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MEMORANDUM SUMMARIZING THE LEAVE CLEARANCE PROCEDURES OF THE
WAR RELOCATION AUTHORITY

1. Purpose of Leave Clearance

Under the Leave Regulations of the War Relocation Authority, a leave is issued to a relocation center resident "as a matter of right, where the applicant agrees to make the reports required of him under the provisions of this Part and to comply with all applicable provisions hereof, where there is no reasonable cause to believe that he will not have employment or other means of support or that he cannot otherwise successfully maintain residence at the proposed destination, and where there is no reasonable cause to believe that the issuance of leave in the particular case will interfere with the war program or otherwise endanger the public peace and security." See 9 Fed. Reg. 154.

The leave clearance process is that step in the procedure incident to the issuance of leave by which the Director determines whether or not there is reasonable cause to believe that issuance of leave would interfere with the war program or otherwise endanger the public peace and security. The place of leave clearance in the total perspective of the leave procedures is indicated in the published Leave Regulations of the Authority, and is developed fully in the Handbook on Issuance of Leave, which contains the detailed procedures governing issuance of leave.

There are three types of leave issued by the Authority: short-term leave, for the purpose of attending to personal affairs; seasonal work leave, for seasonal employment outside a relocation center; and indefinite leave, for indeterminate residence outside a center. No leave of any kind may be issued to a center resident over 16 until he has filed an application for leave clearance; no seasonal work leave or indefinite leave may be issued to him until leave clearance has been granted him, except under certain circumstances set forth in II.G.2 below.

Because of the foregoing requirements, nearly all adult evacuees in relocation centers have filed applications for leave clearance. As a result, the Authority has been able to proceed with leave clearance investigation for thousands of center residents in advance of their applications for release from a center. With the accumulation of a large backlog of leave clearances the Authority has been able to speed up the relocation process, moving as rapidly as jobs can be located in suitable communities.

II. The Leave Clearance Process

A. Initial investigation. In order to set up a procedure for screening evacuees in relocation centers on the basis of their potential danger or non-danger to the national security, the Authority early had to decide whether it should become a separate investigative agency, duplicating in large measure the work of existing intelligence agencies, or whether it should instead utilize the records of those agencies. The latter course was chosen. For intelligence information relative to the evacuees the Authority has collated the reports of existing intelligence agencies. Thus, the names of all adults evacuated to relocation centers - over 80,000 - have been checked with FBI records and the information extracted for our individual leave clearance files. In addition, all of the citizen cases - some 38,000 - have been referred to the Japanese-American Joint Board in the Provost Marshall General's Office, for war plant employment clearance and recommendation concerning granting of indefinite leave. The Joint Board has access to the records of Army Intelligence and the Office of Naval Intelligence, as well as to the facilities of the special investigative unit of the Western Defense Command, and any relevant intelligence information from these sources is abstracted and sent to us by the Joint Board.

This intelligence information is supplemented by the information furnished by the evacuees themselves on our individual record form (WRA-26) and application for leave clearance (WRA-126 Rev. or DSS Form 304A). Each application for leave clearance (which, as noted above, must be filed by every evacuee over 16 years old before he may obtain any kind of leave) contains detailed specific information concerning the evacuee - his citizenship, family background, trips to Japan, education in this country and Japan, relatives in both countries, relatives in the armed forces of either country, religion, foreign investments, membership in or contributions to organizations, facility in foreign languages, recent employment, criminal record, and hobbies and reading habits. References are requested. (Originally the Authority wrote to all references; this practice was discontinued after it was discovered that mounting prejudice in the evacuated areas made evaluation of replies received very difficult.) Each application propounds the loyalty question - whether the applicant is willing to swear allegiance to this country and forswear allegiance to any foreign power, or, if the applicant is an alien, whether he will swear to remain law-abiding while in this country.

On the basis of the collated intelligence records, the individual record form, the application for leave clearance, and any other information referred from the relocation centers to the Washington office, a determination is made whether or not leave clearance may be granted without further investigation.

Leave clearance is not granted after this review, without further investigation, if any one of the following factors is present in the individual's file:

- (1) He answered the loyalty question negatively or with a qualification raising a doubt as to loyalty, or he failed or refused to answer the question.
- (2) He has at any time requested repatriation or expatriation to Japan.
- (3) There is an adverse intelligence report concerning him.
- (4) He has spent such a period of his life in Japan that his loyalty, culture, and affiliations are probably Japanese rather than American.
- (5) His relocation center record casts doubt upon his loyalty.
- (6) The Japanese-American Joint Board has recommended against granting indefinite leave. (In most cases an adverse recommendation of the Joint Board is based upon one or more of the first five factors.)

If none of these factors is present, leave clearance is granted without further investigation. The great majority of cases fall into this "clear" category.

B. Further investigation. Where the case is a doubtful one under the criteria set forth above, it is referred to the field for further investigation. Investigations in the centers are conducted by a special panel of persons in responsible staff positions. The investigation includes an interview or interviews with the evacuee, at which all possible information about the doubtful factors is elicited. Interpreters are furnished where needed. Project records are checked. Upon completion of the investigation, the investigators review the evidence and prepare their recommendations, which are submitted to the Project Director, together with the transcript of interview and other evidence, and transmitted by him to the Director with his recommendations.

The dockets so returned are then reviewed by examiners in the Washington office, who prepare recommendations for the granting or denial of leave clearance in each case. If granting of leave clearance is recommended the file is submitted to the Assistant Director or some other person to whom the Director has delegated authority to grant leave clearance. If denial of leave clearance is recommended the file is submitted to the Solicitor for review. If the Solicitor concurs the file is then transmitted through the Assistant Director to the Director for final action.

If the Solicitor believes that the file does not support leave clearance denial he refers the file to the Assistant Director with his recommendations, including suggestions for obtaining additional evidence if he deems the record to be insufficient to support either granting or denial of leave clearance.

C. Criteria for Denial of Leave Clearance. There is one basic standard that is used to determine when an application for leave clearance should be denied, and that is a reasonable ground for believing that issuance of indefinite leave in the particular case will interfere with the war program or otherwise endanger the public peace and security. There are five general types of situations from which an inference may be drawn that issuance of indefinite leave will interfere with the war program, or otherwise endanger the public peace and security. Where the individual's file taken as a whole supports such an inference, persons in one or more of the following categories are denied leave clearance:

- (1) Persons who have requested repatriation or expatriation and have not withdrawn their request, or whose request for withdrawal is adjudged, after interview and investigation, to be insincere.
- (2) Persons who have answered the loyalty question negatively or with a qualification casting doubt upon their loyalty, or who failed or refused to answer the question, and who indicate that they understood the question and that their action is the one they intended, or whose request to change their answer is adjudged, after interview and further investigation, to be insincere.
- "(3) American citizens who have spent such a predominant part of their lives in Japan and who have received such a predominant part of their education in Japan that they are Japanese rather than American in language, affiliations, sympathies, and loyalty.
- "(4) Persons upon whom Federal intelligence agencies have reports which are deemed by the War Relocation Authority to be such as to warrant the conclusion that the person's release might interfere with the war program or otherwise endanger the public peace and security.
- "(5) Persons upon whom the Authority has other information, from relocation center records and investigations or otherwise, deemed sufficient to warrant the conclusion that the person's release might interfere with the war program or otherwise endanger the public peace and security."

D. Notice of granting or denial of leave clearance. Upon the granting or denial of leave clearance the appropriate Project Director is notified, and he in turn notifies the applicant. Any conditions that are to be attached to the issuance of leave are stated in the notices. (As a general rule, the only condition attached is one which prohibits issuance of indefinite leave to a destination within the Eastern Defense Command. This condition is imposed, pursuant to an understanding with the War Department, where the Joint Board has previously recommended against granting indefinite leave to the individual.)

E. Transfer to Tule Lake Segregation Center. All persons to whom leave clearance is denied are transferred to the Tule Lake Segregation Center.

F. Request for Reconsideration. Every Tule Lake resident to whom leave clearance has been denied is entitled upon request to a reconsideration of his case. Each request is referred to a Board of Appeals for Leave Clearance, consisting of three persons chosen from a panel of prominent civilians not otherwise employed by the Authority, and meeting at the call of the Director at the Tule Lake Center to consider such requests. Prior to consideration of any case by the Board the applicant and his attorney or advisor are permitted to examine the docket upon the basis of which leave clearance was denied. The Board holds a hearing at which the applicant has full opportunity to present his case, considers all the evidence upon the basis of which leave clearance was denied, and makes any further investigation it deems advisable. The Board thereupon makes its recommendations to the Director, who reconsiders the case in the light of the Board's findings.

This procedure is designed to provide those evacuees, who wish to use it, the administrative equivalent, as nearly as possible, of a habeas corpus proceeding. The panel of Board members has already been set up; five prominent persons from the western states have signified their willingness to serve. To date, however, no requests for reconsideration have been filed. This is chiefly explained by the fact that the great bulk of the present Tule Lake residents have not yet been denied leave clearance (see discussion immediately below).

G. Variants in Leave Clearance Process.

(1) Tule Lake Segregants. The mass segregation movements to the Tule Lake Segregation Center in the fall of 1943 consisted of persons in three categories: (1) persons who had requested repatriation or expatriation without retraction; (2) persons who answered the loyalty question negatively and who were in the Project Director's opinion disloyal; and (3) persons denied leave clearance. Nearly all of the segregants at Tule Lake fell into the first two groups, since further investigation of doubtful cases under the leave clearance process was not far along at the time of segregation. They were segregated for two reasons: their records were such that the relocation program would be severely hampered if they were not separated from the clearly loyal evacuees; and their removal would prevent their further corrupting the loyal evacuees in the centers. It was also felt that in these two groups lie the great majority of those to whom leave clearance will be denied.

Consideration of applications for leave clearance filed by segregants in the first two groups is suspended until they apply for further investigation and leave clearance. When they apply, the investigation required in doubtful cases is made, and the findings and recommendations are transmitted to the Director. Those granted leave clearance are transferred to other centers and will be eligible for leave. Those denied leave clearance automatically fall into the third group of segregants and will be detained at Tule Lake unless they request reconsideration by the Board of Appeals for Leave Clearance and the Director grants leave clearance after such reconsideration.

(2) Indefinite leave in advance of leave clearance. Because of the delay inherent in the considerable task of reviewing the thousands of applications for leave clearance, and the need for providing a means whereby evacuees at the center level with pending applications who were desirous of relocating immediately could do so, Project Directors have been authorized to issue indefinite leave in advance of leave clearance to applicants who (1) answered the loyalty question with an unqualified affirmative, (2) never applied for repatriation or expatriation, (3) are not Shinto priests, (4) if male citizens, have not spent so much time and received so much education in Japan that they are Japanese rather than American in language, affiliations, sympathies, and loyalty, (5) have never had an application for leave clearance suspended, or returned for further investigation, and (6) in the Project Director's judgment are not potentially dangerous to the national security. The Project Director may also grant indefinite leave prior to leave clearance to persons being institutionalized, repatriated, deported, or inducted into the armed forces, or obtaining employment at military language schools.

Even where indefinite leave is granted by a Project Director prior to leave clearance, the application for leave clearance is sent to Washington for review. If intelligence records show any adverse report, or if the Joint Board subsequently recommends against granting indefinite leave, the file is sent to the Relocation Supervisor for the area in which the evacuee resides with a request for interview and further investigation, and the Project Director is requested to make a further check at the center. On the basis of the evidence submitted the Director determines what action should be taken with respect to revocation of the indefinite leave.

TITLE 32 - NATIONAL DEFENSE
Chapter I - War Relocation Authority
Part 5 - Issuance of Leave for Departure
From a Relocation Area

Pursuant to the provisions of Executive Order No. 9102 of March 18, 1942, the following regulations are hereby prescribed:

Sec.

- 5.1 Types of leave.
- 5.2 Application for leave.
- 5.3 Proceedings upon application for leave.
- 5.4 Appeal from disapproval, or from approval with special conditions, of application for leave.
- 5.5 Transportation and reports during leave.
- 5.6 Extension of leave.
- 5.7 Granting of furlough from the War Relocation Work Corps.
- 5.8 Restrictions on leave.
- 5.9 Expiration of leave and furlough.
- 5.10 Definitions.
- 5.11 Effective date.
- 5.12 Forms.

Authority: §§ 5.1 to 5.12, inclusive, issued under E. O. 9102, 7 F.R. 2165.

§ 5.1 Types of leave. Leaves are of the following types:

- (a) A short term leave, for not more than thirty days, for attending to affairs requiring the applicant's presence outside the relocation area;
- (b) A leave to participate in a work group, for employment and residence with a group of center residents outside the relocation area, or for such employment with residence remaining within the relocation area; and
- (c) An indefinite leave, for employment, education or indefinite residence outside the relocation area.

§ 5.2 Application for leave. Any person residing within a relocation center who has been evacuated from a military area or who has been specifically accepted by the War Relocation Authority for residence within a center may apply for leave.

§ 5.3 Proceedings upon application for leave. (a) The Project Director may interview an applicant for leave, shall secure a completed individual record on for WRA-26 for the applicant, and shall secure such further information concerning the applicant and the proposed leave as may be available at the relocation center.

(b) Short-term leaves shall be issued by the Project Director.

(c) Leaves to participate in a work group shall likewise be issued by the Project Director, but only in the case of such work groups as have been earlier approved by the Director or the Regional Director, and only

upon the conditions specified in regulations or instructions issued from time to time.

(d) The file on each application for indefinite leave, which shall include the application, all related papers, and the Project Director's findings and recommendations, shall be forwarded by the Project Director to the Director. At the time of such forwarding, the Project Director shall inform the Regional Director of the names of the applicants on whose behalf such files have been forwarded to the Director, with a brief statement, as to each applicant, of the relevant facts and the recommendation made by the Project Director.

(e) In the case of each application for indefinite leave, the Director, upon receipt of such file from the Project Director, will secure from the Federal Bureau of Investigation such information as may be obtainable, and will take such steps as may be necessary to satisfy himself concerning the applicant's means of support, his willingness to make the reports required of him under the provisions of this part, the conditions and factors affecting the applicant's opportunity for employment and residence at the proposed destination, the probable effect of the issuance of the leave upon the war program and upon the public peace and security, and such other conditions and factors as may be relevant. The Director will thereupon send instructions to the Project Director to issue or deny such leave in each case, and will inform the Regional Director of the instructions so issued. The Project Director shall issue indefinite leaves pursuant to such instructions.

(f) A leave shall issue to an applicant in accordance with his application in each case, subject to the provisions of this Part and under the procedures herein provided, as a matter of right, where the applicant has made arrangements for employment or other means of support, where he agrees to make the reports required of him under the provisions of this Part and to comply with all other applicable provisions hereof, and where there is no reasonable cause to believe that applicant cannot successfully maintain employment and residence at the proposed destination, and no reasonable ground to believe that the issuance of a leave in the particular case will interfere with the war program or otherwise endanger the public peace and security.

(g) The Director, the Regional Director, and the Project Director may attach such special conditions to the leave to be issued in a particular case as may be necessary in the public interest. The special conditions to be so attached shall be governed by regulations or instructions issued from time to time. Every leave issued under the provisions of this Part shall state the conditions that are applicable thereto.

(h) The Project Director shall promptly notify the applicant of the approval of an application, and of any special conditions attached thereto, or of the disapproval of an application, with a statement of the reasons therefor. In the case where the application for leave has been disapproved, or has been approved subject to special conditions, the Project Director shall advise the applicant of his right to appeal under the provisions of § 5.4

(i) An applicant shall be required to arrange with the Project Director, in conformity with the applicable regulations or instructions

of the Director, to provide for the support of any dependents of the applicant left in a relocation center.

(j) The Project Director may issue, on application, a written authorization to engage in individual work outside the boundaries of a relocation area while continuing to reside in the center. Such a written authorization may be issued to run from day to day until revoked, but shall otherwise be issued upon the same terms, and pursuant to the same forms and procedures, as short-term leaves.

(k) The Project Director shall make monthly reports to the Director and the Regional Director concerning all leaves issued or denied. In the case of each denial, the reason therefor shall be stated. In each case where leave has been issued notwithstanding circumstances which could have been made the grounds for denying leave, a statement of the circumstances and the reason for issuing the leave shall be included. In the case of each application for a short term leave, the report shall state the dates, destinations and purposes assigned in the application. Except as above provided, the report with reference to leaves to participate in a work group may be confined to statistics of the number of persons given leave to go to different work projects. Each such report shall also state the number and, where departure was reported by name, the names of persons who have returned to the relocation center upon expiration of leave.

(l) The Project Director shall promptly notify the Regional Director and the Director of the names of any persons who have failed to return to the relocation center upon expiration of leave.

§ 5.4 Appeal from disapproval, or from approval with special conditions, of application for leave. (a) Any applicant whose application for a short term or work group leave has been disapproved or approved with special conditions under § 5.3 may submit to the Project Director, within ten days following receipt of notice of such action, an appeal requesting the Project Director to transmit the appeal and all related papers to the Regional Director. The applicant may submit any supplemental written statement he wishes in support of the appeal.

(b) Within five days following receipt of such an appeal, the Project Director shall transmit the appeal and all related papers to the Regional Director, together with any supplemental statement he believes necessary or desirable.

(c) Upon receipt of such an appeal, the Regional Director shall, within five days, supplement the Project Director's findings with such additional facts as may be readily available, may make such further investigation in connection with the application as he deems necessary, and shall transmit the papers with his comments thereon, to the Director. The Director will thereupon consider the appeal as if it were a proper original application to him, and will issue instructions for the issuance or denial of the leave in accordance with the provisions of this part applicable to applications for indefinite leave. The Director will notify the Regional Director and the Project Director of his disposition of the appeal and the Project Director shall notify the applicant accordingly.

§ 5.5 Transportation and reports during leave. (a) The Project Director shall provide transportation for the applicant to whom a leave has been issued to the most convenient railroad or bus station. All other necessary transportation shall be arranged for by the applicant and shall not be paid for by the War Relocation Authority. The Authority may, however, make arrangements with employers for transportation connected with group work leaves. The Project Director shall inform any prospective employer or educational institution concerned, the Regional Director, and the Director, of the place and scheduled time of arrival of the applicant at his destination.

(b) Every short term leave shall require the center resident to report his arrival and every change of address to the Project Director. Every indefinite leave shall require the person to whom such a leave has been issued to report his arrival, his business or school and residential addresses, and every change of address, to the Director. Reports of changes of addresses shall be required to be made, so far as possible, before leaving any employment, institution or address. The person to whom an indefinite leave has been issued shall further be required to report upon arrival at a new location, and to transmit any further appropriate information concerning his exact business, school and residence addresses promptly upon ascertaining them. The Project Director shall send to the Director reports of all such information received by him.

§ 5.6 Extension of leave. (a) Any center resident to whom a short term leave has been issued may submit to the Project Director of the relocation center in which he resides a written application for an extension of such leave for a specified period, stating in detail his reasons therefor, and any corrections or additions to the information supplied in connection with the original application for leave. Such an application must be submitted in due time for consideration before the original leave expires. There shall be no implied authorization to remain on leave pending disposition of an application for an extension.

(b) Extensions of leave shall be issued or denied upon the same grounds and pursuant to the same procedure as applications for original leave, but no short term leave shall be prolonged beyond a total period of 60 days.

(c) The issuance of a leave of one type shall not prejudice an application for leave of another type. A center resident absent from the center under a leave to participate in a work group may apply for a similar leave to work with another group. In cases where the Project Director does not deem further personal interviews with the applicant to be necessary, applications may be made and processed while applicant is absent from the center on leave.

§ 5.7 Granting of furlough from the War Relocation Work Corps. (a) Any member of the War Relocation Work Corps to whom a leave has been issued under this part shall be considered as having been thereby likewise given a furlough from the Work Corps for the period for which the leave was issued, except where such leave is issued to permit him to perform work as a member of the Work Corps outside a relocation area.

(b) Any leave which has been issued to a member of the Work Corps shall be evidence of such furlough for the period for which the leave was issued.

§ 5.8 Restrictions on leave. (a) No short term leave or work group leave issued under the provisions of this part shall authorize the person to whom the leave is issued to be present in any place except at, or en route to or from, a destination stated in the leave, within the dates stated therein. More than one destinations may be stated in the leave where necessary. Such destination shall be defined in terms of towns or counties as accurately as practicable.

(b) An indefinite leave may permit travel unlimited except as to restrictions imposed by military authorities with reference to military areas or zones, or may permit only travel within designated states, counties, or comparable areas.

(c) Whenever the military authorities of the United States require a pass or other authorization to enter any designated area, no leave shall be issued under the provisions of this part to permit entry into such area until the required pass or authorization has been obtained for the applicant. Whenever such military authorities impose restrictions on movement or conduct within the area, the continuance of such leave shall be contingent upon the observance of any such restrictions in addition to the observance of the other conditions of such leave.

(d) When any alien of enemy nationality is issued a leave under the provisions of this part, the leave shall recite that travel to the first destination has been permitted by the Department of Justice, and the Project Director shall notify the United States Attorney of the judicial district in which the first destination is located concerning the name, description, last residence, destination, and date of departure of such alien. Any subsequent travel within the terms of the leave may take place only with the permission of the United States Attorney for the judicial district including the new point of departure. In addition, if such alien has been paroled by order of the Attorney General, leave shall not issue until the Director has obtained from the Department of Justice in Washington, D.C., a specification of the terms and conditions that are to apply to the parole during such leave. A notification of these terms and conditions shall be embodied in the leave. The leave shall require the alien to comply with all applicable regulations of the Department of Justice with respect to the travel and conduct of enemy aliens.

§ 5.9 Expiration of leave and furlough. (a) Any leave issued, and the furlough granted in connection therewith, under the provisions of this part shall expire:

(1) On the expiration date stated in the leave; or

(2) At any time that the person to whom the leave has been issued shall violate any of the conditions applicable to such leave; or

(3) Upon notice from the Director or Project Director that the leave is revoked pursuant to the provisions of paragraph (b) of this section.

(b) The Director may revoke any leave when conditions are so far changed, or when such additional information has become available, that an original application by such person for leave would be denied under

the provisions of this part. The Project Director may, on similar ground, with the prior approval of the Regional Director, revoke any short term leave. When the Director shall revoke a leave, he will promptly notify the Regional Director and the Project Director. When a Project Director shall revoke a leave, he shall promptly notify the Director and the Regional Director.

(c) Upon the expiration of any leave issued under this part, the person to whom the leave was issued shall return to the relocation center in which he previously resided, unless new leave has been granted or unless he is otherwise directed by the Director.

§ 5.10 Definitions. As used in this part:

(a) "Director" means the Director of the War Relocation Authority.

(b) "Regional Director" means the Regional Director of the War Relocation Authority for the region which contains the relocation center in which the particular applicant or person to whom a leave has issued resides or resided at the time application was made.

(c) "Project Director" means the Project Director of the War Relocation Authority for the relocation center in which the particular applicant or person to whom a leave has been issued resides or resided at the time application was made.

(d) "Relocation center" means a relocation community administered by the War Relocation Authority for occupancy by persons evacuated from military areas.

(e) "Relocation area" means the entire area, administered by the War Relocation Authority, surrounding a relocation center.

(f) "Applicant" includes the applicant for a leave and every member of his family who seeks to accompany him on the leave.

(g) "Center resident" means a person to whom a short term leave or work group leave has been issued under the provisions of this part.

§ 5.11 Effective date. The Provisions of this part shall become effective on October 1, 1942.

§ 5.12 Forms. Applications for leave, leaves, and notices provided for in this part shall be made and issued on the prescribed forms whenever such forms are issued by the Director and distributed to the appropriate offices.

Issued at Washington, D.C., the 26th day of September, 1942.

(SEAL)

D. S. Myer,
Director

(F.R. Doc. 42-9617; Filed, September 28, 1942; 11:14 a.m.) 7 F.R. 7656

*Beeson ✓
cc: Schaffer*

WAR RELOCATION AUTHORITY

WASHINGTON

January 12, 1943

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Encl

TO ALL PROJECT DIRECTORS

Attention: Leave Officer

Attached are two copies of Mr. Thomas W. Holland's memorandum on the subject of Employment Division organization and procedure for placement of evacuees in jobs outside relocation centers on the basis of indefinite leave. With this is the first section of the occupational inventory of evacuees who have received leave clearance.

This occupational inventory will be used for placement purposes by the relocation field offices of the War Relocation Authority and by the local offices of the United States Employment Service.

Sincerely yours,

Robert W. Frase

Robert W. Frase
Acting Chief
Employment Division

Attachments - 2



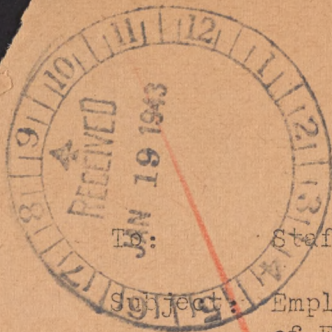
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WAR RELOCATION PROJECT





WAR RELOCATION AUTHORITY
Washington

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January 11, 1943

To: Staff of Employment Division, War Relocation Authority

Subject: Employment Division Organization and Procedure for Placement of Evacuees in Jobs Outside Relocation Centers on Basis of Indefinite Leave.

1. Organization

- (a) At the relocation center the Employment Officer has been designated by the Director of the War Relocation Authority as the Leave Officer. He is assisted in this work by members of the staff who give full time to the leave work. The Leave Section at a center takes all applications for leave clearance and leave; does the processing of each application; advises with evacuees on leave questions; through the Project Director keeps closely in touch with the Washington office of the Employment Division and with the relocation field offices, as well as with prospective employers who communicate directly with the relocation center. The Leave Section works closely in connection with the Placement Section of the employment office at the relocation center.
- (b) The headquarters of the relocation program outside the centers is located in Washington. The machinery for accomplishing the outside relocation program is in the Employment Division of the War Relocation Authority. Under the supervision of the Director of the Division, there is one Assistant Director whose primary responsibility is the functioning of the Employment Division work at the relocation centers including the operation of the Leave Section at the centers. Another Assistant Director is primarily responsible for the relocation work in agricultural communities and a third Assistant Director gives attention to urban relocation and also supervises the operation of the Leave Section in the Washington office.

The Leave Section in the Washington office processes all applications for leave clearance and for indefinite leave.

- (c) The War Relocation Authority has opened five relocation field offices. These offices are located in Salt Lake City, Denver, Kansas City, Chicago and Cleveland. Each office is in charge of a supervisor and attached to the office is a staff of people who will be covering the adjoining territory. The

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relocation field staff will find job opportunities for the evacuees and will work closely with agencies and individuals also working on the placement of evacuees; the staff will investigate the matter of community sentiment and will assist in educating a community on the relocation program; problems arising out of the adjustment of evacuees in a community will be handled by the field staff as the necessity arises.

- (d) It is obvious from the brief sketch of organization given above that there is a necessity for the closest kind of cooperation between all members of the staff working on the program to relocate the evacuees outside the centers. We need to think in terms of a unified effort. The Leave Section at the relocation center, the relocation staff in the field, and the Washington office must of necessity work as a single mechanism. If one part of the mechanism fails to operate satisfactorily, the whole program will break down.

2. Remarks on Procedure

- (a) For the guidance of the staff there is set forth below several procedural steps which it is believed will facilitate the bringing together of a prospective employer and an evacuee. The objective is to make the process as simple and expeditious as possible. It should be remembered, however, that the nature of the problem gives rise to a certain amount of complexity and delay. We may not be able to eliminate all of this but we should constantly work toward that end. The procedure outlined below has been developed out of our experience to date. It is quite possible that further experience will show the desirability of alterations or even indicate the necessity for a new procedure. If this is so, we will change the procedure. In the meantime follow the procedure below as closely as possible.
- (b) It should be emphasized that the procedure outlined here is designed only to channel the mutual activities of the staff of the War Relocation Authority. It is not feasible nor desirable to attempt to channel through the relocation field staff all the job-finding activity being made on behalf of the evacuees. Employers and agencies now communicate directly about jobs with the relocation centers and there is no reason why this should not continue. In fact, it is very likely that a good part of the job-finding activity for evacuees will not be carried on at all through the relocation field staff or the employment offices on the projects. Evacuees are locating jobs through their own efforts and through the assistance of acquaintances. These efforts should be encouraged. Various agencies and individuals know of certain evacuees and are

working to get them placed. It is hoped that these activities will be continued. There is a big job to be done and there is room for a variety of methods. We are not trying to set a pattern which everybody must follow. It is necessary, however, that the mutual relations between the relocation field staff, the employment offices at the centers, and the Washington office proceed on the basis of an established and well understood procedure. It is our hope that the procedure outlined below for the guidance of the staff of the Division will work as simply, directly, and as speedily as is possible under the circumstances.

- (c) The United States Employment Service offices will cooperate in the program of employment for evacuees. Instructions are now being prepared in Washington by the United States Employment Service in cooperation with our office. These instructions, outlining the procedure which the United States Employment Service offices will follow in placement work for the evacuees, will soon be available for your information.

3. Outside Employment Register

- (a) The name of each evacuee who has indicated a desire to have the War Relocation Authority assist him in finding a job outside the relocation center will be placed on an outside employment register as soon as he has been given leave clearance. The evacuee makes this request at the time he files his application for leave clearance.
- (b) At each relocation center the leave officer will prepare and maintain a register of evacuees at the project who have been given leave clearance and have indicated a desire to have War Relocation Authority assistance in finding a job outside the center.
- (c) The Leave Section in the Washington office will prepare and maintain an outside employment register which will include all evacuees who have been given leave clearance and have indicated a desire to have War Relocation Authority assistance in finding jobs outside the centers.

A summary of the outside employment register will be made by the Washington Leave Section and this will be revised and kept up to date at regular intervals. The summary will show the name, address, occupational classification, training, experience and other pertinent information for each evacuee on the register.

The summary of the register will be mimeographed and will be made available to the War Relocation Authority staff,

the United States Employment Service offices, and to other agencies and individuals concerned with the placement of evacuees in jobs outside the relocation centers. A sample copy of the summary is enclosed herewith.

- (d) The evacuees whose names appear on the outside employment register are presumably the most available candidates for outside jobs. They have been given leave clearance by the War Relocation Authority and should be ready to leave the center promptly when a job has been secured. In view of the availability of the people on the register, it is desirable that they be given preference in negotiations with or referrals to prospective employers.

4. Placement Procedure

- (a) In making contacts with prospective employers and with agencies and individuals who have leads to employment opportunities, the relocation field staff should make use of the summary of the employment register. If the contact results in an offer for or in an interest in a specific evacuee, the field representative will communicate with the Project Director, attention Employment Division, at the place where the evacuee is located. In this communication the name and address of the prospective employer should be given and also all possible information about the job opening. The field representative should advise the prospective employer that in the event the evacuee selected is not available another evacuee will be referred to.
- (b) Upon receipt of a job offer or inquiry with respect to a specific evacuee, the Leave Officer at the center will promptly notify the evacuee of the offer or inquiry and will transmit to him the information received. If the evacuee is interested in the opening and is available, he will be requested to communicate at once with the prospective employer. The Leave Officer will render the evacuee any necessary assistance in making the reply and will see to it that a reply is made promptly.

Should the evacuee in whom the prospective employer is interested not be interested or available, the Leave Officer should pass the job offer or inquiry on to another evacuee who is qualified, interested, and available. The Leave Officer will see to it that the substitute replies promptly to the prospective employer.

In the event that there is no one at the center qualified, interested, or available as a substitute the field representative who sent in the offer or inquiry should be promptly notified by the Project Director.

- (c) It is to be expected that in many instances there will be no one on the outside register qualified for the type of employment available. In that case the field representative should forward to one of the relocation centers the full details on the job opening together with the name and address of the prospective employer. The Leave Officer will select a qualified, interested, and available evacuee and have him communicate with the prospective employer as indicated above. Should there be no candidates for the job at the relocation center, the field representative who sent in the job opening should be promptly notified.
- (d) Upon request of the field representative, the Leave Officer will send the field representative or the prospective employer the names and pertinent data on one or more qualified, interested, and available evacuees. The procedure thereafter is the same as if the evacuees were selected from the summary of the outside employment register.
- (e) Numerous committees and individuals, not themselves employers, are opening up employment opportunities. The field representatives should cooperate closely with these committees and individuals and should facilitate the placement of evacuees through such channels in the same manner as is indicated for handling job openings with employers.
- (f) No job offer should be forwarded to a relocation center by any War Relocation Authority field representative unless he is reasonably certain that the offer is at a wage corresponding with or above the prevailing wage in the community for similar work and that the other terms and conditions of employment are in no way below the prevailing standards. The field representative should not forward a job offer in an organized field or occupation until he has made reasonably certain that acceptance by an evacuee would not precipitate action which would interfere with the satisfactory relocation of the evacuee. If the job is on war work, the field representative should ascertain prior to forwarding the offer to a center that all special clearances, if any are necessary, have been taken care of satisfactorily.
- (g) Nothing will be said here about the details of the process for securing leave clearance or indefinite leave. This subject has been adequately covered in other releases put out by the War Relocation Authority. It should be pointed out, however, that the placement process will be greatly expedited if and when the evacuees secure leave clearance in advance of the time when they wish to go out to take a job. The leave clearance is just what the name suggests, namely, that after considering evidence obtained from several sources the War Relocation Authority makes a judgment on the person.

If the evidence does not show that the evacuee has had un-American connections or engaged in un-American activities he will be given a clearance. This means that he is free to leave the relocation center as soon as a job or other means of support are secured in a place where community sentiment is not unfavorable.

The evacuees should not wait until the job negotiations are in process before filing an application for leave clearance. This should be done at once. It takes about four weeks for the application for leave clearance to be processed.

When the negotiations for a job are completed and the evacuee has accepted an offer, he files his application for indefinite leave with the leave officer. This application, together with the letter or other evidence that the job has been offered, goes to Washington by airmail and is acted on there immediately. The relocation center is advised by wire on the action taken in Washington with respect to the application. At this stage in the leave process, the Washington office is primarily concerned with the question of community sentiment in the place where the job is to be taken. It is estimated that not more than one week should elapse between the filing of the applications for indefinite leave at the center and the telegraphic communication to the project from Washington with respect to it.

It will be evident from the foregoing that an essential part of the placement work is the development of the outside employment register. We hope that by early spring several thousand persons eligible to take outside jobs will be listed on the register.

Thomas W. Holland

Thomas W. Holland
Chief, Employment Division

F470.100

Stafford
W. Schaffer
W. Brown
W. McLaughlin

WAR RELOCATION AUTHORITY

Washington

March 31, 1943

MEMORANDUM TO: Project Directors

Several Project Directors have requested a statement of policy concerning circumstances under which evacuees given indefinite leave may be re-admitted to Relocation Centers. It is reported that, in some instances, evacuees have been reluctant to accept relocation opportunities because of fear that they might fail to make satisfactory adjustment outside. A number of inquiries have been made as to whether, in the event an evacuee failed to make satisfactory adjustment outside, he would be allowed to return to a Relocation Center.

As you know, it is the policy of the War Relocation Authority to encourage residents of the Centers to accept fair employment opportunities and return as rapidly as possible to normal life in American communities. Employment opportunities outside the Centers take precedence over all Project needs. The following measures have been taken to assist evacuees to establish themselves outside the centers.

(1) Relocation Offices have been established throughout the country to develop relocation opportunities and explain the program to the public.

(2) WRA provides transportation and initial subsistence expenses to evacuees receiving indefinite leave and needing such assistance.

(3) Federal funds are available through the Social Security Board and affiliated local public welfare agencies for emergency assistance to evacuees who may, through illness or other misfortune, need help after relocation.

(4) The United States Employment Service, as well as WRA Relocation Offices, will assist evacuees on indefinite leave to find employment.

With the above provisions in effect, and in view of the abundant employment opportunities at the present time, it is believed that there will rarely be genuine need for evacuees to

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return to the Projects after having once obtained indefinite leave. Evacuees who obtain indefinite leave should realize that they are not expected to return to the Relocation Projects at any time in the future except for occasional visits. Evacuees should be encouraged to take the view that they are going out to re-establish themselves on a permanent basis.

This policy does not mean, however, that Centers will be absolutely closed to any evacuee who has received indefinite leave. Brief visits will be permitted upon application to the Project Director. Applications to visit Tule Lake or Manzanar must be approved by the Western Defense Command, since visits to those Projects involve travel through prohibited military areas. If a situation should arise wherein an evacuee on indefinite leave finds it impossible to maintain employment or residence outside the Relocation Center, he may apply in writing to the nearest Relocation Officer for permission to return to a Center as a resident. His application will be carefully investigated and every effort will be made to enable him to remain on indefinite leave. As a last resort and if circumstances of the particular case warrant, the evacuee will be re-admitted to a Relocation Center.

H. S. Myer
Director

INSTRUCTIONS ON ADMISSION OF EVACUEES TO PROJECT

I. PERSONS OUT ON SHORT TERM LEAVE

These are automatic induction cases.

PROCEDURE:

1. Stamp RE-INDUCTION on Pass.
2. Record person's name in book.
3. Take up Ration Books, and forward it to Ration Office.

II. PERSONS OUT ON SEASONAL LEAVE

1. Returning for residence--

Must present Seasonal Pass and Relocation Officer's travel Authorization.

PROCEDURE:

a. If all papers are in order--

- 1) Stamp RE-INDUCTION on Pass and Travel Permit.
- 2) Record person's name in book.
- 3) Instruct person to report to Statistics Office.
- 4) Take up Ration Books and forward them to Ration Office.

b. If Travel Authorization is missing--

Same as above, except that person's name is listed as inducted without Travel Permit, and this information turned over to Statistics Office daily.

2. Returning for a visit--

Must present Seasonal Pass and Relocation Officer's Travel Permit.

PROCEDURE:

a. If all papers are in order--

- 1) Issue Visitor's Pass and charge for lodging and meals.
- 2) Take up Seasonal Pass and Relocation Officer's Travel Authorization. Hold.
- 3) If visit is for more than six days, take up Ration Books and forward them to Ration Office.

b. If Relocation Officer's Travel Permit is missing--

- 1) Advise person that if he visits he will be reinducted and his leave forfeited.
- 2) If he decides to visit anyway--
reinduct as though returning for residence
(see 11-1-B)

III. PERSONS OUT ON INDEFINITE LEAVE PASS

Returning for re-induction:

1. Do not stamp RE-INDUCTION on pass, or pick up anything.
2. Issue Visitor's Pass and charge for lodging and meal.
3. Instruct person to report to Statistics Office and present request for reinduction there.

Returning for visit:

1. Issue Visitor's Pass and charge for lodging and meal.
2. Do not pick up anything.

IV. MISCELLANEOUS:

Parolees:

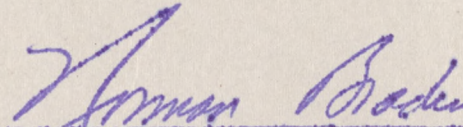
1. Do not pick up anything.
2. Record such person on your book.
3. Instruct person to report immediately or as soon as possible to Induction, Records, Statistics for induction into the Project.

Transferees from other Project:

1. Same instructions as parolees.

New colonists (person out on passes issued from other Project, wishing induction into Project.)

1. Issue Visitor's Pass and charge for lodging and meal.
2. Instruct person to report to Counselor's Office and present request for induction there.



Statistician

3-10-44

Benson
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WAR RELOCATION AUTHORITY
Washington

Memorandum

April 10, 1943

To: Relocation Supervisors and Project Directors

From: Thomas W. Holland, Chief, Employment Division

Subject: Recent developments in the outside relocation program.

In the past few days several steps of major importance have been taken in the outside relocation program. Some matters have come to a head and have been settled; other matters are still up in the air. I thought that it would be useful to you to have a summary of these problems and developments.

1. Recent Administrative Instructions relating to the leave program:

- a. Administrative Instruction No. 22 (revised), Supplement 8, March 16, 1943. The provision for seasonal work leave. This is a substitute for last year's work group leave procedure.
- b. Administrative Instruction No. 22 (revised), Supplement 7, March 20, 1943, provides for issuance of indefinite leave, where leave clearance previously granted, when the offer has been referred or checked by a relocation officer, and for certain other types of relocation opportunity.
- c. Administrative Instruction No. 45 (revised), March 24, 1943, makes available to evacuees who need it assistance in paying fare and provides for additional financial assistance in relocating on indefinite leave.
- d. Administrative Instruction No. 22 (revised), Supplement 9, April 2, 1943, makes provision for the issuance of indefinite leave under certain specified circumstances where leave clearance has not been granted.
- e. Administrative Instruction No. 88, April 9, 1943, indicates relationship between, and responsibilities of, project directors, relocation supervisors, and relocation officers in connection with the handling of relocation opportunities.

2. Purpose of the new instructions.

The new instructions have been designed to simplify and facilitate our leave procedures. I am acutely aware of the difficulty under which you have been laboring during the past few weeks in your relations with the leave section here in Washington. Our job has been to set up as quickly as possible a large scale enterprise for processing a total of around 60,000 leave clearance cases. The main objective has been to establish standards of action and a uniform procedure for handling the leave program in order to provide a basis for public acceptance of our outside leave program. Bottlenecks and delays developed and were of as much concern to us here as to you in the field. We have studied the problem and I trust that remedies have not been too slow in emerging. There is nothing now standing in the way of granting indefinite leave to the majority of those who apply, provided the applicant has a job or a reasonable assurance of getting one in an acceptable community. We still have pending the problem of those people who have poor FBI reports and there is also the problem of what to do about the negative answers to question 28 insofar as the leave program is concerned. But leaving these problems aside for the moment, I think that the leave procedure now provides a reasonably quick way for an evacuee who is entitled to get leave to depart from a project for relocation outside. The intention of the Administrative Instructions is to place the operation of the leave program primarily in the hands of the project directors and the relocation officers.

3. Indefinite leave prior to securing leave clearance.

I want to mention particularly the Administrative Instruction which provides for the issuance of indefinite leave prior to the completion of the process of leave clearance here in Washington. Practically all of the evacuees over 16 years of age have now been registered. We have in the office here thousands of registration forms and we are moving them under a new procedure with the Federal Bureau of Investigation more rapidly than hitherto through the Bureau's checking process and through our own reviewing system. It is evident, however, that we cannot get back to you a large number of cleared people during April. It is anticipated that the whole job will be done at least by the middle or the end of June. You are beginning to feel the heavy pressure from the farmers and others for the people to get out right away and we do not want to slow up the placement process during April and May by the possibility that many of the people will not have received leave clearance. Consequently, the new instruction was designed, not to change the established leave clearance system, but rather to establish an interim kind of procedure which will permit you to go ahead under the provisions in the Administrative Instruction and grant indefinite leaves to evacuees who meet certain standards although the full process of leave clearance has not been completed here in Washington.

The privilege of receiving an indefinite leave in advance of clearance applies only to people who meet the standards established and does not apply to anyone else. Those who do not meet the standards must wait for clearance in the usual fashion and in some cases clearance may not be granted at all. What we have done, in brief, is merely to establish a system of mass classification and provisional clearance for a large number of individuals.

We intend to supplement this mass classification system by advising you from time to time of particular cases for which clearance is denied or suspended for further investigation. It is important that your leave officers maintain lists of such denials or suspensions, as well as lists of repatriates, paroled aliens, and persons who gave negative or qualified affirmative answers to the loyalty question, in order that indefinite leaves not be inadvertently granted to these people.

The new procedure does not mean that we are changing our basic leave clearance machinery. Within a few weeks, as I have said, the question of granting or withholding leave clearance should have been decided for everyone. But in the meantime the new method gives us the flexibility for going ahead to grant indefinite leave to a large number of meritorious people. It gives us the opportunity to keep the outside relocation program moving and should save us from the criticism that our leave clearance procedures may have worked to slow down placement and even to cost people jobs.

4. Washington Leave Section.

The main function of the leave section in Washington from now on will be to carry forward the leave clearance work. We will not be primarily concerned in Washington with indefinite leave authorization. Indefinite leave is mainly for the project directors and the relocation officers to work out together through direct communication. However, there are two classes of cases that should continue to come to Washington for prior authorization. Until we can arrange for a new method of handling student applications for colleges or universities the file should come to the Washington leave section. All cases where the destination is within the Eastern Defense Command or adjacent to the Gulf of Mexico should continue to come in here, too. In addition, should you wish to have a decision or advice on any particular case we will handle it here if you make a request.

As we go forward with the leave clearance process there will be some cases in which the FBI report or other evidence will be adverse to the applicant for clearance. It will be necessary to suspend the application until a fuller investigation can be made of the applicant. This suspension does not mean necessarily that leave clearance will be denied but we cannot go ahead in the face of the evidence and act favorably on the application. The problem involved is similar in

character to the negative answers to question 28. We can't go ahead without further investigation. When an adverse FBI report turns up on a person or there is other adverse evidence the project director will be notified promptly that leave clearance is suspended and, until notification is received that leave clearance has been granted, this person should not be given leave.

In some cases, under the new Administrative Instructions, the notification of suspension of leave clearance may not reach the project director until after the leave has been granted and the person has already departed from the project. In these cases please notify Washington at once stating the type of leave granted and the address. We are now developing a procedure to handle these cases where an adverse record is discovered subsequent to the issuance of leave.

For the advice of the relocation officers, I am reproducing a telegram which was sent to all project directors on April 3:

"Until further notice we have discontinued processing indefinite leave applications here in Washington where the issuance of the indefinite leaves is covered by the terms of the Administrative Instruction recently air mailed you. This instruction has authorized you to issue indefinite leave under specified circumstances where leave clearance has not been granted. You should go ahead and take action at once on the indefinite leave applications that you can handle under the new instruction even though you have previously sent the applications in to Washington. We will assume that you are handling these indefinite leaves directly and without further word from this office unless you request our advice on a specific case. For the time being it will be necessary for Washington to continue to authorize issuance of indefinite leave for students going to college. Hope we can decentralize this too as soon as the necessary arrangements are made. There are some applications for leave clearance or indefinite leave from your project which will have to be suspended pending further investigation because of the FBI report. Until notified by this office that leave clearance has been granted do not issue indefinite leave to the following people: *** "

5. Relocation Field Staff.

Since January first WRA has developed a field staff across the country to supervise, encourage, and assist in the relocation of the evacuees outside the projects. We call these people relocation officers. Some of the relocation officers have been designated as relocation supervisors and put in charge of the outside relocation work over a considerable area. A relocation supervisor is stationed in each of the following cities: Salt Lake City, Denver, Kansas City, Chicago, and Cleveland. Recently Mr. Whitaker, the Assistant Field Director, has agreed to act in Little Rock as a relocation supervisor and Mr. Cullum has been designated as a relocation supervisor in New York City where he has already been acting for WRA in another connection.

The recent Administrative Instruction making possible the issuance of indefinite leave where the relocation officer has forwarded the relocation opportunity or has checked on it appears to be working out in practice very well. This procedure cuts out the loss of time involved in the previous system of sending the job offers to Washington.

Already questions have begun to come in from the project directors about the functions and responsibilities of the relocation officers and supervisors and their proper relationship to the project directors. In three or four instances the project directors have written to Mr. Myer protesting about the receipt of instructions from the relocation supervisors. The project directors, of course, are responsible directly to the Director in Washington. Relocation supervisors are responsible directly to the Chief of the Employment Division. If the occasion arises where the relocation supervisor wants the project directors to do something specific I wish that he would notify me and I will take the request up with the Director if I believe it to be necessary. I hope that we will be able to keep our lines of authority clear and definite.

The employment Division has had assigned to it the general responsibility for relocation outside the projects. The relocation field staff, that is to say, the relocation supervisors and the other relocation officers associated with them, are carrying out this assignment in the field. They are, in general, responsible for the relocation program outside the projects. The Administrative Instructions that have recently been issued define the responsibilities and mutual relationships of the relocation field staff and the project directors. I know, however, that many problems will arise that are not covered by the instructions. Just as fast as we are able to do so we will fill in with further instructions the points that have been left uncovered.

Administrative Instructions are very fine documents and I approve of them highly but they are no substitute for a friendly, cooperative attitude on the part of all of us who are concerned with this relocation problem. I am asking the relocation staff to establish friendly and cooperative relationships with the project directors and the project staff, to recognize the tremendous responsibilities and difficulties involved in operating a project and to use tact and forbearance and good, common horse sense in their relations with the projects. Unless we have this sort of relationship we are apt to run into countless irritations and disputes about jurisdiction and recriminations about handling a number of problems. I would like to appeal to the project directors to take the same attitude in their relations and the relations of their staff to the outside reemployment staff as the one I have indicated here.

Recently I wrote to one of the relocation supervisors as follows:

"In order to avoid any future objections from the project directors, will you please write or wire to me when you have some instruction that you wish to have issued to the project directors? I will then ask the Director to issue the instruction if I think that it is desirable and necessary.

"The reason for this procedure is that the project directors are responsible to the Director of WRA. Neither I nor members of the staff of the Employment Division of WRA are authorized to issue instructions to the project directors.

"Relations between the project directors and the relocation supervisors and officers have been recently stated in the Administrative Instruction on seasonal work leave, on the decentralization of issuance of indefinite leave, and one now being prepared on the handling of job offers. In these instructions the Director has set forth the respective duties of the project directors and the outside relocation staff. It is to be expected that numerous questions will arise that are not specifically covered by these Administrative Instructions. As fast as the need becomes apparent, the instructions will be amplified by the Director.

"I would like to suggest to both the project directors and the relocation staff that the best way to handle relations is on the basis of friendly cooperation and understanding. It is important that there be a close working relationship established.

"When situations arise that cannot be handled in this manner, the relocation supervisors should write their problems in to me in Washington and I will take the matter up with the Director, if the necessity for that course is indicated."

On this subject of relationships between relocation officers and project directors Mr. Myer recently wrote as follows to one of the project directors:

"As rapidly as possible and as the need arises, the relationship between the projects and the relocation offices will be covered by Administrative Instructions. An instruction now covers seasonal leave, there is one on the decentralization of issuance of indefinite leave, and one is being prepared on the handling of employment offers.

"The success of our relocation program depends to a considerable extent on the close and friendly cooperation between the staff of the WRA on the projects and those engaged in the outside relocation work. It is expected, of course, that the directions in the Administrative Instructions will be followed by all persons to whom the instructions apply. But a really successful relationship depends on something more than this. It is my earnest hope that the outside relocation staff and the projects will become acquainted with each other's problems and personnel and that a friendly and closely cooperative relationship will be firmly established."

6. Payment of fare.

One of the new Administrative Instructions provides for the payment of fare and a certain amount of subsistence. This, no doubt, will be a considerable stimulus to the evacuees to go outside. It should make possible permanent relocation for many who would not otherwise be able to leave the projects. Prior to the issuance of this Administrative Instruction in order for an evacuee to get his fare paid it was necessary that the

seasonal work leave procedure be used. Now, transportation expenses can be provided, when needed, for persons going out on indefinite leave. Evacuees should be told definitely that we do not expect them to apply for travel money under the new procedure if they are only going out temporarily. It is only when they are planning to relocate permanently through the indefinite leave procedure that we will subsidize this travel and in the event that they come back to the centers after having received such subsidy they would not be eligible for further financial assistance in leaving the center again.

7. Public assistance.

WRA is definitely stating that it assumes no responsibility for medical and other services rendered evacuees who relocate outside the projects. This does not mean, however, that there is no provision being made for public assistance for evacuees who may need it. The situation now, I believe, is better than hitherto in this respect. We never have had a clear cut policy prior to this time or any arrangements with the public assistance agencies for taking care of needy evacuees. This has now been done. We have made arrangements with the Social Security Board to underwrite through the special fund that they have for the purpose any assistance that the local public welfare agencies may give to evacuees who are outside the projects. I have written the relocation supervisors a memorandum on this subject, dated March 30, 1943, and have sent copies to the project directors.

8. Return to projects after going out on indefinite leave.

By this time project directors and relocation officers will probably have received the Director's memorandum of March 31, 1943, stating our policy on return to the projects after evacuees have gone out on indefinite leave. In case it is not in everybody's hands yet, I am reproducing it here:

"Several Project Directors have requested a statement of policy concerning circumstances under which evacuees given indefinite leave may be re-admitted to Relocation Centers. It is reported that, in some instances, evacuees have been reluctant to accept relocation opportunities because of fear that they might fail to make satisfactory adjustment outside. A number of inquiries have been made as to whether, in the event an evacuee failed to make satisfactory adjustment outside, he would be allowed to return to a Relocation Center.

"As you know, it is the policy of the War Relocation Authority to encourage residents of the Centers to accept fair employment opportunities and return as rapidly as possible to normal life in American communities. Employment opportunities outside the Centers take precedence over all Project needs. The following measures have been taken to assist evacuees to establish themselves outside the Centers.

"(1) Relocation Offices have been established throughout the country to develop relocation opportunities and explain the program to the public.

"(2) WRA provides transportation and initial subsistence expenses to evacuees receiving indefinite leave and needing such assistance.

"(3) Federal funds are available through the Social Security Board and affiliated local public welfare agencies for emergency assistance to evacuees who may, through illness or other misfortune, need help after relocation.

"(4) The United States Employment Service, as well as WRA Relocation Offices, will assist evacuees on indefinite leave to find employment.

"With the above provisions in effect, and in view of the abundant employment opportunities at the present time, it is believed that there will rarely be genuine need for evacuees to return to the Projects after having once obtained indefinite leave. Evacuees who obtain indefinite leave should realize that they are not expected to return to the Relocation Projects at any time in the future except for occasional visits. Evacuees should be encouraged to take the view that they are going out to re-establish themselves on a permanent basis.

"This policy does not mean, however, that Centers will be absolutely closed to any evacuee who has received indefinite leave. Brief visits will be permitted upon application to the Project Director. Applications to visit Tule Lake or Manzanar must be approved by the Western Defense Command, since visits to those Projects involve travel through prohibited military areas. If a situation should arise wherein an evacuee on indefinite leave finds it impossible to maintain employment or residence outside the Relocation Center, he may apply in writing to the nearest Relocation Officer for permission to return to a Center as a resident. His application will be carefully investigated and every effort will be made to enable him to remain on indefinite leave. As a last resort and if circumstances of the particular case warrant, the evacuee will be re-admitted to a Relocation Center."

9. Two basic leave procedures for outside work.

The outside relocation program now has, under the Administrative Instructions, two basic procedures. One is the seasonal work program or, as we used to call it, the work group leave. The other is the indefinite leave program.

Some question is being raised by the project directors now as to the types of employment situation to which these procedures would respectively apply. Where the work is seasonal in character and the work opportunity is evidently of a temporary nature and the evacuee expects to return to the center when the job is over, the seasonal work leave should be utilized. Leave clearance for this type of leave is not necessary but there are certain limitations defined in the Administrative Instruction which apply to the seasonal type of leave. It is definitely a limited kind of leave and it seems to me that its main purpose is to provide a chance for a person to get out and work as a migratory or seasonal laborer and then come back to the project. In other words, the project

remains the home or the residence of the evacuee. He is simply out to go to work under certain restrictions. Our experience last year when we had no other type of leave available was that the seasonal or work group leave had its definite uses and made quite a significant contribution to the labor supply in the western States. However, the seasonal or work group leave has always been considered by us as a stop gap kind of proposition. It was designed under the pressure of circumstances last year to provide a means of getting people out into the agricultural fields. It has its very definite limitations as far as a device for real outside relocation is concerned.

We now have available the indefinite leave procedure and I would like to suggest and encourage you to put as much of the outside relocation as possible on the basis of indefinite leave rather than the seasonal leave. There is no reason why this cannot be done. We do not want to use seasonal leave as a substitute for indefinite leave but there is no reason at all why a person going out in agricultural work or other work who may have a seasonal term of employment should not go out on indefinite leave if he wants to stay out of the center and has reasonably good prospects of being able to support himself. The fact of seasonality of employment is in itself no bar to indefinite leave. It is very likely that many evacuees would be able to use these shorter job possibilities as stepping stones to more permanent relocation.

As I see it, the thing to watch in advising between these two types of leave is whether the evacuee is going out with the intention of staying and finding a permanent relocation elsewhere or whether he wants to keep his residence on the project and to come back there when he has finished his seasonal employment.

10. Jobs and standards.

There is fear on the part of some people that about the only kind of jobs that the evacuees will be able to get will be domestic jobs and farm jobs. I don't think this is so. It is my hope that the farmers will all get out on the farms and that the people who want to be domestic servants will find excellent opportunities for doing so. I believe it is a great mistake, however, for the evacuees to take domestic jobs just for the sake of getting out and then leave them quickly. Enough variety in occupational offers is beginning to develop so that during the next few months there should be a whole range of job offers. The relocation field staff is being advised particularly to stimulate the job offers to provide outlets for the qualifications of the evacuees in all types of occupations.

We are always between a cross fire in this relocation work. Some people say that we should go much faster and at all costs get the people out of the relocation centers and not pay any attention to the type of jobs the evacuees go into. Other people take another view on this matter and say that we should go much more slowly even than we have been doing and be sure that all jobs secured by evacuees are of unimpeachable standards.

The view that is guiding WRA in this is that we should proceed as rapidly as possible but at the same time pay attention to certain elemental standards. We have to take into account that we are working with unusual haste and that we cannot expect to have the same type of standards assured that might be feasible if we were able to proceed at a more leisurely pace. Also, the job market is favorable now to the worker. Jobs are easy to get and if a job is not to a person's liking these days he can usually get another one without difficulty. At the same time that we recognize the need for quick action we don't want to encourage an evacuee to go into a community on a job that pays less than the prevailing wage in the community for his type of work. Nor do we want to encourage an evacuee to take a job that is sub-standard in other respects. It is important, also, that a job taken by an evacuee be in line with conditions established by collective bargaining if the occupation is organized. It is evident that unless we pay some attention to certain primary working standards the evacuee may not be accepted in the community to which he goes and may not be able to make a satisfactory adjustment to his new environment.

One of the recent Administrative Instructions calls for a check on labor standards before a job offer is sent in to the project by the relocation officer. I would like to emphasize, however, that this provision will not serve as a substitute for the sound judgment on the part of the relocation officers. It is not an easy matter to decide whether or not a job meets the labor standards prevailing in a community. Indeed, the question will frequently be whether any standard prevails at all; actually there may be a wide range of wages and working conditions for the same type of work. The standards have been suggested as a general guide for the relocation officer. They are not intended as a basis for bargaining with prospective employers over the terms of the job. Within the general terms provided for his guidance it will be up to the relocation officer to decide whether a particular offer opens up a desirable relocation opportunity for an evacuee.

11. Agricultural work.

Food is gradually disappearing from the tables of the American consumer. Here in Washington during the past month it has been amazing to see the tightening which is developing in the food supply available and this is the case throughout the country. As one reads the newspapers and listens to debates in Congress and talks with people about the problem, it is perfectly evident that one of the vital issues of the war period is the provision of the food supply for our troops and our civilian population. We will have an extremely difficult time in explaining the idleness or the partial use of any labor that could possibly assist in the production of the nation's food. I believe that it is vitally important to the evacuees, the War Relocation Authority, and the country that we encourage, without stint of any kind, the employment of evacuees in agriculture this season. Special effort should be made to get the older people, who are generally the more experienced farmers, to go out into farm work.

Attention should be given to the possibilities of leasing and share cropping arrangements wherever they offer the possibility of stimulating greater interest in farming outside the projects. Those people who don't want to go out at this time permanently should be encouraged to go out on seasonal leave.

12. Civil Service.

For some time the Civil Service Commission has had a rule which has prevented easy placement of evacuees in Civil Service jobs. The requirement has been that U. S. citizens of Japanese ancestry had to have a prior investigation before they could be hired in Civil Service jobs. This had practically eliminated appointments of persons of Japanese ancestry because of the length of time involved in the completion of a prior investigation. Repeated efforts made by the Director with the Civil Service Commission have at last borne fruit. The Commission has prepared a circular to go out to its offices which will, in effect, place the people of Japanese ancestry in the same position with regard to Civil Service jobs as any other citizens. During the next few months this step by the Commission should make possible the opening up of many desirable jobs for the evacuees. The relocation officers have already received numerous expressions of interest from various government agencies wanting to hire evacuees but up to now they haven't been able to make any progress. We hope that from now on there will be no stumbling block in the way of qualified evacuees getting Civil Service positions. A copy of this circular from the Civil Service Commission has been sent to you.

13. Eastern Defense Command.

This situation is one of our principal unsettled problems at the moment. When we were drafting the leave regulations last summer the War Department requested that prior to the issuance of indefinite leave to a person to come into the Eastern Defense Command or the area around the Gulf that special clearance of the person should be obtained in advance from the War Department. When the directive on the combat team was issued it contained a provision for a War Department Board to examine the applications of evacuees for employment in war work or employment by the War Department; it was also decided then that this Board would review the applications of evacuees who were applying for indefinite leave to come into the Eastern Defense Command and the Gulf area. We have on hand the applications of a number of evacuees who have jobs within this area and these applications have been submitted to this Board. It is taking, at the present moment, quite a bit of extra time to get this Board action. Some of the cases have already been acted upon and you have been notified to issue indefinite leave for them. This question of the special clearance to come into the Eastern Defense Command area is a matter that we hope to have reviewed and to get a better and quicker system of handling before very long. It is one of the main problems that our leave program faces and I am very anxious that some improvement be accomplished before long.

I would like to point out that this agreement with the War Department to check specially prior to issuing indefinite leave for destinations within the Eastern Defense Command and the Gulf area does not mean that persons of Japanese ancestry are barred from these areas. There is no such exclusion. Nor does it mean that an evacuee who has been given indefinite leave from a center cannot go into the Eastern Defense Command or the Gulf area. There is no prohibition in here against his doing so. All this business means about the special clearance is that the WRA will not issue indefinite leave to an evacuee whose first destination is within this area without first of all having the individual checked specially with the new Board that has been set up and securing from them an okay. Many times we are asked whether it means, for instance, that if an evacuee is working in Chicago and secures a job in New York he can't go there or that he has to be specially checked again. The answer to this is that he is perfectly free as an American citizen to travel in the United States, outside of the evacuated area, wherever he wants to go, and if he is an alien Japanese he is as free to travel, outside of the evacuated area, as any other enemy alien. I don't think that I can adequately explain this Eastern Defense Command-Gulf area situation to you because it doesn't make too much sense when put down on paper. It is just one of those things that has developed in the course of our relocation program and we recognize it as a distinct problem and are trying to work it out fairly and reasonably with the authorities who are concerned with the problem.

14. Jobs in war plants.

I mentioned this Board that was set up in the War Department to pass specially on evacuees who want jobs in war plants or in the War Department. This is the same Board that I have just mentioned as the one handling the Eastern Defense Command situation. Up to date the processes and procedures to check specially on those who want war jobs and War Department jobs have not been developed sufficiently to permit a worthwhile observation. I do hope that the work of the Board will be of genuine benefit to the evacuees who want to get into work more closely tied up with war production. Just now the procedures are being developed and I will have to wait until later to report to you on what prospects for this type of work we will have through the action of the Board.

15. Seamen.

Some time ago we began negotiations with the maritime authorities to try to get the seamen, cooks, and engineers now in the centers back on the sea. Before any progress can be made in this direction, it is necessary for these evacuees to be checked specially by the Board referred to above. This is being done and already the Board has approved some of the men. We are pushing for action on these cases and hope before long to have Board action on the whole group. Favorable action by the Board certifies the individual but does not guarantee that employment on the sea will necessarily be secured. The unions in the maritime field have indicated, however, that they would secure employment for their members once the Board has acted favorably.

There appears to be some opportunity for the men on the Great Lakes and recently one of the unions has arranged to take care of the employment of its evacuee membership out of lake ports for the time being.

I think that these seafaring evacuees should be gotten back into their chosen work as rapidly as possible and before long I expect that those who are members of the maritime unions will be able to be at work either out of east coast or lake ports.

16. Cooperation of private agencies with the relocation program.

Interest in relocating evacuees outside the centers continues among local agencies. New local cooperating committees have been developed and private agencies are being of considerable assistance in finding jobs and housing for the evacuees. Local cooperating agencies are turning more of their attention toward the housing problem and it is expected that they can be of real assistance to the evacuees along this line. The hostels established in Chicago by the Brethren and the Friends are operating successfully. Plans for hostels elsewhere are under consideration.

In some places the local cooperating agencies have been developing plans to extend individual hospitality to evacuees. In such cases, as with hostels, where the evacuee has a place to go under good auspices it is proper to issue indefinite leave.

The policy of WRA toward the place of hostels and individual hospitality in the relocation program has been stated in the following memorandum from the Director:

"The American Friends Service Committee and the Church of the Brethren have established hostels in Chicago, which will provide housing accommodations for a few evacuees for a limited period of time until employment can be secured for them. Indefinite leave will be granted to evacuees having leave clearance who are accepted in these hostels by the Friends Service Committee and the Church of the Brethren.

"The Friends Service Committee will extend invitations to evacuees known to the Committee. At the present time the Committee will not request nominations from the War Relocation Authority. The Church of the Brethren may possibly ask for nominations from the Authority.

"In certain other places local cooperating committees may arrange for 'hospitality' in private homes. Instead of living in a hostel, evacuees would be accommodated for a short period in the homes of committee members or other interested people.

"Invitations to evacuees to come to hostels or to accept hospitality arrangements may be considered the equivalent of an employment offer. The Employment Division of the War Relocation Authority will have a relocation officer in or nearby each city where hostels or hospitality arrangements may be established. In accordance with Supplement 4 of Administrative Instruction No. 22 (revised), issued March 3, 1943, the

normal procedure will be for a relocation officer of the Authority to write or telegraph to a project that a place in a hostel or hospitality arrangement is available for a specific individual who has leave clearance, or for a certain number of individuals who have leave clearance and certain occupational skills. On receipt of such a wire or telegraph, Project Directors are authorized to grant indefinite leave to evacuees who have leave clearance to proceed to the hostel or hospitality arrangement, in accordance with Supplement 4 of Administrative Instruction No. 22 (revised). Project Directors shall also submit to the Washington Office a copy of Form WRA 130 as provided in that supplement.

"Relocation officers will inform Project Directors of each new approved hostel or hospitality arrangement which is established."

17. Cooperation of public placement agencies with the relocation program.

Under the instruction applicable to seasonal work leave it should be noted that the offer of employment must be approved by the U. S. Employment Service or some other Federal agency assigned responsibility for the recruitment of the type of labor involved. It has not been entirely clear to date just which Federal agency or agencies would be responsible for recruiting the country's supply of seasonal labor this year. WRA will cooperate fully with any agency or agencies of the Government which are concerned with the seasonal labor supply. We have been in constant touch over the past few weeks with the U. S. Employment Service, the Farm Security Administration, and other officials in the Department of Agriculture working on the seasonal labor supply.

For some time we have had under discussion with the U. S. Employment Service officials here in Washington the issuance of a general statement by that agency which would lay down a procedure for the U.S. E.S. offices to follow in referring jobs to evacuees. This statement would cover referrals to the type of jobs that the evacuees would be given indefinite leave to take.

Briefly, the procedure under consideration provides that local U. S.E.S. offices may take orders from employers who are interested in employing evacuees and may send such orders directly to the relocation centers. Or the U.S.E.S. offices may advise interested employers to communicate directly with a project or to get in touch with the nearest relocation officer.

I hope that this bulletin from the Washington headquarters of the U.S.E.S. will soon be ready to go out to the local offices. The policy of WRA is to welcome the cooperation of the U.S.E.S. and other governmental agencies in the employment of evacuees outside the centers. Most of the relocation officers have by this time made contacts with the Manpower and U.S.E.S. officials in the areas where they are working. As far as we are concerned, any method that can be worked out between the relocation officers and the local officials to stimulate and expedite placements will be satisfactory here.

As soon as the bulletin is released by the U.S.E.S. headquarters here copies will be sent to the projects and the relocation offices.

18. Student relocation.

Because of the prior commitments made to the War Department, it has been decided to continue to process the indefinite leave applications for college students in the Washington office. We hope that this will be only temporary and that this type of case can be decentralized as well as the others. Until further notice, the college student applications should come in to Washington.

19. Checking on the location of evacuees after they leave the projects.

One of the new Administrative Instructions provides for the sending of notification from the project to the relocation office in the area to which the evacuee is bound. After this system gets geared up the relocation offices will have on hand information as to the first destination of the evacuee. More difficult is the development of a system to keep the various relocation offices abreast of changes of address. We are working on that problem now.

It will be necessary to summarize our records here by geographic destination for the indefinite leaves issued down to the end of March. Since the new system of decentralized control over indefinite leaves went into effect we do not have the up-to-date figures in this office. Lists of people who were given indefinite leave prior to the end of March will be prepared by States and will be sent to the relocation offices. If we can do it we will also send copies of the WRA-26 for these people at the same time.

The FBI and Office of Naval Intelligence have asked us to provide for some system of keeping them informed of the indefinite leaves issued evacuees by geographical location. Some Governors have also asked for this information. We are working on the problem now and shortly will have something worked out which I hope will be satisfactory to all interested parties.

20. Draft status.

Several relocation officers have inquired about the draft status of the evacuees. At the present time their draft status remains unchanged. They are all in 4-C, under a directive of Selective Service. I understand, however, that there is now under consideration a reclassification but we have no information here on the details or how soon a reclassification might be put into operation. The men selected for the combat team have not yet been inducted. There appears to be a real chance that the young women will be eligible for the WAACs.



Benson JUB

Attardo E.

WAR RELOCATION AUTHORITY

Washington

Memorandum

May 6, 1943

To: Relocation Supervisors

From: Thomas W. Holland, Chief, Employment Division

Lately some of the relocation supervisors have suggested that they could handle more people than are now coming into their areas and assist these people to get jobs after their arrival. It is, of course, a much more expeditious way of placement if the evacuees can be in the community and ready for interviews with employers in person. Our objective is to open up this type of relocation method as rapidly as we can possibly do so. Step by step we have been going along in this direction and the suggestion now made is simply one more in the direction we want to go.

It is, of course, up to the relocation officers in any area to determine whether or not they are in a position to take any of these people prior to their securing definite jobs in advance. Whenever a relocation officer decides that he is in a position to do so he should write to the project directors indicating the number of persons who could be handled within a given period, the localities in which they could be placed, the types of jobs available, and other pertinent information about the jobs and the community.

It would be possible simply to set a quota for a given number of people to come into a specified place under the system proposed. I would like to suggest that somewhere in the field we experiment with this quota idea and find out whether or not we could assist in locating in the area a given number of persons who would arrive from the projects within a given time. However, at the start anyhow, the relocation officers will probably want to specify the type of jobs open and try to get particular kinds of skills rather than commit themselves to the placement of a given number of evacuees upon arrival.

Enclosed is the letter from Mr. Myer to the project directors authorizing them to carry out the suggestion made by the relocation supervisors by granting indefinite leave to evacuees who may be interested in departing without a job in advance. I presume that the suggestions made are not particularly feasible in the Salt Lake City and the Denver areas. I would expect that

this sort of thing might become an important procedure in the middle west and eastern areas.

Please write to me if you want to have advice or clarification on this problem and whenever you are ready go ahead and communicate with the project directors about starting some people your way for placement in jobs upon arrival.

Th... W. Hollander

Attachment



- 1
E 4.01
1. Q--Are there any restrictions imposed on travel of aliens of Japanese nationality?
A--Yes. Before an alien can travel, he must have a permit.
 2. Q--From whom can these travel permits be obtained?
A--Permits can be obtained from the U.S. District Attorney.
 3. Q--Should any kind of identification be carried?
A--When traveling, aliens must always carry a Certificate of Identification. It must be shown upon request by any police officer or authorized Government official.
 4. Q--If a Certificate of Identification is lost, to whom should it be reported?
A--Report loss immediately to the nearest United States District Attorney.
 5. Q--When traveling, does an alien travel under legal name?
A--Yes, use only your own legal name. Apply to the U.S. District Attorney for his written permission before using any assumed name for any purpose.
 6. Q--Who should be notified of change of name, residence, or place of employment?
A--The Alien Registration Division, Immigration and Naturalization Service, Philadelphia 7, Pennsylvania; the Federal Bureau of Investigation should be also notified immediately. The local address of the Federal Bureau of Investigation is shown on Certificate of Identification.
 7. Q--Is there any restrictions against what an alien can carry with him?
A--Yes. An alien should not have in his possession, custody, or control radio transmitters, short-wave radio receiving sets, cameras, firearms or any other articles forbidden as contraband by Presidential Proclamations.
 8. Q--When an alien wishes to travel outside of his own community, how many days in advance should he apply for a travel permit?
A--He should apply in person at the office of the nearest U.S. District Attorney's office at least seven days before day of travel contemplated.
 9. Q--What if it is inconvenient for an alien to apply in person?
A--If he cannot apply in person, he should write for the permit, stating why he cannot apply in person. Only in an emergency, can a permit be issued in less than seven days.
 10. Q--When applying for a travel permit, what questions will be asked?
A--The United States District Attorney will require the alien to fill out an application, stating when he intends to leave and return, the purpose of the trip and the places to be visited, name, home address, A.R. No., means of travel.
 11. Q--Must the travel permit be carried at all times?
A--The travel permit must be carried at all times when away from home community.

- 2
12. Q--Is there any restriction as to how and where an alien can travel?
A--An alien will not be permitted to travel in any type of airplane or aircraft or to enter or be found upon any highway, waterway, airway, railway, subway, public utility or building not open or accessible to the public generally.
 13. Q--Is there any parts of the country where aliens are not permitted?
A--Some areas are closed to enemy aliens by the Attorney General. Information regarding this matter can be obtained from U.S. Attorney.
 14. Q--If several trips for business purposes are made, is it necessary to have more than one travel permit?
A--If several trips are made for business purposes an alien can apply for one permit to cover all business travel.
 15. Q--How and to whom must business-travel permit be applied?
A--Apply to U.S. District Attorney, stating your business, how many trips you expect to make, and to and from what localities. A note of this will be made Travel Permit.
 16. Q--Can an alien leave the United States?
A--An alien cannot leave the United States unless he complies with regulations governing foreign travel. Information regarding foreign travel may be obtained from the State Department, Washington, D.C.

PAROLEES AND DEPORTEES

1. Q--Can alien parolee or deportee travel outside the relocation center?
A--Yes. To travel outside the relocation center, applications must be made to the Relocation Advisor, stating where you wish to travel, for how long, and the purpose of the trip.
2. Q--What happens after applications have been made to Relocation Advisor?
A--After applications have been made, the Relocation Advisor will forward this request to travel to the Immigration and Naturalization Service. If approved, the Immigration and Naturalization Service will make all arrangements for such a person's supervision while he is away from the Center. No direct personal application will be approved.
3. Q--How will the person know the request has been granted?
A--The Relocation Advisor will notify him of action taken on travel permit. This permit, if approved, will be issued with clearance papers by the Departure Station at actual departure time indicated on permit.
4. Q--Is it necessary to report to the United States District Attorneys, too?
A--No. They have already been notified when you will leave, when you will arrive, and what localities you are permitted to visit.
5. Q--If you find it impossible to leave or arrive at any locality on the date set or if it is necessary to visit any other place other than prescribed, who is notified?
A--The United States District Attorney for the district where you are located when the change is requested before leaving that area. If unable to travel in accordance with prescribed itinerary, you must report such change to Immigration and Naturalization office. The

3
address will be furnished you by the Relocation Division. Deviation in itinerary also depends on the locality in which you may be located.

6. Q--Are paroled aliens eligible to leave the Center without advance approval from the Immigration Service?
A--Yes, only for a period of 10 days. This travel permit will be issued by the Project Leave Officer.
7. Q--Can this 1-day permit be extended after departure from the Center?
A--No, except for medical emergencies.
8. Q--Are deportees eligible for type of leave described above?
A--No, advance approval must be obtained from the Immigration Service.
9. Q--Are curfew regulations still in effect?
A--No, they were simultaneously suspended at the time the Mass Exclusion Order was lifted on December 17, 1944.
10. Q--How far in advance must a deportee or paroled alien apply for a travel permit from the Immigration Service?
A--Two weeks before anticipated departure date should be allowed. This time is necessary to negotiate sponsorship arrangements while they are on leave from this Center.
11. Q--Are parolees and deportees eligible for conversion of their short-term to terminal leave?
A--Yes, providing they have departed from this Center with a travel permit which was issued by the Immigration Service.

4
April 10, 1944PERMITS ISSUED BY THE SAN FRANCISCO OFFICE FOR THE PERIOD
FROM: April 3, 1944
TO: April 8, 1944

Permit No.	Name of Evacuee	Dates of Permit	Origination of Travel	Destination
G 1350	Nishikawa, Eleanor Shigeo	4/4/44 to 4/22/44	Reno, Nevada	Manzanar
G 1351	Tanini, Shizue Matsuda, Kameyo	4/4/44 to 5/9/44	Tule Lake	Portland, Oregon & return (For special medical care not available at Project)
G 1352 & 1353	Cancelled - Military will not approve permits for a period over 30 days			
G 1354	Hidaka, Tetsutaro "Ted"	4/5/44 to 4/9/44	Santa Clara County Hospital, San Jose	San Jose Bible College, San Jose (To attend Easter services)
G 1355	Murakami, Hanako	4/6/44 to 5/6/44	Reno	Manzanar
G 1356	Wakamatsu, Matsunosuke	4/6/44 to 5/6/44	Reno	Manzanar
G 1357	Shiraishi, Masao Frank	4/6/44 to 5/6/44	Reno	Manzanar
G 1358	Akiyama, Mary	4/6/44 to 5/6/44	Reno	Manzanar
G 1359	Anami, Yuki	4/6/44 to 5/6/44	Reno	Manzanar
G 1360	Kato, Yoshiyuki	4/6/44 to 5/6/44	Reno	Manzanar
G 1361	Motowaki, Fusakichi	4/6/44 to 5/6/44	Reno	Manzanar
G 1362	Tsurutani, Junya Henry	4/6/44 to 5/5/44	Reno	Manzanar
G 1363	Fukasawa, John Miyeko John Jr.	4/13/44 to 4/27/44	Gila River	Manzanar & return (To attend funeral)
G 1364	Hayashi, Bunkishi Kazumi	4/13/44 to 4/17/44	Colorado River	Manzanar

Permit No.	Name of Evacuee	Dates of Permit	Origination of Travel	Destination
G 1365	Kono, Tokujiro Mitsui, Ichiji	4/12/44 to 4/30/44	Gila River	Manzanar (Returning to Gila)
G 1366	Tanaka, Ken Fukushima, Danny Fukushima, Etsuko Yanase, Dorothy Ban, Yoneko Ogura, Toshia	4/13/44 to 5/13/44	Colorado River	Manzanar & Return (Visitors to Manzanar)
G 1367	Sakamoto, Masuo	4/8/44 to 4/24/44	Reno	Manzanar
G 1320	Itano, Roy Masao	4/3/44 to 4/15/44	Reno	Manzanar
G 1321	Fujihira, Tadao	4/4/44 to 4/10/44	King County TB Hospital Seattle, Wn.	Minidoka - For induction
G 1323	Isamu Nakamura	4/5/44 to 5/5/44	Tule Lake	Colorado River & return (critical illness)
G 1324	Fujihira, Tadao	4/5/44 to 4/8/44	King County TB Hospital, Seattle, Washington	Firlands Sanitarium, Richmond Highlands, Wn. -(To visit mother before discharge to Project)
G 1401	Setsuko Mary Yano	4/5/44 to 4/10/44	Colorado River	Manzanar
G 1404	Fujiyoshi, Kenneth Tokio	4/7/44 to 4/9/44	Reno	Manzanar
G 1406*	Setsuko Mary Yano	4/8/44 to 4/15/44	Colorado River	Manzanar

* New permit occasioned by fact telegraphic permit did not reach Project in time for Miss Yano to return with escort on evening of the 5th.

Note: Permits G 1320 through 1406 were rush permits issued by the Military at our request. They have all been subsequently confirmed by letter in accordance with established procedure.

WAR RELOCATION AUTHORITY

WASHINGTON

January 8, 1943

MEMORANDUM TO ALL PROJECT DIRECTORS

Subject: Supplementary Instructions on various Types of Leave

This memorandum deals with several matters related to leave from relocation centers.

1. Group Work Leave

The policy of the Authority is to reduce the use of group work leave as soon as possible, and to place all indefinite departures from relocation centers on the basis of indefinite leave. Therefore, every effort should be made to submit a large volume of leave clearance applications this winter; this is discussed in more detail below. Meanwhile, no group work leaves are to be issued to take employment in Denver or Salt Lake City; all future applications for leave to take employment or to establish residence in Denver or Salt Lake City shall be on the basis of indefinite leave, with the additional step discussed below under the heading dealing with these two cities.

2. Leave Clearance

I would like to have as many leave clearance applications processed this winter as our administrative machinery can possibly handle. The minimum at each project should be 30 leave clearance applications every working day, and 50 a day should be achieved as soon as possible. If your present leave officer is not able to conduct the necessary interviews and prepare this many leave applications, please detail other staff to this work for the next few months. I should like to have a report from you on the staff which you have assigned to leave work and the daily volume of leave clearance applications you expect to send us during the next two months. If it is necessary to set up priorities for the taking of applications, preference should be given in the following order; (1) evacuees who have offers of employment; (2) persons who went out on group work leave last fall and expect to go out again in the spring; (3) persons with critically needed skills such as machinists and mechanics. With the present speed of record

checking by the Federal Bureau of Investigation, leave clearances will take about three weeks to a month from the time you mail the applications at the project. When an applicant with leave clearance secures a job, leave can be authorized within a week.

3. Denver and Salt Lake City

The number of persons of Japanese ancestry in Denver and Salt Lake City has reached the point where unfavorable public reactions will probably develop if there is any substantial increase in numbers. The housing situation is also very acute. Therefore, on any applications for indefinite leave filed subsequent to this time where the destination is Denver or Salt Lake City, we will need to have a special investigation made of each case. As such applications are filed and forwarded to Washington, send a letter to our employment field office at Denver or Salt Lake describing the case and ask that it be investigated. The address of our employment field offices are: 318 Atlas Building, Salt Lake City, and Midland Savings Building, Denver. The field office will make an investigation and send us a report and recommendation, with a carbon copy to you.

4. Action on Urgent Cases

Until leave clearances have been issued to most of the evacuees on each project, there will be occasional cases where action may appear to be desirable before a report from the Federal Bureau of Investigation can be secured. In such cases rather than requesting the authority to issue short term leave pending action on indefinite leave, send in the application and request that action be taken under Section IV, Paragraph F of Administrative Instruction No. 22 (revised). A full report of the reasons why such action is deemed necessary should accompany all such Paragraph F requests.

5. Daily passes and short term leaves

In some of the six projects outside the evacuation area, a good many daily passes have been given to evacuees to shop in nearby towns and short term leaves have been issued to go to cities like Salt Lake City and Denver. Daily passes and short term leaves are now left to the discretion of project directors; and I recognize that their careful use can be very help ful to morale. It has come to my attention, however, that daily passes have occasionally been given to large numbers of people to shop in nearby towns. I do not want to lay down any hard and fast rules on the number of daily passes which

may be issued for this purpose, but I do want to urge you to exercise care in this regard and to restrict the number issued on any one day. The same policy should be followed with respect to short term leaves to cities like Salt Lake City and Denver. These daily passes are possible, of course, only in the six projects not in military area No. 1 and the California portion of military area No. 2 of the Western Defense Command. In the Arizona and California projects, strict adherence to the regulations of the Western Defense Command is required.

Sincerely,

D. S. Myer
Director