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DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
EAST COAST AREA
Room 5516, 350 Fifth Avenue
New York 1, New York

July 2, 1945

AREA MEMORANDUM NO. 1

Subject: Inauguration of new series of area memoranda

Distribution: All members of area and district staffs

This inaugurates a new memorandum series designed to inform staff members throughout the East Coast Area of major policies and procedures which will be developed on an area basis in order to implement the national post-exclusion program.

We shall hereafter use this medium to announce major changes in operation resulting from the experience and recommendations of area and district officers. A new procedure announced in a series memorandum will automatically supersede any previously announced procedure on the same subject. The area office will continue to issue other types of information of a more routine nature in separate, unnumbered memoranda.

Because of their special importance, the series memoranda should be carefully read by all staff members and filed for future reference. Their use will enable us gradually to build up a comprehensive, dynamic area procedure for the remaining period of the post-exclusion program.

I shall be glad to receive at any time the suggestions of staff members for subjects that need to be covered in this series.

Robert Dolins
Robert Dolins
Relocation Supervisor

War Relocation Authority
EAST COAST AREA

New York City

July 2, 1945

AREA MEMORANDUM NO. 2

Subject: Shift in Emphasis in Evacuee Information: Need for District Newsletters
Distribution: All Area and District Staff Members

In recent weeks the Washington staffs of the Reports and Relocation Divisions have reviewed thoroughly the need for evacuee information at the centers from now until their liquidation.

Several members of the Reports Division staff recently visited all the centers and studied at first hand the evacuee informational needs. Their findings plus additional facts brought out during conferences with staff members of the Reports and Relocation Divisions in Washington have led to a shift in emphasis in evacuee information during the closing phase of the WRA program. The new emphasis is premised on the following:

- a. That nearly all evacuee families have already formulated some type of relocation - some still vaguely, others very clearly.
- b. That there is sufficient background information at the centers to acquaint evacuees with general facts about any part of the country.
- c. That the time for broad informational pamphlets has therefore passed.
- d. That evacuee families still at the centers are now interested primarily in reports about (1) the adjustments which resettled families are making in their new communities and (2) the prospects awaiting newcomers.

In view of these assumptions, various phases of the evacuee informational program have been reconsidered, as follows:

1. General Informational Pamphlets and Leaflets

Since their usefulness is rapidly diminishing, such pamphlets should no longer be issued. Pamphlets already in production or in preparation will be completed as rapidly as possible. If an urgent need for a general pamphlet arises in a particular district, however, the need will receive careful consideration in the area and Washington offices.

2. Field Bulletins

Evidence from the centers indicates that the Field Bulletins are also diminishing in usefulness. There is agreement that Field Bulletins should be simplified and shortened as much as possible. In the near future it may be necessary to eliminate these periodicals altogether.

3. Newsletters

The greatest need now found at the centers is for current news items about activities, successes, problems, and experiences of individual families and evacuees who have relocated. This type of information should be transmitted in brief, concise form. For that reason the newsletter seems to offer the greatest possibilities.

In view of these considerations each district office should immediately plan to issue its own newsletter on a regular weekly schedule. Newsletter items are intended for publication in the centers in project newspapers and special relocation bulletins. Copies will also be made available for posting on bulletin boards and for circulation among staff members and evacuee leaders. The newsletter will help give individuality to each district by providing newsworthy information about its resettlers and relocation opportunities.

You will find in this memorandum a list of suggested subjects for newsletter items. Staff members will doubtless think of additional subject possibilities.

The success of this newsletter plan depends upon the cooperation of the entire staff in each district. Each office should set up its own procedure for assembling material from all staff members and channeling it to the staff member who will be responsible for preparing the copy. The new evacuee information blanks should help staff members in quickly jotting down interesting news items that come to their attention. In addition, members of Nisei councils and other resettlers can also serve as news sources.

We suggest that in each district the newsletter plan be discussed at a staff meeting so that everyone understands its importance and function. Mr. Sandow will be glad to attend your meeting if he can be of any help in interpreting the newsletter plan and arranging for its operation in your district. Mr. Sandow will also be able to give some assistance in the actual writing of the material.

Each district office will send its newsletter copy to the area office for clearance and final editing. The area office will also process and distribute the newsletters to the centers.

The area office will provide each district office with as many copies as can be used effectively in the field. For example, each office should plan for some distribution among resettlers who may wish to send copies to friends and relatives at the centers and among other persons interested in the resettlement program, such as key members of citizens committees and Nisei councils.

Suggested Newsletter Items

The enclosed copy of a newsletter recently issued by the Washington district office will indicate the type of material that should be developed for newsletters and how the copy should be prepared. The newsletters should emphasize Issei adjustment, family life, and activities of children and older Nisei. Generally speaking, the items about resettlers should be brief and concise, each preferably limited to a few short sentences. They should be written informally whenever possible, but should always be strictly accurate.

Personal items could be prepared about such events as the following:

Where newly arrived resettlers have found housing
New positions and employment promotions
Families sharing living quarters
Births, marriages, and deaths
School and college activities of Nisei, including honors, graduations, and participation in extra curricular activities and sports
Social events (these reports should include the full names of persons present and their centers)
Visits of resettlers from one city to another
New arrivals from each center
Nisei soldiers - returning from overseas, on furlough, hospitalized, wounded or killed in action, etc.
Mothers with children in nursery schools
Arrangements for the mutual care of children at home by two families

Here are a few examples of short newsletter "personals" :

Mr. and Mrs. Jobu Nishimoto, Issei, and their two children, Yuki, 12, and Hikaru, 9, recent arrivals to New York City, have just moved into a four-room apartment at 465 West 113 Street. The Nishimotos formerly lived at Gila River and 936 Livingston Street, San Francisco, where Mr. Nishimoto operated a grocery store. He now manages the produce department in a large New York market.

May Ikeda's sixth birthday on June 27 was the occasion for a little party during which ice cream and cookies were served for the 20 children of the kindergarten at Halsey Street Public School, Arden, Del. May came to Arden last October from Granada with her Issei parents, Mr. and Mrs. John Ikeda. Before evacuation the Ikeda family lived at Modesto, Calif.

The senior class at George Washington High School, Boston, Mass., recently voted John Tomita the most popular, the best athlete, and the neatest dresser among the boys. John is the 17-year-old son of Mr. and Mrs. Toru Tomita, Issei, who formerly lived at Poston II and 1123 Ashland Street, Fresno, Calif.

In addition to such brief personal news items, the newsletters may include longer but concise items about relocation opportunities, indications of favorable community sentiment, and the like.

Since under the revised informational plan pamphlets will be eliminated except for some special needs, a separate newsletter on one or two special topics may be issued when necessary.

The following is a suggested list of topics for such items:

Statements of evacuees, preferably Issei, regarding their resettlement experiences, with permission to quote them
New businesses opened and/or loans arranged by Issei
Neighbors' reactions to evacuee families
Newspaper stories and editorials (summarized, with brief quotes, when necessary)
Friendly labor union actions

Activities of citizens cooperating committees, Issei or Nisei groups, and other organizations friendly to the resettlement program

Statements by employers of evacuees

Friendly resolutions adopted and other actions taken by local groups

Special job offers, particularly those including housing for families and those offering opportunities for Issei group resettlement

Job placements (e.g., roster of resettlers who are at work in various fields)

Hostel activities

Cost-of-living data, particularly if given in the form of favorable statements by evacuees which can be quoted

Resettlement assistance cases (these should be made anonymous)

Availability of Japanese type foods

Activities and services of Japanese organizations, institutions, and groups

Services and facilities available to newcomers through cooperating agencies and organizations.

The newsletters should not ordinarily, at least, include items about or statements by WRA staff members since such items do not interest evacuees.

Every news item about a family or individual should include the full name, center, and the present and pre-evacuation addresses - giving the street and number as well as the city and state for both, wherever possible. Issei should be identified as such, and the ages of children should be given. All other essential details should be given accurately. Newsletters should ordinarily run from four to eight double spaced pages of copy.

Please double space all newsletter material that is submitted to the area office. One copy will be sufficient.

We shall be glad to have your comments and suggestions about this newsletter plan. Because of the urgent need to put it into effect as quickly as possible, however, each district office should proceed meanwhile to issue its own newsletter on a weekly basis along the lines indicated above so that we can put out the first few newsletters promptly on an experimental basis. Full consideration will be given to whatever changes may be indicated by our experience with the newsletters as we go along.

NOTE TO DISTRICT OFFICERS IN CHARGE:

I shall appreciate your letting me know by July 9 what newsletter schedule you are setting up for your district and who will be delegated the responsibility for assembling and preparing the copy.

Robert Dolins

Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 30, 1945

AREA MEMORANDUM NO. 2
Supplement No. 1

Subject: Revision of Evacuee Information Program
Distribution: All Area and District Staff Members

Since we are now in the period of center closings, a shift in emphasis in our evacuee information program is once again necessary.

There now remain only two centers -- Rohwer and Tule Lake -- at which we should continue to promote general interest in relocation to the East Coast Area. As indicated in Area Memorandum No. 9 on "Opportunities Development," an average of 12 per cent of Rohwer's resettlers and of 11 per cent of those from Tule Lake came to our area during September. The interest of Rohwer residents in eastward relocation was further demonstrated by the recent visit of two Rohwer scouts to our area, and that interest has led to the special campaign now in progress for bringing farm and estate offers to the attention of Rohwer residents. We may soon undertake a somewhat similar campaign for Tule Lake.

Because of the reduction in the number of open centers and the continuing need for evacuee information at Rohwer and Tule Lake, our newsletter program is being modified as follows:

1. Beginning with the week of November 5, the separate weekly newsletter for each district is to be discontinued. Instead we shall issue a weekly area newsletter consisting principally of items submitted by the district offices. Since there are fewer centers to cover and the number of available items will be proportionately reduced, the area newsletter will enable the smaller district offices to be adequately represented by items which might not otherwise be numerous enough to warrant a separate district newsletter each week. The area newsletter at this stage of the relocation program also ties in with our present area-wide promotion at Rohwer.

2. Newsletter copy from each district office will be due in the area office on Tuesday of each week, beginning November 6. The copy will be edited, processed, and mailed by the area office before the end of each week.
3. Copy from each district office should consist mainly of short concise items about families and individuals who have relocated from Rohwer and Tule Lake. In addition, each office can submit brief statements about local trends in housing and employment, activities of citizens' committees and resettler groups, and any other current developments which should be brought to the attention of the evacuees and staff members at Rohwer and Tule Lake.
4. Since Rohwer will close on December 15, newsletter items about resettlers should generally be written only about Tule Lake residents after December 1.

To give the newsletters the broadest possible distribution, we shall send Rohwer and Tule Lake an additional quantity of each newsletter for use by evacuee leaders, staff members, and individuals interested in East Coast Area opportunities. We shall continue to forward copies of the newsletters to the various Japanese-American newspapers. In addition, each district office will be provided, as heretofore, with as many copies as can be effectively distributed locally.

Besides submitting newsletter material to the area office, each district office should continue to teletype or air mail the two centers -- especially Tule Lake -- new information about job offers and other relocation opportunities. Since Rohwer closes on December 15th and Tule Lake residents are expected to complete their initial plans by that date, the month of November affords us the final opportunity to impress the evacuees at these centers with the advantages of and opportunities for relocation in the East Coast Area.

Robert Dolins

Robert Dolins
Relocation Supervisor

War Relocation Authority
EAST COAST AREA

New York City

July 16, 1945

AREA MEMORANDUM NO. 3

Subject: New Staff Assignments

Distribution: All Members of Area and District Staffs

The following staff assignments are effective immediately:

Miss Rose A. Reynolds, relocation officer in charge, Boston, Mass.,
District Office.

Chas. T. Moon, relocation officer, Hartford, Conn., District Office.

Gordon B. Berryman, relocation officer, New York Suburban District
Office. This new district will include Long Island; Upstate New
York counties east of and including Cayuga, Tompkins, and Tioga;
and Fairfield County, Conn. Until further notice, Mr. Berryman's
address will be Room 5516, 350 Fifth Avenue, New York 1, N. Y.
The New York City district office will continue handling relocation
matters in the five boroughs of New York City.

Edward Hellman, housing adviser, East Coast Area. Mr. Hellman was
formerly manager of a large real estate organization in New York
City and a consultant on problems of minority groups for real
estate management organizations in metropolitan New York. He will
work with the various district offices in developing community
services to assist resettlers in finding suitable housing.

Daniel C. Chapman, relocation officer, transferred from the Philadel-
phia to the Newark District Office.

Robert Dolins
Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

September 14, 1945

AREA MEMORANDUM NO. 3
Supplement No. 1

Subject: New Staff Assignments

Distribution: All Staff Members, East Coast Area, Center Relocation Officers, Area Supervisors, and District Relocation Officers.

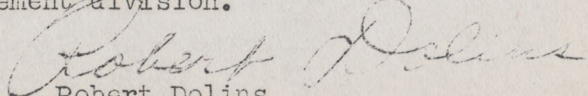
The following new staff assignments are effective immediately:

New York City District Office: Jules Seitz, relocation officer attached to the field supervision section of the Relocation Division in Washington, has been appointed relocation officer in charge of the New York City District Office as successor to E. Price Steiding, who has been transferred to Los Angeles as a special relocation officer.

While a member of the Washington staff, Mr. Seitz specialized in relocation adjustment, community organization, and housing. Previously, he had supervised the housing section and developed local committees as a member of the field staff of the National Refugee Service, with headquarters in New York City. He was also formerly assistant director for housing at the World's Fair in New York City.

Philadelphia District Office: Nathaniel A. Snyder, relocation adjustment adviser for the East Coast Area, has been appointed relocation officer in charge of the Philadelphia District Office as successor to H. Leon Yager, who has resigned to accept a position with the Veterans Administration.

Before joining the area staff in August 1944, Mr. Snyder had been a field director for the United Service Organizations for about three years, first in the North Carolina Coastal Area and more recently for Southern New Jersey. He had previously been for seven years with the Pennsylvania State Department of Public Assistance, with headquarters in Philadelphia, as consultant on residence and head of the out-of-town inquiry department, consultant on legal settlement and interstate migration, supervisor, field worker, and member of the claims settlement division.


Robert Dolins
Relocation Supervisor

War Relocation Authority
EAST COAST AREA

New York City

July 23, 1945

AREA MEMORANDUM NO. 4

Subject: Work Schedule for 48-Hour Week

Distribution: All Employees of Area and District Offices

This will supplement my memorandum of July 16 regarding the operation of all offices in the East Coast Area under a weekly schedule of 48 hours consisting of six 8-hour days.

This schedule is in accordance with the teletyped instructions from Mr. Dillon S. Myer, a copy of which was sent to each office in the area on July 11. These instructions are detailed below.

The 48-hour week is necessitated by the increasingly heavy work load which all WRA offices must handle under the post-exclusion program. As we approach nearer to the time when the centers will close, there will be a greater influx of resettlers into the East Coast Area and proportionately less time in which to receive them.

Simultaneously, there will be increasing demands upon the available time of staff members for the many things that need doing -- the development of relocation opportunities, the reception and referral of resettlers, the building of relationships with community agencies, the preparation of evacuee information materials, the handling of correspondence with the centers and with field contacts, and the numerous other activities essential to the successful completion of the relocation program. The effective doing of all these things will well require that each office be fully staffed throughout the six-day work week.

Under the weekly schedule of 48 hours, each office is to be open 8 hours daily from Monday through Saturday from 9:00 A. M. to 5:30 P. M. There will be a half-hour luncheon period daily. Workers on duty during regularly scheduled evening hours once a week are to be given compensatory time off within that week, but not on Saturday.

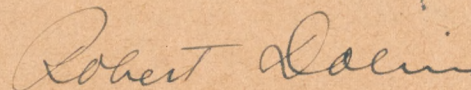
This schedule is based upon the following instructions from Mr. Myer:

1. the basic work week is 40 hours;
2. all hours in excess of 40 hours weekly will be on an overtime basis;

3. the administrative work week for field offices has been established as 48 hours, consisting of six 8-hour days with the sixth day (Saturday) being the overtime day;
4. absence from duty on authorized leave with pay during the first five days of each week shall be charged as annual or sick leave and will not reduce the amount of overtime compensation if work is performed on the sixth day;
5. no leave of any kind may be charged for the overtime day;
6. an employee who is absent on an overtime day (whether for illness or while on vacation) will receive no pay for that day.

The relocation job now confronting us will require all our ingenuity and resourcefulness. It will also require from each one of us the willingness to pitch in and the capacity to work with our colleagues as a team.

By working together and keeping constantly in mind the urgency of the job we have to do, we can each do our full part in completing the relocation program on schedule. In doing so, not the least of our compensations will be the satisfaction that comes from a job well done.



Robert Dolins
Relocation Supervisor

War Relocation Authority
EAST COAST AREA

New York City

August 11, 1945

AREA MEMORANDUM NO. 4
Supplement No. 1

Subject: Work Schedule For Forty Four (44) Hour Week

Distribution: All Employees of the Area and District Offices

Administration Notice No. 291 dated August 6, 1945, from the Washington Office established a uniform work week of forty four (44) hours for the War Relocation Authority effective August 13, 1945.

After a discussion with the area and district offices, the following schedule for the East Coast Area will be effective on that date.

1. Offices open on a five and a half ($5\frac{1}{2}$) day forty four (44) hour work week which includes Saturday work from 9:00 A.M. to 1:00 P.M.

Newark District Office
Washington District Office
Hartford District Office
New York Suburban District Office
Area Office

2. Offices open on a six (6) day week, working a full day on Saturday.

New York District Office
Philadelphia District Office
Boston District Office

These offices will remain open according to provision 2 listed in Administration Notice No. 291; that is one half ($\frac{1}{2}$) of the staff will work an eight (8) hour Saturday every other Saturday with the following Saturday off completely.

If the work of the district offices create the need for any change in this schedule, it should be discussed in advance with the Area Supervisor.

Robert Dolins

Robert Dolins
Relocation Supervisor

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 2, 1945

AREA MEMORANDUM NO. 4
Supplement #2

Subject: Work Schedule for 40-Hour Week
Distribution: All Employees of the Area and District Offices

Administrative Notice #304, dated September 8, 1945, in accordance with the President's letter of August 23, 1945, provides for a 40-hour work week for all district relocation officers. The only exceptions in the East Coast Area are Philadelphia and New York. These two offices and the Area Office will continue to operate for the present on a 44-hour-week schedule.

These extra 4 hours have become regularly scheduled office hours and constitute overtime for which the employee is paid.

Consideration of interviewing loads and administrative demands on the Philadelphia and New York offices leads to the establishment of the following procedure:

1. The Philadelphia and New York offices will operate with a skeleton staff 4 hours each Saturday, this staff to consist of 4 persons on a rotation basis. Since the only service to be extended on Saturdays is reception, field personnel will not be included in the overtime schedule, unless in the opinion of the relocation officer in charge, the presence of a field person is essential for adequate service to evacuees.

The recommended arrangement is three reception service interviewers and one secretary. Secretarial service on this day is for greeting evacuees and doing necessary work arising from Saturday interviews. When no serious inconvenience will be caused evacuee visitors by not having their interviews on Saturdays, appointments will be made for them to return the following week. This will keep the Saturday schedule on an emergency basis, as it is designed to provide service only for new arrivals and for people who cannot arrange to come into the office at other times during the week.

2. The Area Office will be open 4 hours on Saturday, personnel on duty to consist of the Area Supervisor or the Acting Area Supervisor and one stenographer.

This supplement confirms arrangements already instituted for the district offices in the East Coast Area, replacing Area Memorandum No. 4, Supplement No. 1.

Robert Dolins

Robert Dolins
Relocation Supervisor

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 2, 1945

AREA MEMORANDUM NO. 4
Supplement No. 3

Subject: Compensatory Leave

Distribution: All Employees of Area and District Offices

Effective September 9, 1945 the official work week of the WRA became forty hours, based on five 8-hour days per week. Exceptions to this ruling are designated in Area Memorandum No. 4, Supplement No. 2, dated October 2, 1945. Any additional overtime hours must have the relocation supervisor's approval. Except in cases of emergency or peak loads, regular hours of duty will be followed, and supervisors and employees will plan their work on this basis.

The Relocation Officer in Charge of each office must authorize work beyond the regularly scheduled work day. Situations, such as evening office hours, or required work for field personnel beyond the regularly scheduled 8 hour day, require that compensatory time be approved by the Relocation Officer in Charge for that time in excess of the scheduled work day. This does not constitute overtime, but becomes hours worked outside of regularly scheduled office hours, for which an equivalent period of time off is taken by the employee.

Compensatory leave may no longer be accumulated, but must be taken during the week when it was earned. This becomes effective October 6, 1945.

Relocation Officers in Charge will, when possible, obtain advance approval from the Area Supervisor for hours they work in excess of regularly scheduled work days.

On receipt of this memorandum the following record of all accumulated compensatory leave due employees in each District for hours worked in excess of regularly scheduled work weeks which was not taken prior to the last pay period reported (10/6/45) shall be forwarded to this office not later than October 8, 1945. This report must be certified by the Relocation Officer in Charge. When it is submitted he will outline his plan for liquidating accumulated compensatory time for the approval of the Relocation Supervisor.

Name

Time Worked
Date Hours

Unused Hours

I hereby certify that the above employees were authorized to and did work overtime for the number of hours indicated, as well as those taking leave for compensatory time earned.

Relocation Officer in Charge

Robert Dolins

Robert Dolins
Relocation Supervisor

War Relocation Authority
East Coast Area Office
5301, 350 Fifth Avenue
New York 1, New York.

November 6, 1945

AREA MEMORANDUM NO. 4
Supplement #4

Subject: Work Schedule For 40-hour Week

Distribution: All Employees of Area and District Offices

After a review of our work load it has been decided that effective the week beginning Monday, November ¹⁹~~12~~, all district offices and area office of the East Coast Area will return to a straight 40-hour week, five days, eight hours per day.

These instructions supersede Area Memorandum No. 4, Supplement #2 dated October 2, 1945.

Robert Dolins

Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area

New York City

August 8, 1945

AREA MEMORANDUM NO. 5

Subject: Handling of Correspondence and Other Communications

Distribution: All Employees of Area and District Offices

During the past several weeks, I have been examining with several relocation officers our present methods of handling office mail and other communications. The purpose of this study has been to determine how we need to revise our procedures in order to have uniformity in handling communications and to centralize responsibility for them in the officer in charge of each office.

Our examination of the present practices has indicated the need for revision on several counts. Some letters have included errors in policy. Among these have been the misinterpretation of manual procedures governing the admission of visitors to centers; the improper handling of requests for the extension of short term leave; and the improper determination of the eligibility of individuals wishing to return to the West Coast or of their right to transportation for themselves and for their property at government expense. A few letters to persons outside of WRA have included inaccurate statements about clearance procedures and other matters of policy which it is important that the public properly understand.

The practice in our larger offices of having several different individuals write letters to the centers has been somewhat confusing to center personnel. Furthermore, there is not enough personal contact between most individuals concerned with relocation at the centers and field offices for much advantage to result from a so-called personalized approach in correspondence.

In a number of instances, correspondence has been moving out of channels. For example, some district offices have sent to Washington communications which they should have directed to the area office. Some offices have had correspondence with regional and national organizations which should have been initiated and carried on by the area or national office.

Because of the shortness of the time left for us to complete the relocation program, it is becoming increasingly essential for us to streamline our procedures so that they can be easily and correctly followed. This is especially necessary because of the frequent changes in personnel, involving the addition of new staff members.

In view of the circumstances detailed above, it is evident that we shall be able to handle our correspondence more efficiently and more authoritatively (1) by centralizing the responsibility for signing mail in as few hands as possible and (2) by establishing uniform practices for all offices in the area.

The following procedures are accordingly to become effective on receipt of this memorandum. You will note that they are designed to retain the personal contacts of subordinate staff members where significant and where the correspondence is of a technical rather than of a policy nature.

Handling of Correspondence

1. Communications (letters, memoranda, teletypes, and telegrams) which should carry only the name, title, and signature of the officer in charge of each office:

a. All communications to relocation centers. (In the case of the district offices in New York City and Philadelphia, however, it is permissible for the relocation officer supervising the reception service to be delegated the responsibility of signing correspondence on reception service cases with the centers.)

b. All communications from a district office to the East Coast Area office and to district offices in other areas.

c. All communications from the area office to Washington or to other area offices.

d. All correspondence of a policy nature from area and district offices to agencies and organizations, employers, and other individuals, within their jurisdiction.

2. Communications which may carry only the name, title, and signature of a subordinate officer in the area or a district office:

a. Communications of a technical or routine nature from individual members of the area staff to the district offices which are concerned with a specific activity, such as evacuee information, resettlement assistance, or housing.

b. Correspondence of a technical or routine nature from members of the area or a district office to agencies, organizations, and individuals other than WRA employees.

Correspondence to a relocation center should generally be marked for the attention of the relocation program officer unless some other office at the center is indicated by the nature of the correspondence.

Correspondence with another WRA field office should be addressed to the relocation officer in charge, but may be indicated for the attention of a certain officer.

Except for the transmittal of the monthly report from each district office and penalty indicia reports, all correspondence with the Washington office is to be conducted by the area office. Except in an emergency, correspondence with other area offices is to be conducted only by the East Coast Area office.

District relocation officers may communicate directly with district offices in other areas in regard to problems of individual evacuees.

In the absence of the officer in charge, the person designated by him to act in his absence may sign communications in accordance with the procedures outlined above. In signing such correspondence, the designated individual should use the title of "acting relocation supervisor" or "acting relocation officer in charge." The acting officer in charge may also sign his name to mail dictated by the office head and prepared for signature in the latter's absence. In signing such communications, the acting officer should write the word "for" to the left of the typewritten title of the officer in charge.

In addition to the complete office address, letterheads for each district office should carry at the top the name and title of the relocation officer in charge. This may be inserted on the typewriter or with a rubber stamp.

Use Of Files In Answering Correspondence

Before a communication received in reply to previous correspondence is assigned to a staff member for handling, it should be attached to the appropriate correspondence or case record file. This procedure will make it possible to refer the matter to the person who has previously conducted the correspondence. It will also prevent mistakes in preparing correspondence which occasionally arise from the failure to consult the previous correspondence. (In one recent instance when a case was handled without reference to the file, a resettler returning to the West Coast was

issued a government travel authorization to which he was not entitled.)

Transcription of Telephone Conversations

A transcript should be made of important telephone conversations. This applies particularly to long distance calls. A transcript should also be made of important local calls, such as those between a WRA officer and a public official or a large employer. Transcripts may be condensed and summarized rather than taken verbatim. However, particularly important parts of a conversation should be recorded in full. Copies of the transcript should be sent to any appropriate district office, the area office, and files.

Should your experience with these procedures indicate the need for certain changes that would improve them, I shall be glad to receive your recommendations.

Robert Dolins

Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area

New York City

August 8, 1945

AREA MEMORANDUM NO. 6

Subject: Evening Office Hours

Distribution: All Members of Area and District Staffs

Evening office hours are now operating in the East Coast Area. The increase in the number of newcomers and the need for further contacts to discuss family reunions with those already here, make it of utmost importance to adjust office hours to give adequate service to employed resettlers who cannot take time off during the day. The schedule for evening office hours is given below.

Boston --- - by appointment

Hartford --- not necessary at present. Thursday afternoons meet need, as most resettlers are in domestic service.

New York --- Mondays, Wednesdays, and Fridays - until 9:00 P.M. by appointment.

Newark --- Wednesdays - until 9:00 P.M.

Philadelphia - Mondays - until 9:00 P.M.

Washington -- Mondays - until 9:00 P.M.

One of the strongest media in winning the confidence of center residents who are still undecided where to go and when to leave is the interest of their friends who are happily settled.

Philadelphia has a Nisei Council whose members feel the responsibility of helping their families and friends make the vital decision of where to establish their future homes. Penn Notes sent out regularly to all centers is now being followed by a pamphlet "Philadelphia 1945" which will rank high among pamphlets on relocation.

The results of the joint efforts of the War Relocation Authority staff, resettlers, and local agencies in Philadelphia in completing family reunions are reflected in the records listed on page 2. taken from the monthly reports.

MONTHLY REPORTS ON FAMILY REUNIONS

	<u>New York</u>	<u>Newark</u>	<u>Phila.</u>	<u>Wash.</u>	<u>Total For Area</u>
January	8	1	18	10	1
February	17	0	31	4	1
March	7	1	41	3	1
April	8	0	123	11	1
May	19	3	95	10	1
June	50	20	124	3	1
<hr/>					
Family Reunions	109	25	432	41	607
<hr/>					
Resettlers Per District	2,443	200	2,016	381	5,027
<hr/>					
Per Cent Of Total Resettlers	5%	12%	21%	11%	12%

Robert Dolins

Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 20, 1945

AREA MEMORANDUM NO. 6
Supplement #1

Subject: Evening Office Hours

Distribution: Area Staff and District Relocation Officers

As a result of the experience of the district offices during the past two and a half months, effective immediately evening office hour schedules are canceled.

Even with wide-spread publicity, evacuee population in our districts has made very little use of the evening office hours. Many of them preferred to come in during the day or to make appointments in the early evening.

While no regular evening office hours will be scheduled, relocation officers should make themselves available for individual evening appointments whenever requested if the evacuee is unable to come to the office during the day.

Compensatory time should be requested for approval in advance for such appointments.

These instructions supersede Area Memorandum No. 6 dated August 8, 1945.

Robert Dolins

Robert Dolins
Relocation Supervisor

War Relocation Authority
EAST COAST AREA

New York City

August 21, 1945

AREA MEMORANDUM NO. 7

Subject: Area Policy for the Closing Phases of the Relocation Program

Distribution: All staff members of area and district offices

The East Coast Area Conference on August 4 gave us an opportunity to reconsider our goals and to work out a program for the closing phases of the relocation movement. The essentials which we arrived at by joint decision thus become our policy for the area. This policy, which is now to be carried out in each district, is outlined below.

Factors Which Influence Evacuee Decisions

It is especially important for us at this time to be aware of the factors which influence evacuees in making their relocation decisions. The factors include the following which are, to a large extent, within our control:

1. what resettlers report about their own relocation experiences, including their reception in our offices and communities.
2. what community leaders do to interest evacuees in coming to their communities and to help them become adjusted on arrival.
3. what our staff members do here and at centers to show evacuees that they have a personal interest in them and their problems.
4. what we do to develop the confidence of center personnel in our way of operating.
5. what kind of reception we give center scouts and other evacuee leaders.
6. what kind of relocation opportunities are available in our communities.

Organizing the District Office

To take care of the accelerated influx of resettlers, we must organize our district office so that resettlers can be handled efficiently and yet without slighting individual or family needs. This requires in each office the establishment of two distinct but interlocking services:

1. an intake unit, to provide an improved reception and placement service for newcomers and to help them in becoming adjusted in the community with the aid of local agencies; and
2. a field unit, to develop community resources and to gear citizens committees to meet the present and future needs of resettlers.

Telling the Story of Our Relocation Program

We must take advantage of every opportunity for effectively telling the story of our current relocation program to center residents, resettlers, and the community. We should keep the centers informed constantly of our office and community services for resettlers. We must show the center residents and staff that we are alive to evacuee needs and working to meet them.

Among the methods for effectively transmitting this information to the centers are the following:

1. resettlers' letters to friends, relatives, and center personnel;
2. newsletters and news releases stressing instances of successful relocation;
3. comprehensive and accurate correspondence with relocation program officers regarding evacuee problems and relocation opportunities.

Through contact with leaders in the resettler community and individual resettlers, we must get across to those already resettled the information about our improved office organization and our program for mobilizing community resources in behalf of newcomers. This makes it essential for us to get our roots into the resettler community.

In interpreting the relocation program to resettlers and the community as a whole, our objective is now essentially the same for both groups: to elicit their cooperation in helping us to finish the relocation job. We must get back to fundamentals in interpreting the significance of post-exclusion.

Are people, for example, still thinking of evacuees as "internees," or do they properly understand that a center is not a place of detention, but a temporary shelter maintained by the government for evacuees in a period of full freedom during which they may have time and an opportunity to work out a plan for their future lives in normal American communities?

In our community interpretation, our goal should be not so much one of the dispersal of Japanese Americans, but rather of obtaining the community's acceptance of a desire to share the responsibility in carrying out locally the national program for closing the centers and enabling the evacuees to return or relocate to normal American communities. How much each community can contribute toward this goal is contingent upon its acceptance of this responsibility. It will be reflected in their readiness to interest evacuees in coming to their communities and their ability to help newcomers in becoming adjusted.

Gearing the Community to Meet Resettlers' Needs

In gearing the community to meet the needs of resettlers, we must provide for their satisfactory reception and integration on arrival and for their future adjustment after the WRA offices have been closed. The present status of the relocation program highlights the need for functioning citizens committees which can act as autonomous, policy-making groups. In working with committees, we should keep in mind the following factors:

1. Each committee should be broadly representative of the community, including resettlers;
2. Committees should consist mainly of individuals who are free to act on policy questions without further clearance with local organizations. This speeds its work. Local organizations can make a direct contribution on appropriate sub-committees dealing with employment, housing, welfare and other social adjustment problems.
3. In large cities having social agencies, the committee should be a policy-making rather than a service group. A committee sponsored by a local council of social agencies should include a lay chairman and Japanese Americans, and should be broadly representative of the community.
4. Each committee must be geared for immediate action on resettlement problems. Committees must become active in the program now, for their willingness to continue will depend upon their present activity. Committees can best build for the future by building in the present. How necessary it is that a committee

have something immediate to do was recently demonstrated in the Connecticut River Valley. Four committees there were revitalized when they recognized their own responsibility for securing the confidence and interest of evacuees in coming to their communities, and then proceeded to send representatives to the centers. A committee which will open doors to resettlers and through which local resources can be opened is vital at this stage.

5. All this means interpreting the relocation program to committees so that they will recognize relocation as practically possible, democratically necessary, and providing a mechanism for citizenship participation in the national program.

Fortunately, the great and immediate need for working committees comes at a time when they can most readily be created and activated. There is a job to be done right away, and the present and future load is at its maximum.

New Ways of Meeting the Housing Problem

The following new techniques and resources will help us to meet the housing needs of resettlers:

1. Each district office should establish and utilize an active registry or referral list of owners and ownership; management of multiple dwellings. At an appropriate time, this registry should be turned over for continued operation to some local resource, such as a hostel, or other cooperating organization.
2. Direct contacts with owners will bring better results than interviews with superintendents and agencies that have only limited authority.
3. The recent amendment to the Lanham Act will assist resettlers whose families are in these categories:
 - a. families including servicemen or veterans;
 - b. families of deceased veterans;
 - c. distressed families, which are defined as families of servicemen or veterans without housing and/or with low incomes.
4. District offices should communicate with managers of Federal Public Housing Projects and with brokers of conversion housing. The area office will soon provide a list of these managers and brokers.

5. Demountable homes and trailers may be available to resettlers, particularly in farm areas. The area office will investigate with regional officials of the National Housing Agency, the Federal Public Housing Administration, and the Office of Labor of the Department of Agriculture, the availability of such homes for evacuees.
6. Where necessary, district offices should organize housing committees in suburban communities. These committees should include a prominent church official, an active member of the community center, a local real estate man, and other leading citizens who will cooperate in obtaining housing for resettlers.
7. In large cities and various counties, a field worker should call periodically on the department of buildings and housing to obtain the current list of building owners who have filed plans for rehabilitation. Armed with this information, the district office should then endeavor to arrange to have some of these housing units made available for newcomers.
8. Resettlers interested in buying their own homes should be advised to consider pre-fabricated housing, about which the area office will soon provide further information.
9. An appraisal service for resettlers who are planning to purchase homes is available from the area office.

Utilization of Personnel

Our staff includes persons with various types of training and personality. This is so largely because the relocation officer's job description has been set up in such a way as to make possible the effective use of the abilities of many types of individuals who have a contribution to make to the relocation program. In making staff assignments, we shall give every consideration to individual abilities and interests, and shall try to fit each person into the job for which he is best suited.

The needs of evacuees must, however, receive first consideration in the assignment of personnel. An agreed upon program for improved services is the main criteria for staff assignment. A staff member may therefore have to be assigned to a new post where he is most needed even though he may prefer some other assignment. Recent staff changes have been made with this consideration in mind, and future changes will be made on the same basis.

The closing phase and the shifting of requirements of the relocation program requires of all of us a willingness to subordinate our personal inclinations to the needs of the program. By keeping those needs in mind, we can better work together as a team to meet the goals we have set for ourselves.

Summary of Our Goals

Our goals can be summarized as follows:

1. Organizing our offices to handle the accelerated influx of resettlers, with particular attention to the importance which newcomers attach to their first reception at our offices and their initial contact with the community.
2. Gearing our citizens committees for immediate and future actions.
3. Turning the relocation job over to the community -- each task being handed over as soon as that particular task can be accomplished by the community.
4. Paying careful attention to the needs and problems of center residents, and to the importance of instilling evacuee and staff confidence in our field offices.
5. Having enough courage and faith in our program to go all out in opening our districts to resettlers on the basis of community invitation. This confidence must be reflected in our statements, correspondence, and decisions.

Robert Dolins

Robert Dolins
Relocation Supervisor

WAR RELOCATION AUTHORITY
East Coast Area Office
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December 5, 1945

AREA MEMORANDUM NO. 7
Supplement No. 1

Subject: Liquidation Schedule for East Coast Area
Distribution: All Staff Members of Area and District Offices

A tentative liquidation schedule, with which many of you are already familiar is outlined below.

Area Office	June 1, 1946
<u>New York District Office</u> will discontinue service to evacuees:	April 1, 1946
and will liquidate	April 15, 1946
<u>Philadelphia District Office</u> will discontinue service to evacuees:	April 1, 1946
and will liquidate	April 15, 1946
<u>Washington District Office</u> will close and liquidate	April 1, 1946
<u>Boston District Office</u> will close and liquidate	February 1, 1946
<u>Hartford District Office</u> will close and liquidate	February 1, 1946
<u>Newark District Office</u> will close and liquidate	January 1, 1946
<u>New York Suburban District Office</u> will close and liquidate	December 15, 1945

Most of the personnel in the New York and Philadelphia District Offices and the Area Office will be gradually released before the actual liquidation date for offices in accordance with a reduction schedule worked

out by the Relocation Division in Washington. This is due to the gradual reduction in work as the end of the program is approached and remaining business is absorbed by our local Citizens' Committees and cooperating agencies.

Each relocation officer in charge has been supplied with a liquidation schedule for the people in his own district, and has by now discussed individual termination dates with his staff. The established policy is to give the employee at least 30 days notice of termination while on active status, and to permit an additional period of thirty days annual leave or leave without pay, if the employee wishes it to seek employment with another permanent agency. Every assistance possible will be given, both by the district office and by the area office, in helping people leaving WRA to find other satisfactory job placements.

Any questions regarding the policy or schedules for liquidation may be taken up with the relocation officer in charge, or through him, with the Area Relocation Supervisor.

Robert Dolins

Robert Dolins
Relocation Supervisor

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 2, 1945

AREA MEMORANDUM NO. 8

Subject: Policies for Use of Area Welfare Resources
Distribution: Area Staff and District Relocation Officers

Each East Coast District Office must be fully equipped to handle families relocating to its community. So far as opportunities for evacuee adjustment are concerned, it is the responsibility of the Relocation Officer in Charge to anticipate the peak needs and to make sure there is adequate provision. The office should have immediately available the community resources required for doing this job.

I. Decentralized Handling of Dependency Cases (WRA-390)

Public assistance is, of course, an important aspect of these resources. In the past the Relocation Adjustment Adviser has developed and maintained the public welfare contact on the state level, as well as with the Regional Public Assistance Representatives of the Social Security Board. Now that these contacts are well established we can streamline the handling of dependency cases. We will discontinue immediately the routing of dependency summaries (WRA-390) via the Area Relocation Adjustment Adviser. All centers will be advised to send such summaries directly to the District Relocation Office, sending only a carbon copy to the Area Office.

Attached is a copy of a memorandum of Mr. Myer's of August 9, 1945 which sets this procedure up for West Coast offices and which we received approval to use.

The District Relocation Office will be responsible for maintaining active working relationships with state and local welfare agencies. The Relocation Officer in Charge or his delegate will carry on the necessary negotiations with the local welfare agency, sending a copy of the correspondence (except in New York City and Washington, D. C. cases) to the appropriate State office. Whenever a case involves a local public agency not previously called upon for service, the approach shall be made by the Relocation Officer in Charge or his delegate through the State agency involved. If the State itself has never been called upon, the approach shall be made by the Relocation Adjustment Adviser through

the Regional Public Assistance Representative of the Social Security Board. When a district boundary divides a state, the District Relocation Officer in whose district the greater part of the state falls, shall be responsible for the relationship with central offices of that state. (See exceptions below for New Jersey and New York States.) Whenever another district or another area office is concerned in information gained or understandings reached through such a contact, the District Relocation Officer making the contact will inform the other district office, or the East Coast Area Office, respectively. At any stage, the Relocation Officer may, of course, ask the advice and assistance of the Relocation Adjustment Adviser.

For the information of District Relocation Officers the appropriate State officers with whom contact has been established are as follows:

<u>State</u>	<u>State Officer</u>	<u>WRA Office Responsible</u>
Connecticut	Mr. H. A. Barrett Supervising Welfare Investigator Conn. Department of Public Welfare Hartford, Connecticut	Hartford
District of Columbia	Mr. Donald Gray Superintendent Public Assistance Division Board of Public Welfare 460 C Street, N. W. Washington, D. C.	Washington, D. C.
Maryland	Mr. J. Milton Patterson Director State Department of Public Welfare 120 West Redwood Street Baltimore, Maryland	Boston
Massachusetts	Mr. Rollo A. Barnes Director Division of Aid and Relief Department of Public Welfare State House Boston, Massachusetts	Philadelphia
New Jersey	Mr. Marc P. Dowdell, Director Division of Old Age Assistance State Department of Institutions and Agencies Trenton, New Jersey	Philadelphia

New York
(New York City
District)

Miss Anne Rebeck
Assistant State Director of
Public Assistance
205 East 42nd Street
New York City, New York

New York

New York
(New York
Suburban
District)

Mr. Roland B. Guild
Area Director
State Department of Welfare
205 East 42nd Street
New York City, New York

New York

(Contact with the Central Office of the New
York State Department of Social Welfare at
Albany, when necessary, will be made by the
Relocation Adjustment Adviser)

Pennsylvania

Miss Mary L. Moore
Director of Assistance
State Department of Public Assistance
Harrisburg, Pennsylvania

Philadelphia

A. Unattached Children

Administrative Notice 130 (Revised), dated June 4, 1945, relating to unattached children, requires conformity with state laws, which vary from state to state. State clearance for unattached children has been obtained in the following: Pennsylvania through Dr. E. Preston Sharp, Director of Community Work, State Department of Welfare, Harrisburg; in New York through Miss Margaret Barnard (to be contacted through the Relocation Adjustment Adviser), Director of Assistance, State Department of Welfare, Albany; in New Jersey through Dr. Ellen C. Potter, Director of the Division of Medicine of the State Department of Institutions and Agencies - who refers to Joseph E. Alloway, Executive Director, State Board of Children's Guardians. District Relocation Officers should confer with the Relocation Adjustment Adviser regarding clearance of unattached minors in a given state.

In order to summarize the status of dependency cases as previously reported to Washington monthly by the Relocation Adjustment Adviser, the District Relocation Officer will from now on fill in item F, all points 1 to 6 inclusive, of the District Relocation Office Monthly Report, for dependency cases (as well as "other"), supplementing this information by breaking down point F 3 into:

1. Satisfactory arrangements made with agencies _____.
2. Unable to make satisfactory arrangements with agencies _____.

II. Assistance in Establishing Households

Meeting evacuee needs in the reestablishment of households is, of course, basic: (1) in the adjustment of resettlers, (2) in the encouragement of center residents toward speedy relocation. Administrative Notice No. 263, dated 5/30/45 establishes policy and procedure for such assistance. Supplement No. 1 to Administrative Notice No. 263, dated June 21, 1945 provides for hardship cases ineligible under the original Notice. It should be noted in addition that families whose situations had been brought to the attention of local public welfare agencies prior to June 1, although the family did not itself apply until after that date, should be considered eligible for furniture assistance granted by the local agency, if need exists.

Provision must be made by the District Relocation Office to provide for household assistance in hardship cases through facilities of the local welfare agencies. The family may need supplementation of a WRA center grant, full substitution for such grant when the center is out of funds (as is Poston) or help in the event of ineligibility for a center grant of resettlement assistance. Provision also needs to be made locally through furniture pools, facilities of local private or public agencies, or otherwise, for lending household equipment pending arrival of the family's goods from storage. Councils of Social Agencies, family welfare, Goodwill Industries and Salvation Army are appropriate agencies with whom to discuss such needs.

Each district office should plan to present this problem immediately to its local committee (if not already done) in order to establish the need and local acceptance of responsibility which can then be handled through some of the agencies mentioned in the preceding paragraph.

In addition to the above provisions, District Relocation Offices should be alert for cases where families found ineligible for a WRA assistance grant, or receiving such a grant, experience hardship in establishing their household in a way not contemplated by the policy. Such cases shall be called to the Area Office's attention. Supporting data should be furnished for transmission to the Washington Office with recommendations.

Robert Dolins

Robert Dolins
Relocation Supervisor

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
East Coast Area Office
5301, 350 Fifth Avenue
New York City 1, N. Y.

October 4, 1945

AREA MEMORANDUM NO. 9

Subject: Opportunities Development

Distribution: Area Staff and District Relocation Officers

Now that center closing is an immediate fact and not a distant possibility, all centers are moving into the last stages of relocating their most difficult problem cases. This does not make it too late for the District Offices in the East Coast Area to supply centers with relocation opportunities, nor is it too late to create new ones. It has, instead, become more than ever an urgent responsibility to provide jobs suitable to the needs of this residue of the evacuee population.

Remember, the scheduled closing dates are: Granada, October 15; Topaz and Minidoka, November 1; Heart Mountain and Gila River; November 15; Poston and Manzanar, December 1; and Rohwer, December 15.

The centers toward which East Coast Area Relocation Offices can now most profitably concentrate their attention are: (a) Topaz; (b) Gila River; (c) Poston; (d) Rohwer; and (e) Tule Lake; in that order.

The first four weekly statistical reports on terminal departures in September indicates that through September 22, 1945, the East Coast Area has received 44 persons from Tule Lake and 54 from Rohwer. This is an average of 11 per cent of September's relocations from Tule and 12 per cent of the total from Rohwer, with, for the same period, a 57 per cent return to the evacuated area from Tule, and a 69 per cent return from Rohwer. Almost as many, both in numbers and in percentages, are coming to the East Coast Area from Tule Lake as from any other center. Tule is definitely a factor to be given full consideration in our program.

Interest in the East Coast Area is already increasing in Rohwer, as manifested by the visit in late September of two scouts from that center, representing 100 families. It is felt that interest could also be stimulated in Tule Lake if sufficient really attractive offers were relayed to evacuees there.

Three things are required in expediting accelerated eastward relocation.

1. Relocation Officers must know what the demands of each center are. To supply this information, supplements to this memorandum will be issued giving some indication of the specialized needs of evacuees at each center.
2. Job order files must be thoroughly reviewed and brought up to date. Employers should be contacted again on old orders. Every order in the file must be valid and complete. This can more easily be done now than heretofore because a definite time limit can be set for the employers. We know that the last evacuee will be relocated by December 15.

We also know that a number of people previously unavailable are going to be available for jobs because of the closing of the centers. Sources, such as cooks, general domestics, and gardeners, thought to have been exhausted have been reopened with the exodus of the last contingent from centers.

Jobs, in Eastern farming, formerly undesirable because of the short season, lack of independence in the farm set-up, etc., have suddenly become desirable for the very same reasons. With their required departure from sheltered situations, a farm job that means year-around monthly pay, regardless of the seasons, and has housing as a paramount asset, is exactly what many of the evacuees are now wanting desperately.

Ed Berman supports this in the report on his recent trip to Gila River and Manzanar.

"Of the population remaining at these two projects, a great number are families with four to ten children who can be interested in relocating on a voluntary basis only if opportunities with housing for large families are presented. I believe we can interest a number of families in coming east if the district offices will concentrate on finding opportunities on large estates and farms in rural areas where children will be accepted."

3. Obviously, then, the third requirement for aiding evacuees in relocation to the East Coast Area is to make suitable jobs available to them. With what we know of remaining center populations, three fields seem to have the greatest potentialities, namely: (A) estates; (B) farms; (C) small businesses.

A. Estates

In our section of the east coast there are a great many large estates where gardener, chauffeur, inside domestic, and caretaker jobs are available. In some instances more than one evacuee family can be employed on an estate, with at least one family to be provided with separate housing.

We hope that USES, with the reduction of wartime demands, will be able to give us some help in locating jobs on estates, and that, at least by the first of the year, they will be able to take over the entire responsibility. When talking to USES and other employment representatives, the importance of separate housing where children can be accommodated is to be stressed.

B. Farms

To date our best efforts at group relocation on farms has not been too successful, except at Seabrook Farms. With the changing situation, and the immediate necessity for getting out, most evacuees, especially at Rohwer, Poston, and Gila River, are going to be much more receptive. If offers can be sent out that accommodate even two families, with housing as a part of the offer, a much better response can be expected.

Moderate sized "subsistence" farms, where most of the family's foodstuffs are produced on the farm are worthy of investigation. This is also true of poultry farms, which are often maintained as only a supplementary source of income to the owner. FSA representatives and federal farm agents can be very helpful in giving names of prospective employers.

C. Small Businesses

A survey of the background employment of evacuees still in centers (particularly in Topaz and Heart Mountain) indicates that prior to evacuation many of them owned and operated their own businesses.

One of the major advantages of a small business is that often the entire family can work at the same enterprise, providing a sound economic basis for the future. Too, in many cases, quarters to house the business also have living accommodations for the family.

It is urged that each District Office immediately organized a sub-committee of successful small businessmen, including one or two Issei, who can explore opportunities and make information available to incoming and prospective relocatees. Evacuees will want advice regarding availability of space and how to find it, suitable neighborhoods, how to obtain licenses, degree of competition, how to make arrangements with wholesalers, and a host of other details.

Each District is requested immediately to concentrate on a "test case," i.e., the establishment of at least one evacuee family in a small business in that community. The procedure used in Washington has been and is notably successful, and the experience of that office can be of value to other Districts.

Some marginal wage earners who have already relocated to East Coast communities could be helped with plans for relocation of their families if given advice and assistance in the establishment of a modest business of their own.

The sub-committee should be equipped to give advice on financing, and, with guidance from WRA, help in negotiating for Reconstruction Finance Corporation Loans.

This committee, along with other community groups organized by WRA, can be vastly helpful in aiding resettlers to adjust after WRA is gone.

It is impossible to over-emphasize the urgency in getting relocation offers out to the centers without delay. We are convinced that the East Coast Area holds favorable opportunities for resettlers; it remains now only to convince the center residents who have not yet decided.

Robert Dolins

Robert Dolins
Relocation Supervisor

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
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October 10, 1945

AREA MEMORANDUM NO. 9
Supplement #1

Subject: Backgrounds of Center Populations
Distribution: Area Staff and District Relocation Officers

The information contained in this memorandum is primarily for the purpose of giving Relocation Officers an indication of the types of job offers which will be most favorably received and will get the best response from evacuees at each of the five centers most important now in the relocation program of the East Coast Area.

These centers are Heart Mountain, Gila River, Colorado River, Rohwer and Tule Lake. They have been chosen for special attention here because in the first half of this year Gila, Rohwer, and Heart Mountain rated second, third and fourth respectively, in terms of numbers of resettlers to this area. For the same period, when figures for Seabrook are considered separately, Heart Mountain, Poston and Gila were the leading three. Without the Seabrook count, Rohwer dropped to number 10. That indicates, for Rohwer, that farming is their principal interest, and with a large group of their population already in that section, concentration on job offers in New Jersey and Pennsylvania should attract another sizeable group. Rohwer and Tule Lake are the two from which we may expect the most people, Rohwer because of proximity and closing date; Tule because of its large and diversified population; and from both centers on the basis of present trends. For the last three months there has been a steady increase in the number of resettlers coming to the East Coast Area from Tule Lake, and during September we received as large a percentage of relocatees from Tule as from any other center.

Although, for the first six months of 1945, Manzanar led all other centers in relocation to the East Coast Area, since July 1 there has been a sharp decline in their eastward movement. It is estimated now that almost all of Manzanar's remaining population will return to their pre-evacuation addresses in and around Los Angeles. For this reason, Manzanar has not been included in this analysis.

To the best of our ability, relocation opportunities sent to centers now must be carefully selected to meet the requirements of each group. We must keep in mind the fact that many jobs are being accepted on the eve of center closure and it is our responsibility to see that jobs available to them have possibilities for long range security.

1. Heart Mountain: These people came from both urban and rural centers: Los Angeles, Silver Lake and West Lake, Covina,

Monterey Park, Santa Clara and San Jose', and rural areas in Washington and Oregon (White River Valley & Hood River Valley.)

The Los Angeles people are an urban group with the usual urban occupations represented. The Hood River group are largely property owners and have relocated in the main, but the White River group are predominantly farm laborers or tenant farmers.

For Heart Mountain, then, both urban and rural offers would be suitable. Since the closing date is November 15, relocation opportunities not already sent out would have to go to them immediately.

2. Gila River: There was a small urban group in Gila from Los Angeles but the largest proportion of the population has been rural. There were very few prosperous farmers among this group and the type of relocation which will appeal to them most is the farm job where housing is available and a year round salary is offered instead of a share crop or tenant proposition. The residue at Gila is composed largely of families having from 4 to 10 children with only one wage earner and it will be impossible for them to contemplate relocation in any kind of a set-up except where housing and partial maintenance such as vegetables from the farm, etc. are included in the offer. The last section of the Gila Camp is scheduled to close on November 15.
3. Colorado River: Units II and III at Poston have already been closed. Unit I has had a mixed rural and urban population. The 1/3 urban came from Los Angeles city and the rural group from the Imperial Valley, Orange County, and Kern County. The Imperial Valley people were especially poor. Here again the relocation opportunity most attractive will be the farm or estate offer where separate housing is included in the offer and the salary is year round by the month. They have no savings for the most part to tide them over the first few months of readjustment and will move into their new jobs being completely dependent upon the resources of the job. There have also been quite a number of Issei bachelors in Unit I who were itinerant farm laborers. Although many of them are now of limited employability because of age, they will still be interested in gardening and farm jobs where the labor demands are not too heavy.
4. Rohwer: The population of Rohwer is predominantly rural coming from two areas of California, San Joaquin County and Los Angeles County. Those from San Joaquin County (Stockton area) are a prosperous, well-established group. About one-fourth were farm owners, others were tenants and paid supervisors, and 850 were farm laborers. This last group were older bachelors. The farms in this area were large and specialized in raising potatoes, cannery tomatoes,

beans, peas, and grapes. The second rural group come from the southern part of Los Angeles County (about 4,000 rural people). They were engaged in poultry farming, seed-growing, nursery and greenhouse work, and truck farming. Most of the people from this section were poor farmers, only one-thirteenth were owners, the others leased land, supervised or worked as laborers. This group was more insedure than the San Joaquin people; they had to plan operations from year-to-year and never knew if they would survive the season financially. There are very few wealthy farmers among them. However, some of the greenhouse owners were well-to-do and did not sell their property when they left but merely leased it to Caucasians.

The 1,500 urban people came from Stockton and Lodi where they were established in service occupations and businesses, wholesale and retail businesses. They were a middle-class group and lived in attractive homes in the Italian-Chinese sections of the cities.

Rohwer probably has more Issei bachelors than the other centers. They come from the rural districts of San Joaquin and Los Angeles. The population of the center is predominantly Buddhist.

Those people remaining are chiefly of three classes.

- a. The largest class numerically is composed of farm laborers with big families.
- b. Issei bachelors formerly farm laborers compose the second class.
- c. The third group is business men who have had little or no farming experience but might be interested in farm offers where no experience is required because of the concomitant offer of housing and regular pay. Also included in this group are some city people who would be interested in the usual city offers. In the original population there were also a number of nursery and greenhouse men, poultry farmers, farm owners and people in service occupations.

Because of the geographic situation at Rohwer, being the center nearest to the East Coast Area and because chronologically it is the last center scheduled to close (Dec. 15), it is felt that concentration at Rohwer will be most productive in terms of relocation to the East Coast Area. Two scouts representing 100 families visited the East Coast Area the latter part of September with a view to exploring the possibilities

for relocation to farms and estates. Since their return to the center they have notified us that the information they took back to their constituents was received with interest.

This accent on farming opportunities is not meant to preclude attention to domestic offers, opportunities in small businesses and the gamut of employment opportunities in urban localities. It is urged that every possible effort be made to get attractive offers out to Rohwer without delay so that before final plans are made concerning the geographic destination of their resettlement the evacuees in that center may give full consideration to opportunities available in the East Coast Area.

5. Tule Lake: The last three months has shown greatly accelerated relocation from Tule Lake and it is interesting to note that 43% of all relocation from that center is east of the evacuated area. Of the total the East Coast Area has received 12% which is about 1/4 of the eastward relocation. The population of Tule is so large and so diversified that attractive relocation opportunities in all fields will be readily accepted at Tule Lake.

A separate supplement to this memo will be issued giving more detailed information concerning Tule Lake residents and trends in their general relocation.

In the meantime, Relocation Officers are encouraged to recognize Tule Lake as a source of supply for all types of job offers both urban and rural, skilled and unskilled, professional and laboring. Although there is more time in which people from this center may still be considering relocation in making up their minds concerning which part of the United States seems most attractive, it is urged that no time be lost in presenting to them the best and most representative offers from the East Coast Area.

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WAR RELOCATION AUTHORITY
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5301, 350 Fifth Avenue

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AREA MEMORANDUM NO. 9
Supplement #2

Subject: Background Information on Tule Lake Center
Distribution: Area Staff and District Relocation Officers

The announcement that Tule Lake will close by Feb. 1, 1946, means that approximately 10,000 people will relocate in the next three months - an average of 770 departures per week.

Relocation Trends at Tule Lake

Virtually no relocation took place from Tule Lake between October 1943, when it became the segregation center, and June 1945. During that period relocation was accomplished by obtaining leave clearance and transferring to a relocation center from which indefinite or terminal leaves could be effected. During the last half of this year, however, the relocation movement has progressively increased and evacuees can now depart on terminal leave directly from Tule.

Since September 1, an average of 10% of Tule's resettlers have been coming to the East Coast Area. Since an average of 65.5% have been returning to the evacuated area, we find that about one fourth of the eastward relocation is coming to our area. With this trend already established, even greater numbers of Tuleans should come to the East Coast Area during the next three months.

A brief History of Tule Lake

Originally Tule Lake was set up like the other relocation centers, but when it was selected in September 1943 to be the segregation center, administrative policies changed with the altered character of the population.

There were two distinct factions among the Tule residents following segregation. The first group consisted of those who were actively sympathetic to Japan, were radical, anti-administration, and attempted to organize the entire population into a firm pro-Japan unit. The other group was more passive. The loyalty of these persons was still largely to the United States and they tried, on the whole, to cooperate with the WRA Administration.

With the latter group about 6000 persons who had elected to remain at Tule during segregation, not because of a feeling of

allegiance to Japan, but because they believed that Tule offered greater security than relocation centers. They were afraid of relocation. They had little or no money, and they had in the previous year been through some very disturbing experiences. Quite a number of people who came from other centers as segregants also fell into this group. They were not disloyal to the United States but had come to Tule Lake because a family head had come, or because they believed they would not have to go through the confusing and fear-ridden experience of relocation from Tule.

Even more than evacuees at other centers, segregants in this group who did not actually want to go to Japan had lost confidence in themselves, in the United State Government, in WRA, and often in many instances, even in their own family head. They were bewildered and full of conflicts. Tule Lake, such as it was, was their only haven.

The center led a turbulent life from September 1943, until about March 1945. Even the people who hoped eventually to relocate were afraid to plan for departure from the center because of the opposition of the pro-Japan faction. Gradually, however, the leaders of the "anti-" contingent were transferred to Alien Enemy Internment Camps, and the center atmosphere became more peaceful. In all, about 1450 persons were transferred from Tule Lake to internment camps.

About June 1945, an upswing in relocation began. Throughout October there were more than 200 terminal departures each week and a great many short term leaves for exploratory trips.

Social and Economic Backgrounds of Tule Population

So that district offices can do the best possible job of planning and can determine what relocation opportunities will be most attractive to Tule residents, some generalized information is given here on their social and economic backgrounds.

About 87% of the segregants at Tule Lake came from California, 8% from Washington, and the other 5% from Hawaii, Oregon, and Arizona. Half of the 16,000 people from California came from Los Angeles and Sacramento Counties, both rural and urban. The urban group were operators of fruit and vegetable stands, groceries, delicatessens, laundries, cleaning establishments, hotels, and florist shops. Some were domestics and gardeners, wholesale produce dealers and white collar workers. Others owned or worked in meat and fish markets, ice cream parlors, bakeries, drug stores, liquor stores, shoe shops, watch shops, and chop suey houses.

In the suburbs and outlying districts they had nurseries, vineyards, and gardening enterprises. . .

The small business men suffered most heavily by evacuation because so much of their capital was invested in their businesses. The overnight arrangements for disposition of their financial interests left most of these evacuees with a negligible cash reserve.

The other large urban group was from San Francisco, where

the same representative group of trades flourished. San Francisco did have, however, a much larger group of Oriental goods dealers than did Sacramento or Los Angeles. Here, too, the losses were heavy and the savings with which evacuees finally arrived at the segregation center were very small. Most of the rest of the California population was rural, having come from San Joaquin Valley, Imperial Valley, and the northern section of the State. They were primarily engaged in truck and fruit farming, most of them having operated on a rent or share-crop basis. Their incomes varied with market and weather conditions from year to year, and very few of them had any savings. It is generally true of the entire Tule Lake segregant population that their savings are exhausted.

A large and cohesive group at Tule are the Terminal Islanders who had been evacuated on 24 hours notice prior to the general evacuation. However, most of the alien men had already been picked up by the FBI. These people had been almost exclusively engaged in the fishing industry as fishermen, cannery workers, and wholesale distributors. As a group, they have stuck together better than those from other geographic points, largely because they had been so isolated prior to evacuation. They were on the whole closer to Japanese culture. They will not be able to return to Terminal Island because that area was taken over by the Navy during the war.

The relocation problem for this group will be difficult because the Issei men who had the responsible positions in the Japanese Fishing Fleet are too old to start all over and the Nisei are not experienced enough to compete with other fishermen. Those Terminal Islanders who had capital stayed in Manzanar or went elsewhere, and we find again that it is the people at Tule Lake who are without capital. Because of the highly integrated nature of this group, relocation opportunities affording group resettlement will be most attractive to them. It is possible that there will be some interest in fishing trades on the East Coast.

Relocation Opportunities

A majority of the people at Tule Lake have had some kind of farming and gardening experience and presumably will want to return to the fields of employment with which they are familiar. Lacking capital, however, they will not be able to go back to farming on a share-crop or rental basis unless they can be given salaries during the first one or two years. Many of the truck farmers who had operated more or less independently will be interested in East Coast Area jobs where the arrangements are entirely on a monthly wage basis. As has been true for farmers from other centers, housing will be one of the most vital considerations.

Tule Lake residents have in common with the residue of populations at other centers the fact that their financial reserves are depleted and that they will be entirely dependent on incomes from their first jobs. This will make the farming and domestic offers with maintenance more attractive to people from Tule Lake than they would have been some years ago. However, in counter-distinction to the residue at other centers, the population at Tule Lake has an age distribution comparable to that of the entire Issei and Nisei group prior to evacuation. They still have a large proportion of young Nisei men who are fully employable and many of whom have had successful business experience. Almost all of

the trades and business occupations are still widely represented.

Urban relocation opportunities will be of interest to many Tuleans because the urban life is the only one with which they are familiar. Here again, though, there is the problem of depleted savings and financial dependence on the job. The small business field will be of particular interest to former shopkeepers if financing can be arranged. Clerical work will be in demand among the younger Nisei. Part-time work will be necessary for students, and there will be requests for apprentice jobs. As many of these openings as are available now should be sent to Tule Lake immediately, and additional offers in all fields as they are developed. In sending offers to the center it is important to remember that Tule Lake residents who are eligible to relocate are to formulate their plans by December 15.

When these people come to the East Coast, as some of them will, their emotional adjustment will depend in large part upon the adequacy of their first jobs. If they are able to regain a certain amount of economic security, can put their children into schools where no discrimination is felt, and can see ahead a few years with a fair prospect of social and economic acceptance, their resettlement may be expected to be successful.

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