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WAR RELOCATION AUTHORITY
WASHINGTON

February 3, 1943

To: Project Directors

From: E. M. Rowalt, Acting Director

Subject: Budget Estimates for Fiscal Year Ending June 30, 1944

I. General

Budget estimates for the fiscal year 1944 shall be submitted to this office as soon as possible but in no case later than March 1, 1943. The estimates shall be prepared by activity as hereinafter explained with a covering statement for the project as a whole.

All estimates shall be fully justified as clearly and concisely as possible. A general paragraph in explanation of the entire amount of the estimate, while desirable as an introductory paragraph, cannot be accepted as a substitute for a detailed justification of the component parts of the estimate. Following such an introductory paragraph and in the order of the items listed in the classification by activities, there should be a separate justification for each of the listed items, including a showing for each item of the estimate for 1944, the amount included in the base and the increase or decrease. (See Exhibit A.) While the need for any increases or the reason for any decreases from the base must be separately and specifically discussed, the need for the entire amount of the estimate must be adequately substantiated.

When the volume of work performed is susceptible to measurement in whole or in part, a table should be presented showing by appropriate units of measurement the volume of work during each year of the period 1942 to 1944, inclusive.

II. Activities for Which Estimates Are to be Submitted.

There follows a listing of activities for which estimates are to be submitted. If there are other activities on the center which are not given in the following list, such activities should be justified separately, with a statement showing its place in the organizational structure. The specific items to be covered under each activity will be discussed in Section IV of this memorandum.

PROJECT MANAGEMENT

Office of Director and Assistant Director
Office of the Project Attorney
Project Reports Division
Statistical Division

Administrative Services

Office of the Senior Administrative Officer
Procurement Section
Budget and Finance Section
Warehousing and Property Control Section
Personnel and Office Services
Internal Mail Services

PUBLIC WORKS

Office of Chief
Construction
Planning
Building Maintenance
Maintenance - Operating Services
Community Fire Protection
Storehouse

AGRICULTURE

Office of Chief
Agricultural Production
Livestock Production
Processing and Marketing
Storehouse

INDUSTRY

Office of Chief
Manufacturing
Storehouse

MESS OPERATIONS

Office of Chief
Evacuee Mess
Administrative Mess
Storehouse

TRANSPORTATION OPERATIONS

Office of Chief
Motor Pool
Motor Repair
Storehouse

COMMUNITY SERVICES

Office of Chief
Health
- Administrative
- Dietary
- Household and Property
- Professional Services
- General Out-Patient Service
- Storehouse

Community Welfare
Community Activities
Community Self-Government
Education
- Superintendent's Office
- Instruction - Supervision
- Instruction - Teaching

Community Police Protection

EMPLOYMENT

Office of Chief
Occupational Coding and Records
Placement
Leave

CONSUMER ENTERPRISES

III. Schedule of Obligations

Amounts recorded as obligations should conform to the concept of obligations included in Regulation No. 1, Revised, issued under Executive Order 8512. Obligations incurred are there defined as orders placed, contracts awarded, services received, and all other transactions during a given period which legally reserve the appropriation for expenditure, including orders for procurement through the General Supply Fund, orders placed with the Naval Supply Account Fund and Naval Working Fund, orders placed with the Government Printing Office and orders for interdepartmental work under Section 601 of the Economy Act. Such amounts include expenditures not preceded by obligations and reflect the adjustments for the differences between obligations and actual expenditures.

A. Personal Services

The Schedule of Obligations for personal services will be prepared on the attached form, Exhibit B. This form shall be prepared for each of the activities listed in Section II above.

Except as indicated in the following paragraph, the schedules for personal services will show under each grade for each fiscal year concerned the number of positions authorized for each year and the average annual salary of each class at rates of pay, as follows:

1. The average salary in the 1942 and 1943 columns will reflect the increased rates of compensation occasioned by the operation of Public Law 200, 77th Congress and Executive Order 8842 (covering within-grade promotions). The average salaries in the 1944 column will not reflect any further increase in the rates of compensation estimated to occur by reason of the promotions under the above cited law and executive order in that year because of the difficulty involved in forecasting such increases by positions.

2. Increases because of Public Law 694 will not be shown in the average salary rates nor in the classification range. This cost will be shown just before the total of permanent personal services as a one line figure "Legislative Changes in Salary Range". The amount shown on this line will cover the gross cost of the increases in salary ranges occasioned directly by Public Law 694 for both 1943 and 1944. The cost for 1943 will be comparable to that shown for 1944; one will be on an eleven-months basis, the other will be on a twelve-months basis.

3. Increases for overtime will not be shown in the 1944 budget since Resolution No. 170 expires April 1, 1943. It is anticipated that funds will be appropriated for this purpose in one deficiency bill for all agencies.

4. Total positions will be shown and all savings because of personnel turnover and delays in filling new positions will be shown on one line entitled "Deduct Delay in Filling New Positions".

5. For grades or salary ranges for which the minimum annual salary rate is above $2,000, the schedules will show the minimum and maximum salary rates of each grade and the number in such grades by operating titles where such term is more descriptive of the duties of the position, otherwise by classes of positions together with the average salary of those in each title or class of position.

6. For grades or salary ranges for which the minimum annual salary rate is $2,000 or less, the schedule need not show classes of jobs or titles but show only the grade or

range of the minimum and maximum salary rates of the grade, together with the number in each grade and the average salary of those in the grade.

7. From the total of each fiscal year will be deducted the amount of savings due or estimated to be due to delay in the filling of new positions, leaving the net amount for permanent personal services. The amount of cash advances for evacuee workers will then be added and following this the amount for salaries and wages of miscellaneous temporary employees.

8. From the total amount for personal services, deduct the chargeable value of quarters and subsistence furnished in kind, leaving the amount of 01, Personal Services (net). The arrangement of various adjustment entries should be in the order listed above and as illustrated in Exhibit B.

9. No cents will be shown in the obligation columns, the amounts being stated to the nearest dollar.

10. As a part of your justifications for personal services, you will be required to furnish information regarding within-grade salary advances. This information may be prepared for the center as a whole and should be in the form illustrated in Exhibit C.

IV. Specific Items To Be Covered in Each Activity

A. General

The estimates for necessary personal services, both appointed and evacuee; travel; transportation of property; other contractual services; supplies and materials; and equipment will be included and justified in each of the activities estimates. The estimates for communication services, rents and utilities, printing and binding and structures, for the project as a whole, will be included only under the Project Management activity. The estimates for grants will be included under the Community Welfare activity, except in the case of travel grants to evacuees for industrial relocation, in which case the estimate will be included under the Employment activity, and for grants to Consumer Enterprises, which will be included under the Consumer Enterprises activity.

B. Under Project Management include all estimates for construction, repair, alteration or servicing of administrative office buildings and administrative quarters.

C. There should be included under Public Works estimate information regarding any proposed public works programs. The nature of the project should be described, the amount obligated or to be obligated to June 1943 indicated, the amount of the estimate for the fiscal year 1944, and the additional amount required for completion.

D. Under the Agricultural estimate, complete information should be furnished regarding the agricultural and livestock program for the center, including an estimate of the amount and value of crops or livestock to be produced for:

1. Consumption on the center.
2. Consumption on other centers.
3. For sale on the open market.

E. Under the Industrial estimate, there should be given a complete description of the industries now in operation or proposed for operation during the fiscal year 1944, including information regarding the nature, amount and value of the articles to be manufactured and the disposition to be made of same.

F. Under the estimate for Mess Operations, there should be included the total food requirements for the center. This should be broken down by major categories of food and there should be deducted from the total amount the estimated amount which will be produced on the project, as included under the Agricultural estimates.

G. The estimate for Transportation Operations should include any requirements for purchase of new passenger vehicles during the fiscal year 1944. In support of this figure, there should be prepared a statement as covered by Exhibit D.

H. Under the estimates for Health, the estimate for professional services should be broken down by:

1. Medical and surgical
2. Nursing service and education
3. Pharmacy
4. General medical clinic
5. Dental
6. Optometry
7. Other special services

I. Under the Community Welfare activity should be included the following estimates:

1. Grants for clothing allowances
2. Public assistance grants
3. Grants for travel other than for industrial relocation
4. Amount required for operation of the children's village at Manzanar
5. Other welfare
6. Housing
7. Storehouse

V. Arrangement of Estimates

The estimates should be submitted to this office in the original and one copy, assembled as follows:

A. Letter of transmittal, including Project Director's justification for estimates in total.

B. Covering statement for entire center, showing by each activity the amount required under each objective classification in the manner shown on Exhibit E. One summary should be submitted on this form for the entire fiscal year, and a separate form should be submitted for each quarter, showing the estimated need for that quarter.

C. Activity estimates in the order listed in Section II.

1. By objective class for each sub-activity, including justifications for each amount requested, including such charts, tables, etc., as are necessary to fully justify the estimate.

E. M. Roadt
Acting Director

Attachments

Exhibit "A"

WAR RELOCATION AUTHORITY

_____ (Center)

_____ (Activity)

Total Allotments, Fiscal Year 1943 $_____

Deduct: Non-recurring and Other Items Not Required in 1944:

_____ $ _____

_____ $ _____

_____ $ _____ _____

Base for 1944 $_____

Increases Requested for 1944:

Recurring:

_____ $ _____

_____ $ _____

$ _____

Non-recurring:

_____ $ _____

_____ $ _____

_____ $ _____

Total Estimate - - Fiscal Year 1944 $ _____

Exhibit "B"

War Relocation Authority

BUDGET ESTIMATES — PERSONAL SERVICES — FISCAL YEAR 1944

Tule Lake
(Relocation Center)

Mess Operations
(Activity)

| Title and Grade of Position | Estimate — 1944 | | | | Estimate — 1943 | | | | Actual — 1942 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Evacuee | | Appointed | | Evacuee | | Appointed | | Evacuee | | Appointed | |
| Clerical, Administrative and Fiscal Service | No. Positions | Ave. Salary | No. Positions | Ave. Salary | No. Positions | Ave. Salary | No. Positions | Ave. Salary | No. Positions | Ave. Salary | No. Positions | Ave. Salary |
| Grade II - Range $3800 to Steward | — | — | 1 | 3800 | — | — | 1 | 3800 | — | — | 1 | 3800 |
| Grade 3 - Range $1620 to $ | 4 | 192 | — | — | 3 | 192 | 1 | 1620 | 2 | 192 | 1 | 1620 |
| Custodial Service | | | | | | | | | | | | |
| Grade 7 - Range $1860 to $ | 10 | 192 | — | — | 8 | 192 | 1 | 1860 | 6 | 192 | 1 | 1860 |
| Grade 6 - Range $1680 to $ | 40 | 192 | — | — | 30 | 192 | — | — | 25 | 192 | 1 | 1680 |
| Legislative Changes in Salary Ranges | | | | 600 | | | | 300 | | | | — |
| Total Permanent, Field | | | 15 | 32160 | | | 12 | 29160 | | | 10 | 25340 |
| Deduct Delay in Filling New Positions | | | | 1000 | | | | 4500 | | | | 18880 |
| Net Permanent, Field | | | | 31160 | | | | 24660 | | | | 6460 |
| Total Evacuee | 154 | 27720 | | | 130 | 24645 | | | 120 | 20060 | | |
| Total Evacuee and Appointed | | | | 58880 | | | | 49305 | | | | 26520 |
| Temporary Employees, Field | | | | 2500 | | | | 4300 | | | | 2800 |
| All Personal Services, Field | | | | 61380 | | | | 53605 | | | | 29320 |
| Deduct Quarters and Subsistence Furnished | | | | 1260 | | | | 800 | | | | — |
| 01 — Personal Services, Net | | | | 60120 | | | | 52805 | | | | 29320 |

WAR RELOCATION AUTHORITY

Exhibit "C"

Statement of Within-Grade Salary Advancements
July 1, 1942 to January 1, 1943

Center: _____ Date: _____

| | On Payroll July 1, 1942 | | | Appointments During Period | | Separations During Period | | On Payroll January 1, 1943 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Number | Cost Annual Basis | Average Salary | Number | Cost Annual Basis | Number | Cost Annual Basis | Number | Cost Annual Basis | Average Salary | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | | | | | | | | | | | |

Estimated and Actual Number of Within-Grade Salary Advancements 7/1/42 to 1/1/43

| Classification Grades With Increments As Follows | July 1, 1942 | | October 1, 1942 | | January 1, 1943 | | TOTAL Estimated | | TOTAL Actual | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Estimated | Actual | Estimated | Actual | Estimated | Actual | No. | Amount - Annual Basis | No. | Amount - Annual Basis |
| (1) $60 | | | | | | | | | | |
| (2) $100 | | | | | | | | | | |
| (3) $200 | | | | | | | | | | |
| (4) $250 | | | | | | | | | | |
| (5) Total | | | | | | | | | | |

Number of increases in grade due to line promotions, reclassifications, or other changes in status, 7/1/42 to 1/1/43 _____

INSTRUCTIONS

Number of employees on pay roll July 1, 1942. - Include total number of employees holding appointments on July 1, 1942, who are covered by Public Law 200, of August 1, 1941, or in Executive Order 8842 of August 1, 1941. Employees not covered by the salary advancement plan are not to be included on the report.

Average Salary - Average Salary as shown in columns 4 and 11 should be obtained by dividing the cost of all employees on an annual basis shown in columns 3 and 10 by the number of employees shown in columns 2 and 9.

Appointments and separations during period - Include in the number of appointments or separations shown in columns 5 and 7 only appointments and separations of personnel subject to salary advancement plan who enter or leave the departmental or field service of WRA. This excludes transfers from one position in the departmental service to another position in the departmental service. Transfers from departmental to the field service or vice versa will be included as appointments and separations. Transfers of employees between Federal departments or agencies will be included as appointments or separations, as the case may be, in the same way as original appointments to or final separation from the Federal service are to be included.

Actual salary increases as of July 1, 1942, October 1, 1942, and January 1, 1943 - Enter actual number of salary increases effective on the date indicated in accordance with the provisions of the above-mentioned law and Executive Order. For the purpose of preparing this form, the additional promotion of more than one salary step in an unusually meritorious case will be disregarded.

Number of increases in grade - The figure to be reported opposite this item will represent the total number of cases in which individuals subject to salary advancement plan have been raised to a higher grade regardless of cause and of number of grades involved.

Exhibit "D"

WAR RELOCATION AUTHORITY

Purchase of Passenger-Carrying Vehicles

Statement of proposed expenditures for purchase, maintenance, repair, and operation of motor-propelled and horse-drawn passenger-carrying vehicles, for the fiscal year ending June 30, 1944, as required by 5 U.S.C. 78

_____
(Center)

| Appropriation (Activity) | For Purchase | | | | | Old Vehicles still to be used | Total maintenance, repair, and operation, all cars | Public Purpose and Users |
|---|---|---|---|---|---|---|---|---|
| | New Vehicles (motor unless otherwise indicated) | | Old Vehicles to be exchanged | | Net Cost of New Cars | | | |
| | No. | Gross Cost | No. | Allowance (Estimated) | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

Exhibit "E"

WAR RELOCATION AUTHORITY

SUMMARY OF BUDGET ESTIMATES

_____ (Center)

_____ (Quarter of Fiscal Year)

| Objective Classification | Project Management | Public Works | Agriculture | Industry | Mess Operations | Transportation Operations | Community Services | Employment | Consumer Enterprises | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| 01.1 | | | | | | | | | | |
| 01.2 | | | | | | | | | | |
| 01.3 | | | | | | | | | | |
| 02 | | | | | | | | | | |
| 03 | | | | | | | | | | |
| 04 | | | | | | | | | | |
| 05 | | | | | | | | | | |
| 06 | | | | | | | | | | |
| 07.2 | | | | | | | | | | |
| 08.1 | | | | | | | | | | |
| 08.2 | | | | | | | | | | |
| 09.1 | | | | | | | | | | |
| 09.2 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| Total | | | | | | | | | | |

WAR RELOCATION AUTHORITY

WASHINGTON

FEB 3 - 1943

OFFICE OF THE DIRECTOR

MEMORANDUM FOR ALL PROJECT DIRECTORS

Vesting Order No. 201, appearing in the Federal Register for January 16, 1943 at page 625, vests all property in certain designated patent rights owned by nationals of Austria, Germany, Hungary, Italy, Japan, Rumania and ~~Hungary~~ in the Alien Property Custodian. The property and any and all proceeds thereof are to be held in a special account pending further determination by the Alien Property Custodian.

Any person, except a national of a designated enemy country, asserting any claim arising as a result of the order may file with the Alien Property Custodian a notice of his claim, together with a request for a hearing thereon, within one year or such further time as may be allowed by the Alien Property Custodian.

Subsequent to the issuance of Vesting Order No. 201, General Order No. 15, published in the Federal Register for January 6, 1943 at page 233, provided that any inventor residing in the United States and claiming full legal title to a patent or patent application vested by the Alien Property Custodian may file a notice of claim with the Alien Property Custodian even though he resided in enemy territory at the time of execution of the application for patent or at any time since, provided he did not reside in enemy territory on the date when the patent or patent application was vested or at any time since. Any resident citizen of the United States claiming full legal title to a patent or a patent application vested by the Alien Property Custodian whose claim is based on an assignment from an inventor falling within the above classification may file a notice of his claim with the Alien Property Custodian provided the patent or patent application stood of record in the United States Patent Office in the name of a resident citizen of the United States before January 1, 1939.

The existence of an interest of a designated foreign national in the patent or patent application (such as a right to receive royalties), does not constitute a bar to filing these notices of claim provided the interest of the designated foreign national has been appropriately recorded with the Alien Property Custodian.

General Order No. 15 does not prevent the filing of a notice of any other type of claim by any person eligible to file such notice under the terms of Vesting Order No. 201.

WAR RELOCATION AUTHORITY

WASHINGTON

FEB 3 - 1943

OFFICE OF THE DIRECTOR

Regulations genefally licensing, under certain conditions, the filing of applications for registration and renewal of copyrights in which a designated foreign country or national thereof has an interest will be found in the Federal Register for January 1, 1943 at page 1. Regulations generally licensing, under certain conditions, the filing of applications for patents or for trade marks, registration in which a designated foreign country or national thereof has an interest will be found in the Federal Register for January 8, 1943 at page 291.

I suggest that this information be called to the attention of interested evacuees residing in each relocation center.

E. M. Rowalt

Acting Director.

WAR RELOCATION AUTHORITY

WASHINGTON

Memorandum

To: Project Directors

Subject: Simplification of leave clearance applications

Section IX of Administrative Instruction No. 22 (Revised) gives complete information on the registration of all male citizen evacuees 17 years of age and over on Selective Service Form 304A and Form WRA 126a. In connection with the filling out of applications for leave clearance for all other evacuees 17 years of age and over at the same time, certain minor changes and simplifications of procedure are being made. Three copies of Form 126 (revised) shall be submitted to the Director in Washington instead of one copy. The evidence of no project internal security record and the favorable recommendation of the project director shall be rubber-stamped or written in at the end of each of the three copies of Form WRA 126 (revised). If there is an internal security record or an unfavorable report of the project director, three copies of such record or unfavorable report shall be attached to the file. No report from the work supervisor of the applicant need be received. No letter of transmittal is necessary. The complete leave clearance application file to be submitted to the Director in Washington will consist of:

3 copies of Form WRA 126 (revised)
4 copies of Form WRA 26

2/4/43

Director

WAR RELOCATION AUTHORITY

WASHINGTON

Memorandum

To: Project Directors

Subject: Simplification of leave clearance applications

Section IX of Administrative Instruction No. 22 (Revised) gives complete information on the registration of all male citizen evacuees 17 years of age and over on Selective Service Form 304A and Form WRA 126a. In connection with the filling out of applications for leave clearance for all other evacuees 17 years of age and over at the same time, certain minor changes and simplifications of procedure are being made. Three copies of Form 126 (revised) shall be submitted to the Director in Washington instead of one copy. The evidence of no project internal security record and the favorable recommendation of the project director shall be rubber-stamped or written in at the end of each of the three copies of Form WRA 126 (revised). If there is an internal security record or an unfavorable report of the project director, three copies of such record of unfavorable report shall be attached to the file. No report from the work supervisor of the applicant need be received. No letter of transmittal is necessary. The complete leave clearance application file to be submitted to the Director in Washington will consist of:

3 copies of Form WRA 126 (revised)
4 copies of Form WRA 26

Director

WAR RELOCATION AUTHORITY
WASHINGTON, D. C.

ADMINISTRATIVE INSTRUCTION NO. 22
(Revised)

Supplement No. 3

Subject: Issuance of leave for departure from a Relocation Area.

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

IX. SPECIAL LEAVE CLEARANCE PROCEDURE:

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

B. Execution of DSS Form 304A and Form WRA 126a. Beginning with a day in February 1943 to be announced by the Director, each Project Director shall arrange for each male United States citizen of Japanese ancestry in the relocation center who has reached his 17th birthday to execute DSS Form 304A and Form WRA 126a. The Project Director shall arrange for adequate space and a sufficient number of interviewers to complete the process expeditiously. The interviewers may be evacuees, appointed personnel, or volunteer members of their families. As each evacuee presents himself, the interviewer shall fill out DSS Form

Letter from Lieutenant Colonel Ralph Ingersoll to Major General Dillon S. Myer, February 3, 1943.

Dear Dillon:

I am very grateful for your letter of January 29th and for your kind offer of assistance in the matter of the Japanese Language School. I am sending a copy of your letter to Colonel Bonesteel and I am sure that he will be very glad to have your offer of assistance.

I am very sorry that the Japanese Language School has been a source of difficulty to the Army and to the Relocation Authority. I am sure that the difficulties will be overcome and that the School will be a great success. I am very grateful to you for your offer of assistance.

Sincerely yours,

Ralph Ingersoll
Lieutenant Colonel, G.S.C.

Major General Dillon S. Myer
War Relocation Authority
Washington, D. C.

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Enclosure No. 2

(Received)

WAR RELOCATION AUTHORITY
WASHINGTON

February 3, 1943

Dear Ralph:

Your letter of January 29th with enclosure has been received. I am very grateful for your kind offer of assistance in the matter of the Japanese Language School. I am sending a copy of your letter to Colonel Bonesteel and I am sure that he will be very glad to have your offer of assistance.

I am very sorry that the Japanese Language School has been a source of difficulty to the Army and to the Relocation Authority. I am sure that the difficulties will be overcome and that the School will be a great success. I am very grateful to you for your offer of assistance.

Sincerely yours,

Dillon S. Myer
Director

Lieutenant Colonel Ralph Ingersoll
General Staff
War Department
Washington, D. C.

304A in duplicate up to and including question number 26, and Form WRA 126a in triplicate, using carbon paper for this purpose. Questions 27 and 28 of DSS Form 304A will be answered before an Army representative and at that time the evacuee shall sign all copies of Forms 304A and 126a.

C. Form WRA 26. Four copies of Form WRA 26 shall be prepared for each evacuee who signs DSS 304A and Form WRA 126a, unless four copies of Form WRA 26 have previously been forwarded to the Director with an application for leave or leave clearance. The forms prepared as the result of the Director's telegram of January 15, 1943, should be used for this purpose. These forms should be available to the interviewers to refresh the evacuee's memories of dates and other information required by DSS Form 304A.

D. Volunteers for enlistment in the Army. Any evacuee who wishes to volunteer for enlistment in the Army should execute two copies of DSS Form 165, "Application for voluntary induction" (Exhibit No. 4), and two copies of DSS Form 154, "Request for transfer for delivery" (Exhibit No. 5) before an Army representative.

E. Army representatives. Representatives of the Army will be sent to each relocation center to assist the Project Director in arranging for the execution of Selective Service forms and to answer questions concerning the acceptance of volunteers for the Army, the status of evacuees under the Selective Service System, and questions concerning special eligibility for employment in war plants and industries.

F. Recommendations of Project Director. The Project Director shall check with the internal security officer and any other members of the project staff who may have information pertinent to a consideration of each application for leave clearance, and shall note his recommendations on the reverse side of Form WRA 126a. He shall, as soon as practicable, mail to all references given by the applicant a franked envelope addressed to the Director in Washington and a form letter, WRA 140, which requests a reply to be sent to the Director.

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.

G. Transmission of papers. The Project Director shall retain one copy of Form WRA 126a and deliver to the representatives of the Army who will be at the project for this purpose two copies of DSS Form 304A, two copies of Form WRA 126a, four copies of Form WRA 26 (unless four copies of this form have previously been forwarded to the Director in connection with an application for leave or leave clearance), and two copies of DSS Form 154 and two copies of DSS Form 165 if the applicant volunteers for enlistment in the Army.

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

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

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

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

G. Transmission of papers. The Project Director shall retain one copy of Form WRA 126a and deliver to the representatives of the Army who will be at the project for this purpose two copies of DSS Form 304A, two copies of Form WRA 126a, four copies of Form WRA 26 (unless four copies of this form have previously been forwarded to the Director in connection with an application for leave or leave clearance), and two copies of DSS Form 184 and two copies of DSS Form 165 if the applicant volunteers for enlistment in the Army.

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

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

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

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

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

Director

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

Director

WAR RELOCATION AUTHORITY
Washington

February 10, 1943

MEMORANDUM TO: All Project Directors

SUBJECT: Relation of Project Directors and Commanders of Military Police Companies

1. Experience has emphasized the importance both to WRA and the Army of close and cordial relations between the Project Director and the Commander of the Military Police Company at any project. A mutual desire for full cooperation in all common interests makes easy what otherwise is a difficult relationship. Each is an independent commander and supreme within his sphere. One owes allegiance to WRA, and the other to the Army, both of which are operating under difficult and sometimes overlapping missions. The responsibilities of each are similar and at times overlapping. This requires good judgment, tolerance and clear thinking by both.

2. Emergency may force calling in the military temporarily to take over a project, in which case the Military Police Company Commander would assume the entire responsibilities of the Project Director. The more familiar he is with the Project Director's interests and problems, the better able he is to assume this difficult duty with the least interruption of normal project procedure. Also, when the emergency has passed, the better able he is promptly to return these responsibilities to the Project Director with the least confusion.

3. It is most desirable that Project Directors continue to take advantage of every opportunity to promote cooperation and mutual understanding. The excellent progress that has already been made in this regard, such as inviting the Military Police Company Commander to appropriate staff conferences, keeping him generally informed, assisting him in matters of supply, hospitalization, and permitting use of project facilities wherever possible, is appreciated and in accord with the Director's expressed desire.

4. The War Department's full accord with the foregoing is being made known to the Commanders of Military Police Guard Companies in a

letter of instructions from the office of the Provost Marshal General, under the subject of Cooperation of Military Police Escort Guard Companies and War Relocation project officials.

5. This letter is being written for the information and guidance of all Project Directors and as an indication of my personal interest in maintaining at all projects cordial and cooperative relations between the project staffs and the representatives of the Military.

D S Myer

Director

1. employment
2. leave
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WAR RELOCATION AUTHORITY

WASHINGTON

OFFICE OF THE DIRECTOR

Memorandum

FEB 11 1943

AIRMAIL

To: Project Directors

Subject: Question 28 on Form WRA 126

One project director has raised the question as to whether qualified answers may be given to Question 28 on Form WRA 126 (revised), Application for Indefinite Leave. This question has been raised particularly by non-citizens.

Qualified answers may be given to Question 28. Registrars should put down on the form any kind of qualified answer that applicants wish to give.

D. S. Myer

Director

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Granada

WAR RELOCATION AUTHORITY

February 11, 1943

MEMORANDUM TO: ALL PROJECT DIRECTORS

SUBJECT: Reports on Land Owned by Minor Children of Alien Parents

It has been called to our attention that a number of evacuees who are not American citizens have been named as guardians of their minor children by California Courts. No doubt there are in addition, evacuees who are American citizens who have been acting as guardians of minor children of foreign-born parents. As such they are obligated to file their report not later than January 31 of each year. The California statutes provide a severe penalty (fine or imprisonment) for failure to do so. There are similar statutes in Arizona and Oregon. For the most part, those who are guardians have no doubt been represented by counsel and advised of their obligation in this respect, and have perhaps filed the necessary report. We think you will agree, however, that we ought to make certain they are advised.

We have written direct to those evacuees who we know are guardians, but there are undoubtedly a substantial number of others about whom we are not informed. Although the time has elapsed for filing such reports, it is extremely unlikely that any penalty will be imposed if the reports are filed within a reasonable time. If the matter is called to the attention of evacuees generally, those who are guardians can present themselves to you for advice and assistance.

Notices to that effect should no doubt be posted on bulletin boards, printed in the project newspaper, etc.

Russell T. Robinson

Russell T. Robinson
Chief, Evacuee Property Office

Miss D.
would you please
prepare a notice for the Paper
RT R

#72.100

Stafford

WAR RELOCATION AUTHORITY

WASHINGTON

AIR MAIL

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MEMORANDUM FOR PROJECT DIRECTORS

The widespread public misunderstanding of our feeding program has caused us to prepare the attached general statement outlining the current policy of the Authority on mess operations. We should like to have you give this statement immediate review. Let us have your comments on it by return airmail.

Specifically, we should like to ask the following questions:

1. Does the statement represent the policy currently in effect in your center? If not, in what respect does yours depart from this policy, and why?

2. In your judgment, is this a sound policy from the point of view of its acceptance by the general public in the communities around your center? By the evacuees in your center?

It is our intention to mimeograph this statement and to supply it to persons who write in about the food policy. It may also serve as a basis for a press release or other more formal public statement.

D. S. Myer
Director

Attachment



6242

# A STATEMENT OF POLICY OF THE WAR RELOCATION AUTHORITY IN PROVIDING FOOD FOR RELOCATION CENTERS

In recognition of a widespread public interest in the subject of food provided by the government to evacuees in relocation centers, the War Relocation Authority has prepared the following statement of its problems and policies in this field of its responsibilities.

## The Nature of the Population

The Japanese-American evacuees now in relocation centers number approximately 107,000. With the exception of a few hundred from Hawaii, all are former residents of the States of Washington, Oregon, California, and Arizona. All were evacuated by military action in connection with which the government undertook to maintain the evacuees, if necessary, for the duration of the war. Approximately two-thirds of the population are citizens; one-fourth are children of school age. Almost all of the alien portion of the population consists of men and women over 45 years of age, who are not eligible for naturalization under the laws of the United States.

## The General Policy on Food

In relocation centers evacuees are all fed in mess halls operated by the Authority with the use of evacuee labor. It is the policy of the Authority to provide the evacuees good substantial food of a quality and quantity comparable to that available to the general public. Food is purchased for the centers through the U. S. Army Quartermaster Corps under specifications established by the Army. It is issued to mess halls under circumstances which provide strict control over the kind and quantity of food used. All rationing regulations and recommendations now applicable to the civilian population of the United States are applied in the operation of mess halls in relocation centers. If regulations governing the population are modified, corresponding modifications will be made in the feeding program of the relocation centers.

## Current Restrictions on the Use of Food

At the present time the following restrictions are in effect in relocation centers:

1. Oleomargarine shall be used in place of butter.

2. In centers which do not produce their own milk and which are required to purchase in markets where the demand is already excessive, fresh milk shall be provided only to infants, nursing mothers, pregnant women, and other persons who, by medical direction, require a special diet.

3. No ham or bacon shall be purchased pending the development of a national program of rationing specifically establishing quotas for the use of these meats.

4. Sugar is rationed on the basis of one and one-half pounds per person for 30 days.

5. Coffee shall be rationed on the basis of one pound per person over fifteen years of age for six weeks.

6. Meat is rationed on the following basis:

   (a) 3/4 lb. per week for children under 6 years of age.
   (b) 1½ lbs. per week for children up to 12 years of age.
   (c) 2½ lbs. per week for all persons over 12 years of age.

7. Food costs must not exceed 45¢ per person per day.

## Food Production in Centers

It is the policy of the Authority to provide facilities which will enable the evacuees to produce as much as possible of the food required for their own subsistence. On all centers substantial amounts of agricultural land will be available this year. Vegetable production to meet all the requirements of the center during the production season is planned at the centers. Production programs allow for shipment from center to center; for example, vegetables produced in the winter at Arizona centers are shipped to centers in Idaho and Wyoming, which in exchange ship summer-produced foods to Arizona centers. Swine and poultry projects are being established on all centers. In a few centers having the necessary grazing land, beef cattle will be produced. In centers where the necessary minimum milk supply outlined above cannot otherwise be provided without serious competition with the general public, dairies will be established.

## Contribution of the Evacuees to the National Food-For-Freedom Program

During the agricultural season of 1942, nearly 10,000 evacuees were engaged in agricultural labor, chiefly in sugar beet production. Their contribution to the nation's sugar supply was substantial. It is contemplated that in addition to producing a large amount of their own food, the evacuees will continue to be available for work outside the centers in agriculture and in other occupations contributing to the war effort.

Strafford

#21,100

# WAR RELOCATION AUTHORITY

WASHINGTON

AIRMAIL

OFFICE OF THE DIRECTOR

FEB 12 1943

MEMORANDUM FOR ALL PROJECT DIRECTORS

There is attached a copy of our reply to the questionnaire submitted to the Project Directors by the California Department of Employment. We have discussed this questionnaire with the representatives of the Social Security Board and have included some of their suggestions in formulating the reply. The answers to the questionnaire may be helpful to you in assisting evacuees in preparing replies to questions submitted to them in individual cases which have been appealed.

One of the reasons given by the State agencies charged with the administration of the unemployment compensation acts for rejecting claims filed by the evacuees was that the evacuees were not available to accept employment while in the centers and, therefore, were not eligible to receive benefits. Some of these decisions were made prior to the issuance of the leave regulations and prior to the institution of the leave clearance procedure. It is possible that the rights of the evacuees to leave under the regulations and the granting of leave clearance to some of them may cause the State agencies to rule that some of the evacuees are available for work and eligible for compensation while unemployed. We are informing the appropriate agencies of the States from which the evacuees were removed of these developments in the relocation program.

By April, 1943, the right of substantially all of the evacuees for unemployment compensation benefits will have elapsed by reason of the expiration of their base year. It is, therefore, urgent that any evacuees who wish to file claims do so as early as possible.

It is a responsibility of the War Relocation Authority to assist the evacuees who wish to file claims. The employment officer at each project should contact the United States Employment Service and request the United States Employment Service to establish itinerant service at the centers and to take whatever steps are necessary to make it convenient for the evacuees to file claims for benefits. The project staff will, of course, cooperate with the United States Employment Service in assisting the evacuees to file claims or to appeal any adverse decisions.

In suggesting to the evacuees that they file claims for compensation benefits with the United States Employment Service, the evacuees should not be advised that any actual change has been made in the decisions by the State agencies charged with the administration of the compensation acts, as far as we know. However, in view of the recent changes in the conditions under which the evacuees may leave the centers, it is possible that at least some of the evacuees may be eligible for benefits at the present time.



D. S. Myer

Director

Attachment

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Answers to questions submitted to War Relocation Authority Project Directors by California Department of Employment:

1. Q. Approximately how many Japanese are residing in the Center?
   A. The number of persons of Japanese ancestry living at each of the relocation centers as of January 1, 1943, was as follows:

| | |
|---|---|
| Colorado River Relocation Center<br>Poston, Arizona | 17,615 |
| Gila River Relocation Center<br>Rivers, Arizona | 13,320 |
| Jerome Relocation Center<br>Dermott, Arkansas | 8,252 |
| Rohwer Relocation Center<br>McGehee, Arkansas | 8,453 |
| Minidoka Relocation Center<br>Hunt, Idaho | 9,042 |
| Tule Lake Relocation Center<br>Newell, California | 15,053 |
| Manzanar Relocation Center<br>Manzanar, California | 9,916 |
| Central Utah Relocation Center<br>Topaz, Utah | 7,899 |
| Heart Mountain Relocation Center<br>Heart Mountain, Wyoming | 10,722 |
| Granada Relocation Center<br>Amache, Colorado | 6,805 |

2. Q. Do some of the Japanese living in the Center commute daily to the outside where they are regularly employed?
   A. Daily commuting to outside jobs is permissible at all of the relocation centers except Manzanar, Tule Lake, Gila River, and Poston. These centers are situated in Military Area No. 1, prescribed pursuant to Executive Order No. 9066, and the regulations of the War Department prevent the evacuees from commuting from these centers without special permission from the War Department. The War Department granted special permission

for the evacuees to assist in gathering long staple cotton on one occasion. There is no restriction against commuting to outside jobs at any of the other centers.

3. Q. If so, what type of pass or leaving permit is granted in such cases?
   A. A daily work pass is issued to each person who wishes to commute regularly to a job outside a relocation center.

4. Q. During what hours is such commuting permitted?
   A. There is no general restriction on the hours during which the evacuees may commute. The pass usually provides that the worker may leave after a specified hour and must return before a specified hour. The hours of work in the outside employment and any special circumstances under which the evacuee is required to work determine the hours for departure and return.

5. Q. Approximately how many Japanese commute daily to the outside for employment?
   A. The number of persons who have travelled daily to outside work has depended almost wholly upon the job opportunities available to them. Most of the employment has been in agricultural work. During the harvest season a relatively large number has obtained work.

6. Q. In what occupations are the Japanese employed who customarily commute from the Center to the outside daily?
   A. Most of the evacuees who have commuted to outside jobs have been engaged in agricultural work. Some have done industrial work and others have worked for garages, laundries, dry cleaners, saw mills, banks, and construction companies.

7. Q. If some of the Japanese customarily work outside and live inside, are any allowances made them by the War Relocation Authority such as board, room and clothing?
   A. The War Relocation Authority does not furnish board, room, clothing or any other allowances free of charge to evacuees who are engaged in work outside the relocation centers.

8. Q. Are Japanese who live within the Center and go daily outside to work required to pay for their board and living quarters? If so, how much?
   A. Evacuees who live in the centers and who go daily outside to work are required to pay for their board and living quarters at the rate of 67¢ per day, or $20.00 per month.

9. Q. Are there any private employers and employment within the confines of the Center? If so, please explain the nature of such private employment.
   A. The following types of private employment are available within the relocation centers:

(a) At each of the centers the evacuees have organized privately owned and privately operated consumer enterprises. These enterprises are managed and operated on a cooperative basis. They operate stores, barber shops, beauty parlors, and other service facilities. They employ only evacuees.

(b) Private contractors who constructed the buildings at some of the relocation centers have employed some evacuees in completing the construction work. School buildings are being constructed at some of the centers at least partly by evacuee workers. The evacuees have worked as clerks, accountants, engineers, and laborers.

(c) At the Colorado River, Gila River and Manzanar Relocation Centers, the Federal Government is entering into a contract with a private company for the manufacture of camouflage nets for the Army. Evacuees will be employed in this work.

(d) At the Tule Lake Relocation Center, the Government is making a contract with a private company for the manufacture of pyramidal tents for the War Department. Evacuees will be employed in this work.

(e) At the Minidoka Relocation Center, the Government is entering into a contract with a private company for the improvement of irrigation facilities on public lands. The contractor will employ evacuees.

(f) There are other evacuees who are engaged in private employment at the relocation centers. Some of the evacuees represent local business firms such as laundries and dry cleaners and are paid wages or commissions for their services. Others are engaged in commercial art work. There are numerous other examples of private employment in which a small number of the evacuees have engaged.

10. Q. Are some of the Japanese employed by private employers within the Center?

A. As pointed out in the answer to Question No. 9, some of the evacuees are employed by private employers at the Centers.

11. Q. Does the Center itself operate work projects for the employment of the Japanese? If so, is there work available for all Japanese?
A. The War Relocation Authority provides work for some of the evacuees at the relocation centers. Government employment at the centers includes work in connection with the administration of the centers and in agricultural work. Some of the evacuees have worked on camouflage nets for the War Department.

12. Q. Is employment on a Center project compulsory or optional with the Japanese?
A. Employment of the evacuees by the Government is conducted on an entirely voluntary basis.

13. Q. What is the W.R.A. wage rate paid for work on a Center project?
A. The cash wage payment by the Authority to the evacuees is $12.00, $16.00, or $19.00 per month, depending upon the type of work to which they are assigned.
New workers, trainees, partially qualified workers and apprentices are classified into Group I and are paid at the rate of $12.00 per month. A majority of the evacuees are classified into Group II and are paid $16.00 per month. This group includes all workers who do not come within either Group I or Group III. Group III includes evacuees who are employed in responsible supervisory positions, in work requiring professional training or in work which makes a special contribution to the project or which involves exceptional skills. Workers in Group III are paid at the rate of $19.00 per month. Some of the evacuees are employed on a part-time basis. Part-time workers are classified in accordance with the same rules as regular employees. They are paid on a daily basis at the following rates:

| | |
|---|---|
| Group I | 50 cents per day |
| Group II | 70 cents per day |
| Group III | 80 cents per day |

14. Q. Is there a maximum and minimum amount allowed each month for work on a Center project?
A. The maximum cash wage payment which an evacuee may earn is $19.00, $16.00 or $12.00 per month, depending upon the classification of the work to which he is assigned. There is no minimum amount that a worker may earn.

15. Q. What must a Japanese do to obtain such work on a Center project?
A. At each of the relocation centers, the War Relocation Authority has interviewed all of the employable evacuees and has classified them with respect to their experience and employment capabilities in accordance with the United States Employment Service Code. This was done as a part of the registration procedure. An evacuee who is unemployed and who wishes to obtain a job may merely apply at the office of the Employment Division at the project and he will be assigned to any available job for which he is qualified.

16. Q. Does the W.R.A. maintain an employment office wherein Japanese may apply for work outside the Center?
A. The Authority maintains an employment office where the evacuees may apply for work outside the centers.

17. Q. Does this office also handle applications for work within the Center?
A. The Employment Division at each center handles both inside and outside employment applications. If a job opportunity outside the center is presented, the applications of persons who have applied for work both inside and outside the center will be examined. The records obtained from the original interviews, mentioned in the answer to Question No. 15, will also be examined if no qualified person has applied for such a job. If there is a qualified person at the Center, he will be offered the job.

18. Q. If an individual registers for work within the Center and no work is available, is he then entitled to W.R.A. unemployment compensation?
A. The War Relocation Authority is not authorized to provide any special plan for "unemployment compensation", within the meaning of the term as used in the several State unemployment compensation acts. However, the Authority is authorized to make grants to the evacuees as a means of providing for their needs. In order to encourage the evacuees to accept all work that is available for them, the Authority has instituted a plan under which an evacuee who is able to work, who has been registered for work for a period of two weeks, who has not been discharged from a job at the Center for cause, and who has not received a suitable job offer may apply for and receive grants. The grants are made upon the basis of 60 percent of the cash wage which the worker was receiving when he was employed by the Authority or of the cash wage which he would receive if he should be employed by the Authority. The Authority has referred to this plan as "unemployment compensation".

19. Q. What amount or amounts are paid as W.R.A. unemployment compensation?
A. See answer to Question No. 18.

20. Q. What are the eligibility requirements an individual must meet in order to draw W.R.A. unemployment compensation?
A. See answer to Question No. 18.

21. Q. What are the eligibility requirements a Japanese must meet in order to accept outside employment?
A. There are no eligibility requirements with respect to an evacuee's accepting outside employment. Any evacuee who is granted leave by the Authority may accept an outside job.

22. Q. Who among the Japanese may apply for outside employment and is there a distinction made between citizens and aliens?
A. Any evacuee may apply for outside work. No distinction is made upon the basis of citizenship.

23. Q. Does the United States Employment Service maintain an office at the Center?
A. Although the United States Employment Service does not regularly maintain an office at any of the relocation centers, the United States Employment Service has assisted and cooperated with the Authority in finding job opportunities for the evacuees.

24. Q. Does the United States Employment Service representative call regularly?
A. Representatives of the United States Employment Service make regular itinerant calls at the Gila River, Granada, Central Utah and Jerome Relocation Centers. They make occasional calls at the other centers. The calls are more frequent during the harvest season or when there is a demand for workers. We are instructing our Project Directors to ask the Service to establish itinerant service at all of the relocation centers and it is anticipated that such service will have been established at all centers within the near future.

25. Q. Can a Japanese leave the Center to look for employment?
A. While an evacuee usually may not leave a relocation center to seek employment, he may leave the center to interview a prospective employer or to apply for a specific job.

26. Q. What different types of leave permits and/or passes are granted Japanese to accept employment on the outside?
A. The following types of leave or passes are granted to evacuees to accept employment outside the centers:
(a) A daily work pass, referred to at some of the centers as a commuter's pass.

(b) A leave to participate in a work group for employment and residence with a group of center residents outside the relocation area.

(c) An indefinite leave to accept private employment and for indefinite residence outside the Center.

27. Q. Do these leave permits or passes permit a Japanese to remain outside the Center indefinitely?
A. An evacuee who has been granted indefinite leave may remain outside the center indefinitely. A person who has been granted group work leave may remain outside the centers for the duration of the work for which they were granted leave or for any other work they are able to obtain. They may apply for and receive indefinite leave while outside the center on group work leave.

28. Q. Under what circumstances must the holders of leave permits and passes return to the Center?

A. There are no specific conditions under which an evacuee must return to a center. It is anticipated that all those who are granted indefinite leave will remain outside the centers permanently. If they lose their jobs outside the centers, they will seek other employment as if they had never lived in relocation centers.

The persons who are granted group work leave will usually return to the centers when they have completed the work for which they were granted leave. However, they may obtain indefinite leave while outside the centers on group work leave and upon obtaining such leave may remain outside the centers indefinitely.

The Director reserves the right to revoke indefinite leave granted an evacuee if he finds it is necessary in the interest of peace and security or if evidence becomes available to indicate that the public interest requires that the leave be revoked. For example, if public sentiment against any of the evacuees who obtain leaves becomes such in a locality that it is necessary to revoke their leaves, the Director may do so. However, it is not anticipated that any indefinite leaves will be revoked and no procedure has been formulated for requiring evacuees whose leaves may be revoked to return to the centers.

29. Q. For what length of time are leave permits granted?

A. The duration of leaves are as follows:

(a) Daily work passes authorize evacuees to leave from day to day.

(b) Short term leave is granted for a period of not more than thirty days. It may be extended for an additional thirty days.

(c) Leave to participate in a work group may be granted for such time as may be necessary to complete the work for which the leave was granted. An evacuee who has been granted group work leave may apply for and obtain an indefinite leave.

(d) Indefinite leave authorizes the evacuees to remain outside the center indefinitely.

30. Q. What are the requirements a Japanese must meet in order to secure a permanent release from the Center?

A. In order to obtain an indefinite leave, an evacuee must file an application with the Project Director at his relocation center. The Project Director investigates the record of the evacuees at the center, writes to the character references given by the evacuee and transmits the application to the Director with his recommendation. The Director secures from the Department of Justice such information as may be available, examines any letters received from the applicant's references and takes such steps as may be necessary to satisfy himself concerning the probable effect upon the war program and upon the peace and security of issuing indefinite leave to the applicant. The Director thereupon instructs the Project Director whether the applicant is eligible for indefinite leave and the Project Director notifies the evacuee. If the Director approves the application, an indefinite leave is issued to the evacuee.

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30. (continued)
Where an immediate ruling is needed on an application for indefinite leave and where the applicant has not previously obtained leave clearance, the Project Director may recommend that the Director approve the immediate issuance of leave. Under such circumstances, leave may be issued with the understanding that it may be revoked if further investigation warrants such action.
The procedure for applying for and obtaining leave is described in detail in the Authority's Administrative Instruction No. 22 (Revised), a copy of which is enclosed.

31. Q. Are permanent releases granted to alien and citizen alike?
A. Indefinite leave is granted to both aliens and citizens.

32. Q. Can any Japanese (alien or citizen) accept a permanent position with positive assurance that a permanent release will be granted?
A. The War Relocation Authority has encouraged the evacuees to apply for indefinite leave clearance and it is clearing as many of the applications as possible. Many of the evacuees have already applied for and received leave clearance. It is anticipated that as many as thirty thousand of the adult evacuees will have been cleared for indefinite leave within a short time. When an evacuee has been cleared for indefinite leave, he may accept a permanent position with positive assurance that indefinite leave will be granted him. If an evacuee has not applied for and obtained indefinite leave, clearance, he may not immediately accept private employment with positive assurance that he will be granted indefinite leave. However, under the procedure outlined in the answer to Question No. 30 and in Administrative Instruction No. 22 (Revised), leave usually may be obtained within a very short time if a ruling is needed immediately.

33. Q. Is the offer and acceptance of a permanent job contingent upon receipt of a permanent release?
A. The offer and acceptance of a permanent job by an evacuee is not contingent upon the granting of an indefinite leave unless the evacuee has not earlier obtained leave clearance. The evacuee may accept a job and file his application for indefinite leave if he has not already done so. When the Authority has cleared his application, he may then accept employment.

34. Q. What length of time is involved in obtaining a permanent release?
A. The length of time required for obtaining indefinite leave depends upon the facts in a particular case. Under normal conditions, an application may be cleared within one week. It is possible for an application for indefinite leave to be cleared within a shorter period of time.

35. Q. In the event a permanent release is granted, what restrictions thereafter are the Japanese subjected to?
A. An evacuee who has not been granted indefinite leave is subject to no restrictions imposed by the Authority except that he is requested to advise the Authority of any change of address and his leave may be revoked when the Director determines that such action is necessary in the interest of the public safety. We have discussed this at length in connection with Question No. 28.

36. Q. Under what conditions may Japanese who have been permanently released return to the Center?
A. An evacuee who has been granted indefinite leave may return to a relocation center only by applying to a Project Director for admittance and by obtaining permission to return.

37. Q. May a Japanese permanently released voluntarily return to the Center?
A. An evacuee who has been granted indefinite leave may voluntarily return to a relocation center only with the express permission of the Project Director. The Authority will not encourage evacuees to apply for permission to return to the centers but will encourage them to continue to live outside the centers.

38. Q. Is a permanently released Japanese required to report his whereabouts periodically and does he remain under the jurisdiction of the W.R.A.?
A. An evacuee who has been granted indefinite leave is not required to report his whereabouts periodically and he does not remain under the jurisdiction of the War Relocation Authority. He is requested, however, to advise the Authority of any changes of address.

39. Q. What are the provisions for Japanese in War Relocation Centers as concerns food, shelter, clothing, medical attention, etc.?
A. The Authority provides food, shelter, clothing, medical attention, and educational facilities for the evacuees at the relocation centers.

40. Q. With reference to the above question, are the Japanese required to perform services for the allotments made them?
A. The evacuees are not required to perform services for any of the provisions made for them, mentioned in the answer to Question No. 39, except clothing allowances. Clothing allowances are made to adult evacuees who are registered for work or who are working.

41. Q. What is the reasonable value of board and room furnished to Japanese within the center?
A. The value of these allowances, exclusive of clothing allowances, is estimated to be $20.00 per month. The value of the clothing allowances depends upon the relocation center where the evacuees are situated. Clothing allowances are made to adult evacuees at the Tule Lake, Minidoka, Heart Mountain, Central Utah, Manzanar, and Granada Relocation Centers at the rate of $45.00 annually or

$3.75 monthly. Clothing allowances are made to adult evacuees at the Colorado River, Gila River, Rohwer and Jerome Relocation Centers at the rate of $42.00 annually or $3.50 monthly.

42. Q. Assuming that a Japanese has a private income sufficient to care for his needs, may he apply for and receive a permanent release from the Center?

A. An evacuee who has a private income sufficient to care for his needs may apply for and receive indefinite leave from a relocation center.

Circ + return

Thorkmorton

WAR RELOCATION AUTHORITY
Washington

MEMORANDUM

(4) s.d. HJ

February 23, 1943

To: All Project Directors

Subject: Relocation Offices of the Employment Division

The following relocation offices of the Employment Division have recently been established:

| Office | Area |
|---|---|
| H. Rex Lee, Supervisor<br>318 Atlas Building<br>Salt Lake City, Utah | Idaho, Nevada, Utah, parts of Washington, Oregon and Arizona outside of evacuated area, most of Montana, Western Wyoming |
| Mr. Harold S. Choate, Supervisor<br>Midland Savings Building<br>Denver, Colorado | Yellowstone Valley in Montana, rest of Wyoming, all of Colorado, Nevada, North and South Dakota, New Mexico, Western Nebraska and Western Kansas |
| Mr. E. H. Leker, Supervisor<br>1509 Fidelity Building<br>Kansas City, Missouri | Balance of Nebraska and Kansas, all of Iowa and Missouri |
| Mr. Elmer L. Shirrell, Supervisor<br>226 West Jackson Blvd.<br>Chicago, Illinois | Minnesota, Wisconsin, Illinois, and Indiana |
| Mr. Harold Fistere, Supervisor<br>944 Union Commerce Building<br>Cleveland, Ohio | Michigan and Ohio |

These offices will be sending employment opportunities to the several projects. Relocation officers on the staff of these offices, located at other places in these areas, such as Minneapolis or Detroit, will also communicate directly with project directors on employment opportunities for evacuees.

Employment offers which are referred to projects by relocation officers of the WRA have been checked and it can be assumed that these offers are at prevailing wages, that the communities in which they are located are reasonably favorably disposed, and if the employment is a unionized plant that the union will not object to an evacuee taking the job.

Thomas W. Holland

Thomas W. Holland
Chief, Employment Division

WAR RELOCATION AUTHORITY

Washington

February 26, 1943

To: All Project Directors

Subject: Community Analysis Program of the War Relocation Authority.

In order to supply an increasing need for more adequate information on social and psychological problems in center administration and relocation, the Section of Community Analysis has been established in the Division of Community Management. In the Washington office this work will be directly under the supervision of John F. Embree, formerly in charge of documents in the Reports Division.

At each center, within the Division of Community Services, will be established a Community Analysis Section, which will be under the direction of a qualified social investigator and analyst. The investigator may employ such evacuee staff as required to carry out his functions. Assistants who have had previous training and experience in social science investigative work shall be considered as professional employees. The investigator will train additional assistants as necessary.

It shall be the function of the Community Analysis Section to make relevant studies of the social structure and organization of the relocation center, including both formal and informal social groups. Special emphasis shall be placed upon the degree of assimilation of the various groups, their place in the community, their attitudes toward one another and toward WRA, the effect of the evacuation upon both family and group social controls, and the effect of administrative policies and procedure upon the evacuee community. He shall further study and analyze social trends within the center, with special reference to the disintegration of old social groups and the development of new ones within the center.

All personnel shall cooperate with the investigator in making available such records and information as may assist him in performing his functions. All records kept by the investigator shall be confidential, and he shall not be required to divulge the contents thereof or the individual sources upon which the records are based, except pursuant to the request of the Project Director.

The Community Analysis Section shall report the results of its activities at least monthly through the Chief of Community Services to the Project Director, and shall make such other reports from time to time as may be deemed advisable, or as the Project Director may request. One copy of each such report shall be transmitted to the Washington office.

(Signed)

Director

Mann

February 26, 1943

To All Project Directors

Subject: Rental Schedule for Consumer Enterprises

Attached is a revised schedule of rental rates for the Consumer Enterprises.

As provided in Supplement II of Instruction 26, the rental for one barrack-type building, 100' x 20' in dimension, amounts to $75 per month. On the basis of the proposed rental scale attached, the same building, including all services provided under the present plan, will rent for $47.50 per month, a net difference of $27.50 per month per building. If the War Relocation Authority were to operate these stores, it would charge against the cost of goods sold depreciation and maintenance, utilities, and other direct operating costs. Consequently, it is reasonable to expect the Cooperatives to pay these. The figures set forth herein we deem reasonable for such purposes and in keeping with the general War Relocation Authority policies.

You will note that we have suggested two alternate rental plans, either one or both can be made use of by the Consumer Enterprises. For example, Plan "B" might be logical for leasing a warehouse with a concrete floor in one of the southern projects, as the heating is a very small item and the rental rate is lower to reflect this saving.

D. S. Myer

Director

Attachment

6-5351 BU-COS-WP

WAR RELOCATION AUTHORITY
Washington

February 26, 1943

ADMINISTRATIVE INSTRUCTION NO. 26

Supplement IV

Subject: Consumer Enterprises in Relocation Centers

Sections II B and II C of Administrative Instruction No. 26, Supplement II, are hereby revised to read as follows:

II. B. Effective March 1, 1943, the Consumer Enterprises will be required to pay to the War Relocation Authority a fair rental for the use of the buildings constructed at government expense. Such rental figure will reflect the expenses that would ordinarily be charged against the cost-of-goods-sold, should the stores be operated by the War Relocation Authority. The rental rates include reasonable compensation for depreciation, maintenance, utilities, and, unless otherwise mentioned, heating. All rentals are based on completed buildings, winterized and equipped with stoves; but do not include special plumbing, wiring, partitions, counters, display cabinets, etc. If in a particular case the Consumer Enterprises has borne the cost of maintaining the exterior of the buildings, the rental rate under the applicable plan given below may be reduced at the rate of $.0625 per square foot per annum for the period involved. If a Consumer Enterprise has borne some part of the cost of winterizing or otherwise completing the buildings, the facts should be reported to the Director with a recommendation that the free use of the buildings be authorized for an appropriate period of months. This recommendation should not delay the execution of a license agreement as provided in paragraph II C, below. The rental rates shall be as follows:

1. For each barrack-type building utilized as stores, warehouse or for office space:

Plan "A" - including heat, power, water, rubbish disposal, depreciation and maintenance - 28 1/2 cents per square foot per annum.

Plan "B" - same items as Plan "A" but excluding heat - 23 1/2 cents per square foot per annum.

If desired, separate agreements may be negotiated under one plan for store space, under another plan for warehouses, etc.

2. For building constructed by the War Relocation Authority specifically as stores for the Consumer Enterprises, add six cents per square foot per annum to each of the rates quoted above for the barrack-type buildings.

These rental rates have been computed in accordance with the following table:

Rental Table For 100 x 20 Foot Barrack-Type Building

| | Plan "A" | Plan "B" |
|---|---|---|
| Depreciation and Maintenance | $350 | $350 |
| Power, Water, and Rubbish Disposal | 120 | 120 |
| Heat | 100 | |
| Rental per Annum | $570 | $470 |
| Rental per square foot per annum | 28 ½ cents | 23½ cents |
| Rental per month (2000 sq. ft.) | $ 47.50 | $ 39.17 |

II.C. The Project Director shall, with the assistance of the Project Attorney, negotiate and execute a license agreement with the Consumer Enterprises, and the executed originals shall be forwarded to the Director for filing with the General Accounting Office.

D. S. Myer
Director



6-5351 BU-COS-WP

CONFIDENTIAL

Feb. 26, 1943

To: All Project Directors

From: D. S. Myer, Director

The rumor factory is again at work. A rumor has developed at one of the centers that sometimes during the first part of March, at about the time the voluntary enlistments are to be announced, there will be a concerted effort in a number of projects to start incendiary fires and that attempts will be made preliminary to such action to sabotage fire equipment. The rumor also indicates that the Japanese holiday of March 2 might be the time such action would be taken.

I believe the rumor to be completely fantastic. On the other hand I do not feel that we can entirely ignore such rumors. Consequently, I am sending this on for your confidential information and suggesting that reasonable precautions be taken to provide a careful check on fire equipment and prevention during the next two or three weeksperiod.

I am sure you will utilize this information in such manner as not to lead to fears throughout the centers.

/s/ D. S. Myer

WAR RELOCATION AUTHORITY

WASHINGTON

FEB 27 1943

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OFFICE OF THE DIRECTOR

CONFIDENTIAL LETTER FOR ALL PROJECT DIRECTORS

Subject: Is the filling in of the questionnaires in the current military registration voluntary or compulsory?

Several Project Directors have recently put to me this question: is the filling in of the questionnaires in the current military registration voluntary or compulsory? I appreciate the fact that the Project Directors have probably not in all cases had available to them a clear answer to this question.

The answer is this: all male citizens 17 years old or older, among the evacuees, are required by regulation of the War Relocation Authority to fill in the questionnaires. (This is made compulsory by Supplement 3 to Administrative Instruction No. 22 (Revised), issued January 30, 1943. See paragraph IX B.) The filling in of these questionnaires has not, however, been made compulsory under the Selective Service Act. The filling in of these questionnaires by evacuees other than male citizens 17 years of age or over is not compulsory either under the Selective Service Act or under WRA regulation, but Project Directors have been instructed to make every effort to have them fill in the questionnaires in order to facilitate the leave program.

The situation has been rather confused, because of the fact that I have learned since my return to Washington that the War Department and the Selective Service System did not come to a complete agreement along the lines that were earlier discussed between my office and the office of Assistant Secretary of War McCloy.

The War Relocation Authority was given to understand that the War Department would request the Selective Service System to issue a regulation making the filling in of the questionnaires involved in the current registration compulsory for all male citizens of military age. In turn, WRA announced its intention of providing for the filling in of the questionnaires by all evacuees in relocation centers 17 years of age or over. This was the understanding when Mr. Provinse, Mr. Glick, and I left Washington for the recent field conferences. This was also the understanding communicated to the

Project Directors. While we were in the field, Mr. Rowalt, as Acting Director, issued Supplement 3 to Administrative Instruction No. 22, Revised. You will notice that Section I of that Supplement adds a new section IX to Administrative Instruction No. 22. Paragraph B of the new section IX, you will notice, begins with the statement "Beginning with a day in February 1943 to be announced by the Director, each Project Director shall arrange for each male United States citizen of Japanese ancestry in the relocation center who has reached his 17th birthday to execute DSS Form 304A and Form WRA-126a."

I have learned, however, that the Selective Service System subsequently was informed by certain officers in the War Department that the filling in of the questionnaires by male citizens of military age was not to be made compulsory under the Selective Service Act. The Selective Service System therefore did not issue a regulation requiring the filling in of the questionnaires.

When a male citizen evacuee of military age refuses to complete the questionnaires, he becomes guilty, therefore, of violating a regulation of WRA but his mere refusal to complete the questionnaires does not make him guilty of violating the Selective Service Act. Each Project Director has, of course, authority under the Administrative Instructions, to arrest evacuees for disobeying orders or instructions issued by the Project Director, or regulations of WRA, and to impose suitable punishment. Under the new Administrative Instruction on trial and punishment of offenses, copies of which are now being mailed to you, the maximum punishment a Project Director can impose in such a disciplinary proceeding is 90 days confinement in jail or suspension of certain compensation privileges, or both. The contents of this Administrative Instruction were outlined and discussed at the recent field meetings.

So far I have discussed only the mere refusal of an evacuee to fill in the questionnaires. I sent to all Project Directors several days ago a teletype calling attention to the fact that an Act of Congress makes it a crime to interfere with the enlistment or recruitment service of the United States for its armed forces. If any evacuee is guilty, in addition to refusing to fill out the questionnaires, of conduct that tends to interfere with the filling out of these questionnaires by other male citizens of military age, you should turn that evidence over to the FBI for transmittal to the United States Attorney. It will be the responsibility of the

WAR RELOCATION AUTHORITY

WASHINGTON



OFFICE OF THE DIRECTOR

United States Attorney to determine whether the evidence warrants prosecution for interference with the enlistment or recruitment service.

You should make the contents of this letter known to your Project Attorney and to your Chief of Internal Security.

Sincerely,

D. S. Myer

Director