Castleberry  
S. L. Zimmet

Ralph Barnhart  
Robert K. Candlin  
Carl Thyse

*D. S. Meyer*  
Director

OM-3793

1104 30, 1945 - March 1, 1946

*Provision*

WAR RELOCATION AUTHORITY

Washington

January 16, 1946

ADMINISTRATIVE NOTICE NO. 336

Supplement No. 1

Subject: Time limit on shipment of property for relocated evacuees returning to the evacuated area.

Distribution: A

After February 28, 1946, the War Relocation Authority will not accept requests for transportation on Form WRA-156 for shipment of property in private storage or use for evacuees who had previously relocated outside the evacuated area and who are requesting that the property be shipped to an address in the evacuated area.

*D. S. Myers*  
Director

OM-3800

Paul

WAR RELOCATION AUTHORITY

Washington

January 9, 1946

ADMINISTRATIVE NOTICE No. 337

Subject: Procedure for Payment of Cash Grants for Automobile Travel by Relocated Evacuees returning to the Evacuated Area.

Distribution: A

Effective immediately, Handbook Section 130.48.10 is amended, and the following procedures are hereby established for handling applications for transportation grants from relocated evacuees returning to the evacuated area, and for making payments for such transportation.

An applicant for cash grant for travel by automobile shall make application on Form WRA-303 Rev. to the nearest relocation Officer. The Relocation Officer shall ascertain that the applicant has not received relocation assistance since January 2, 1945, shall indicate the number of miles to applicant's destination by the most direct route, check the application form for completeness of the information, and approve the application for the proper amount if the applicant is eligible. After the Relocation Officer has approved and signed the application, he shall give the applicant one copy, file one copy, and mail the original to the Relocation Officer on the West Coast nearest to the evacuee's destination. The evacuee shall be informed that he must report to this Relocation Officer upon arrival to complete his application.

The West Coast Relocation Officer receiving such an application for a grant for automobile travel shall file the application pending arrival of the applicant. As soon as the applicant visits the West Coast Relocation Officer, the latter will write in the margin at the bottom of the reverse side of Form WRA-303 Rev. " (Name) arrived at (City) on (Date). Application approved. (Name of Relocation Officer)". He will also indicate on the form the address to which the check is to be mailed. The West Coast Relocation Officer will then forward the approved application directly to Finance and Supply Officer, War Relocation Authority, Barr Bldg. Washington 25, D. C. for payment. The check covering the grant will be mailed by the Washington office to the evacuee at the address specified.

It is important that Relocation Officers taking such applications explain the new procedure and method of payment to applicants traveling by automobile. Evacuees should be informed that no applications will be accepted af-





*Spicer R.*

WAR RELOCATION AUTHORITY

Washington

00207

~~00180~~

January 16, 1946

ADMINISTRATIVE NOTICE NO. 336

Supplement No. 1

Subject: Time limit on shipment of property for relocated evacuees returning to the evacuated area.

Distribution: A

After February 28, 1946, the War Relocation Authority will not accept requests for transportation on Form WRA-156 for shipment of property in private storage or use for evacuees who had previously relocated outside the evacuated area and who are requesting that the property be shipped to an address in the evacuated area.

*D. S. Meyer*  
Director

OM-8300

*R Speier*

WAR RELOCATION AUTHORITY

Washington

22208

January 17, 1946

ADMINISTRATIVE NOTICE No. W-21

Subject: Personnel Reduction and Placement Program for the Washington Office

Distribution: W

In order to make our reduction in force program as equitable as possible and to provide the best possible service to employees in locating positions in other agencies, it is necessary that the Personnel Management Section and other sections work out reduction in force plans as far as possible in advance of the actual termination dates.

A carefully coordinated plan will operate to assure the Authority of sufficient personnel to complete the remaining work; to prevent unnecessary disturbances of individual employees because of issuance of premature notices of separation or failure to assure personnel concerning the probable tenure of positions; and to assure that actual separations of employees are handled on a basis equitable both to those retained and to those separated, as well as to provide as much time as possible to seek job opportunities for employees who are terminated.

In order to attain these objectives the Personnel Management Section will make a survey of all divisions and sections beginning immediately, and the heads of sections are requested to give their most careful consideration to the problems involved so that emergency revisions of plans may be held to a minimum.

For the program to be fully effective, plans for each individual employee should be worked out by the office to which he is assigned at least fifty days in advance of the last actual working day. In those cases where a general reduction plan cannot be developed for the remaining six months of operation, it is desirable that a plan be worked out at least for each of the remaining quarters in the fiscal year.

In working out arrangements for the reduction of force and placement of personnel of the Washington Office as their services are no longer needed, there are two factors which must receive prime consideration:

*Spicer R.*

WAR RELOCATION AUTHORITY

Washington

22209

January 18, 1946

ADMINISTRATIVE NOTICE No. 338

Subject: Revocation of Regulations Requiring Alien Enemies to Carry Certificates of Identification.

Distribution: A

Presidential Proclamation No. 2678, dated January 4, 1946, revoked Presidential Proclamation No. 2537 of January 14, 1942, which prescribed regulations governing the issuance of certificates of identification to alien enemies and required such alien enemies to have possession of such certificates of identification at all times.

The Department of Justice has announced that as a result of this action aliens of enemy nationality within the United States are no longer required to carry their special identification cards or to make separate reports as to changes of address and employment as alien enemies. They are not required to turn these certificates in to any government agency.

The duty of alien enemies to register under the Alien Registration Act of 1940 and to report change of residence to the Immigration and Naturalization Service under that Act remains unchanged.

The revocation of these regulations is the last step in the termination of wartime restrictions on the travel and other conduct of the alien enemy population. Individual alien enemies remain subject to internment and removal from the United States.

This information is of vital interest to a large number of evacuees, and it is suggested that it be publicized among evacuee groups so that it may be passed on to those persons directly affected.

*Malcolm E. Pettes*  
Acting Director

OM-3805

- (1) Possibilities of continued utilization of the employees' services in other sections of the Authority by means of reassignment, transfer or detail. This will be particularly pertinent in the cases of clerks, typists, and stenographers.
- (2) The necessity for early circularization of the employees' qualifications to other agencies in those cases where it is determined that the employee cannot be assigned to other work in the Authority.

Operating section and division heads are responsible for the administrative determinations of the types or classes of personnel whose services will be released and the dates their respective services will no longer be required. In making such administrative determinations they should consider carefully information they have regarding the personal plans of employees. When it is known that certain individuals in a given class will leave voluntarily by reassignment or transfer to other agencies or for other reasons, it is necessary that precaution be taken so that plans will not be made for termination of other employees which would result in depleting the organization faster than the demands of the job permit.

Based upon plans furnished by section and division heads, the Personnel Management Section will determine whether or not there is a possibility of utilizing elsewhere in the Authority the services of the individuals scheduled for reduction. Where there is no such possibility the Personnel Management Section will determine, in accordance with Civil Service rules and regulations, which specific employee shall be terminated in those cases where there is more than one employee in the class under consideration. In all instances termination notices will be prepared and issued by the Personnel Management Section.

After the preliminary surveys are made, section and division heads should be sure that the Personnel Officer is notified immediately by memorandum when it is known that an employee will become surplus. Such information must reach the Personnel Management Section at least fifty days in advance of the planned effective date. This will give time to determine if the employee can be placed in another position in the Authority or if not, to allow as much time as possible for the employee to seek employment elsewhere in advance of the thirty day written notice. (See Administrative Notice No. 324).

Proposed terminations should not be discussed with the employee until the section or division head has discussed the matter with the Placement Officer and a determination has been made that the employee cannot be retained elsewhere in the Authority.

*Malcolm E. Pitts*  
Acting Director

*Spiser R.*

WAR RELOCATION AUTHORITY

Washington

00209

January 18, 1946

ADMINISTRATIVE NOTICE No. 338

Subject: Revocation of Regulations Requiring Alien Enemies to Carry Certificates of Identification.

Distribution: A

Presidential Proclamation No. 2678, dated January 4, 1946, revoked Presidential Proclamation No. 2537 of January 14, 1942, which prescribed regulations governing the issuance of certificates of identification to alien enemies and required such alien enemies to have possession of such certificates of identification at all times.

The Department of Justice has announced that as a result of this action aliens of enemy nationality within the United States are no longer required to carry their special identification cards or to make separate reports as to changes of address and employment as alien enemies. They are not required to turn these certificates in to any government agency.

The duty of alien enemies to register under the Alien Registration Act of 1940 and to report change of residence to the Immigration and Naturalization Service under that Act remains unchanged.

The revocation of these regulations is the last step in the termination of wartime restrictions on the travel and other conduct of the alien enemy population. Individual alien enemies remain subject to internment and removal from the United States.

This information is of vital interest to a large number of evacuees, and it is suggested that it be publicized among evacuee groups so that it may be passed on to those persons directly affected.

*Malcolm E. Pitts*  
Acting Director

WAR RELOCATION AUTHORITY

Washington

*Spicer R.*

00010

January 28, 1946

ADMINISTRATIVE NOTICE NO. 339

Subject: Closing of Area and District Relocation Offices

Distribution: A

This Notice supersedes the unnumbered Administrative Notice of November 8, 1945.

Individual District and Area Relocation Offices have been and will continue to be designated by the Director for closing on a gradual basis as the relocation functions of the Authority are decreased. In each instance, advance notification to the office concerned will be given by the Chief of the Relocation Division, after which immediate plans for closing will be made in accordance with the following instructions. Each office will also be informed as to the office, if any, which has been designated to take over its responsibilities. Attached is the closing schedule which has been announced thus far. The dates shown are the deadline dates by which the closing must be actually completed. Announcement of the closing dates for offices in the New Orleans, San Francisco, Seattle, and Los Angeles Areas will be made at a later date.

A. PERSONNEL

(1) Personnel Reductions

Under present civil service regulations a liquidating agency may administratively determine the order in which individuals are to be separated without regard to any factor, except that in no case may non-veterans be retained in preference to individuals with veterans preference, if the positions are immediately interchangeable.

This authority has been delegated to relocation supervisors and heads of field offices to allow them considerable latitude in determining order of reduction. However, as a matter of good administrative practice and good employee relations, certain factors should be taken into consideration, a very important one of which is seniority. Therefore, in determining order of reduction in force, relocation supervisors and heads of field offices should give preference in retention to those employees with seniority with WRA in all cases where other pertinent factors are equal.

Some other factors which need to be considered in determining order of reduction of non-veteran relocation personnel, for example are:

- a. Relationships with outside private or public agencies or groups which an employee has developed and which are of such a nature as to be important to the completion of the job may be considered of sufficient importance to warrant the retention of a person with lesser seniority than an employee with more seniority but one who lacks such contacts.
- b. When the work remaining to be done is of relatively short duration, an employee with less seniority may be retained in lieu of transferring an employee with more seniority from another headquarters at Government expense when the transfer would be made only in order to apply the seniority rule.
- c. If an extended period of training on specific phases of the work is necessary, the person who is actually doing the job may be retained in preference to one with more seniority who does not have immediate knowledge of the particular problems at hand and who would require training in order to complete a job of relatively short duration.

In short, heads of field offices are granted sufficient leeway in the making of personnel reductions to provide for continuity of their work with the least interruption possible but are nevertheless expected to exercise such authority consistent with fairness to the employees involved as well as with good administrative practice.

In cases where employees with lesser seniority are retained in preference to individuals with greater length of WRA service from among a group of employees who are considered in the same competitive area or level, as defined in Personnel Handbook Section 20.1.162-G and H, a statement of the reasons for such action must be attached in each instance to the Form OEM-28, terminating the employee with seniority. In those cases where there is any reasonable doubt, the employee with seniority should be retained.

In accordance with the provisions of Administrative Notice No. 324, the general policy of the Authority is to give employees at least 30 days notice of last day of duty in writing during which time employees should be kept in an active duty status. Those employees who wish to remain in the Federal service and who have not obtained a transfer by the end of the 30-day period, may be carried on the rolls for an additional 30-day period in an annual leave or leave without pay status if there is sufficient time prior to the termination of the agency. In no case may an employee be carried on the rolls in either an annual or leave without pay status beyond June 15, 1946.

Employees who (1) are being terminated because of reduction in force (2) are interested in continuing in the Federal service and (3) have not located another position at time of separation, should be encouraged to file



Form 2888, Application for Entry on the Recmployment List, with the Civil Service Commission, in accordance with the provisions of Administrative Notice No. 317.

(2) Placement Assistance

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In order that the WRA personnel placement program may be of value to those employees whose services are no longer required, it is essential that the Washington Office be notified as early as good administrative practices will permit of those employees who desire placement assistance. Therefore, a canvass should be made of employees who are scheduled for termination as soon as it is known that their services will no longer be required, to determine whether or not they desire placement assistance. It is not necessary that this be delayed until the employee has received his notice of reduction in force. Those employees who desire placement assistance should furnish the Washington Office with at least two Forms 57 which have been completed as of the current date.

B. PROPERTY

(1) Inventory

When a district office is to close, a complete and accurate inventory should be taken of all its equipment. If possible this should be done sixty days prior to the closing date. The inventory should be complete using Form WRA-108, showing the quantity, description, size, condition, price, etc.

(2) Disposition of Property

Property will be disposed of in one or more of the following ways:

- (a) Transfer to Interior Agencies: The Department of the Interior Purchasing Office circular No. 488, Supplement 25, requests that all interested Bureaus of the Department inspect the property located at WRA field offices and select items for transfer when they are no longer required by WRA. The items selected by such action should be deleted from the inventory. Revised instructions are being issued by the Department whereby an appraised transfer price will be decided upon by the area office and the Interior Bureau Office requesting the property. Following is a schedule to use as a guide in determining the value:

PROPERTY  
TRANSFER VALUE

<u>Document Code</u>	<u>Explanation</u>	<u>Estimated Value (per cent of cost or list price when new not including repairs)</u>
N1	New - Excellent	100
N2	New - Good	80
N3	New - Fair	50
N4	New - Poor	25
E1	Used - Reconditioned - Excellent	70
E2	Used - Reconditioned - Excellent	55
E3	Used - Reconditioned - Fair	30
E4	Used - Reconditioned - Poor	15
O1	Used, Usable without Repairs - Excellent	70
O2	Used, Usable without Repairs - Good	55
O3	Used, Usable without Repairs - Fair	30
O4	Used, Usable without Repairs - Poor	15
R1	Used, Repairs Required - Excellent	60
R2	Used, Repairs Required - Good	45
R3	Used, Repairs Required - Fair	20
R4	Used, Repairs Required - Poor	10
X	Items of no further value for use as originally intended, but of possible value other than scrap or salvage	5-10

All transfers shall be accomplished by the use of Form WRA-189a, which shall be prepared and distributed at the time the physical transfer of property takes place. The distribution of copies shall be as follows:

- Original - Submit to transferee for its files.
- 1st Copy - Submit to transferee to be receipted and returned.
- 2nd Copy - Forward to Washington Finance and Supply Section.
- 3rd Copy - Retain in file as reference document to post to the property cards, i.e. Form WRA-345 or 346.

The Form WRA-189a covering the transfer should show the cost at which the property is carried on the property records, if available, and the estimated value or price at which the trans-

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fer is to be made. No transfer of funds is required if the appraised transfer price of the lot does not exceed \$100. If the value exceeds \$100, the Washington office will, upon receipt of the copy of the "Invoice and Shipping Ticket", Form WRA-189a, submit a voucher to the receiving office for payment to be deposited to miscellaneous receipts of the Treasury. The same procedure may be followed in the transfer of automobiles to other Interior Bureaus, but determination must be made by the Relocation Supervisor that the vehicle will no longer be needed in the Area before the vehicle is released. The license plate shall be removed and sent to the Washington WRA office when the transfer is made.

Efforts should be made to effect the transfer of all equipment to other Bureaus of the Department of Interior. Several of the Bureaus need such equipment and it is to the advantage of the Department and WRA to make such transfers if possible.

- (b) Disposal agency contacts and preparation of Surplus Declarations: If transfers to other Bureaus of the Department cannot be effected, immediate steps should be taken to declare the equipment surplus to the Reconstruction Finance Corporation. The Relocation Supervisor should contact the Regional Office of the RFC and determine whether they will accept a declaration and dispose of the property for the Authority. There is attached a list of Regional and District offices of the Reconstruction Finance Corporation. If RFC agrees to do so, it will be necessary to prepare declarations of property on Forms SPB-1 to cover the property. The declarations should be prepared thirty to sixty days in advance of the actual closing date in order to give the RFC ample time to dispose of the property. The general instructions to be followed are contained in Administrative Notice No. 290. The procedure contained in Administrative Notice No. 290, Section IV-7 refers to two volumes "Standard Commodity Classification Code", that can be obtained from the Government Printing Office. However, it is believed that the following list, contained the applicable commodity classification code, will be sufficient to cover all items located in the field offices and that the two volumes referred to will not be needed:

MAJOR EQUIPMENT

<u>Commodity Code</u>	<u>Description</u>
45	Automotive Equipment (not to be numbered; include license plates)
54	Bookcases, Sections, Top and Bottom
73	Books and Sets of Books (over \$10.00)
79	Briefcases, Leather or Imitation
54	Cabinets (all types except desk file boxes)
75	Carafes
54	Chairs
75	Clocks
54	Cots
54	Costumers
54	Desks
71	Distributors, Mail
32	Fan, Electric
51	Fountains, Drinking
59	Fingerprint Sets
53	Lamp, Desk
38	Machines, Office (typewriter, adding, calculators, numbering, etc.)
79	Pen Sets (over \$5.00)
55	Photographic Equipment
69	Rugs
39	Scales
79	Seals, Hand and Desk
54	Screens, Folding
54	Stands, typist, telephone, ash, etc.
54	Stools, filing etc.
54	Tables, office
55	Trimmers, paper
54	Trucks, mail
	Other similar items

(c) Disposal by WRA sale: If attempts to dispose of property by transfer to other Interior Bureaus are unsuccessful and the Surplus Property Disposal Agency (RFC) will not accept the declarations of surplus, it may become necessary for WRA to sell the equipment. The War Relocation Authority as owning agency has the authority to dispose of surplus property if the cost of all surplus property of a similar nature in any one location does not exceed \$300.00, but the Authority would prefer not to sell property in any amounts. However, such action will become necessary if the disposal agency refuses to accept the declarations.

Generally the following procedure should be used once it becomes apparent that sale by WRA will be necessary:

- (i) The Area office concerned should communicate with other Federal Agencies to determine if they are interested in securing the equipment to be released. If any or all of the equipment is desired the transfer may be completed by the use of Form WRA-189a in the manner prescribed in Section B 2(a) of this Notice. The area office will forward to the Washington Finance and Supply Section copy of the Invoice and Shipping ticket by letter requesting that the transferee be billed for the estimated value of the property. Such billing will be accomplished by the Washington Finance and Supply Section by the use of Standard Form 1080. The proceeds derived therefrom shall be deposited to Miscellaneous Receipts of the Treasury by the Washington office.
- (ii) Property not desired by other Federal agencies must be sold to the following classes of purchasers in the following order of priority:
  - (a) State or local government agencies
  - (b) Tax supported institutions
  - (c) Veterans
  - (d) Recognized dealers

The Area office shall contact dealers and submit the names of three or more concerns interested in bidding on the equipment to the office hereinafter prescribed together with:

- (a) List of equipment to be sold, including complete description, condition, and cost price.
- (b) Addresses of central purchasing offices of State and local Governments.
- (c) Addresses of tax supported institutions who might be interested in securing the equipment not serviced by the central purchasing offices included above.
- (d) Names and address of any veteran who might have expressed interest in obtaining the equipment and who have secured certificates from the Smaller War Plants Corporation for such purchase. Also list the property in which the veteran is interested so that a separate invitation to bid may be prepared for this group of property.

The information shall be furnished to the office outlined below:

Area Office

WRA Procurement Office

Seattle  
San Francisco  
Los Angeles

C. R. Hendley  
Procurement Officer  
War Relocation Authority  
Los Angeles, Calif.

Salt Lake City  
Denver  
Chicago

Wilma Drake  
Procurement Officer, WRA  
Denver, Colorado

Cleveland  
New York  
New Orleans

Finance & Supply Officer  
War Relocation Authority  
Washington, D. C.

Invitations to bid will be mailed to the State and local government offices, tax supported institutions, veterans, and interested dealers, by the Procurement Officer responsible for effecting the sale and the award to the successful bidder will be made by him. They will keep the Area office informed of the progress made in the disposition of the property.

It is essential that as much advance notice be given the procurement offices as possible. At least 30 days should be allowed to complete the sale.

No sales are contemplated for the equipment of the Area offices. The quantity of property at such locations is usually sufficient to justify declarations to the Reconstruction Finance Corporation. If difficulties are encountered in disposing of property in district offices such property, if practical, may be moved to the Area office in order that it can be declared surplus in one lot.

The foregoing instructions will not necessarily apply to equipment released by the hostels. Each Area should obtain special instructions from the Washington Office for such disposition that is most appropriate at the time.

- (d) Expendable items: Expendable items such as paper, pencils, erasers, ink, etc., in small lots, may be (1) turned over to other Government offices if convenient without reference to exchange documents or funds, (2) transferred to other WRA offices in the Area or in another Area if needed, or (3) boxed and shipped to the WRA Supply Room, 1006 U Street, N.W.,

Washington, D. C. Larger lots may be handled in the same manner except that transfers to outside offices should only be to other Interior Department Bureaus, and, if the appraised value exceeds \$100, it will be necessary for us to request payment, to be deposited to Miscellaneous Receipts in the Treasury. We do not anticipate a large supply of expendable items in the field offices. All WRA stationery not needed elsewhere in the Area should be returned to the Washington Supply Room.

- (e) Crating, Packing, etc.: Crating and packing arrangements depend upon how the equipment is to be disposed of. If transfer is to be effected to another Interior Bureau, WRA will expect that Bureau to effect the physical move at the time the property is released. If necessary, WRA may call upon the Public Buildings Administration or a Transfer Company to assist in crating and shipping. In any event, every effort should be made to have the transferee or disposal agency handle the entire movement. However, WRA is responsible for the surplus property, and, if required to do so, will pay for packing and crating and movement to disposal agency warehouses, or packing and crating only on transfers to an Interior Department Bureau.

C. RECORDS

(1) District Offices

When a District office closes, the appropriate Area office shall give instructions for sending all records (including general correspondence, evacuee master file, pamphlets, newsletters, and other publications) to the Area office taking over the territory. Prior to such transfer, the District office shall have marked all correspondence in accordance with Manual Section 20.8.77.

(2) Area Offices

As soon as possible after an Area office ceases to render services to evacuees, the Area Supervisor shall consolidate all records in the Area, including those received from District offices, disposing of non-record and record material in accordance with Manual Sections 20.8.32 and 20.8.60 to 20.8.93 and Administrative Notice 314, and shipping the balance to Washington for further handling. Any shipments to the Washington office made after May 1 shall be by express. Procedures covering records are included in Manual Releases Nos. 149, 193, 194, 197, 199, 205, and 206, and Administrative Notices Nos. 257, 296, and 314. A representative of the Washington Records Management staff will visit each Area office before it closes to assist with the records disposal work. The following are specific instructions pertaining to administrative records.

(a) Disposal of Personnel Records

When an Area office is closed, the following timekeeping records should be forwarded to the Washington Finance and Supply Section:

Leave Record - Form WRA-350  
Standard Form 70 or 70a

Application for Leave - Form OEM-8  
Standard Form 71

Time and Attendance Report - Standard Form 72 or 72a

Records on pending personnel actions should be forwarded to the Washington Personnel Management Division. Records pertaining to completed actions may be destroyed.

(b) Disposal of Financial Records

When an Area Office closes, all memorandum accounts, registers, copies of obligation documents and related papers on which the transactions are completed may be disposed of as authorized in Manual Section 20.2.60. On transactions which are pending, copies of obligation documents, receiving reports, invoices, unpaid vouchers, Form WRA-29 Obligation Register for the current quarter, and other papers or correspondence relating thereto, shall be listed on a transmittal letter and sent to the Washington Finance and Supply Office.

D. NOTIFICATION TO VENDORS AND CANCELLATION OF CONTRACTS

Approximately thirty days prior to the closing of an Area Office, the Administrative Assistant shall notify vendors and contractors where communications should be sent after the Area Office is closed using the following form letter.

Date \_\_\_\_\_

Name of Vendor or Contractor  
Street Address  
City and State

Gentlemen:

The \_\_\_\_\_ Area Office, \_\_\_\_\_ (location),  
\_\_\_\_\_ (state), of the War Relocation Authority, is  
scheduled to be closed on \_\_\_\_\_ (date), and is now en-  
gaged in the process of liquidation and disposal of property.



It is desirable that this office complete as many outstanding and uncleared transactions as possible prior to (date of closing). It will enable us to render you more prompt service if you clear your pending matters through this office by that time.

In the event it becomes necessary to communicate with this office after (date of closing), it will be necessary for you to write to the Department of the Interior, War Relocation Authority, Washington 25, D. C., attention Finance and Supply Officer, and that office will assist you in every manner possible.

Very truly yours,

All outstanding purchase orders should be completed upon closing either by cancellation or full performance (delivery).

In the liquidation of any Field Office of the Authority, all leases, telephone and other public utility contracts should be cancelled in accordance with the following:

(1) Offices Serviced by Public Building Administration:

- (a) The Area Supervisor should inform himself of the times required for cancellation of each individual contract. Such information may be found in the cancellation clause of the document or can be obtained from Public Buildings Administration if no copies are available.
- (b) Notice of cancellation should be given to the Public Buildings Administration in sufficient time for them to give proper notice to the Contractor.

(2) Other Offices

Offices whose utility and lease contracts were executed in the name of the War Relocation Authority should arrange for termination of such contracts in accordance with Sections 20.6.81E, 20.6.84I and 20.6.85L of the Procurement Handbook.

- (3) All contracts, other than those listed above, should be terminated in accordance with the cancellation clause outlined in each document.

Formal cancellation of any contract must be made by the Contracting Officer having jurisdiction over the liquidating office. However, in the event that the office of Contracting Officer is vacant, then all contracts should be forwarded to the Finance and Supply Officer in Washington for formal cancellation.

Area Supervisor may give informal notice in writing to a contractor of anticipated cancellation and obtain his consent to the same. Such information should then be given to the Contracting Officer.

Care should be taken that all cancellation notices are given in sufficient time, (the time being determined by the termination clause in the document), before the anticipated liquidation date in order that all contracts may be terminated by the time an office is fully liquidated.

*D. S. Meyer*  
Director

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RECALLATION OFFICE CLOSINGS

All surprising activity complete by this date - leases released - records shipped personnel disbanded.

New York Area

- Newark
- Boston
- Hartford
- Washington, D. C.
- N. Y. District
- Philadelphia

Dec. 1

Dec. 15

Jan. 1

Feb. 1

March 1

April 1

April 15

May 15

Newark

- Boston
- Hartford

Wash. D. C.

N. Y. Area

- N. Y. Dist.
- Philadelphia

Cleveland Area

- Cincinnati
- Cleveland District
- Detroit
- Columbus
- Buffalo
- Pittsburg

Columbus

Pittsburg

Buffalo

Cincinnati

- Clev. Dist.
- Detroit

Cleveland Area

Chicago Area

- Chicago District
- Indianapolis
- Milwaukee
- Greater Ill. (Chicago)
- Indiana (Indianapolis)
- Kansas City
- Omaha
- St. Louis
- Des Moines

Greater Ill.

Milwaukee

- Indianapolis
- Kansas City
- Omaha

St. Louis

Des Moines

Chicago Area

- Chic. Dist.
- Indianapolis

Denver Area

- Denver District
- Grealey
- Pueblo

Pueblo

- Denver Dist.
- Grealey

Denver Area

Salt Lake Area

- Salt Lake City Dist.
- Boise
- Spokane

- Salt Lake Dist.
- Boise
- Spokane

Salt Lake Area

RECONSTRUCTION FINANCE CORPORATION  
OFFICE OF SURPLUS PROPERTY

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List of Regional and District Offices

REGION I - B. J. Braudis, Acting Regional Director  
Washington Essex Building  
Boston 11, Massachusetts  
Phone - Lafayette 7500

Connecticut	N. Hamp.
Maine	R. I.
Mass.	Vermont

REGION II - Col. Frank L. Seymour, Regional Director  
350 - Fifth Avenue  
New York 1, New York, Phone Murray Hill 3-6800

75 State Street Albany 7, N. Y.	Old Post Office Bldg. Syracuse 2, N. Y.	31 Central Ave. Newark 2, N. J.
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REGION III - J. G. Dellert, Acting Regional Director  
5th & Chestnut Streets  
Philadelphia, Penna.  
Phone - Walnut 4400

1911 No. Cheater St. Baltimore, Md.	1126 - 21st St. NW Washington, D. C.	906 North Lombardy St. Richmond, Va.
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600 No. Second St. Room 305, Harrisburg, Pa.	Rm. 2220, Farmers Nat'l. Bank Bldg. Pittsburgh, Pa.
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REGION IV - Rowland D. Schell, Regional Director  
704 Race Street  
Cincinnati, Ohio  
Phone - Parkway 7160

482 Standard Bldg. Cleveland 12, Ohio	584 New Federal Bldg. Columbus 15, Ohio	218 Federal Bldg. Indianapolis, Ind.
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Wave Bldg., 334 N. Broadway Louisville 2, Kentucky	P. O. Box 918 Bells, W. Virginia	Harris & Beech St. Norwood 12, Ohio
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OCD New Castle Depot New Castle, Indiana	704 Race Street Cincinnati 2, Ohio
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REGION V - F. A. McLaughlan, Acting Regional Director  
209 So. La Salle Street  
Chicago 4, Illinois  
Phone - Franklin 9430

209 So. La Salle St. Room 300, Chicago, Illinois	2530 N. Elston Ave. Chicago, Illinois	320 No. La Salle St. Chicago, Illinois
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Capital & Faust Detroit 23, Michigan	1790 Cono Ave. St. Paul, Minn.
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REGION VI - B. Leo Wilson, Regional Director  
Belle Isle Building  
105 Pryor St., N.E.  
Atlanta, Georgia  
Phone - Walnut 4121

Farm Security Bldg.  
P. O. Box 1790  
Montgomery 3, Alabama

228 Federal Bldg.  
Box 4966  
Jacksonville, Fla.

Camp Blanding, Fla.

105 Pryor St., N.E.  
Atlanta, Georgia

Bldg. 18-J South Side  
Army Service Forces Depot  
Savannah Beach, Georgia

Camp Stewart  
Hinesville, Georgia

313 Masonic Bldg.  
P. O. Box 608  
Jackson, Miss.

316 E. Lenois St.  
P. O. Box 1429  
Raleigh, N.C.

Mason Bldg.  
1207 Taylor St.  
Columbia, S.C.

402 Custom House  
Nashville, Tenn.

Holston Ordnance Works  
Kingsport, Tenn.

Rm. 678 Shrine-Bldg.  
66 Monroe Ave.  
Memphis, Tenn.

REGION VII - Hamilton Morton, Regional Director  
609 Neil P. Anderson Bldg.  
Fort Worth 2, Texas  
Phone - 2-1286

San Antonio ASF Depot  
San Antonio, Texas

3421 N.W. 23rd St.  
Oklahoma City, Okla.

515 E. 2nd St.  
Little Rock, Ark.

714 Girod St.  
New Orleans, La.

2nd & Colorado Sts.  
Austin, Texas

1300 E. Lancaster  
Fort Worth, Texas

Red River Ordnance Depot  
Texarkana, Texas

Alexandria, La.

Whse #2, Quartermaster  
El Paso, Texas

REGION VIII - Regional Director  
2605 Walnut Street  
Kansas City 8, Missouri  
Phone - Victor 5952

1328 Paul Brown Bldg.  
818 Olive Street  
St. Louis, Missouri

801 North 30th St.  
Omaha, Nebraska

530 Southwest 3rd St.  
Des Moines, Iowa

Camp Phillips, Kansas

P. O. Box 977  
Salina, Kansas

REGION IX - John F. Hough, Regional Director  
728 - 15th Street  
Commonwealth Building  
Denver 2, Colorado  
Phone - Keystone 4151

Atlas Building  
36½ W. Second St., So.  
Salt Lake City, Utah

Hammum Base  
Utah

Coliseum Building  
Ogden, Utah

105 E. Central  
P. O. Box 1351  
Albuquerque, New Mexico

1755 Sherman St.  
Denver, Colorado

Littleton, Colorado

Camp Carson  
Colorado Springs, Colo.

REGION X - Leland C. Dedo, Regional Director  
30 Van Ness Avenue  
San Francisco 2, California  
Phone - Underhill 1922

1206 S. Maple Ave.  
Los Angeles 15, California

1816 W. Fillmore St.  
Phoenix, Arizona

Lyons Bldg., P.O. Box 1751  
Reno, Nevada

Service Command Sec.  
ASF Depot, Camp Beale, Calif.

c/o Lt. Frazer, Storage  
Div., Fort Ord, California

Whse, No.472 SCU 1984, LSOS  
Pomona, California

C/O U.S. Engineers  
810 Capitol Ave., Sacramento,  
California

Stockton Ordnance Depot  
Bldg. T-120  
Stockton, California

(Present Address) Gen. Deliv  
ery, San Louis Obispo,  
California

254 S. Dearing St.  
P. O. Box 1814  
Fresno, Calif.

P. O. & Court House  
Building  
Tucson, Arizona

REGION XI - Orrin C. Bradeen, Regional Director  
2005 Fifth Avenue  
Seattle 1, Washington  
Phone - Franklin 9430

242 W. Riverside  
R. 701-706, P. O. Box 1471  
Spokane 6, Washington

c/o General Delivery  
Little Pasco, Washington

Rm. 310 Capital Securities  
Building P. O. Box 2783  
Boise, Idaho

Hirbour Bldg., Rm. 72, 73, 74  
Corner Broadway & Main  
P. O. Box 246  
Butte, Montana

Mt. Ranier Ordnance Depot  
Tacoma, Washington

1410 S.W. Morrison St.  
Portland 5, Oregon

Ware House "B"  
Auburn H&R Point  
Auburn, Washington

P. O. Box 1509  
Medford, Oregon

MAY 30, 1955 - 11:11 AM

REGION XIV - W. P. Baughman, Regional Director  
3502 Barlum Tower  
65 Cadillac Square  
Detroit, Michigan

Note: This office is concerned with automotive parts only.

~~SECRET~~  
WAR RELOCATION AUTHORITY

Washington

February 4, 1945

ADMINISTRATIVE NOTICE NO. 336, Revised

Subject: Time limits on property management assistance, new storage, and shipment of property in private storage or use and in WRA warehouses.

Distribution: A

This notice supersedes Administration Notice No. 336, dated January 5, 1946, and Supplement No. 1 to that notice, dated January 16, 1946.

1. Property management assistance under Manual 100.2 shall be discontinued on February 1, 1946.

West Coast relocation offices shall continue to render relocation adjustment assistance not involving property management. In property management cases these offices upon request shall assist evacuees in obtaining aid through local resources such as legal aid societies, attorneys, realtors, and influential business men and farmers. It is highly important that contacts be made with agencies or persons who can render such assistance so that upon WRA liquidation there will be adequate channels for continuing services to evacuees.

2. WRA has not accepted requests for storage of property since the teletype to Area Supervisors on November 27, 1945.
3. After February 28, 1946, the WRA will not accept applications for the shipment of property in private storage or use. To take care of people living in temporary housing or other unusual situations, Relocation Supervisors on the West Coast may make exceptions to the February 28 deadline for bona fide hardship cases involving persons living in their areas.
4. February 28, 1946, is also the final deadline for accepting requests for shipment of property from WRA warehouses. West Coast Area Supervisors have sent or are sending individual notices to evacuees who have passed their individual time limit for requesting the shipment of their property in WRA Warehouses (that is, 60 days after relocation, unless an extension has been granted by the Relocation Supervisor in the area in which



the evacuee is living. See Manual Section 100.3.8G (1)). If a request for shipment of an evacuee's property is not received by February 28, 1946, the property will be held in the warehouse until March 15, 1946. The evacuee or his authorized agent may call at the warehouse prior to the latter date and pick up the property, but the WRA will not pay any shipping or crating expenses or make arrangements for shipping. Any evacuee property in WRA warehouses for which request for shipment has not been received by February 28 or which has not been called for prior to March 15, 1946, will be disposed of by the Authority.

To take care of people living in temporary housing or other unusual situations, Relocation Supervisors on the West Coast have the authority to extend the February 28 deadline for limited periods, not beyond April 15, in bona fide hardship cases involving persons living in their areas.

5. License No. W-2685, as amended, issued by the Foreign Funds Control Unit of the Treasury Department on December 10, 1945, (see Administrative Notice No. 333) provided among other things that persons being deported or repatriated to Japan might dispose of personal property and household goods stored in WRA warehouses as they saw fit provided that the entire transaction was completed in this country. The WRA will accept requests for shipment on Form WRA 156 until February 28, 1946, from any person who has authority to request removal of any such property from a WRA warehouse. A Form WRA 156 signed by the original owner, or a photostatic or certified copy of a bill of sale, power of attorney, or other authorization in favor of the person requesting shipment dated prior to the departure of the repatriate from this country is sufficient assurance of such authority. Because of present Treasury Department restrictions upon transactions involving property of repatriates, property of repatriates in private storage or use will not be picked up or shipped by the WRA.

\* \* \* \* \*

Relocation Officers should advise evacuees of these time limits through letters, personal contact, and notices posted at hostels and housing projects, and should urge them to request shipment of their property as far in advance of the deadline dates as possible. WRA facilities for handling property are over-burdened, and evacuees will be assured of better service if there requests for shipment are submitted promptly.

*D. S. Meyer*  
Director

WAR RELOCATION AUTHORITY

Washington

00220

February 7, 1946

ADMINISTRATIVE NOTICE NO. 340

Subject: Compensation for Night Work Performed by Wage Board Employees

Distribution: A

Quoted below is Order No. 4157 issued by the Secretary on January 17, 1946:

"Order No. 1989 of September 8, 1944 outlined the policy of the Department governing the establishment or adjustment of basic wage rates for employees in positions not subject to the Classification Act of 1923, as amended.

"Any officer or employee subject to the policy referred to above and regulations issued pursuant thereto, who is assigned to a regularly scheduled tour of duty, any part of which falls between the hours of 6 p.m. and 6 a.m., shall be paid compensation for duty between such hours at a rate of 10 percent in excess of his basic rate of compensation for duty between other hours.

"The payment of a wage differential for night work shall be effective not later than the beginning of the first regular pay period following the date of this Order.

"Agencies for which wage rates and related working conditions are determined through collective bargaining procedure are exempt from the provisions of this Order."

No night differential will be paid on overtime work performed between the hours of 6 p.m. and 6 a.m. nor while an employee is in a leave status. The payment of a wage differential for night work is effective not later than the beginning of the January 27 pay period, in accordance with the above-quoted order.

Attendance records should indicate clearly the number of hours worked daily for which night differential payment should be made.

*D. S. Meyer*  
Director

List of all Adm. Notice Series

00221

WAR RELOCATION AUTHORITY

Washington

February 10, 1946

ADMINISTRATIVE NOTICE NO. 1 (Rev. 4)

Subject: Administrative Notice Series

Distribution: AO

This revision supersedes Administrative Notice No. 1 (Rev. 3), issued May 5, 1945, 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.

This notice carries an up-to-date check list of all numbered Administrative Notices issued up to February 13, 1946, with a notation of "VOID" opposite those which are no longer in effect and which may now be destroyed, except for copies retained in files for reference purposes.

*D. S. Meyer*  
Director

OM-38/2

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VOID	No. 1 Rev. 4	Revision of Administrative Notice Series	5-5-45
VOID	No. 2	Reorganization Affecting Relocation, Evacuee Property/ Individual Exclusion (See Man. 130.2)	12-15-43
VOID	No. 3	Closing of Leupp Center (Lapsed)	12-15-43
VOID	No. 4	Center Welfare Program	1-22-44
VOID	No. 5	Notice on Control of Center Ration Bank Account (Lapsed)	1-10-44
VOID	No. 6	Authority for Construction Work (Lapsed)	1-10-44
VOID	No. 7	Hearings for applicants for Repatriation or Expatriation (Lapsed)	1-1-44
VOID	No. 8	Evacuee Requests - from Chambers of Commerce (See Hbk. 130.28)	1-15-44
VOID	No. 9	Questionnaire on Work Clothing (Lapsed)	1-17-44
VOID	No. 10	Fourth War Loan (Lapsed)	1-17-44
VOID	No. 11	Conference of Project Directors and Field Assistant Directors in Washington (Lapsed)	1-15-44
VOID	No. 12	Establishment of Field Examination and Investigations Section (See Man. 20.13)	1-17-44
VOID	No. 13	Request for Extra Evacuee Payroll (Lapsed)	1-17-44
VOID	No. 14	Discontinuance of Sending Carbon Copies to Office of Indian Affairs (See Man. 20.8.3F)	1-18-44
VOID	No. 15	Approved Evacuee Positions in Mess Operations Unit (See Hdk. 50.5.6)	1-19-44
VOID	No. 16	Suggested Center Relocation Guide (See Hdk. 130.28)	1-21-44
VOID	No. 17	Personnel Changes in the Relocation Division (See Notice No. 131)	1-26-44
VOID	No. 18	Authorization of Report Transmittal Letter (See Notice No. 69)	1-29-44
VOID	No. 19	Movement of Segregants from Kanzanar to Tule Lake (Lapsed)	2-3-44
VOID	No. 20	Project Director at Colorado River (See Notice No. 131)	2-26-44
VOID	No. 21	Employment or Attendance of Persons of Japanese Ancestry at Educational Institutions Important to the War Effort (See Hdk. 130.6)	2-3-44
VOID	No. 22	Penalties for Violation of Center Regulations (See Man. 30.1.32)	2-3-44
VOID	No. 23	Personnel Changes in the Relocation Division (Lapsed)	2-7-44
VOID	No. 24	Paper Salvage Campaign (Lapsed)	2-7-44
VOID	No. 25	Advisory Policy Committee for Tule Lake (Lapsed)	2-5-44
VOID	No. 26	Chief of Internal Security at Tule Lake (Lapsed)	2-1-44
VOID	No. 27	Authorization of Relocation Division Memoranda (See Man. 20.9.12)	2-9-44
VOID	No. 28	Auto Mechanics School Shop Equipment (Lapsed)	2-9-44
VOID	No. 29	Assistance in Preparing Income Tax Returns (Lapsed)	2-11-44
VOID	No. 30	Report Forms WRA-245 and WRA-122 (Lapsed)	2-11-44
VOID	No. 31	Voluntary Nature of Relocation (See Man. 130.1.2B)	2-12-44
VOID	No. 32	Appointment of Washington Community Activities Super- visor (Lapsed)	2-12-44
VOID	No. 33	Designation of Assistant in Center Closure (Lapsed)	2-10-44
VOID	No. 34	Designation of Representative, Segregation Movement (Lapsed)	2-10-44
VOID	No. 35	Personnel Changes in Kansas City Area (Lapsed)	2-18-44
VOID	No. 36	Leave Assistance Grants to persons accepted by U. S. Cadet Nurses Corps	2-18-44
VOID	No. 37	Return of Evacuees to Centers prior to Induction (See Manual 50.9.8)	2-21-44
VOID	No. 38	Transfer of WRA to Interior (See Man. 10.1.11)	2-19-44
VOID	No. 39	Pricing of Project Produced Foodstuffs (See Fin. Hdk.)	2-12-44
VOID	No. 40	Transfer of Relocation Supervisors (Lapsed)	2-22-44
VOID	No. 41	Preparation of Master Locator File (Lapsed)	2-25-44
VOID	No. 42	New Address, WRA San Francisco Office (See Notice No. 131)	3-9-44
VOID	No. 43	Social Security Board Program for Relocated Evacuees (See Hdk. 130.7)	3-1-44
VOID	No. 44	Benefits Available to Dependents of Men in the Armed Forces (See Man. 50.9.7)	3-13-44

VOID No. 45	Preparation of Secretarial Correspondence (See Hdk. 20.8)	3-13-44
VOID No. 46	Relocation Return to West Coast (See Man. 150.1)	3-16-44
VOID No. 47	Personnel Changes, Education Section (Lapsed)	3-18-44
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. Hdk.)	3-21-44
VOID No. 50	Repatriation or Expatriation Requests by Voluntary Evacuees (See Man. 70.1.7C)	3-21-44
VOID No. 51	Surplus Health Supplies (See Hdk. 20.9.9A)	3-21-44
No. 52	Service of Travelers Aid Societies	3-22-44
VOID No. 53	Hearings for Applicants for Repatriation or Expatriation (Lapsed)	3-22-44
VOID No. 54	Summary of Leave Clearance Procedures (See Man. 150.1)	3-28-44
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VOID No. 58	Third Segregation Movement (Lapsed)	4-7-44
VOID No. 59	Application for Center Construction (Lapsed)	4-13-44
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VOID No. 61	Jobs for Evacuees Transferred during Center Closure (See Hdk. 140.4.13)	4-17-44
VOID No. 62	Request for Expatriation or Repatriation by Persons on Leave (See Man. 70.1.7D)	4-5-44
VOID No. 63	Family Farming Opportunities (See Hdk. 130.10.4)	4-11-44
VOID No. 64	Possibility of Electing of Center Delegates (Lapsed)	4-15-44
VOID No. 65	Correction to Notice No. 58 (Lapsed)	4-15-44
VOID No. 66	Issuance of Indefinite Leave to Arizona (See Man. 150.1)	4-15-44
VOID No. 67	Failure to Notify Regarding Relocation Assistance Check (See Hdk. 60.13.9)	4-22-44
VOID No. 68	Advisory Committee on Adult Education and Americanization (See Hdk. 30.3.11)	
No. 69	Sample Transmittal Form for Reports	4-22-44
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VOID No. 71	Personnel Changes in Relocation Division (Lapsed)	4-28-44
VOID No. 72	Fulfillment of Agreements in the Exchange of Army and WRA Vehicles	4-29-44
VOID No. 73	Copies of Schedules to Accounting and Bookkeeping Division GAO (See Fin. Hdk.)	4-29-44
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VOID No. 78	Auto Mechanics School Shop (Lapsed)	5-15-44
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VOID No. 85	Report of Fire on Government Owned or Leased Property (See Hdk. 40.9.25C)	5-22-44
VOID No. 86	Policy and Procedure Governing Visiting at the Tule Lake Center (Lapsed)	5-24-44
No. 87	Evacuee Voting Rights	5-22-44
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VOID No. 89	Revision of Form WRA-205 (Lapsed)	5-22-44
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VOID No. 95	Administrative Management Services for Field Offices. (See Hdk. 20.6.200)	6-13-44
VOID No. 96	Age Limit for Leave Clearance Filing (Lapsed)	6-8-44
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VOID	No. 150	Meat Rationing (See Hdk. 50.6.10E)	8-23-44
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VOID	No. 224	Japanese Language Section, Project Newspapers	2-26-45
	No. 225	Handling of Dependent and Handicapped Persons in States of Washington, Oregon, California and Arizona	3-1-45
	No. 226	Interpretation of Public Assistance Program	2-28-45
	No. 227	Payment for On-Call or Stand-by Time	3-6-45
	No. 228	Confidential Personnel Correspondence	3-7-45
VOID	No. 229	Reuniting of Families of Internees	3-13-45
	No. 230	Social Security Board Policy on Resettlement Assistance	3-19-45
VOID	No. 231	Conservation Order L-41	3-19-45
	No. 232	Procedures for Movement of Evacuee Property	3-19-45
	No. 233	Mess Policies and Procedures During Final Period of Center Operations	3-21-45
VOID	No. 234 Rev.	Transfer of Surplus Property to Interior Agencies	4-17-45
	No. 235 Rev.	Prescribed Mess Operations Forms	4-3-45
	No. 236	Resettlement of Dependent Persons Outside of the States of Washington, Oregon and California	3-27-45
	No. 237	WRA Assistance for Housing Accommodations in West Coast Areas	4-3-45
	No. 238	Revocation of Authority to Authorize Travel	4-3-45
	No. 239	Realignment of Evacuee Property Functions and West Coast Offices	4-5-45
VOID	No. 240	Seventh War Loan Drive	4-10-45
	No. 241	"Myths and Facts about the Japanese Americans"	4-19-45
VOID	No. 242	Commercial Property Outside Evacuated Area	4-20-45
	No. 243	Repair of Damaged Government Property	4-21-45



VOID	No. 245	"Vacations"	4-24-45
	No. 246	Clarification of Responsibility of Center Relocation Division and Welfare Section in Family Relocation Planning	4-24-45
VOID	No. 247	Assignment of Teachers to Summer Activities	4-24-45
	No. 248	Procedure for obtaining reconsideration of Treasury Department orders blocking accounts of evacuees	5-5-45
	No. 249	Protecting Power for Japanese Interests	5-2-45
VOID	No. 250	Declaration of Surplus Property	5-16-45
VOID	No. 251	Relocation of Parolees	5-16-45
	No. 252	Details of Personnel between Activities	5-17-45
	No. 253	Dissemination of Policy Information	5-17-45
VOID	No. 254	Termination of Favorable Clippings Series	5-18-45
	No. 255	Shipment of Pets	5-19-45
VOID	No. 256	Resignation of Shelter Director	5-25-45
	No. 257	Consolidation of Evacuee Property Records	5-25-45
	No. 258	Disposal of Equipment in Buildings; Fixtures	5-29-45
VOID	No. 259	Exclude Clearance Procedures with CAD of WDC	5-29-45
VOID	No. 260	Method of Paying Leave Assistance Grants	5-29-45
	No. 261	Unidentified and Unclaimed Evacuee Property in Center Warehouses	5-30-45
	No. 262	Merging of the Middle Atlantic and the New England Areas	5-30-45
	No. 263	Responsibility for Temporary Assistance to Evacuees in Re-establishing Households	5-30-45
	No. 263, S#1		6-22-45
	No. 263, S#2		7-20-45
	No. 264	Selective Service Classification	6-4-45
	No. 265	Identification of Penalty Mail on and After July 1, 1945	6-5-45
	No. 266	Release of Evacuee Property on WRA Warehouse Door Delivery	6-5-45
	No. 267	Curtailement of Medical and Dental Services at Centers	6-5-45
	No. 268	Evacuees Returning to West Coast by Way of Relocation Centers	6-5-45
	No. 269	Designation of Philip M. Glick as Assistant Director	6-9-45
	No. 270	Continuous Planning for Closing Relocation Centers	6-9-45
	No. 271	Clarification of Refund Policy Re Visitors Charges at Centers	6-12-45
	No. 272	Children Accompanying Visitors to Centers	6-15-45
	No. 273	Clearance Procedure for all Personnel Visits and Details Between Field Offices, Centers and the Washington Office	6-18-45
	No. 274	Use of Teletype Notice, Departure Advice, and Advance Relocation Summary	6-25-45
	No. 275	Guardianship for Incompetent Persons	7-4-45
	No. 276	Furnishing Change of Residence Cards and Instructions to Relocates	7-3-45
VOID	No. 277	Detail of Douglas M. Todd as Assistant Project Director of the Gila River Relocation Center	7-5-45
	No. 278	Revision of Rent Rates on WRA Buildings Occupied by Center Business Enterprises	7-7-45
	No. 278, S#1		11-14-45
	No. 279	Issuance of Ration Books to Evacuees	7-11-45
	No. 280	Information Service from Area and District Offices	7-11-45
	No. 281	Operational Policies and Procedures in Relocation Centers	7-25-45
VOID	No. 282	Personnel Changes in Washington Education Section	7-20-45
	No. 283	Government Contract Provisions	7-23-45
VOID	No. 284	Seventh War Loan Drive Report	7-23-45
	No. 285	Relocation of Dependent Persons from Relocation Centers	7-25-45
	No. 286	Curtailement of Services in Relocation Centers, as the Center Population Declines	7-25-45
	No. 287	Execution of Contracts by the War Relocation Authority (Amending Procurement Handbook 20.6)	7-25-45
	No. 288	Conservation of Funds	7-30-45
	No. 289	Scheduling Terminal Departures During Last Six Weeks Prior to Center Closing	8-1-45
	No. 290	Declaration of Surplus Property	8-6-45
	No. 291, S#1		10-30-45

	No. 291	Hours of Work for WRA Offices Outside the District of Columbia	8-6-45
VOID	No. 292	Designation of James R. Walter as Acting Relocation Supervisor of the Southern Area	8-6-45
	No. 293	Inquiries Regarding Sale of Surplus WRA Property	8-8-45
	No. 294	Employment in Relocation Centers of Persons of Japanese Ancestry in Regularly Established Civil Service Positions	8-9-45
	No. 295	General Accounting Office Decision on Objective Classification Coding for Street Car Tokens, Passes, Ferry Tickets, etc.	8-8-45
	No. 296	WRA Records Program	8-6-45
	No. 297	Designation of Mr. C. H. Powers as Director of Emergency Refugee Shelter	8-14-45
	No. 298	Relocation of Families Including Pregnant Women	8-17-45
	No. 299	Personnel Changes in Washington Health Section	8-18-45
	No. 300	Designation of Douglas M. Todd as Project Director of the Gila River Relocation Center	8-21-45
	No. 301	Return of Hawaiians to Their Homes	8-24-45
	No. 302	Preparation of Government Bills of Lading for Shipment of Evacuee Property	8-28-45
	No. 303	Payment of Relocation Assistance Grants to Institutionalized Persons	9-6-45
	No. 304	Hours of Work	9-8-45
	No. 304, Revision		11-27-45
	No. 304, S <del>1</del>		12-29-45
	No. 305	Exchange of U. S. Government Transportation Requests at Ticket Offices	9-10-45
	No. 306	Stand-by or on-call duty and payment of compensatory time	9-15-45
	No. 307	Establishment of County Residence in California	9-15-45
	No. 308	Death Pensions to Parents of Deceased Servicemen	9-17-45
	No. 309	Designation of Finance and Supply Officer	9-21-45
	No. 310	Discontinuance of Teletype Service in the Washington Office on Saturdays	9-21-45
	No. 311	Submission of Reports to the Washington Office by Relocation Centers	9-26-45
	No. 312	Operation of Administrative Mess Halls	9-26-45
	No. 313	Disposal of ashes of deceased persons	9-27-45
	No. 314	Final Disposal of Records from Center, Area and District Field Offices and the Washington Office of WRA	10-4-45
	No. 315	Designation of Acting Project Director, Minidoka	9-28-45
	No. 316	Amendment to Manual — Time Limit for Removal of Property Stored	10-4-45
	No. 317	Transfer, Reappointment, and Reemployment of Personnel	10-5-45
VOID	No. 318	Resignation of Seymour Cahn	10-11-45
	No. 319	Completion of the Relocation Program at the Tule Lake Center	10-18-45
VOID	No. 320	Medical Certificates for Temporary Appointments	10-23-45
	No. 321	Victory Loan Drive	10-26-45
	No. 322	Nisei in Armed Forces	10-29-45
	No. 323	Relocation of Family Members of Tule Lake Detainees	11-1-45
	No. 324	Reduction in Force	11-2-45
	No. 325	Disposal of Surplus Subsistence and Medical Items	11-15-45
	No. 326	Issuance of Transportation Requests for Residents of Hawaii and Alaska	11-15-45
	No. 327	Veterans Statistics	11-19-45
	No. 328	Change in Chief Disbursing Officer and D. O. Symbols	11-23-45
VOID	No. 329	Administrative Workweek during the Holidays	12-4-45
	No. 330	Disposal of Surplus Subsistence Items	12-14-45
	No. 331	Revocation of Alien Contraband and Travel Restrictions; Procedure for Return of Contraband	12-26-45
	No. 332	Sale of Project-produced Items	12-26-45
	No. 333	Amendment to License No. W-2685	12-21-45
	No. 334	Promotion Policy	12-29-45
	No. 335	Payment of Travel Expenses for the Immediate Family Members of a Transferring Employee	1-2-46

No. 336	Time limits on property management assistance, <del>low</del> storage, and shipment of property in private storage or use	<del>1-5-46</del> 1-16-46
No. 336, S <del>X</del> 1 No. 337	Procedure for Payment of Cash Grants for Automobile Travel by Relocation Evacuees Returning to the Evacuated Area	1-9-46
No. 338	Revocation of Regulations Requiring Alien Enemies to carry Certificates of Identification	1-18-46
No. 339	Closing of Area and District Relocation Offices	1-28-46
No. 339 S <del>X</del> 1 No. 340	Compensation for Night Work performed by Wage Board Employees	2-13-46 2-7-46

*Spicer R.*

WAR RELOCATION AUTHORITY

00326

Washington

February 10, 1946

ADMINISTRATIVE NOTICE NO. 339  
Supplement No. 1

Subject: Closing of Area and District Relocation Offices

Distribution: A

In Paragraph C (2) of Administrative Notice No. 339, issued January 28, 1946, it is stated that shipments of records to the Washington Office after Day 1 should be by express.

Due to the uncertainty of the dates of deliveries of freight shipments, all records shipments to the Washington Office from offices West of the Mississippi River should be by express. This will allow more time for their consolidation in Washington preparatory to their transmittal to the National Archives.

*D. S. Myer*  
Director

OM-3834

00227

WAR RELOCATION AUTHORITY

Washington

March 1, 1946

ADMINISTRATIVE NOTICE No. 341

Subject: Disposition of unclaimed property in WRA storage

Distribution: A

1. Unclaimed property, as used herein, means evacuee personal property stored in a WRA warehouse for which the owner is unidentified or cannot be located, or who has failed or refused to request shipment by February 28, 1946 (or any extension approved by the Area Supervisor), and has not prior to WRA disposition as hereinafter provided made arrangements to take the property out of WRA storage. It does not include property covered by a request for transportation, Form WRA-156. Property covered by Form WRA-156 shall be shipped to the destination stated on the form or furnished by subsequent shipping instructions, upon expiration of the deadline date for such shipment or any extension approved by the Area Supervisor (but in no event later than April 15): Provided, however, that where an evacuee owner is still residing in temporary housing on the West Coast and a further extension is necessary to prevent hardship, the Area Supervisor may on request store the property with a public warehouseman in the name of the evacuee and pay storage charges up to June 30, 1946, notifying the evacuee of his action, and sending him the warehouse receipt (which shall be a non-negotiable receipt) by registered mail.
2. West Coast Area Supervisors shall continue to make every effort to identify and locate the owner of unclaimed property prior to WRA disposition. Before any such property is offered for sale, as set forth below, the Area Supervisor shall send a brief description of the property lots, the respective places of storage and the names and former addresses of the evacuees where known, to the bi-lingual papers, namely, Rocky Shippo (Denver, Colorado), Utah Nippo (Salt Lake City, Utah), and Colorado Times (Denver, Colorado), and to the Pacific Citizen (Salt Lake City, Utah), with a request that the information be published. The news release shall state the place and time of sale of all property uncalled for and indicate that the proceeds will be deposited in the U. S. Treasury, where the rightful owners may make claim for it.

OH-3845

3. Beginning March 15, unclaimed property in West Coast warehouses for which time for removal has expired (including unclaimed property received from relocation centers) shall be removed from the warehouse floor to a room suitable for conducting an auction sale. The latest EPR form covering each lot shall be used as a basis for checking out the property. Each item must be identified with the corresponding entry on the EPR form. All items on the form must be accounted for; any discrepancies or additions must be noted on the form. Where trunks or other containers are in the lot, they shall be opened and a list made of all articles in each container, which shall be appended to the EPR form and cross referenced to the appropriate item on the form.

Each lot shall be assigned a lot number, which shall also be noted on the EPR form. Each item in the lot shall be tagged with the lot number.

4. Each Area Supervisor shall contract with a licensed public auctioneer authorized to sell for trustees in bankruptcy to conduct the sale of the unclaimed property in accordance with standard auctioneering practices. The sale shall take place not earlier than April 15 and not later than April 30, after advertisement by the auctioneer in one or more newspapers of general circulation in the locality not less than twice weekly for two consecutive weeks. The contract may specify that the auctioneer may offer individual items for sale or may group items from the same lot more likely to sell well together, but shall make it clear that sales of items in different lots shall not be lumped together and that the auctioneer shall keep separate sales records with respect to each lot. The contract shall further specify that the auctioneer shall turn over all proceeds of the sale to the Area Supervisor by certified or cashier's check payable to the order of the Treasurer of the United States, together with a copy of his sales records. The fee or commission of the auctioneer shall not be deducted from the proceeds but shall be paid from WRA funds.
5. Property unsold at the auction sale shall be donated to an appropriate charitable or other non-profit organization. The concurrence of the local cooperating committee in the selection of the donee shall be obtained wherever possible. Where no such organization will accept the property arrangements shall be made for its destruction. A notation of the items unsold and the action taken shall be made upon each EPR form involved.
6. The Area Supervisor shall note on each EPR form the gross proceeds received from the sale of the items in such lot.
7. The Area Supervisor shall forward the proceeds to the WRA Finance and Supply Section in Washington for deposit in the appropriate

trust fund receipt account of the Treasury, together with a copy of each EPR form involved, with the notations required by the preceding paragraphs of this notice, and a covering memorandum in duplicate which shall separately list each individual lot sold, the proceeds received from it, the type of storage form involved, if any, and the name, family number, pre-evacuation or center address, and last known address of the evacuee where known. Where the owner cannot be identified, the memorandum shall set forth a brief descriptive of the property, place of storage, and all facts which may facilitate later proof of ownership (such as address of private storage where taken from private storage, identifying markings on containers, identification of evacuees whose property may have been stored in the same original lot, etc.).

*A. S. Myer*  
Director

~~Logan~~  
WAR RELOCATION AUTHORITY

00229

Washington

March 11, 1946

ADMINISTRATIVE NOTICE No. 339

Supplement No. 2

Subject: Closing of Area and District Relocation Offices

Distribution: A

There is attached a revised closing schedule of Individual District and Area Relocation offices to replace the one attached to Administrative Notice No. 339 dated January 28, 1946. The revised schedule includes the New Orleans, San Francisco, Seattle and Los Angeles Areas.

The following section shall be added to Administrative Notice No. 339.

E. Reports

Each area supervisor shall be responsible for preparation of a brief narrative report to the Washington office describing how each item was taken care of in closing an Area or Relocation Office. Reports shall also be prepared for offices closed previous to this notice.

*A.S. Meyer*  
Director

OM-3846





Southern Area New Orleans Area Office	Feb. 1	March 1	April 1	April 15	April 20	May 1	May 4	May 15
New Orleans District			New Orleans Area New Orleans District					
Little Rock		Little Rock						
San Francisco Area Office					Santa Rosa Watsonville Oakland Stockton			San Fran. Area
Santa Rosa Watsonville Oakland Stockton San Jose Fresno Sacramento San Francisco Dist.							San Jose Fresno Sacramento San Fran. Dist.	
<del>New Orleans</del> Area Office								
Seattle Area Office Seattle District Portland Tacoma Yakima						Seattle Dist. Portland		Seattle Area
Southern California Area Los Angeles Area Office Los Angeles District Santa Barbara San Diego El Centro Santa Ana								Los Angeles Area

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WAR RELOCATION AUTHORITY

30231

Washington

March 7, 1946

ADMINISTRATIVE NOTICE No. 343

Subject: Personnel Changes

Distribution: A

Mr. John H. Provinse, Chief of the Community Management Division left the WRA on February 3, 1946, to become Assistant Commissioner of Indian Affairs. Edward H. Spicer has been designated Acting Chief of the Community Management Division.

Mr. E. J. Utz, Chief of the Operations Division, left the WRA on March 3, 1946, to become Chief of the Division of Land Use and Settlement in the Bureau of Reclamation. Mr. C. H. Powers has been designated Acting Chief of the Operations Division.

*D. S. Myer*  
Director

OM-3857

May 20, 1945 - March 11, 1946