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NOTED BY THE DIRECTOR
THE 14th NOVEMBER 1944
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AND THE QUEEN
AND THE PRINCE OF WALES

Organization Plan.
Western Defense Division
Army

CAD &
WCCA

B108

HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Presidio of San Francisco, California
10 Mar 1942

GENERAL ORDER 10
NUMBER 10

1. Creation of Civil Affairs Division of General Staff of Western Defense Command and Fourth Army.

2. The Civil Affairs Division of the General Staff of Western Defense Command Fourth Army is hereby created.

3. In addition to such other responsibilities and duties as may be assigned him, and within the directives and general policies of the Commanding General, Western Defense Command and Fourth Army, the Assistant Chief of Staff for Civil Affairs (and the Civil Affairs Division) Staff for Civil Affairs (and the Civil Affairs Division) is responsible for the formulation of policies, plans and directives pertaining to Fourth Army and Western Defense Command responsibility in the following fields:

(1) Control and evacuation of civilians, including the designation of military areas, prohibited and restricted zones.

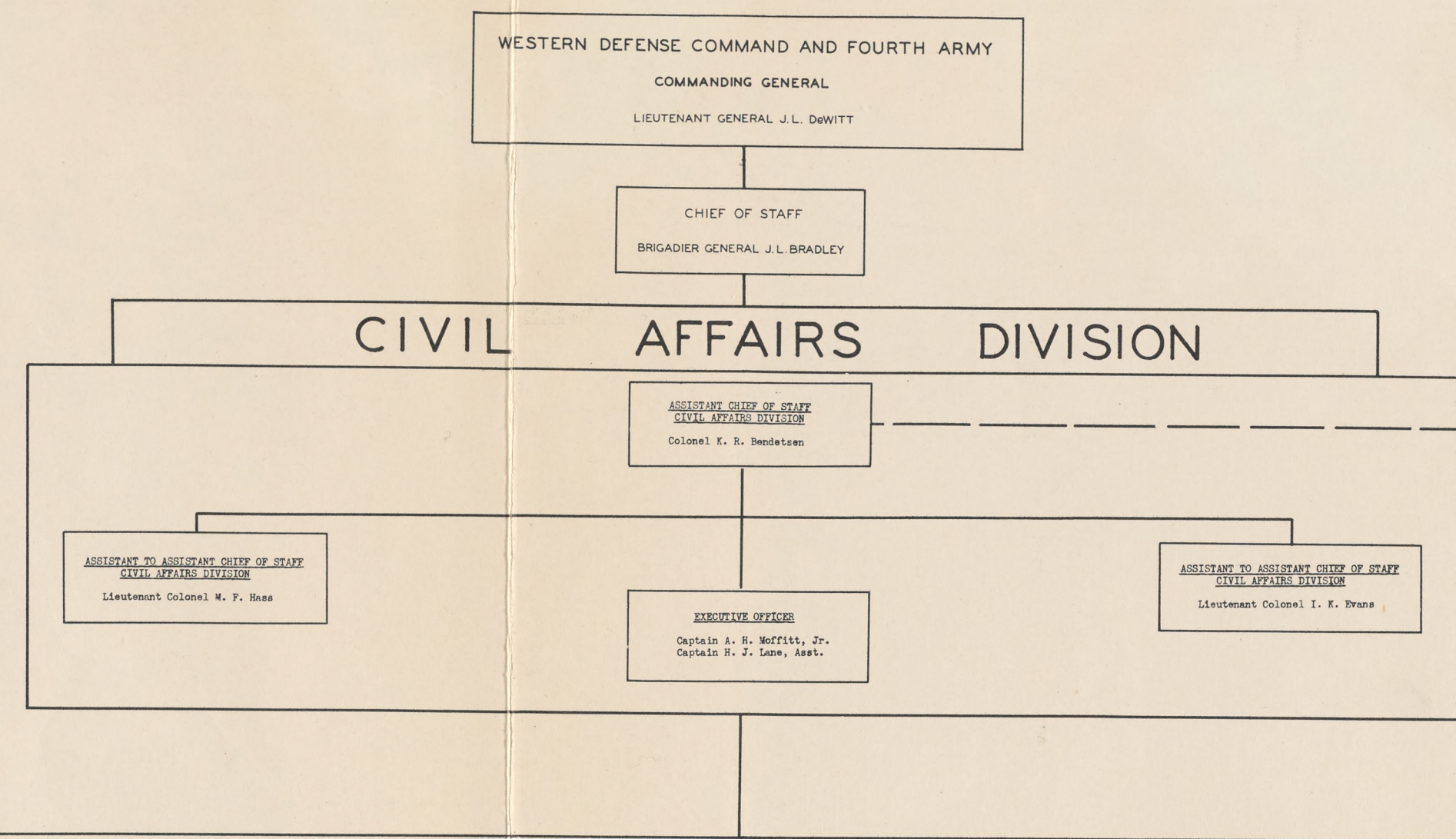
(2) Establishment and maintenance of general or limited military government.

(3) Establishment and maintenance of necessary liaison with civilian components, including Federal, State and local officials.

By Command of Lieutenant General DeWitt:

J. L. BRADLEY
Brigadier General, G.S.C.
Chief of Staff

OFFICIAL:
H. B. LEWIS
Colonel, A.G.D.
Adjutant General



HEADQUARTERS WESTERN DEFENSE COMMAND AND FOURTH ARMY
Presidio of San Francisco, California
11 Mar 1942

GENERAL ORDER 11
NUMBER 11

1. Creation and establishment of Wartime Civil Control Administration.

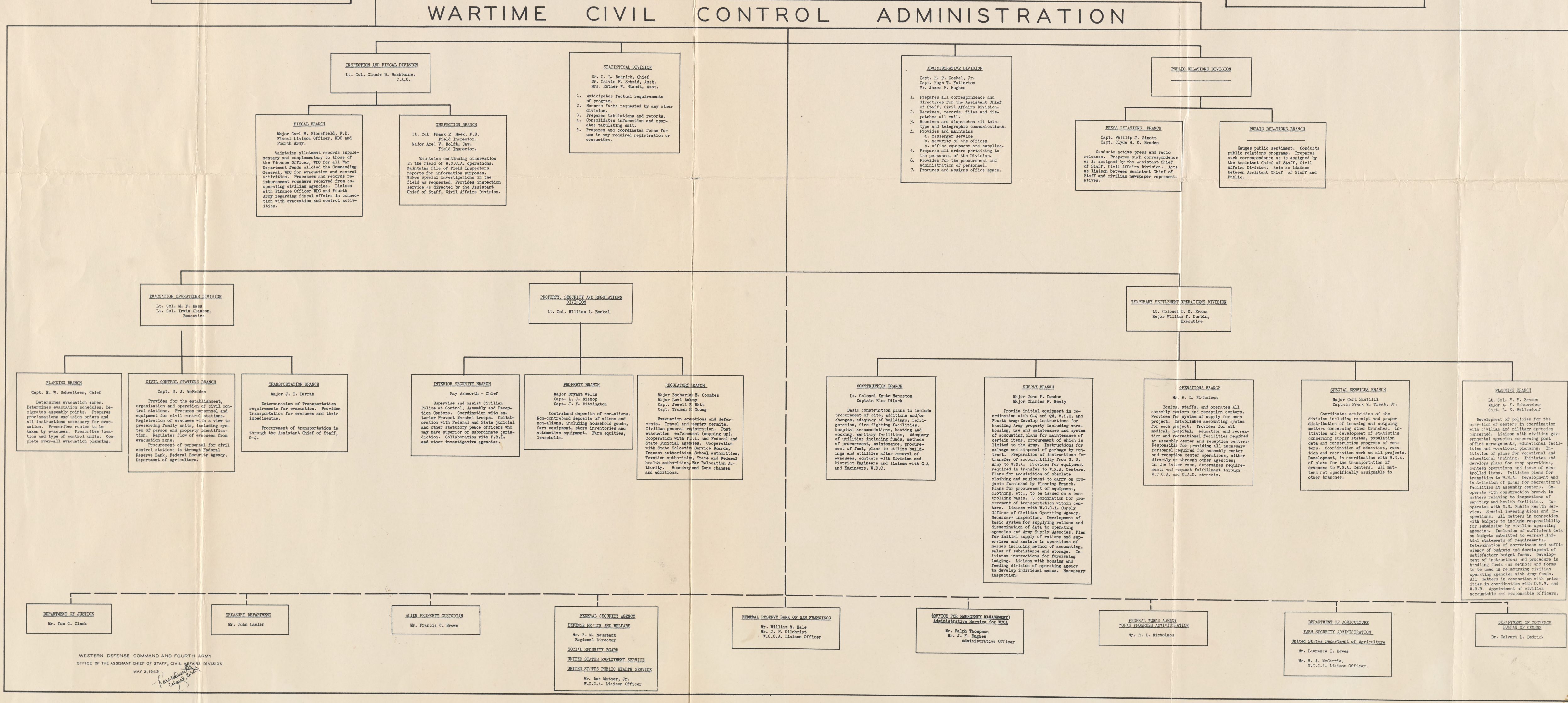
2. Within the general policies and directives issued from this Headquarters, the Assistant Chief of Staff, Civil Affairs Division, is responsible for the organization, establishment and direction of the Wartime Civil Control Administration, Western Defense Command and Fourth Army.

3. To the extent that such duties and responsibilities are not otherwise discharged by directive from this Headquarters, the Wartime Civil Control Administration will be responsible for the execution of the duties and responsibilities imposed upon the Commanding General, Western Defense Command by the Secretary of War in designating him, on February 20, 1942, as the Military Commander to carry out the duties and responsibilities imposed by Executive Order No. 9066, dated February 19, 1942, for that portion of the United States embraced in the Western Defense Command.

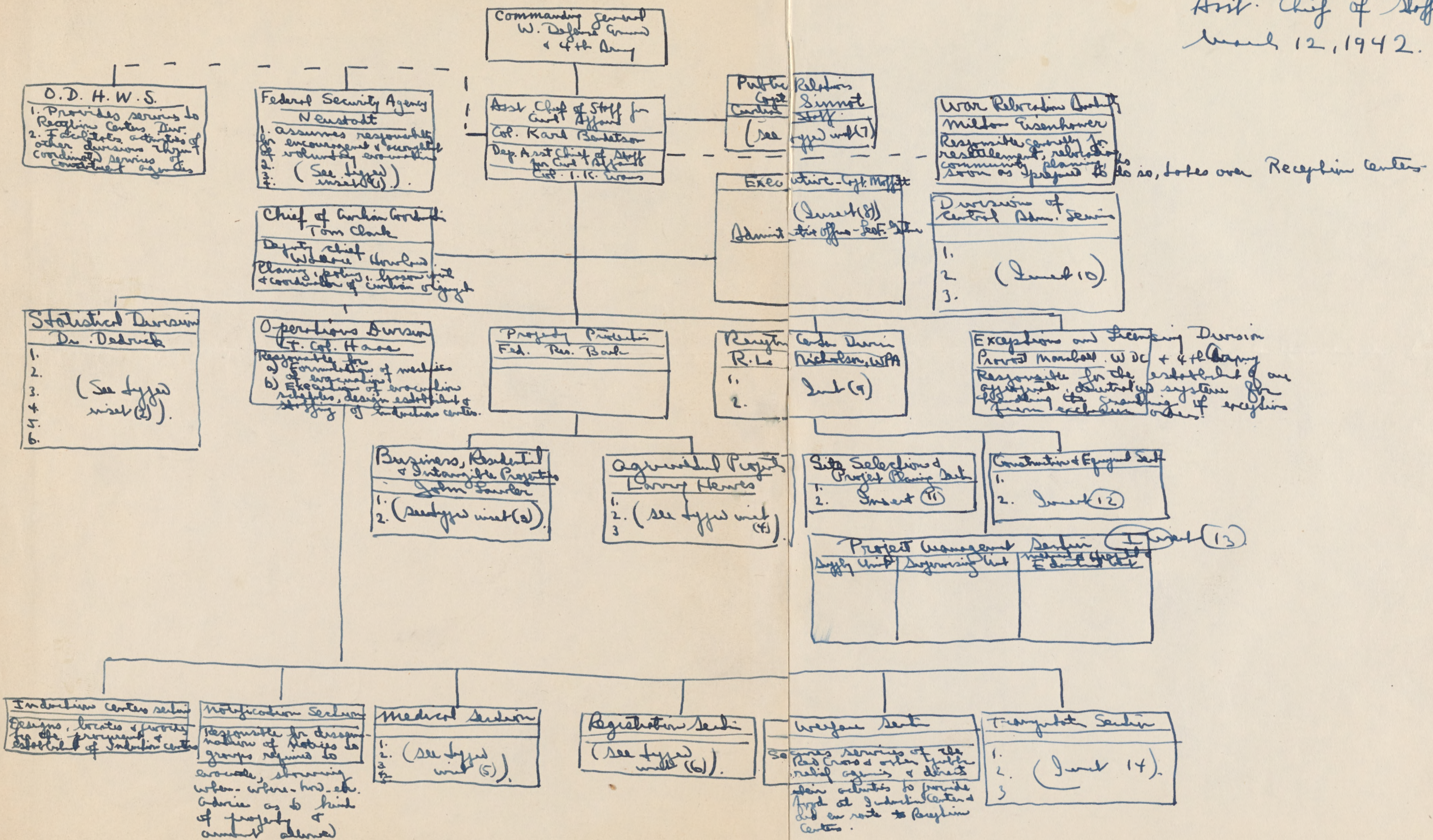
By Command of Lieutenant General DeWitt:

J. L. BRADLEY
Brigadier General, G.S.C.
Chief of Staff

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H. B. LEWIS
Colonel, A.G.D.
Adjutant General



Organization & Functional Chart
 War Relocation Authority
 Administration,
 Western Defense Command &
 4th Army Office
 Asst. Chief of Staff, Civil Affairs.
 March 12, 1942.



Note: Miss Bary says this chart was "crazily drawn"; is
greatly indebted, pays little attention to actual
function, but adds "Don't hold it against anybody."

(1) Federal Security Agency

Neustadt

1. Assumes responsibility for encouragement and accomplishment of voluntary evacuation
2. Establishes branch offices in all localities necessary to accomplish this program.
3. Furnishes transportation to persons who have a definite destination but lack means.
4. Coordinates with Property Protection Branch W.C.C.A.

(2) Statistical Division

Dr. Dedrick

1. Anticipate factual requirements of program
2. Secure facts requested by any other division, utilizing any and all sources available.
3. Prepare tabulations and reports.
4. Consolidate information and operate tabulating unit.
5. Advise Assistant Chief of Staff for Civilian Affairs on all matters involving facts and figures.
6. Prepare forms for use in any required registration, etc. in consultation with other agencies and branches of WTCCA.

(3) Business, Residential and Intangible Properties

John Lawler

1. Provides liquidation and management service to evacuees respecting all properties, including agricultural properties where not otherwise provided
2. Provides warehousing facilities where necessary

(4) Agricultural Properties

Larry B. Hewes

1. Provides management for farm properties
2. Establishes necessary crop loans for protection of growing crops
3. Advises operations division re effect of evacuation on agricultural production; suggests schedules designed to minimize loss

(5) Medical Section

1. Provides medical examination for each evacuee at Induction Center.
2. Innoculation and vaccination
3. First aid
4. Hospitalization
5. Procure all necessary personnel to perform these functions
~~xxx~~

(6) Registration Section

Devises the mechanics of Registration *preserves family units- avoids Evangelines-provides interpreters- segregates and assigns, procures and trains registration teams for operation of Induction Centers.

(7) Public Relations
Captain Sinnot

Civilian Staff

Gauges public sentiment, keeps civil affairs division advised. Undertakes an active press, radio release and public relations program

(8) Executive- Captain Moffitt

Effrcts directives and policies of A. C. of S. for civil affairs; routes and assigns all directive and incoming mail; provides for daily progress reports; keeps A.C. of S and Deputy informed and acts in thier absence; coordinates general organization.

~~8~~ Administration Office- Leo F. Gentner

Establishes administration, file, mail and records; supply, personnel; finance; establishes all office administrative services; assigns office space.

Sole liaison with OEM, Division of Central Administrative Services.

9) Reception Center Division

R, L. Nicholson, W.P.A.

~~xxxx~~

1. In consultation with the U.S. Army Division and District Engineers, is responsible for location, planning, construction equipping, staffing and operation of reception centers.
2. Consults with Federal Security Agency-Office of Defense Health Welfare Services.

(10)

Division of Central Administrative Services

Ralph B. Thompson

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1. Provides space, office furniture, equipment, supplies, standard forms, duplicating service, printing, telephones, tele type, mail and messenger service.
2. Assists in location and referral of applicants for positions, in classification of jobs. Handles documentation of appointments ~~per~~ prepares payrolls and issues pay checks.
3. Issues travel authorizations, audits vouchers, maintains accounts, renders reports, and pays bills.

11) Site Selection and Project Planning Section

1. Responsible for location and selection of suitable reception center sites in close collaboration with War Relocation Authority
2. Plans projects and obtains sites in cooperation with other agencies.

12) Construction and Equipment Section

1. Through the appropriate U.S. Army Division and District Engineers, is responsible for construction of sufficient centers. Undertakes construction directly, when authorized by express order of C.G.W.D.C.
2. Provides all necessary equipment.

13) Project Management Section

Supply Unit	Supervising Unit	Medical and Hospital and Educational Unit
1. Provides for system of supply for each project. 2. Establishes accounting system	1. Provides supervisory clerical and administrative personnel for each project. 2. Organizes each project. Undertakes general community planning.	1. Provides doctors and nurses, hospital equipment for project hospital 2. Responsible for establishment of fully organized hospital at each project in advance of reception. 3. Establishing and supervising educational system.

(14)

Transportation Section

1. Collects scattered evacuees and transports to Induction Centers.
2. Responsible for liaison and coordination with 4th Army Quartermaster regarding transportation from Induction Center to Reception Center
3. Transports impediments belonging to evacuees; sorting--tagging--recording.