

D4.10

1915-1916

Jan. / Apr, 1944

67/14
C

WAR RELOCATION AUTHORITY

WASHINGTON

January 8, 1944

Memorandum to: Project Directors

Subject: Standard Evacuee Employment List
Third-Quarter, Fiscal Year.

In preparing the evacuee personnel budget for the third quarter we have had two objectives:

- (1) to provide the basic uniformity of personnel organization required for administration of a coordinated program; and
- (2) to permit the maximum flexibility possible within this basic organizational pattern.

To achieve the first objective the following guide lines have been established. Most of these have been in effect for the last two quarters but merit review at this time.

(1) Standard positions have been established to be used on all centers. Attached with this memorandum is a revised list of the titles of these positions, their code numbers, and their salary rates. This list is to be considered authoritative and supersedes any previous releases. The titles listed should be used in all official correspondence, personnel actions, etc. Position descriptions have been prepared for these positions or are in the process of preparation. Evacuees may be employed only in positions provided for on this list.

(2) A ceiling has been set as to the total number of evacuees who may be employed on each center. This ceiling may not be exceeded without prior approval from Washington.

(3) Allotments of funds for 61.3 have been made on an activity basis and are subject to the same requirements as all other allotments to centers.

(4) The number of #19 positions on each center is limited to 15% of the total number of evacuee positions.

Within these limitations the centers have been authorized to make certain determinations.

(1) Unless otherwise specified, each center may determine the number of each type of authorized position it requires. The recommendations included on the list of authorized positions may be varied from without prior approval as long as no definite restriction has been placed on the individual position. To assist in determining centers' needs we have provided certain advisory standards of employment such as the number of janitors per block, the number of cooks per mess hall, the number of pupils per teacher, etc. These standards were used in evaluating third-quarter requests and will be the yardsticks for subsequent allotments.

(2) Recommendations for establishment of positions not included on the authorized list may be submitted to the Washington Office. These should be accompanied by descriptions and justifications.

(3) A 15% margin of adjustment between activities is permitted for 01.3 allotments as for all other allotments.

Major Organizational Changes: In reviewing the schedules you will notice that the Mess Operations Unit and the Education Section have been reorganized this quarter. The new Mess Organization was discussed by Chief Project Stewards at the Gila meeting with Mr. Harding, head of the Washington Mess Operations Unit. Several of the budget requests submitted by the centers did not conform to the new organization; however, we have in all such cases converted requests to the standard organization. Wherever possible, we have approved center recommendations making only such changes as were required to maintain necessary uniformity.

In the case of the Education Section, we have prepared a completely new organization knowing that the new procedure permits you to make such adjustments as may be required. Allotments are based on uniform application of standards which are being transmitted in detail to the Education Section.

The new organization provides for the establishment of the new position of Classified Teacher. Heretofore we have limited the \$19 rate to teachers who qualify for certification in the state. However, under the new organization a limited number of positions may be established at the \$19 rate for teachers having two years of college and training including at least 12 semester hours of approved education courses or their equivalent. Please note that the experience requirements for this position must be adhered to strictly and that the Classified Teacher must carry the same load as an appointive teacher.

The new education organization also places the vocational training work in a sub-unit in the Education Section separate from the adult education program.

It should be noted that although the schedule designates all clerical assistants in Education Section as Clerk-Stenographers, this was done merely to simplify the list. The center is expected to determine whether a Clerk-Stenographer, a Clerk-Typist or a Clerk is required.

Messengers, Heavy Power Equipment Operators, and Secretaries: The Messenger Service function has been centralized in the Office Services Section. This should be brought to the attention of all division, so that they will understand why no messengers have been authorized for individual organizational units.

The salary for the Heavy Power Equipment Operator has been raised from \$16 to \$19. However, the description for this position indicates that the only positions which may be classed as Heavy Power Equipment Operators are those concerned with drag-lines, motor patrol vehicles, bull dozers, and Caterpillar type tractors. All other equipment operators not specifically provided for including truck drivers must be paid at the \$16 rate.

The policy has been set that no additional \$19 secretarial positions shall be authorized. In the future, the only \$19 secretarial positions will be those in which an evacuee is filling a position which could be authorized as an appointive position; i.e., the secretary to one of the Assistant Project Directors, the Internal Security Officer, the Attorney or the Counselor. All other stenographic positions shall be compensated for at the \$16 rate. However, to permit this change to become effective with the least possible disruption of present relationships, we are authorizing the continuation of present incumbents in presently established \$19 secretarial positions. Upon termination of the present incumbents these positions shall be abolished and Clerk-Stenographer positions at \$16 shall be substituted in their places.

Clerical Specifications: All typing and stenographic positions and the more unspecialized clerical positions have been uniformly titled as Clerk-Typists, Clerk-Stenographers and Clerks and have been assigned a number in the 900 series. In the future, there will be only one Clerk-Typist description, and one Clerk-Stenographer description and one general Clerk description for use in all divisions. The 900 number indicates that these are specifications for center-wide use. From time to time, additional positions will be added to the specification series and you will be notified accordingly. This is a step in the direction of simplifying evacuee

position classification and providing for more freedom in assignment of duties. It will be largely the responsibility of the Personnel Management Section with the cooperation of the various division to determine where typists and stenographers are required and to establish such positions.

Change in Code Numbers: To coordinate the evacuee position code with the position control code system the Personnel Management Section code has been changed from 4-g to 4-f and the Evacuee Property Section code has been changed from 4-h to 4-g.

Change in Title: The title of the position in the Welfare Section formerly known as Counselor has been changed to Senior Counseling Aide. This was done to eliminate confusion with the title of the appointive Counselor.

Appointive Positions Which May Be Filled By Evacuees: We have discontinued the use of the term "classified" to distinguish positions which are identical with those authorized for appointive personnel. In the future, all such positions will be given numbers in the 800 series. In doing this we should like to clarify the use of appointive positions for evacuee personnel.

There are two conditions under which appointive positions may be filled by evacuee personnel.

(1) If a position has been authorized for an appointive incumbent but no Civil Service employee has been appointed it may be filled by an evacuee meeting the minimum qualifications without prior authorization from Washington unless specific instructions have previously been issued to the contrary. Unless otherwise indicated by special notice or by listing on the authorized schedule the salary rate for such a position will be \$19. No charge will be made against the evacuee personnel ceiling in this case. Should such employment require a transfer of funds from 01.1 to 01.3 a request to the Washington Office will ordinarily be considered favorably.

(2) Positions identical with appointive positions which have been given an 800 number and listed on the evacuee schedule may be used in the same manner as any other authorized evacuee position. The duties of these positions will conform to those described for appointive positions of the same title. Such positions must be charged against the evacuee personnel ceiling.

Where the center feels that an appointive position which has not been authorized for evacuee employment should be so authorized, it should send a recommendation and justification to

that effect to the Washington Office. If the recommendation is accepted an 800 number will be assigned, and the position will be established on the authorized schedule.

Apprentice Positions: No positions have been included in the authorized evacuee position list at the \$12 rate. All positions listed are full grade positions requiring mastery of the duties involved. However, a separate allotment has been made to continue the vocational training program outlined in Memorandum No. 5 issued by the Vocational Retraining Committee October 26, 1943. This allotment, both of funds and positions, is separate from and in addition to allotments made for regular evacuee personnel requirements.

Authorized Evacuee Position Lists: Attached is a list of all authorized evacuee positions, their code numbers, salary rates and recommendations as to the number of each to be established on your center. It will be followed as soon as possible by a detailed explanation of revisions of your requests and by descriptions for new positions. We suggest that the list and the explanations be discussed by the Personnel Management Section with the Divisions involved, so that they may be informed as to Washington's policies and recommendations. This suggestion is in response to comments that information submitted to the Administrative Management Division is not always transmitted to other Divisions concerned.

The total number of positions entered on the last sheet of the list is your evacuee personnel ceiling for the third quarter. In some cases this varies somewhat from the figure given you in the third-quarter allotment document. Where this is the case, the total on the attached list supersedes the previous figure.

We welcome any suggestions you may have concerning this quarter's evacuee personnel budget. We are making every effort to provide a system of evacuee personnel management that will meet all the operating requirements of the Authority.

/s/ Leland Barrows
Executive Officer

1/17/44
 Health copy to
 Mrs Mc Caffery.

PERSONNEL

THIRD QUARTER

<u>Activity</u>	<u>Requested by Project</u>	<u>Washington Allocation</u>
PROJECT MANAGEMENT		
Office of Project Director	3	2
Block Managers	71	53
Legal	3	3
Reports	30	26
Relocation	37	24
Sub Total	144	108
COMMUNITY MANAGEMENT		
Office of Ass't Proj. Director	3	2 ✓
Education	192	125
Health	220	228
Community Activities	55	57
Welfare	49	39 ✓
Internal Security	57	57 ✓
Business Enterprise	1	1 ✓
Community Analysis	5	5 ✓
Community Government	4	3 ✓
Sub Total	586	517
OPERATIONS		
Office of Ass't. Project Director	2	2
Agriculture	188	184
Engineering	559	388
Motor Trans. & Maintenance	101	99
Fire Protection	50	58
Industry	17	14
Sub Total	917	745
ADMINISTRATIVE MANAGEMENT		
Office of Deputy Project Director	2	2
Finance	174	164
Office Service	13	16
Statistical Section	7	7
Personnel Management	24	20
Supply (Other than Mess)	25	19
Mess Management	1,038	997
Evacuee Property	1	4
Sub Total	1,284	1,229
TOTAL--PROJECT.....	2,931	2,599

Jan Sealup

COMMUNITY MANAGEMENT

WASHINGTON ALLOCATION FOR RESIDENT PERSONNEL
FOR THIRD QUARTER

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

EDUCATION SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
<u>For the Office of Superintendent of Education</u>			
2-c-901	Clerk-Stenographer	\$16	1
2-c-901	Clerk-Stenographer	16	3
2-c-504	Head Janitor	19	1
2-c-505	Janitor	16	15
<u>For the High School</u>			
2-c-901	Clerk-Stenographer	16	3
2-c-520	Classified Teacher	19	3
2-c-508	Assistant Teacher	16	11
2-c-521	Librarian	19	
2-c-512	Assistant Librarian	16	4
<u>For the Elementary School</u>			
2-c-901	Clerk-Stenographer	16	2
2-c-520	Classified Teacher	19	2
2-c-513	Assistant Teacher	16	7
2-c-519	Assistant Librarian	16	2
2-c-514	Assistant Home Visiting Teacher	16	2

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

EDUCATION SECTION
(continued)

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
<u>For the Nursery School</u>			
2-c-523	Nursery School Supervisor	\$19	1
2-c-515	Assistant Nursery Teacher	16	17
2-c-516	Nursery Matron	16	
<u>For the Adult Education Program</u>			
2-c-524	Adult Education Supervisor	19	1
2-c-901	Clerk-Stenographer	16	2
2-c-507	Assistant Teacher	16	40
<u>For the Vocational Training Program</u>			
2-c-525	Vocational Training Assistant	19	1
2-c-901	Clerk-Stenographer	16	2
2-c-526	Chief Vocational Instructor	19	2
2-c-527	Vocational Instructor	16	2
2-c-528	Apprenticeship Training Assistant	16	<u>1</u>

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

COMMUNITY ACTIVITIES SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-f-501	Assistant Community Activities Supervisor	\$19	1
2-f-502	Office Secretary	19	1
2-f-503	District Supervisor	19	4
2-f-901	Clerk-Stenographer	16	1
2-f-506	Reports & Publicity Worker	16	1
2-f-507	Art Production Worker	16	2
2-f-509	Community Activities Coordinator	19	1
2-f-510	Public Address Technician	19	1
2-f-511	Director of Movies	19	0
2-f-512	Movie Projectionist	16	2
2-f-514	Maintenance Assistant	16	2
2-f-515	Director of Community Entertainment	19	1
2-f-516	Assistant Director of Community Entertainment	16	1
2-f-517	Dance Director	16	0
2-f-518	Director of Clubs & Organizations	19	3
2-f-519	Club Advisor	16	3
2-f-520	Director of Adult Activities	19	1
2-f-521	Adult Activity Leader	16	5
2-f-522	Director of Music	19	1

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

COMMUNITY ACTIVITIES SECTION
(Continued)

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-f-523	Director of Arts & Crafts	\$19	1
2-f-524	Handicraft Instructor	16	2
2-f-525	Playground Director	19	1
2-f-526	Playground Supervisor	16	3
2-f-527	Director of Men's Athletics	19	1
2-f-528	Director of Women's Athletics	19	1
2-f-529	Assistant Athletic Director	16	2
2-f-530	Athletic Instructor	16	4
2-f-531	Associate Librarian	19	2
2-f-532	Assistant Librarian	16	6
2-f-533	Toy & Game Librarian	19	0
2-f-534	Toy & Game Instructor	16	0
2-f-535	Bookbinder	19	1
2-f-536	Pianist	16	0
2-f-900	Clerk-Typist	16	2
2-f-538	Plant Supervisor	19	0
2-f-539	Industrial Worker	16	0
2-f-540	Repairman	16	<u>0</u>

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

INTERNAL SECURITY SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-a-501	Captain of Police	\$19	4
2-a-502	Inspector	19	7
2-a-503	Sergeant	19	1
2-a-504	Investigator	19	0
2-a-505	Police Officer	16	42
2-a-901	Clerk-Stenographer	16	3
2-a-507	Watchman	16	0
2-a-900	Clerk-Typist	16	0

Subtotal

19

57

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

BUSINESS ENTERPRISES SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-a-901	Clerk-Stenographer	\$16	1

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

COMMUNITY ANALYSIS SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-e-501	Research Assistant	\$19	3
2-e-902	Clerk	16	1
2-e-901	Clerk-Stenographer	16	1

5

COMMUNITY MANAGEMENT DIVISION
Central Utah Relocation Center
Topaz, Utah

COMMUNITY GOVERNMENT SECTION

<u>Code Number</u>	<u>Title of Position</u>	<u>Rate</u>	<u>Number of Positions</u>
2-d-501	Chairman, Community Government	\$19	0
✓ 2-d-502	Executive Secretary Community Government	19	1
✓ 2-i-901	Clerk-Stenographer	16	1
2-i-900	Clerk-Typist	16	0
2-i-506	Prosecutor	19	0
2-i-507	Public Defender	19	0
2-i-508	Judicial Clerk	19	0
✓ 2-i-509	Community Council Clerk	19	1

3

No Messenger

COPY

Minidoka

#12.100

CR 90.300

WAR RELOCATION AUTHORITY
Washington

January 13, 1944

Air Mail

TO ALL PROJECT DIRECTORS:

The time is rapidly approaching when it will be necessary to present a budget requesting funds required for the operation of the War Relocation Authority during the forth coming Fiscal Year. As a part of our justification for this request, we will be expected to present evidence of the progress made during the present Fiscal Year and the use of 1944 Fiscal Year funds in carrying out our Construction Program. This information must be based upon your cost records for the first six (6) months of Fiscal Year 1944 and your best estimate of expenditures for the second half year ending 6-30-44, and must include all construction and improvement work.

All improvements or remodeling work must be considered since as you know "Construction" is defined to mean "the erection, construction, reconstruction, restoration or remodeling of any structures or project, or additions thereto or alterations thereof."

Minor or miscellaneous construction jobs may be grouped according to the twelve classes of projects on the center. These classes are defined and described in Manual Sections 20.7.14 and 20.7.22. In the event these minor jobs are consolidated as above, the items comprising the various groups should be fully described.

Your costs accumulated under maintenance classifications should be very carefully analyzed to determine whether or not any construction costs have been included. If such is the case these constituting construction should be separated and listed. "Maintenance" means the minimum upkeep necessary to continue a building or unit in sound working condition.

Enter at the end of the form your net maintenance cost after removal of construction costs as shown by your records for the first six months of Fiscal Year 1944.

As an aid toward uniform presentation, please tabulate the information as follows:

1. Estimated Total cost of each work project.
2. Amount expended during first six months of Fiscal Year 1944.
3. Estimated amount to be expended during last six months of Fiscal Year 1944.

90441

[Faint, mostly illegible text from a document, possibly a letter or report, consisting of several paragraphs.]



COPY

#12.100
CR 90.300

- 2 -

4. Date Construction Started.
5. Estimated date of completion.

Attached is a chart showing the form in which this information is to be submitted.

Each Project Director should call a meeting of appropriate accounting, procurement and engineering staff members and urge them to cooperate in making the necessary information available not later than February 15, 1944 in order that this information from all centers can be assembled into consolidated form for presentation with our request for funds.

Sincerely,

D. S. Myer /s/
Director

Attachment - 1

40441

COPY

TO: [illegible]
FROM: [illegible]
SUBJECT: [illegible]
[illegible text]

[illegible text]



COPY

RELOCATION CENTER
Summary of Work Projects
Completed or in Progress
for which FY 1944 Funds were Expended

[illegible]

40491



COPY

GRB
GL

FEB 24 RECD

WAR RELOCATION AUTHORITY
Washington

February 8, 1944

To Project Directors:

The "Kibei problem" is one of the most complex encountered by the War Relocation Authority in its nearly two years of wrestling with complex problems. From the very start of the relocation program, when the Kibei category was suggested as a basis for segregation, until the recent events at Tule Lake, much attention has been paid to this little understood segment of our evacuee population. The Manzanar incident increased our awareness of the problem. Registration helped greatly to clarify most of the elements involved. An interpretive analysis of registration results at Manzanar, made by members of the staff, presented the dilemma of those Kibei who, having almost nothing in common with other second generation Japanese Americans, may be called "citizens in name only".

However, not all Kibei are in this plight. Theirs is but a part of the problem of the fate of about 9,000 American citizens who have received education in Japan. The present evaluation of available material by the Community Analysis Section gives an idea of the variety of individuals who are technically classifiable as Kibei. It should help us to get behind the label of "Kibei" to the problems of several thousand human beings. There is not a single Kibei problem with a single solution.

R. L. Meyer
Director

FEB 24 RECD

OM-860

WAR RELOCATION AUTHORITY

Washington

Office of the Director

To: Project Directors
Subject: New Seasonal Leave Regulations

B. Smith
Leave Officer
Date 44
Feb 16

I am enclosing an advance copy of the new seasonal leave regulations. These regulations are being mimeographed and the regular number of copies will be forwarded you in the very near future.

During the past six months there has been a great deal of discussion and disagreement concerning seasonal leave between the various projects, field offices, and Washington personnel. We recently sent you a tentative proposal for seasonal leave and from the suggestions which all the projects and field offices sent in we have drafted these regulations. We feel that these regulations are fairly representative of the majority opinion of the WRA personnel who have responsibilities in the seasonal leave program and therefore in a position to help determine leave policy. It is true that some people have recommended a much more restrictive type of leave, or a complete abolition of seasonal leave, while still others have recommended a continuation of the type of leave which we had last year.

Now that these regulations have been decided upon, it is up to every WRA official to see that the leave program is administered in accordance with these regulations. There will undoubtedly be pressures from employers, public officials, and evacuees, to modify these regulations to meet individual situations. However, I feel that if this program is administered as set up we will be able to accomplish the most good for the war effort and our overall relocation program.

You will note that these regulations provide that no evacuee be released on seasonal leave except on government contract to an agency responsible for the farm labor program. Under existing laws this would mean the Extension Service and the War Food Administration. All employer requests for evacuee labor should be referred back to the Extension Agent in the county in which the labor is to be employed. The advantages of this can easily be seen. (1) The Department of Agriculture and not WRA is responsible for providing adequate farm labor in each county; (2) the routing of all labor through a single agency avoids duplication of effort and provides more efficient use of the labor resources of the country; (3) the Department of Agriculture has sufficient funds to administer the labor program in the field which WRA does not have, and we cannot therefore undertake the responsibility of supervising the details connected with the use of evacuee labor for seasonal employment. (4) The permanent relocation of evacuees is the major responsibility of WRA and all its energies

Project Directors-2-

should be centered on that phase of the program, while at the same time helping to divert surplus and available labor into properly authorized and controlled productive channels.

Some of the points which I would like to call to your attention in this new leave program are: No evacuees should be released on seasonal leave except on government contract and no evacuee should remain out on seasonal leave if at any time his government contract is terminated and he does not negotiate a new one. Visits to centers will not be permitted during the seasonal leave except under special emergency conditions and evacuees must obtain permission of the relocation officer to return to a center. Persons accepting seasonal leave to some of the congested areas such as Northern Utah and Northern Colorado will not be permitted to convert to indefinite leave in those areas. While seasonal leave has been set up primarily for the purpose of utilizing surplus labor in the western agricultural areas, the fact should not be overlooked that seasonal leave may be issued to persons for eastern employment. This type of employment would naturally give evacuees an opportunity to become acquainted with potential areas of relocation. I am sure that if we have evacuees express interest in working on seasonal jobs in the east some seasonal contracts from the east will be made available to the various centers.

Up to the present time we have not been able to negotiate a definite agreement with Extension Service and the War Food Administration for the handling of evacuee labor. This has been due not because they were reluctant to handle evacuees released on seasonal leave but rather because Congress had not passed until the last few days a farm labor bill for this season. Because of the many offers of employment which were being sent to our field offices and centers it became necessary for us to issue the conditions under which evacuee labor would be made available for seasonal agricultural employment this year.

While I am confident that the Department of Agriculture will establish a procedure within the next few weeks for the recruitment and handling of evacuee labor, if they should not, there will be no seasonal leave program this year as our regulations do not provide for the seasonal release of evacuees under any other circumstances.

In the proposal sent you several weeks ago we listed a new type of leave called intermediate leave. This type of leave has not been definitely decided upon as yet. It is quite likely that there will be such a leave but there is no certainty at this time. We will try and have definite information on this proposal to you in the near future.

/s/ D. S. Myer

Director

Enclosure

.1 The purpose of seasonal work leave (hereinafter called seasonal leave) is to permit evacuees who are not yet prepared to apply for indefinite leave to accept seasonal agricultural employment outside the centers and thus assist in alleviating the serious manpower shortage which exists in seasonal agriculture. As the primary objective of the War Relocation Authority is to assist all eligible evacuees to return to normal life outside the centers, this type of leave will be granted only if it does not interfere with relocation. As the War Relocation Authority has certain responsibilities with regard to readmitting and supporting evacuees returning from seasonal leave, persons choosing this type of leave must accept certain responsibilities and restrictions which the Authority deems necessary for the good of the entire evacuee population and the nation.

Purpose
and
Policy

.2 Before a seasonal leave may be issued, the following general conditions must be met:

A. The employment involved may be located in any part of the United States except the evacuated area.

B. The employment must be seasonal. It should not cover the entire period during which the farmer usually does his work in the field; only indefinite leave should be granted for this latter type of employment.

C. The employment must be in agriculture. As used herein the term "Agriculture" includes all activities for which governmental agencies participating in the war food production program may recruit and transport workers.

D. The work contract must be submitted to the Relocation Officer in whose district the work is to be performed by the War Food Administration, the Extension Service, or such other governmental agency as might be charged with the responsibility of recruiting and transporting workers in furtherance of the war food production program. The contract must be the standard contract used by such agency in recruiting other workers. Ordinarily workers will be transported to the place of employment by the governmental agency with which they have a contract. Transportation by any other means must be specifically described in writing in the contract between the governmental agency and the workers prior to

General
Conditions
which must
be
Met Before
Seasonal Leave
may be
Granted

its submission to the Relocation Officer.

- E. The contract must be approved by the Relocation Officer in whose district the laborer is going to work prior to submission of the contract to the center. The Relocation Officer shall not approve any contract at variance with the conditions under which seasonal leave may be issued to evacuees. In submitting the approved work contract to a center, the Relocation Officer shall specify the county or counties (travel district) in which the evacuee workers may travel without the special permission required by section 60.3.15B.2 of this Handbook.
- F. The Relocation Officer must determine that there is reasonable cause to believe that local sentiment in the counties or communities involved is such that the applicant for seasonal leave can successfully maintain employment and residence there. In making such determination he may specify that local sentiment is satisfactory for certain kinds of employment in agriculture but not for others, and he may supplement or change his determination from time to time as the facts warrant. The Relocation Officer shall not determine that local sentiment is satisfactory for the issuance of seasonal leaves if it is not also satisfactory for the issuance of indefinite leaves unless the sole reason for unsatisfactory local sentiment is determined to be a concentration of persons of Japanese ancestry in the district.
- G. An applicant for seasonal leave must meet the eligibility requirements for indefinite leave set forth in Section 60.4.3A and B of this Handbook.
- H. All persons under 18, whether or not accompanied by their parents, must be certified by a physician as physically fit for the proposed employment before recruiting.
- .3 A. The seasonal leave shall be issued only for the period covered by the government labor contract plus the necessary time required for traveling to and from the place of employment. In no instance may the period of leave be for more than 7 months. Length of Leave
- B. An evacuee will be permitted not to exceed two seasonal leaves per calendar year for a total period not to exceed nine months. Number Leaves per year

- .4 An evacuee who wishes to apply for seasonal leave shall execute Form WRA-129. Where he has not already submitted an application for leave clearance, he shall be required to submit one on Form WRA-126, Revised, which shall be processed in due course as provided in Section 60.6 of this Handbook. Separate applications shall be filed and fully processed for applicant's wife and each dependent 17 years of age or over whom it is proposed to have accompany the applicant.

Execution
of
Application

- A. When an alien applies for seasonal leave, the following legend shall be stamped on Form WRA-129, and the alien shall be required to sign it:

"My alien registration number is _____
and I understand that I am required by Department of Justice regulations to obtain a travel permit from the United States Attorney before leaving the destination shown on this card and to notify the Immigration and Naturalization Service and the FBI of any change of address or employment.

"

- .5 In cases where the applicant has not already had an application for leave clearance processed on the project, the Project Director shall follow the procedure specified in Section 60.6.2 to 60.6.5 of this Handbook. Where the Director has approved an application for leave clearance, the Project Director need make only such further investigation as he believes desirable under the circumstances.
- .6 Before a seasonal leave permitting entry into or travel in a prohibited military area may be issued, a written pass of authorization shall be procured for the applicant from the appropriate military authorities, and an escort shall be provided if required by military authorities. Such pass or authorization may be procured through the Field Assistant Director in San Francisco, or in the case of the Manzanar Center, through the commanding officer of the military police at the center to the extent authorized by the Western Defense Command.
- .7 The Project Director shall issue the seasonal leave where the foregoing requirements of this Section 60.3 are satisfied; otherwise he shall deny such leave. Where

Investigation
on
Project

Military Pass
and Escort in
Prohibited
Military Areas

Issuance of
Seasonal
Leave

THE Project Director decides that a seasonal leave shall be issued, he shall issue the leave on Form WRA-135 if the leave is issued to a citizen who has a birth certificate or passport to evidence his citizenship; on Form WRA-135a if the leave is issued to a citizen who does not have such evidence of citizenship; and on Form WRA-135 if the leave is issued to an alien. When preparing the form, the instructions contained in Section 60.4.9 shall be observed, and

A. The date of returning to the relocation center shall be not more than five days after the termination date shown in the offer of employment, and in any case not more than seven months from the date leave is issued unless extended in accordance with Section 60.3.15A.

B. Travel shall be restricted to the county or counties designated by the Relocation Officer who approved the work contract as a travel district.

Medical
Advice

.8 A. To the extent the medical staff at the relocation center is able to provide the service, an evacuee granted seasonal leave shall be advised whether he is in a physical condition appropriate to the employment or activity proposed to be pursued while he is on leave. The Project Director shall determine after consultation with the Chief Medical Officer (1) whether a general medical examination shall be given to each evacuee granted seasonal leave, (2) whether a medical examination shall be given to an evacuee granted seasonal leave only when the leave officer believes there is need for one, and (3) whether the hospital records shall be checked for significant information about each evacuee granted seasonal leave.

B. In any event, each evacuee granted seasonal leave shall be questioned to determine (1) whether he believes he is physically able to perform the work in prospect, (2) whether he believes he would pass a physical examination if one were required by his treatment for more than minor illnesses during the preceding two years. If the interviewer has any

reason to believe the evacuee is not in good physical condition, the evacuee shall be referred to the Out-Patient clinic. The resulting clinic record shall be forwarded to the Chief Medical Officer, who shall give the Leave Officer the information necessary to advise the evacuee whether further medical treatment is needed.

- .9 When a seasonal leave is issued to an alien, there shall be forwarded to the United States Attorney of the Judicial District in which the alien's destination is located a copy of Form WRA-178 (as set forth in Statistics Handbook Section 50.8.3B.11) which shall state the name, description, last residence, destination, and date of departure from the relocation center of such alien. The Department of Justice has indicated by letter that this notice will make it unnecessary for the alien to supply a change of address notice to the United States Attorney for the district in which the relocation center is located, which would otherwise be required by Department of Justice regulations controlling the conduct of enemy aliens. (7 Fed. Reg. 844). In addition, the Project Director shall arrange for the alien to notify the Immigration and Naturalization Service and the Federal Bureau of Investigation of his change of address, in accordance with the Department of Justice regulations controlling the conduct of enemy aliens. The latter two notices are to be mailed to the Alien Registration Division of the Immigration and Naturalization Service and to the Federal Bureau of Investigation at the address shown in the alien's Certificate of Identification. Department of Justice forms for this purpose will be forwarded to each Project. If additional forms are necessary, they will be supplied by the Director upon request.

Notice to
United States
Attorneys and
Other Government
Officials of
Departure of
Alien

The Project Director shall also inform the alien that any subsequent travel within the terms of the leave may take place only with the permission of the United States Attorney in accordance with current regulations of the Department of Justice. The alien shall be specifically told that he may not return to the center from any point farther from the center than the travel radius allowed by the United States Attorney in charge of the district, without first securing the permission of the United States Attorney.

The alien shall be advised that any unauthorized return may make him liable to internment proceedings.

Paroled Aliens and Deportees .10 When a seasonal leave is ready to be issued to a paroled alien, or to a person released under bond or on his own recognizance pending deportation, the Project Director shall follow the procedure specified in Section 60.4.12 of this Handbook.

Notice to Relocation Officer and Supervisor .11 When a seasonal work leave is issued, the appropriate Relocation Officer shall be notified by telegraph, prior to the departure of the evacuee, of the anticipated date of his departure from the relocation center, his destination, the method of transportation, the probable time of arrival, and the name of the evacuee's employer. This telegraphic notice shall be confirmed by mailing to the Relocation Officer and to the Relocation Supervisor a copy of the Departure Advice, Form WRA-178, as provided in Statistics Handbook Section 50.8.3B.11.

Change of Address forms— Instructions to Applicant .12 When a seasonal leave is issued, the Leave Officer shall furnish to the applicant three change of address cards, Form WRA-148, all pre-addressed to the Relocation Officer serving the district that includes the applicant's destination. (Use of Form WRA-147 may be discontinued.) The applicant shall be instructed to fill in and mail one Form WRA-148 upon his arrival. The timely return of Form WRA-148 when he changes his residence within the terms of the leave shall also be emphasized by oral instructions. The applicant shall be furnished with a copy of "Instructions to Evacuees on Seasonal Leave" concerning his duties and conduct while on leave from the center.

Assignment of Reasons for Conditions or Denial .13 Where the Project Director issues a seasonal leave on special conditions, or denies such leave, he shall notify the applicant on Form WRA-132, assigning thereon a reason or reasons for such conditions or denial in the exact language of the applicable clause of Section 5.3 (d) of the revised leave regulations as published in the Federal Register (9F.R.154) and illustrated in Section 60.2.8 of this Handbook.

Appeal .14 Where the application is denied, the applicant may appeal as in cases of application for short-term leave, pursuant to Sections 60.2.9 and 60.2.10 of this Handbook.

- .15 A. The seasonal leave of an evacuee may be extended by the Relocation Officer up to a maximum period of nine months for the entire leave. In no instance shall the leave of an evacuee be extended unless he is under a government contract for employment in agriculture for the period of the extension, excepting necessary travel time, and unless the new work is strictly seasonal in nature. When a seasonal leave is extended the Relocation Officer shall write the following in the space at the top of the Seasonal Leave Permit: "Leave extended to _____, 19____", and shall sign his name and title and the city in which his office is located. The Relocation Officer shall advise the Project Director of any extensions and the termination date thereof on Form WRA 323.
- Extension
of
Seasonal
Leave
- B. .1 The Relocation Officer may modify or change the travel district specified in the leave by noting on the Seasonal Leave Permit the modification or change. In no instance shall the leave be so modified or changed unless the applicant is under a government contract for employment in agriculture in the travel district as so modified or changed. If the modification or change would permit travel into the district of another Relocation Officer the approval of such Relocation Officer shall first be obtained. The Relocation Officer shall advise the Project Director and the Relocation Supervisor of each such modification or change.
- Change in
Travel
District
- .2 (a) The Relocation Officer may approve travel outside the travel district specified in the leave, within the limitations hereinafter set forth. Travel permission shall be issued on Form WRA 327. Permission shall not be given until the appropriate representative of the government agency with which the evacuee has a contract of employment has been consulted.
- Travel
- (b) Permission to return to a relocation center for a temporary visit shall not be granted by the Relocation Officer except where he determines that there exists a bona fide emergency, such as serious illness or death among
- Travel
to
Relocation
Center

members of the immediate family residing in the center. The Project Director shall revoke the seasonal leave of an evacuee who visits a center without travel permission from the Relocation Officer, unless the Project Director is satisfied that a bona fide emergency exists and that the evacuee had reasonable cause to return to the center without first obtaining such permission. The Project Director shall promptly notify the Relocation Officer of such revocation. The Project Director shall not, after such revocation, issue another seasonal leave to the evacuee without the prior approval of the Director.

In the event the Project Director is satisfied that a bona fide emergency exists and that the evacuee had reasonable cause to return to the center without first obtaining the Relocation Officer's permission, he shall immediately notify the Relocation Officer by wire of the evacuee's arrival, stating the reasons for the visit and the date the evacuee expects to return to the travel district specified in his leave.

- Application for Other Leave Application Through Relocation Officer Short-term Leave
- C. .1 An evacuee on seasonal leave outside a relocation area may apply for short-term leave, indefinite leave, or leave clearance through the Relocation Officer covering the district in which he is working. Such officer shall accordingly procure a supply of blank Forms WRA-26, WRA-126, Revised, WRA-127, WRA-128, WRA-130, WRA-142, WRA-143, and WRA-148.
- .2 This subsection relates to issuance of short-term leave under the leave regulations, as distinct from permits merely to leave the travel district named in a seasonal leave for a short period to shop or to receive medical treatment in a neighboring county. The Relocation Officer, upon receiving an application for a short-term leave, shall cause Forms WRA-127 or WRA-128 to be properly executed and shall conduct such further investigation as may be practical in the field. He shall then transmit the forms to the relocation center from which the applicant came. If the applicant has never been in a relocation center, the Relocation Officer shall learn from him where his family,

friends and associates are and shall transmit the papers to that center where applicant is best known. In such case he shall enclose an Individual Records Form WRA-26 for the applicant, which he shall prepare for that purpose. In case of an appeal from the action of the Project Director, the Relocation Officer shall forward the appeal and all related papers direct to the Director and shall advise the Project Director of the fact of such appeal and the reasons assigned therefor. The Project Director shall then transmit to the Director all related papers and may include a supplemental statement for inclusion in the file on appeal.

The Relocation Officer shall not transmit, and the Project Director shall not approve, an application for short-term leave which will extend the applicant's absence from the center beyond the expiration date of the seasonal leave.

- .3 Upon receiving an application for indefinite leave on Form WRA-120 from any person on seasonal leave outside any relocation area, the Relocation Officer shall see that the forms are properly executed as prescribed for the Project Director in Section 60.4.1, and shall conduct a further investigation leave, Form WRA-130, in duplicate, to the relocation center from which the applicant came. If applicant has never been in a relocation center, the Relocation Officer shall examine him to determine where his family, friends and associates are and shall transmit the papers to that center where applicant is best known. In such case, he shall transmit also an Individual Record, Form WRA-26, which he shall prepare for that purpose. If the Relocation Officer recommends that indefinite leave be granted, he shall transmit with the application the appropriate leave form (WRA-137, 137a, or 138) properly filled out and containing the applicant's fingerprint, together with a picture of the applicant. The Relocation Officer shall request the Project Director to return the leave form to him, if it is approved, for delivery to the applicant, and the Project Director shall comply with that request. Project Directors shall give preferred attention to

Indefinite
Leave

applications submitted under this section and shall process them within shortest possible time.

The Relocation Officer shall not transmit, and the Project Director shall not approve, ~~and~~ application for indefinite leave where the proposed destination is in a locality in which local sentiment has been determined to be unsatisfactory. If the destination is outside the district of the Relocation Officer and he does not have information that a determination of adverse community sentiment has been made with respect thereto, he shall consult the Relocation Officer for the district of destination as to community sentiment before transmitting the application to the Project Director.

- .4 The Relocation Officer shall accept applications for leave clearance on Form WRA-126, Revised, from persons on seasonal leave outside any relocation area, and shall process and transmit them as prescribed for applications for indefinite leave in Section 60.3.150.3. He shall set up a register of those reported to him by the Project Director as eligible for indefinite leave. The names and family members of evacuees obtaining leave clearance upon applications transmitted from Relocation Officers through projects shall also be entered on the registers at the respective projects. Entries on such field or project registers shall be made in compliance with the provisions of Section 60.6.7 of this Handbook.

Leave
Clearance

- .16 A. Where the appropriate Relocation Supervisor on the basis of information received from a Relocation Officer or otherwise has reason to believe that an evacuee to whom a seasonal leave has been issued has violated any condition of such leave or of those regulations, or acquires information revealing that the leave should not have been issued, or has reason to believe that the conduct of the evacuee may endanger his safety, cause a public disturbance or jeopardize the success of the Relocation program,

Violations and
Revocations

he may revoke the leave and require the evacuee to return to the relocation center. The Relocation Supervisor shall immediately notify the Project Director, the Relocation Officer, and the Director of his action, and the notice shall contain a detailed explanation of the reasons for his action. This explanation shall be incorporated into the evacuee's leave file.

When a Relocation Supervisor revokes a seasonal leave, he may recommend to the Project Director that the evacuee not be granted seasonal leave (or seasonal leave to a particular locality), indefinite leave, or any type of leave without the consent of the Director.

Where the Relocation Supervisor so recommends, the Project Director shall not thereafter issue any kind of leave to the evacuee contrary to such recommendation without first submitting the application, together with a copy of such recommendation and of the hearing transcript and other documents provided for below, to the Director for review.

In each such case, if the evacuee has not returned to a relocation center, the Relocation Officer shall hold a hearing, with all interested parties attending insofar as possible. If the evacuee has returned to a center, the Relocation Officer shall collect all possible information from the interested parties in the relocation district and send a detailed statement to the Project Director who will then give the evacuee a hearing at the center. Copies of Relocation Supervisor's recommendation, the hearing transcript, and any statements from the field shall be incorporated in the evacuee's leave record.

Failure to
perform
Labor Contract

- B. The Relocation Officer shall report to the Relocation Supervisor the facts of every case in which an evacuee on seasonal leave has left his employment without the permission of the government agency with which he has contracted,

or has otherwise failed to abide by the terms of his contract, where in the judgment of the Relocation Officer community sentiment is satisfactory, the living and working conditions are as stated in the contract, and all other obligations of the governmental agency under the contract are being met. The Relocation Supervisor may thereupon revoke the seasonal leave and require the evacuee to return to the relocation center, as provided under Section 60.3.16A above. In such event, the evacuee may be required to return at his own expense.

An evacuee on seasonal leave who is dissatisfied with his employment in agriculture under a government contract may consult with the Relocation Officer about his situation. The Relocation Officer shall investigate and assist in renegotiating the contract or negotiating a new contract where conditions are not satisfactory. If the evacuee desires to return to the relocation center, the Relocation Officer shall proceed under Section 60.3.18B.2(b).

- C. The Project Director shall revoke a seasonal leave when advised by the Director that the person to whom it has been issued has been denied leave clearance. The Project Director shall notify the Relocation Supervisor of any such revocation.
- D. The person on leave shall be notified of a revocation, and if he does not comply promptly with directions concerning return to the relocation center, the Director shall be notified. If such person cannot be located, the Project Director or the Relocation Supervisor may request the assistance of the appropriate local office of the Federal Bureau of Investigation and of the State or local authorities in locating him, but shall specifically suggest that no arrest be made without further request. The Director shall then promptly be notified of all relevant facts with recommendations thereon.

- .17 A. No seasonal leave issued under former procedures shall be extended except under the circumstances set forth in Section 60.3.17D below.

Seasonal Leave
Issued under
prior
Procedures

- B. Each Project Director shall immediately compile a list of all evacuees still absent from the relocation center on seasonal leave issued under former procedures. This list shall state the evacuee's full name, the date leave was issued, last known address, and whether the evacuee meets the eligibility requirements for indefinite leave set forth in Section 60.4.3A or 60.4.3B of this Handbook. Within 15 days after this instruction is received at the relocation center the list shall be forwarded to each Relocation Supervisor in whose area there are evacuees on seasonal leave. A copy of the list shall also be transmitted to the Director, Attention Relocation Planning Division. The Relocation Supervisors shall refer to the appropriate Relocation Officers the information on such list concerning evacuees in the respective relocation districts.

- C. Each Relocation Officer shall review the information so referred to him. He shall encourage every evacuee who is eligible for indefinite leave to apply therefor, under the procedure set forth in Section 60.3.150, if the evacuee has or can obtain means of support of indefinite duration and if in the Relocation Officer's judgment the continued presence of the evacuee in the locality would not jeopardize the relocation program.

Conversion
to
Indefinite
Leave

- D. Every evacuee on seasonal leave under former procedures, who meets the eligibility requirements for indefinite leave set forth in Section 60.4.3A or 60.4.3B, may apply to the Relocation Officer for an extension of his seasonal leave for the purpose of accepting employment in agriculture under a Government contract as defined in Section 60.3.2. If the proposed employment contract meets the requirements of that section, and if the Relocation Officer determines under Section 60.3.2F that community sentiment is satisfactory in the locality of the proposed employment, the Relocation Officer may, upon execution of the Government contract by the evacuee,

Extension
of
Seasonal
Leave

extend the seasonal leave, provided, however, that no extension shall be granted which will permit an evacuee to spend more than nine months in the calendar year 1944 on seasonal leave. When a seasonal leave is so extended, the Relocation Officer shall note the extension on the seasonal leave permit and advise the Project Director in the manner required by Section 60.3.15A. The seasonal leave shall not again be extended.

- .18 A. 1. When the period of any seasonal leave expires, and has not been extended or converted to indefinite leave in accordance with the provisions of this Handbook, and the holder of such leave has failed to return promptly to the relocation center, the Project Director shall at once notify the Director and the appropriate Relocation Supervisor. The Relocation Supervisor shall thereupon request the appropriate Relocation Officer to make an investigation.
2. If upon investigation the holder of such leave cannot be located or if the evacuee refuses to return voluntarily to the relocation center and the Relocation Officer does not recommend involuntary conversion to indefinite leave as set forth in Section 60.3.18A.3, the Relocation Officer shall report the facts to the Relocation Supervisor, who shall thereupon proceed as required in Section 60.3.16 in the case of a failure to return upon revocation of seasonal leave.
3. (a) If upon investigation the Relocation Officer finds that the evacuee refuses voluntarily to return to the relocation center, that the evacuee has or can obtain means of support of indefinite duration, and that his continued presence in the locality would not jeopardize the relocation program, and if the evacuee is not, to the knowledge of the Relocation Officer, ineligible for indefinite leave, the Relocation Officer shall ask the evacuee to apply for indefinite leave under Section 60.3.150.

Involuntary
Conversion
to
Indefinite
Leave

If the evacuee refuses or fails promptly to do so, the Relocation Officer may recommend the granting of indefinite leave without application therefor by the evacuee. In that event, he shall transmit a "Recommendation for Involuntary Conversion to Indefinite Leave" (Form WRA 324) to the relocation center from which the evacuee came, and notify the Relocation Supervisor of his action. If the evacuee has never been in a relocation center, the Relocation Officer shall ascertain where relatives, friends, and associates are residing and transmit the papers to the center where the evacuee is best known; in such case he shall also prepare as completely as possible and transmit an Individual Record (Form WRA-26).

- (b) If the Project Director finds that the evacuee meets the eligibility requirements set forth in Section 60.4.3A or 60.4.3B of this Handbook, he shall transfer the evacuee to indefinite leave status. He shall immediately notify the Relocation Officer of his action and report to the Director by means of a "Change of Status" Advice (Form WRA 222), as provided in Statistics Handbook, Section 50.8.3H, noting thereon the following: "Involuntary conversion from Seasonal to Indefinite Leave". The Relocation Officer shall promptly notify the evacuee of his change in status, and furnish him with change of address cards as provided in Section 60.4.14. If the evacuee then requests an indefinite leave card (Form WRA-137, 137a or 138), the Relocation Officer shall follow the procedure set forth in Section 60.4.9A.4C of this Handbook in issuing the indefinite leave card.

If the Project Director determines that the evacuee does not meet the eligibility requirements set forth in Section 60.4.3A or 60.4.3B, he shall so notify the Relocation Supervisor, who shall thereupon proceed as required in Section 60.3.16 in the case of a failure to return upon revocation of seasonal leave.

- B. 1. When a person upon seasonal leave returns and is admitted to a relocation center for residence the Director shall be notified in the manner required by Statistics Handbook Section 50.8.38.11.
2. (a) An evacuee upon seasonal leave is not expected to return to the relocation center for residence until his work contract is terminated or until his seasonal leave expires, at which time permission to return shall be secured from the Relocation Officer on Form WRA 325 (Permission to Return to Center).

The Relocation Officer may, in his discretion, furnish copies in duplicate, of such Form WRA 325, signed and completely filled in except as to date, to the representative of the Government contracting agency, and authorize such representative to date the form and issue it to the evacuee at the termination of the work contract or the expiration of the leave. Any such authorization shall be in writing, shall expressly prohibit issuance of the forms prior to termination of the work contract or expiration of the leave, and shall request that the duplicates be promptly returned to the Relocation Officer upon issuance of the originals and that all unused forms be returned after the expiration date of the respective leaves.

- (b) If a person upon seasonal leave wishes to return to the relocation center for residence before termination of his work contract or before his seasonal leave expires, he shall apply to the Relocation Officer for permission to do so. The Relocation Officer shall carefully investigate the application, and shall consult all interested parties, including the representative of the Government contracting agency if a Government work

contract is involved. If in the Relocation Officer's judgment the circumstances justify the return, he shall give the evacuee permission to return on Form WRA 325 (Permission to Return to Center), stating thereon the reason for granting such permission. He shall inform all other interested parties of his action,

- (c) If a person upon seasonal leave returns to a relocation center for residence without first obtaining permission from the Relocation Officer, the Project Director may in his discretion grant or deny admission. The Project Director shall immediately communicate with the proper Relocation Officer if the evacuee is admitted. The Relocation Officer shall promptly investigate the case to determine whether the return was justified and prepare a report of the facts disclosed. If he believes that the return was not justified and that the granting of a seasonal leave (or seasonal leave to a particular locality), indefinite leave, or any kind of leave to the evacuee would jeopardize the relocation program, he shall so state. The report shall be forwarded promptly to the Relocation Supervisor, who shall transmit it to the Project Director with his recommendations and reasons therefor.

The Project Director shall not issue seasonal leave or indefinite leave to the evacuee until the report of the Relocation Officer and the recommendations of the Relocation Supervisor are received. If the Relocation Supervisor recommends that the evacuee not thereafter be granted a seasonal leave (or seasonal leave to a particular locality), indefinite leave, or any kind of leave without the prior approval of the Director:

- (1) The report and recommendation shall be incorporated in the evacuee's leave record;
- (2) the Project Director shall give the evacuee a hearing at the center and incorporate the hearing transcript in the evacuee's

leave record; and (3) the Project Director shall not thereafter issue leave contrary to the Relocation Supervisor's recommendation to the evacuee without first submitting the application therefor, together with the report and recommendations received from the Relocation Supervisor and the hearing transcript, to the Director for review.

- C. When a person upon seasonal leave returns to a relocation center, he shall be required, before being admitted, to surrender his seasonal leave permit as well as his permission to return to the center (Form WRA 325). If he returns as a visitor under Section 60.3.15B.2(b), his seasonal leave permit and his permission to return to the center shall be turned over to the leave officer, and the seasonal leave permit shall be returned to him upon his departure.

D. S. Myer

February 16, 1944

COPY

WAR RELOCATION AUTHORITY

Washington

Office of the Director

March 24, 1944

AIR MAIL

To: Project Directors
Subject: Indefinite Leave (Trial Period)

Enclosed are three advance copies of Handbook Release No. 73 on Indefinite Leave (Trial Period) for your information and distribution as follows:

One copy - Project Director
" " - Reports Officer
" " - Relocation Program Officer

Pending the arrival of the mimeographed copies of (Form WRA-328) "Trial Period Agreement", which should be within the next few days, you should not issue "Indefinite Leave (Trial Period)".

Leland Barrows
Acting Director

Enclosures

WAR RELOCATION AUTHORITY

Washington

March 7, 1944

ADMINISTRATIVE NOTICE

Subject: Handbook Release No. 73

Distribution: B (Relocation)

Attached is a new section for the Relocation Handbook, Section 60.12. This is all new material, carrying the provisions governing the issuance of Indefinite Leave (Trial Period).

The purpose of this new type of leave is stated in the opening subsection, 60.12.1. The conditions under which such leave will be granted are enumerated in succeeding sections and may be summarized as follows:

1. Indefinite Leave for a trial period is restricted to states east of the Mississippi River plus Minnesota, Iowa, and Missouri.
2. There must be a specific employment offer or community invitation.
3. Ordinarily the evacuee must finance his own transportation.
4. The leave must be a definite step in a plan for permanent relocation.
5. The evacuee may convert to full indefinite leave at any time, but if he does not, he may secure permission to return to the center after four months but not later than six months from date of issuance.
6. The evacuee must agree not to change employment nor to travel outside of a restricted travel district without approval of the Relocation Officer.
7. Applicants must meet all the eligibility requirements for regular indefinite leave.
8. Visits to the center during the trial period are permitted only in emergencies.

Leland Barrows

Executive Officer

.1 The purpose of this Section 60.7 is to provide a procedure under which the relocation of evacuees to the eastern portions of the United States may be furthered through granting, under certain conditions, permission to return to a relocation center upon failure to make a permanent adjustment in new surroundings within a stated trial period, thus providing additional assurances to those who are now reluctant to sever center ties for relocation in the East. The War Relocation Authority has certain responsibilities with regard to readmitting and supporting evacuees returning to relocation centers, and persons seeking this return permission must accept certain responsibilities and restrictions which the Authority deems necessary for the good of the entire evacuee population and the nation.

Purpose

.2 Indefinite leave (trial period) with permission to return to the relocation center may be issued under the following conditions:

Conditions
Precedent to
Granting Return
Permission

A. The destination of the applicant must be in Minnesota, Iowa, Missouri, or a State east of the Mississippi River.

Destination

B. (1) There must be a specific employment offer or community invitation approved by the appropriate Relocation Officer as an opportunity for permanent relocation. At the time the employment offer or community invitation is forwarded to the relocation center the Relocation Officer shall specify the county or counties (travel district) within which an evacuee on indefinite leave for a trial period who accepts the offer or invitation shall agree to remain as set forth in Paragraph F hereof.

Relocation
Opportunity

(2) The employment offer shall not provide for payment of the applicant's transportation by the employer unless

(a) The employment offer is in accordance with a plan for recruitment approved by the United States Employment Service for securing workers in an activity in which there is a labor shortage; or

Payment of
Transporta-
tion

(b) There is a payroll deduction plan for repayment. The plan may provide for

(.2-b)

reimbursement of the deductions to the evacuee after a period of employment of not less than three months.

- C. The applicant shall show to the satisfaction of the Relocation Program Officer that the indefinite leave for a trial period is a direct step in a plan for permanent relocation of himself and his family. The applicant may appeal from an adverse determination of the Relocation Program Officer to the Project Director, whose determination shall be final. No indefinite leave for a trial period shall be approved hereunder where there is reason to believe that the applicant has no bona fide intention to relocate but intends instead to use the leave for the purpose of temporary employment.

Relocation
Plan

- D. The applicant shall be at least 21 years of age, unless he is to be accompanied to the destination by a member of his immediate family who is at least 21 years old.

Age

- E. The Relocation Program Officer shall fix the dates between which the permission to return may be granted, which dates shall be not less than four nor more than six months after the date of issuance of indefinite leave.

Period During
which Per-
mission to
Return may be
Granted

- F. Every person wishing to leave the center on indefinite leave for a trial period with permission to return under this Section 60.12 who is 17 years old or over shall be required to execute a separate Trial Period Agreement (Form WRA-328). The agreement shall specify the travel district approved by the Relocation Officer and the dates between which the permission to return may be granted. The applicant shall declare thereon that he will not travel outside the travel district or change his employment prior to the last date specified in his Trial Period Agreement, without the approval of the Relocation Officer; and he shall further state that he understands that he must apply to the Relocation Officer between the dates specified if he wishes to return to his center, and that permission to return will not be granted under the agreement if he receives a leave assistance

Trial
Period
Agreement

(.2-F)

grant, or if he does not seek permission to return between the dates specified, or if the Relocation Officer determines that the applicant has not complied with his declarations.

Trial
Period
Agreement

- G. The applicant shall apply for indefinite leave, and the provisions of this Handbook governing the issuance of indefinite leave shall be complied with in all respects.

Application

- .3 A. The Trial Period Agreement shall be executed in quadruplicate. Upon approval by the Relocation Program Officer, the original shall be delivered to the applicant and one copy shall be incorporated in the applicant's leave record; the remaining copies shall be forwarded to the appropriate Relocation Officer and Relocation Supervisor, respectively.

Processing
of
Form

- B. An evacuee whose Trial Period Agreement has been approved shall be advised that he may apply for a leave assistance grant under Section 60.13.5 of this Handbook, if eligible therefor, prior to departure from the relocation center, or at any time after departure from the center prior to 30 days after the final date of the trial period stated in the Trial Period Agreement.

Leave
Assistance
Grant

- C. The Relocation Officer shall be notified by telegraph, prior to the departure of an evacuee whose Trial Period Agreement has been approved, of the anticipated date of his departure from the relocation center, his destination, the method of transportation, the probable time of arrival, and the name of the evacuee's employer if he is accepting an employment offer. Notices of departure required by Section 60.4.13 of this Handbook shall also be given.

Notifications
of
Departure

- D. Prior to departure from the center the applicant shall be instructed to report personally to the Relocation Officer upon his arrival at destination if the applicant is accepting a community invitation, or by mail if he is accepting a specific employment offer. In

Report
upon
Arrival

(.3-D)

to the Relocation Officer. Where the applicant has accepted a community invitation rather than a specific employment offer he shall also be instructed to report promptly to the Relocation Officer, upon obtaining employment, the name and address of his employer.

Report
upon
Arrival

- .4 A. The Relocation Officer may modify or change the travel district specified in a Trial Period Agreement by noting on such application the modification or change. In no instance shall the travel district be modified or changed unless the evacuee's employment has been terminated or requires such modification or change. The Relocation Officer shall also note the modification or change on his copy of the Trial Period Agreement and promptly advise the Project Director and the Relocation Supervisor. If the change involves change of residence into the district of another Relocation Officer (1) the approval of such Relocation Officer shall first be obtained, (2) the Relocation Officer's copy of the Trial Period Agreement shall be forwarded to him, and (3) the applicant shall be advised to consult him thereafter on all matters arising under this Handbook Section 60.12.

Modification
of
Change of
Travel
District

- B. (1) The Relocation Officer may approve travel by the applicant or any family member outside the travel district specified in the Trial Period Agreement (Form WRA-328), within the limitations hereinafter set forth. Travel permission shall be issued on Form WRA-327. Ordinarily, travel by the applicant should not be approved during any period of employment until the employer has been consulted. Travel by the applicant outside the Relocation Officer's district shall not be approved unless (a) the applicant's employment has terminated, and satisfactory employment for him is not available in the Relocation Officer's district or the applicant wishes to investigate a community

Travel

(.4-B1)

invitation approved by another Relocation Officer; or (b) the applicant needs medical attention not available in such district or presents evidence that his presence outside the district is required by a bona fide emergency, such as serious illness or death among members of the immediate family.

Travel

- (2) If the applicant returns to a relocation center for a temporary visit without the Relocation Officer's permission, the Project Director shall immediately notify the Relocation Officer of the applicant's arrival, stating the reasons for the visit and the date the applicant expects to return to the travel district specified in his Trial Period Agreement. The Project Director shall determine whether a bona fide emergency exists and whether the applicant had reasonable cause to visit the center without first obtaining permission. He shall also inform the Relocation Officer of his determination. If his determination is in the affirmative the Relocation Officer shall not regard the unauthorized travel to be a non-compliance with the applicant's declarations in the Trial Period Agreement. If the Project Director's determination is in the negative, the Relocation Officer shall regard the travel to be such a non-compliance.

Visits
to
Center

- .5 The Relocation Officer may approve a change of employment by the applicant by noting such change on the Trial Period Agreement. Before approving any change of employment the Relocation Officer shall investigate the case. He shall not approve a change if in his judgment employment conditions are satisfactory, unless a better work opportunity has arisen and the applicant has made no commitment to his employer concerning a minimum period of employment which has not yet expired. The Relocation Officer shall likewise not approve a change in employment that is not in accordance with the applicable regulations of the War Manpower Commission.

Change
in
Employment

- .6 Where the Relocation Officer has reason to believe that the indefinite leave of the applicant should be revoked during or after the trial period, the provisions of Section 60.4.20 of this Handbook shall be followed.

- .7 A. If the applicant or any family member listed on the Trial Period Agreement returns to a relocation center for residence without the permission of the Relocation Officer, the provisions of Section 60.4.21-B-2 of this Handbook shall be followed.

Return
to
Center

- (1) If the Relocation Officer determines that the applicant has not complied with his declarations, or if the applicant has received a leave assistance grant, or if permission to return is not sought between the dates specified in the Trial Period Agreement, the Relocation Officer shall not grant permission to return except in accordance with the provisions of Section 60.4.21B of this Handbook. If permission to return to the center is denied because the applicant has not complied with his declarations, the Relocation Officer shall inform the applicant of his right of appeal under Paragraph C hereof.
- (2) The Relocation Officer shall grant permission to return to the center, on Form WRA-325, to the applicant and any family members listed on the Trial Period Agreement if the applicant has not received a leave assistance grant, if the permission to return is sought between the dates specified in the application, and if the Relocation Officer determines that the applicant has complied with his declarations as set forth in the Trial Period Agreement.

- C. (1) An applicant whose request for permission to return to the center has been denied by the Relocation Officer because he has not complied with his declarations may appeal within five days to the Relocation Supervisor. The Relocation Supervisor shall immediately obtain from the Relocation Officer a full report of the facts and reasons underlying the determination, make such further investigation as may seem necessary, and notify both the Relocation Officer and the applicant of his decision, stating his reasons therefor. If he determines that the

Appeal to
Relocation
Supervisor
from Denial
of Return
Privilege

(.7-C1)

request for permission to return to a center should be granted, he shall state the final date by which the applicant shall return, and the Relocation Officer shall grant the applicant permission to return on Form WRA-325 if such permission is sought on or before the date stated. If the Relocation Supervisor determines that the request should not be granted, he shall advise the applicant of his right of appeal to the Director under the succeeding paragraph.

- (2.) An applicant whose appeal to the Relocation Supervisor has been denied may make a further appeal to the Director. The Director will thereupon obtain from the Relocation Supervisor a statement of the reasons for his decision, together with the Relocation Officer's report, order such further investigation as may seem necessary, and notify the Relocation Supervisor, the Relocation Officer, and the applicant of his decision. If he determines that the request for permission to return to a center should be granted he will state the final date by which the applicant shall exercise the privilege, and the Relocation Officer shall grant the applicant permission to return on Form WRA-325 if such permission is sought on or before the date stated.

March 7, 1944.

COPY

Files - 5

#17.500

495

*Approved
cc: S. G. G. G.
cc: S. G. G. G.
cc: S. G. G. G.
cc: S. G. G. G.*

WAR RELOCATION AUTHORITY

Washington, D. C.

March 29, 1944

To: All Project Directors, Field Assistant Directors, Relocation Supervisors and Relocation Offices.

Our attention has been called to an erroneous statement which appeared in the Summary of the Project Directors' Conference recently issued by this office. The error occurs on page 10 in the first paragraph under "Miscellaneous Matters." The third sentence in this paragraph should be changed to read: "Where rationed foods are needed, points to cover their purchase may be issued by the Chief Steward with the approval of the Project Director and the sanction of the council."

Inserts of the erroneous paragraph in corrected form are attached for your use in connection with copies of the report which you may want to distribute. The inserts can be stapled over the paragraph as it now stands.

Sincerely,

Leland Barrows /s/
Acting Director

IN-983

#76.100

WAR RELOCATION AUTHORITY

Washington

Office of the Director

Memorandum

APR 10 1944

AIR MAIL

To: All Project Directors (except Tule Lake)

Subject: Instructional materials on Relocation Program

Enclosed is a list of instructional materials related to the Relocation Program which have been issued since my letter to you of March 6. This new list should be regarded as a supplement to the list enclosed in that letter.

The items in this list which are marked with an asterisk represent those with which all your key staff members should be familiar. The rest are of more particular interest to your Relocation Division.

If the Relocation Program Officer will add the items on the enclosed list to those contained in Relocation Division Memorandum No. 20, he will have a complete and up-to-date list of the instructional materials applicable to the Relocation Program.

At the conference in Chicago on April 18-22, the Relocation Program Officer should be prepared to discuss the following questions with respect to the materials listed in my March 6 letter and those on the enclosed list:

1. Is this instruction clear and fully understood by those who are using it?
2. What operating problems have been or will be encountered in the application of this instruction?

D. C. Myer
Director

Wise
Wed
Fred
Steven
Hate

Enclosure

48354

APR 10 1944

Director, War Relocation Authority

Subject: Informational Material on Japanese Relocation

Enclosed is a list of informational material on Japanese relocation. This material is being furnished to you for your information and for the use of the War Relocation Authority.

The material is being furnished to you for your information and for the use of the War Relocation Authority. It is being furnished to you for your information and for the use of the War Relocation Authority.

If you have any questions or suggestions regarding this material, please contact the War Relocation Authority. It is being furnished to you for your information and for the use of the War Relocation Authority.

The material is being furnished to you for your information and for the use of the War Relocation Authority. It is being furnished to you for your information and for the use of the War Relocation Authority.

1. It is the policy of the War Relocation Authority to provide information to the public regarding the Japanese relocation program.

2. The War Relocation Authority is committed to the principle of providing information to the public regarding the Japanese relocation program.

D. E. Meyer
Director



70.100

MATERIALS ON THE RELOCATION PROGRAM SENT OUT SINCE
RELEASE OF RELOCATION DIVISION MEMORANDUM NO. 20

April 10, 1944

MANUAL RELEASES

- | <u>No.</u> | <u>Subject</u> |
|------------|--|
| * 59 | Storage and Transportation of Property - 100.3 |

HANDBOOK RELEASES

- | | |
|------|---|
| * 80 | Community Adjustment - 130.5.1 to 130.5.7 |
| * 82 | Seasonal Work Leave - 60.3.1 to 60.3.18 |
| * 86 | Group Relocation - 130.3.1 to 130.3.7 |
| * 88 | Leave Assistance Grants - 60.13.1 to 60.13.12 |

ADMINISTRATIVE NOTICES

- | | | |
|------|---------|--|
| 35 | 2/18/44 | Personnel Changes in the Kansas City Area |
| 36 | 2/18/44 | Leave Assistance Grants to persons accepted by
U. S. Cadet Nurses Corps |
| * 37 | 2/21/44 | Return of Evacuees to Centers Prior to Induction in
the Armed Forces |
| 40 | 2/22/44 | Transfer of Relocation Supervisors |
| * 43 | 3/14/44 | The Social Security Board Program for Relocated Evacuees |
| * 46 | 3/30/44 | Relocation as Affecting Return of Japanese Americans to
the West Coast |
| 52 | 3/22/44 | Services of Travelers Aid Societies |
| * 54 | 3/28/44 | Summary of Leave Clearance Procedures |

RELOCATION DIVISION MEMORANDA

- | | | |
|----|---------|---|
| 22 | 3/8/44 | Agreement between WRA and National Housing Agency |
| 25 | 3/11/44 | Farm Security Administration Loans to Persons of
Japanese Ancestry |
| 26 | 3/27/44 | Additional Identification Information for Evacuees |
| 27 | 3/18/44 | Action Handbook |
| 29 | 4/4/44 | Revision of United States Employment Service Manual Section
Concerning Cooperation with the War Relocation Authority |

48557



70.100

-2-

RELOCATION DIVISION MEMORANDA (cont'd)

30 4/5/44 Survey of Union Accepting Persons of Japanese Ancestry

EMERGENCY INSTRUCTIONS

2/21/44 Selective Service

2/22/44 Center Relocation Division Portion of Monthly Project Directors' Report

3/28/44 Center Relocation Division Portion of Monthly Project Directors' Report

3/14/44 Emergency Instruction of January 24, 1944

* 3/22/44 Recording of Information on Relocation Prospects

* 3/24/44 Outline for Family Relocation Summary



4835-4



C O P Y

MEMORANDUM TO ALL PROJECT DIRECTORS

I am sure that you will be interested in reading, and in publicizing throughout your center, the enclosed copy of a letter to Mr. Cozzens from the Registrar of Voters in San Francisco. The letter very positively confirms advice previously given us that evacuee citizens in relocation centers retain the right to vote in the county of residence prior to evacuation. You will note that this applies to minors coming of age after evacuation as well as to persons of voting age at the time of evacuation.

/s/ D. S. Myer

Director

C O P Y

CITY AND COUNTY OF SAN FRANCISCO

Office of
Registrar of Voters
City Hall
San Francisco 2, California

April 7, 1944

Mr. R. B. Cozzens, W. R. A.
461 Market Street
San Francisco 5, Calif.

Dear Sir:

At the request of Mr. H. J. Jepsen of your office, I am stating my understanding of the registration and election laws respecting citizens of Japanese ancestry who have been removed from their California residences to War Relocation Centers.

First - they are citizens. That has been definitely established by recent court decisions. Their Japanese ancestry is immaterial.

Second - their permanent residence is the place from which they were required to move by the Army Command as a defense precaution.

Third - they have not lost that residence by reason of their removal, because that removal is for temporary purposes.

Fourth - whether adults or minors, the fact and the law of residence is the same. As for the minors, their residence at the time of removal was the residence of their parents and if they attain their majority while in the temporary residence of the relocation center, they still retain the right of claiming as their permanent residence the abode from which they, with their parents, were removed.

Fifth - as citizens attaining their majority, they are entitled to exactly the same rights as all other citizens - the law makes no discrimination against any citizens because of ancestry.

Sixth - the right of citizens of California to register at their permanent residence, in spite of temporary removal, is quite clear. Also, the right to vote.

Citizens of Japanese ancestry arriving of age while temporarily detained at War Relocation Centers may, therefore, register and vote as "absent voters" from the residence from which they were removed, until they leave the Relocation Centers for a new permanent residence.

Seventh - I do not believe any such person can claim a permanent residence for registration and voting in a relocation Center.

Pertinent to the question of residence are Art. II, Section 4 of the Constitution of California, and Sections 5653, 5654, 5655, 5656, 5657 (which deserves consideration), 5658, 5661 of the Election Code of California.

Very truly yours,

(sgd) Cameron H. King
CAMERON H. KING
Registrar of Voters

*Burgin
Relocation*

Colorado River

WAR RELOCATION AUTHORITY

Washington

APR 18 1944

~~164576~~

WD

TO: All Project Directors and Relocation Supervisors

Attached is a letter from the Secretary of War,
explaining the reasons for use of the enlisted reserve corps
in inducting Americans of Japanese ancestry into the Army.
This is sent for your information, although no immediate
action may be necessary.

Leland Barrows

Acting, Director

Attachment



APR 25 1944



Attachment

Director, Director

Reference: Bureau

action may be necessary.

This is sent for your information, although no immediate

in handling the interests of Japanese citizens into the U.S.

examining the reasons for use of the United States and

appears in a letter from the Secretary of War,

TO: All Project Divisions and Regional Divisions

Director

4913/24

104310

WAR DEPARTMENT

Washington 25, D. C.

April 12, 1944

The Honorable,

The Secretary of the Interior.

Dear Mr. Secretary:

Your letter of April 4, 1944, relative to the transfer of inducted Japanese-Americans to the enlisted reserve corps is acknowledged.

Japanese-Americans now being inducted are transferred to an inactive status in the enlisted reserve corps and called to active duty as rapidly as a sufficient number, usually 250, is available to fill a training unit at a replacement training center. It is not economical in training time or in personnel to train smaller increments and the infiltration of untrained men into trained units retards their training. The transfer of individuals to the enlisted reserve has always been utilized to control the flow of personnel into training establishments or into units when the nature of the flow into the Army was such as to require this control.

The rate of induction of Japanese-Americans is such that it must be controlled to provide an orderly assignment in accordance with training facilities and requirements and the enlisted reserve is the only device which is available. Present training requirements are largely determined by the replacement needs of the 100th Infantry Battalion, the 442nd Combat Team and the 1399th Engineer Construction Battalion which are composed of citizens of Japanese ancestry. In general, this procedure will not cause an individual to remain in an inactive status for more than a short time.

The reasons underlying the use of the enlisted reserve corps for newly inducted Japanese-Americans have been explained to the War Relocation Authority and the Selective Service System. The West Coast representatives of the Selective Service System were prepared to explain these reasons to inductees and to local boards in order to counter any unfavorable reactions to the above procedure.

You may be assured that Japanese-Americans like all other citizens being inducted into the Army will be employed in a manner which will best meet the Army's needs in the prosecution of the War.

Sincerely yours,

/s/ Henry L. Stimson
Secretary of War

APR 25 1944

copy

*Allen
Cushman*

Dir

WAR RELOCATION AUTHORITY

Washington

April 19, 1944

TO ALL PROJECT DIRECTORS

An item of interest is contained in a lengthy feature story in the April 16 issue of the Washington Post.

This newspaper feature item reports that an average of one selectee in a thousand "gets into trouble with his Selective Service Board" compared with seven in a thousand during World War 1. This information presumably came from the Federal Bureau of Investigation. As of March 1, 8,075 would-be draft dodgers were serving prison terms.

This information may be of use in answering inquiries.

/s/D. S. Myer
Director

WSP
MAY 2 1944

Pp