

26:5 WRA ADMINISTRATIVE INSTRUCTION no. 22

Jan. 30, 1943

* RE: LEAVE CLEARANCE

78/177

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WAR RELOCATION AUTHORITY
(e.c.)

January 30, 1943

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K.S.

ADMINISTRATIVE INSTRUCTION No. 22 (Revised)

Supplement 3

Subject: Issuance of Leave for Departure from a Relocation Area.

I. Administrative Instruction No. 22 (Revised) is hereby amended by adding at the end thereof the following Section IX:

IX. SPECIAL LEAVE CLEARANCE PROCEDURE.

A. Reason for special procedure. The Selective Service System, with the cooperation of the War Department, has prepared DSS Form 304a, (Exhibit No. 1), "Statement of United States citizens of Japanese ancestry", for the purpose of obtaining from all United States citizens of Japanese ancestry who are of military age supplemental information that will be used as a basis (1) for determining eligibility for military service, either by voluntary enlistment or by reclassification and induction through the Selective Service System, and (2) for determining eligibility for employment in war plants and industries. DSS Form 304A is similar to Form WRA-126, Revised (Exhibit No. 2), and it will be filled out by all male citizen evacuees in relocation centers who have reached their 17th birthday. Since the large majority of those who fill out DSS Form 304A will not be called or will not be eligible for immediate military service, advantage will be taken of the opportunity to supplement DSS Form 304A by WRA Form 126a (Exhibit No. 3) and to process the two as an application for leave clearance.

*Why 17
instead
of 18.*

B. Execution of DSS Form 304A and Form WRA 126a. Beginning with a day in February 1943 to be announced by the Director, each Project Director shall arrange for each male United States citizen of Japanese ancestry in the relocation center who has reached his 17th birthday to execute DSS Form 304A and Form WRA-126a. The Project Director shall arrange for adequate space and a sufficient number of interviewers to complete the process expeditiously. The interviewers may be evacuees appointed personnel, or volunteer members of their families. As each evacuee presents himself, the interviewer shall fill out DSS Form 304A in duplicate up to and including question number 26 and Form WRA-126a in triplicate, using carbon paper for this purpose. Questions 27 and 28 of DSS Form 304A will be answered before an Army

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representative and at that time the evacuee shall sign all copies of Forms 304A and WRA-126a.

- C. Form WRA 26. Four copies of Form WRA-26 shall be prepared for each evacuee who signs DSS 304A and Form WRA-126a, unless four copies of Form WRA-26 have previously been forwarded to the Director with an application for leave or leave clearance. The forms prepared as the result of the Director's telegram of January 15, 1943, should be used for this purpose. These forms should be available to the interviewers to refresh the evacuee's memories of dates and other information required by DSS Form 304A.
- D. Volunteers for enlistment in the Army. Any evacuee who wishes to volunteer for enlistment in the Army should execute two copies of DSS Form 165, "Application for voluntary induction" (Exhibit No. 4), and two copies of DSS Form 154, "Request for transfer for delivery" (Exhibit No. 5) before an Army representative.
- E. Army representatives. Representatives of the Army will be sent to each relocation center to assist the Project Director in arranging for the execution of Selective Service forms and to answer questions concerning the acceptance of volunteers for the Army, the status of evacuees under the Selective Service System, and questions concerning special eligibility for employment in war plants and industries.
- F. Recommendations of Project Director. The Project Director shall check with the internal security officer and any other members of the project staff who may have information pertinent to a consideration of each application for leave clearance, and shall note his recommendations on the reverse side of Form WRA-126a. He shall, as soon as practicable, mail to all references given by the applicant a franked envelope addressed to the Director in Washington and a form letter, WRA-140, which requests a reply to be sent to the Director.
- G. Transmission of papers. The Project Director shall retain one copy of Form WRA-126a and deliver to the representatives of the Army who will be at the project for this purpose two copies of DSS Form 304A, two copies of Form WRA-126a, four copies of Form WRA 26 (unless four copies of this form have previously been forwarded to the Director in connection with an application for leave or leave clearance), and two copies of DSS Form 154 and two copies of DSS Form 165 if the applicant volunteers for enlistment in the Army.

H. Action by the War Department and Selective Service System. Applicants for voluntary enlistment in the Army, if accepted by the Army, and evacuees who may be inducted into the Army through the operation of the Selective Service System, will be notified through a local selective service Board near the relocation center when and where to report for induction. The Project Director shall issue to an evacuee so notified an indefinite leave in accordance with the provisions of Section IV, paragraph T, of this Instruction.

I. Director's ruling on application for leave clearance. The War Department will forward to the Director copies of DSS Form 304A, Form WRA-126a and Form WRA-26 for all evacuees who are not to be inducted into the Army immediately, and the application for leave clearance will be approved or denied in accordance with the provisions of Section V, paragraphs G and H, of this Instruction. As a part of the leave clearance, the Director may, upon advice of the War Department, certify evacuees as eligible for employment in war plants and industries.

J. Application for leave prior to leave clearance, Application for leave clearance on DSS Form 304A and Form WRA 126a shall not preclude the submission of an application for indefinite leave in accordance with the provisions of Section IV of this Instruction prior to action on the application for leave clearance.

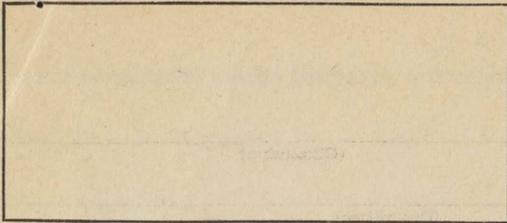
II. Section IV of Administrative Instruction No. 22 (Revised) is hereby amended by adding at the end thereof the following paragraph T.

T. Issuance of indefinite leave to serve in the armed forces. Notwithstanding the provisions of any other paragraph in this Section IV, when an evacuee is notified by a local selective service board to report for induction into the land or naval forces the Project Director shall issue to him an indefinite leave on Form WRA-137 without prior authorization by the Director. The destination shown on the form shall be the induction center, and the following condition shall be written on the back: "If the person granted this leave is not inducted into military service at the destination shown above, this leave shall expire and he is required to return to the relocation area named above."

E. M. Rowalt
Acting Director



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(LOCAL BOARD DATE STAMP WITH CODE)

STATEMENT OF UNITED STATES CITIZEN OF JAPANESE ANCESTRY

1. _____
(Surname) (English given name) (Japanese given name)

(a) Alias _____

2. Local selective service board _____
(Number)

(City) (County) (State)

3. Date of birth _____ Place of birth _____

4. Present address _____
(Street) (City) (State)

5. Last two addresses at which you lived 3 months or more (exclude residence at relocation center and at assembly center):

_____ From _____ To _____

_____ From _____ To _____

6. Sex _____ Height _____ Weight _____

7. Are you a registered voter? _____ Year first registered _____

Where? _____ Party _____

8. Marital status _____ Citizenship of wife _____ Race of wife _____

9. _____
(Father's Name) (Town or Ken) (Birthplace) (State or Country) (Occupation)

10. _____
(Mother's Name) (Town or Ken) (Birthplace) (State or Country) (Occupation)

**In items 11 and 12, you need not list relatives other than your parents, your children, your brothers and sisters.
For each person give name; relationship to you (such as father); citizenship; complete address; occupation.**

11. Relatives in the United States (if in military service, indicate whether a selectee or volunteer):

(a) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation) (Volunteer or selectee)

(b) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation) (Volunteer or selectee)

(c) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation) (Volunteer or selectee)

12. Relatives in Japan (see instruction above item 11):

----- (Name)	----- (Relationship to you)	----- (Citizenship)
----- (Complete address)	----- (Occupation)	
----- (Name)	----- (Relationship to you)	----- (Citizenship)
----- (Complete address)	----- (Occupation)	

13. Education:

<i>Name</i>	<i>Place</i>	<i>Years of attendance</i>
----- (Kindergarten)	-----	From ----- to -----
----- (Grade school)	-----	From ----- to -----
----- (Japanese language school)	-----	From ----- to -----
----- (High school)	-----	From ----- to -----
----- (Junior college, college, or university)	-----	From ----- to -----
----- (Type of military training, such as R. O. T. C. or Gunji Kyoren) (Where and when)		
----- (Other schooling)	----- (Years of attendance)	

14. Foreign travel (give dates, where, how, for whom, with whom, and reasons therefor):

15. Employment (give employers' names and kind of business, addresses, and dates from 1935 to date):

16. Religion ----- Membership in religious groups -----

17. Membership in organizations (clubs, societies, associations, etc.). Give name, kind of organization, and dates of membership.

18. Knowledge of foreign languages (put check mark (✓) in proper squares):

(a) Japanese	Good	Fair	Poor	(b) Other..... (Specify)	Good	Fair	Poor
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Sports and hobbies

.....

.....

20. List five references, other than relatives or former employers, giving address, occupation, and number of years known:

(Name)	(Complete address)	(Occupation)	(Years known)
.....
.....
.....
.....

21. Have you ever been convicted by a court of a criminal offense (other than a minor traffic violation)?

Offense	When	What court	Sentence
.....
.....
.....

22. Give details on any foreign investments.

(a) Accounts in foreign banks. Amount, \$.....

Bank Date account opened

(b) Investments in foreign companies. Amount, \$.....

Company Date acquired

(c) Do you have a safe-deposit box in a foreign country?

What country? Date acquired

Contents

23. List contributions you have made to any society, organization, or club:

Organization	Place	Amount	Date

24. List magazines and newspapers to which you have subscribed or have customarily read:

25. To the best of your knowledge, was your birth ever registered with any Japanese governmental agency for the purpose of establishing a claim to Japanese citizenship? -----

(a) If so registered, have you applied for cancelation of such registration? -----
(Yes or no)

When? ----- Where? -----

26. Have you ever applied for repatriation to Japan? -----

27. Are you willing to serve in the armed forces of the United States on combat duty, wherever ordered? -----

28. Will you swear unqualified allegiance to the United States of America and faithfully defend the United States from any or all attack by foreign or domestic forces, and forswear any form of allegiance or obedience to the Japanese emperor, or any other foreign government, power, or organization? -----

Revised Question No. 28: Will you swear to abide by the laws of the United States and to take no action which would in any way interfere with the war effort of the United States? _____

Exh II

WAR RELOCATION AUTHORITY APPLICATION FOR LEAVE CLEARANCE

*male
citizen
17 Nov 43*

Relocation Center _____
Family No. _____
Center Address _____

1. _____
(Surname) (English given name) (Japanese given name)

(a) Alias _____

2. Names and ages of dependents you propose to take with you _____

3. Date of birth _____ Place of birth _____

4. Citizenship _____

Last two addresses at which you lived 3 months or more (exclude residence at relocation center and at assembly center):

_____ From _____ To _____

_____ From _____ To _____

6. Sex _____ Height _____ Weight _____

7. Are you a registered voter? _____ Year first registered _____
Where? _____ Party _____

8. Marital status _____ Citizenship of spouse _____
Race of spouse _____

9. _____
(Father's Name) (Town or Ken) (State or Country) (Occupation)
(Birthplace)

(Mother's Name) (Town or Ken) (State or Country) (Occupation)
(Birthplace)

In items 11 and 12, you need not list relatives other than your parents, your children, your brothers and sisters. For each person give name; relationship to you (such as father); citizenship; complete address; occupation.

11. Relatives in the United States (if in military service, indicate whether a selectee or volunteer):

(a) _____
(Name) (Relationship to you) (Citizenship)

_____ (Complete address) (Occupation) (Volunteer or selectee)

(b) _____
(Name) (Relationship to you) (Citizenship)

_____ (Complete address) (Occupation) (Volunteer or selectee)

(b) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation) (Volunteer or selectee)

(If additional space is necessary, attach sheets)

12. Relatives in Japan (see instruction above item 11):

(a) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation)

(b) _____
(Name) (Relationship to you) (Citizenship)

(Complete address) (Occupation)

13. Education:

Name	Place	Years of attendance	
_____	_____	From _____	to _____
(Kindergarten)			
_____	_____	From _____	to _____
(Grade School)			
_____	_____	From _____	to _____
(Japanese language school)			
_____	_____	From _____	to _____
(High school)			
_____	_____	From _____	to _____
(Junior college, college, or university)			

(Type of military training, such as R.O.T.C. or Gunji Kyoren)
(Where and when)

(Other schooling) (Years of attendance)

14. Foreign travel (give dates, where, how, for whom, with whom, and reasons therefor):

15. Employment (give employer's names and kind of business, addresses, and dates from 1935 to date):

16. Religion _____ Membership in religious groups _____

17. Membership in organizations (clubs, societies, associations, etc).

Give name, kind of organization, and dates of membership.

18. Knowledge of foreign languages (put check mark (✓) in proper squares):

(a) Japanese

	Good	Fair	Poor
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Other _____ (Specify) _____

	Good	Fair	Poor
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Sports and hobbies _____

20. List five references, other than relatives or former employers, preferably persons resident in areas where you formerly resided, giving address, occupation, and number of years known:

(Name)	(Complete Address)	(Occupation)	(Years known)

21. (a) Have you ever been before an Alien Enemy Hearing Board? _____

(Yes) _____ (No) _____

If so, give date and disposition of case: _____

(b) Have you ever been arrested or similarly detained? _____

(Yes) _____ (No) _____

If so, state offense, date, court and disposition of case: _____

(c) Have you ever been subjected to any disciplinary action since your evacuation? _____

(Yes) _____ (No) _____ If

so, state the circumstances and the disposition of your case: _____

22. Give details on any foreign investments.

(a) Accounts in foreign banks. Amount, \$ _____

Bank _____ Date account opened _____

(b) Investments in foreign companies. Amount, \$ _____

Company _____ Date acquired _____

(c) Do you have a safe-deposit box in a foreign country?

What country? _____ Date acquired _____

Contents _____

23. List contributions you have made to any society, organization, or club:

Organization	Place	Amount	Date

24. List magazines and newspapers to which you have subscribed or have customarily read:

25. To the best of your knowledge, was your birth ever registered with any Japanese governmental agency for the purpose of establishing a claim to Japanese citizenship?

(a) If so registered, have you applied for cancelation of such registration? _____ (Yes or no)

When? _____ Where? _____

26. Have you ever applied for repatriation to Japan? _____

27. If the opportunity presents itself and you are found qualified, would you be willing to volunteer for the Army Nurse Corps or the WAAC: _____

28. Will you swear unqualified allegiance to the United States of America and forswear any form of allegiance or obedience to the Japanese emperor, or any other foreign government, power, or organization?

29. Have you ever worked for or volunteered your services to the Japanese or Spanish government? _____
If so, indicate which and give date: _____ (Yes) (No)

30. Have you ever registered any of your children with a Japanese or Spanish consul? _____ (Yes) (No). If so, give name and dates:

Names *Dates* *Names* *Dates*

31. Have you ever sent any of your children to Japan? _____ (Yes) (No). If so, give names and dates:

Names *Dates* *Names* *Dates*

32. State any type of leave previously applied for, and indicate whether leave clearance has previously been applied for, giving date and place of application.

33. If employment is desired, but no definite offer has been received, list the kinds of employment desired in order of preference:

First choice _____

Second choice _____

Third choice _____

(a) Will you take employment in any part of the United States: _____ (Yes) (No)

(b) Give location preferences _____

(Date)

(Signature)

WAR RELOCATION AUTHORITY

APPLICATION FOR LEAVE CLEARANCE

(Short form for persons submitting Selective Service Form No. 304 A)

1. Name _____ (Last) (First) (Middle)

2. Relocation Center Address _____ 3. Family No. _____

4. Name of wife _____

Names and ages of Children _____

List name and address of any other persons wholly or partially dependent on you for support at the time of your evacuation:

Name

Address

5. Date previous application for indefinite leave or leave clearance sent to Washington, or date of leave clearance if received _____

6. Names and addresses of not to exceed five references, preferably persons not evacuated.

Name

Address

7. If employment is desired, but no definite offer has been received, list the kinds of employment desired in order of preference:

First choice _____

Second choice _____

Third choice _____

Will you take employment in any part of the United States: Yes ___ No ___

Give location preferences _____

_____ (date)

_____ (signature)

(Not to be filled out by applicant)

8. Report of project internal security officer:

9. Recommendation of the project director on application:

Project Director

(to be filled out in Washington Office, WRA)

10. Statement of the Director of the War Relocation Authority:

Director

APPLICATION FOR VOLUNTARY INDUCTION

(REGISTRANTS OWN LOCAL BOARD DATE STAMP WITH CODE)



(Date application made)

I hereby apply for voluntary induction into the land or naval forces of the United States for training and service under the provisions of the Selective Training and Service Act of 1940, as amended. For this purpose, I waive all rights of personal appearance and appeal if I am classified as available for service, and I consent to my immediate induction at any time convenient to the Government.

I am _____ years of age. I was born _____
(Month) (Day) (Year)

My order number is _____ My local board is :

No. _____ of _____, State of _____
(City or county)

(Signature of applicant)

REQUEST FOR TRANSFER FOR DELIVERY

INSTRUCTIONS: Fill out in triplicate and leave all copies with the Local Board to which you desire to be transferred for delivery.

To LOCAL BOARD _____

(Date)

The undersigned, _____, Order No. _____,
(First name) (Middle name) (Last name)

received from Local Board _____
(Designation)

Order to Report for Induction, dated _____
(Date of mailing)

notifying that the undersigned has been selected for training and service in the _____
(Army, Navy, Marine Corps), and ordering the undersigned to report at

_____ at _____ on the _____
(Place of reporting) (Hour of reporting)

day of _____, 19_____

I am at present located at _____
(Address) (City) (State)

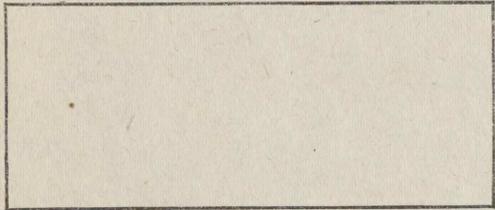
within the jurisdiction of your Local Board and it would be a hardship to me if I were required to report for delivery at the time and on the date set forth in the Order to Report for Induction.

My reason for being absent from my own local board area is as follows: _____

I respectfully request that I be transferred for delivery to your Local Board.

(Signature)

INSTRUCTIONS.—This space to be filled out by the Local Board to which the above request is made, the original immediately forwarded to the man's own Local Board, the duplicate filed, and the triplicate mailed to the man requesting transfer. If the request is approved the original should be forwarded by air mail unless ordinary mail will be as expeditious.



(DATE STAMP AND CODE OF LOCAL BOARD OF TRANSFER)

(Date)

The request for transfer for delivery of the above man is _____
(Approved, disapproved)

Member or Clerk of Local Board of Transfer.