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Sept./Dec., 1943

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WAR RELOCATION AUTHORITY

WASHINGTON

September 11, 1943

MEMORANDUM

To: Project Directors.

Subject: Action by the Japanese-American Joint Board.
(supersedes memorandum of August 12, 1943)

This memorandum supersedes the memorandum from Acting Director Rowalt on the same subject, dated August 12, 1943. Please dispose of your copies of the August 12 memorandum. The last paragraph has been modified because the War Department is not in a position to assign additional investigative personnel to the field investigations required.

We have been receiving a considerable number of requests from project directors requesting that "action be expedited" to secure the approval of the Joint Board for particular individuals for residence in the Eastern Defense Command and/or employment in vital war plants. We also receive similar requests from relocation officers on war plant clearance.

The purpose of this memorandum is to explain the present situation on these two matters and to indicate what may reasonably be expected. First, as to Joint Board approval for the Eastern Defense Command on lists 258a. As a practical matter very little can be done to expedite action for individuals who may have employment opportunities waiting for them in the Eastern Defense Command. The Joint Board has a set procedure for various types of cases, and some types take longer than others. It is anticipated, however, that the great majority of all the American citizens who registered during the general leave registration will be processed by the Joint Board in the next six or eight weeks. Some 16,000 cases have already been recommended for indefinite leave by the Joint Board and their names sent to you on Forms WRA 258a. When we receive a request for special action on an Eastern Defense Command case, we flag it and notify the project director by teletype when the Board has acted, thus saving a few days. We are not, however, able to expedite action by the Board itself.

We have received some requests for Eastern Defense Command clearance for persons age 16 and under. Such clearance is not necessary. (See Leave Handbook, Section 60.4.4A (5).) Project

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directors may issue indefinite leave to persons 16 years of age and younger to any part of the United States except the evacuated areas on the Pacific Coast. We also receive some requests for Eastern Defense Command clearance for aliens. Since the Joint Board is not considering the cases of all aliens automatically, action on these alien cases will be slow. The names of any aliens who might be interested in relocation in the Eastern Defense Command should be submitted to us as far as possible in advance of the time they might wish to go. It is also suggested that in recruiting on employment offers in the Eastern Defense Command, recruitment be limited to persons on lists 258a and 258b so that there may be no possibility of delay for lack of clearance.

The matter of clearance by the Joint Board for employment in war plants is a separate and distinct question. Some 2,000 American citizens are being automatically processed by the Joint Board to establish their eligibility for employment in vital war plants. All Army volunteers rejected on the physical examination are also being considered. Except for Army volunteers, no aliens are being considered for advance war plant clearance. These two thousand individuals have been selected on the basis of their personal records and histories and their occupational backgrounds. The individuals selected for field investigation appear on the attached copies of Form 258a which have already been sent to you. It is expected that the field investigations on all of these two thousand individuals will not be completed for some months, but two or three hundred cases may be expected to be acted upon by the Joint Board each month until the 2,000 cases have been completed. Mr. Holland's memorandum of August 3, 1943, on the subject of "Procedure for placement of persons with war plant clearance (Form 258b)", covers the procedure which will be used in attempting to secure employment opportunities for these individuals. The War Department is not prepared to order field investigations for any additional number of persons to give advance clearance for war work. There is no point, therefore, in sending us the names of individuals not already selected for field investigation with the request that they be considered by the War Department for advance war plant clearance. Such individuals should be advised that advance war plant clearance cannot be secured, but if they relocate and subsequently have an opportunity to work in a war plant, their prospective employer may be able to secure permission from the local Army district security officer to employ them. Similarly, evacuees who inquire of relocation officers about war plant clearance and whose names do not appear on the attached lists should be informed that a prospective employer can secure advice from the local district security officer as to whether or not they may be hired for a specific job. Clearance secured by an employer from a district security officer for a specific job is good for that job only. Advance war plant clearance (Form 258b) on the other hand is a general clearance for employment in war plants.

D. S. Myer
Director

cc Relocation Supervisors
Relocation Officers

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WAR RELOCATION AUTHORITY
WASHINGTON

Deason ✓
cc: Tolson
cc: McLaughlin
cc: Schofer

SEP 25 1943

MEMORANDUM

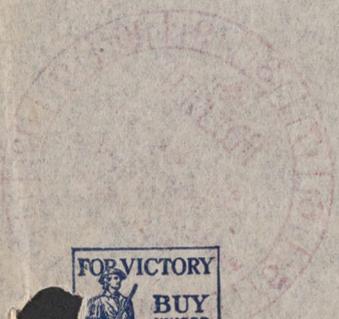
To: Project Directors

One of the United States District Attorneys has advised this office that many of the alien evacuees released from our centers are failing to carry with them their Department of Justice "Certificate of Identification Cards". In fact he states that some of the evacuees claim they have left them with their personal belongings at the Project.

To avoid evacuees being held needlessly pending the receipt of their card and to facilitate the investigational work of the Justice Department, will you please check your leave offices to make sure all aliens are being advised that they are subject to all Justice Department regulations upon their release from a center. Special warning about carrying their "Indefinite Leave Cards" and their "Certificates of Identification" would be helpful.

D. P. Myer

Director



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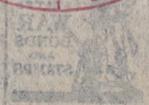
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WAR RELOCATION AUTHORITY
WASHINGTON

SEP 28 1943

[Faint, mostly illegible typed text, possibly a letter or report]

R. O. Meyer



WAR RELOCATION AUTHORITY

Washington

September 28, 1943

To: All Project Directors

Distribution: E

Attached is a copy of letter being sent to all evacuee doctors at the centers. Will you please see that a copy of the letter gets into the hands of each doctor at your project with the personal message indicated in the last paragraph.

R. S. Myers
Director

Attachment

WAR RELOCATION AUTHORITY

Washington

September 28, 1943

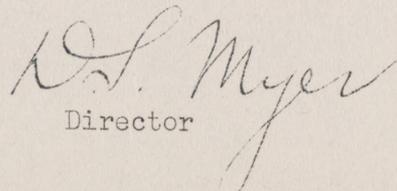
To: The Evacuee Physician Staff at Relocation Centers

The provision of adequate medical care at Relocation Centers has been a constant concern of the WRA since the President created the Authority in March of last year. The scarcity of doctors under present war conditions is a fact of which you are fully aware and I realize that because of this shortage your hours of work at center hospitals have been long and full ones. For your devotion to your work and your profession under the trying conditions of the past eighteen months I want to express my personal appreciation.

The procurement of medical staff for service at the centers still remains a critical problem. With many doctors now leaving the centers for employment outside, an employment to which you are justly entitled, the problem of maintaining an adequate staff at the centers is a serious one. Replacements are frequently difficult to obtain and when obtainable are often subject to delays that cannot be avoided. For this reason I am making this personal request to you that you keep us currently informed of any relocation plans you may have and let us know just as far in advance as possible of the date of your expected departure from a center. Until the date of your departure from the center, the urgency of the medical situation requires that you continue your services for the benefit of the center population. Your continued cooperation to the end that adequate medical care can be maintained at the centers will be very much appreciated.

It has been our purpose from the beginning to maintain adequate service at each center. Departures of doctors on indefinite leave have not of course taken place at the same rate at all projects and have been at a faster pace generally than relocation of other center residents. The result has been an unequal distribution of medical personnel and the need for transfers from one project to another has become essential to maintain adequate health facilities for the various centers. From time to time it will be necessary to ask that doctors move from one center to another in order to protect the health of the populations. These requests will not be made except where crucially important to the health program, but when so made it is hoped they may be accepted as the war emergencies they are and in the spirit of service which has always characterized the medical profession.

I am asking the Project Director, at the time that he delivers to you a copy of this letter, express in person to you my grateful thanks for the service you are rendering in these critical times.


Director



November 8, 1943

TO: All Project Directors (except Tulé Lake and Leupp)

Joint planning between the staff and the evacuees is basic to an organized and intelligent approach to relocation. There has been much discussion among staff members here on the type of organization which will most effectively implement joint planning. From these discussions has come the conclusion that there should be established at each project a Relocation Executive Board with staff and evacuees equally represented, a Relocation Committee composed of staff members, and a Relocation Planning Board with all-evacuee representation. Considerable thought has been given to the organization and functions of the cooperating evacuee group.

Since it is the policy of the Authority to recognize the Community Council as representative of the evacuees, the Council should be invited to assume a major responsibility in organizing planning efforts. Council committees can assume the responsibility for informing the residents of policy and operational procedures. They can assist in preparing plans and securing community acceptance for them. They can relay attitudes, problems, and suggestions from the residents to the staff. They can organize and conduct surveys and make recommendations. As the program develops, they can assume even greater responsibilities.

It is assumed that the Director's letter of October 28 on relocation has been called to the attention of the Community Council or other appropriate evacuee group where no Council is organized. The object of that letter was to provide a definition of the scope and purpose of the new relocation organization and program, an understanding of general procedures and objectives, and an opportunity for discussion previous to actual initiation. The Project Director is responsible for continuing to keep the Council informed of current developments and to work in cooperation with the Council in developing organization and functions.

We recognize that at some centers relocation commissions have already been established. Some of these include both staff and evacuee members. Some were appointed by the Project Director and some established by the Community Council. In all cases where working groups are already established, consideration must be given to their integration in the suggested organization. It should be fairly easy to bring a Council established group into this framework, by a redefinition of functions and expansion of responsibilities, as the nucleus of the Relocation Planning Commission. Such changes must, of course, be worked out with the group concerned.

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It is suggested that you discuss with the Community Council and the appropriate staff members the attached memorandum and organizational chart. Discussion of the plan should center around specific adaptation of this plan to your center and the inclusion of already existing staff and evacuee groups. We shall be obliged if you will let us have your comments and suggestions no later than November 22.

Sincerely,

/s/ Leland Barrows

Acting Director

Enclosure

ORGANIZATION FOR CENTER RELOCATION PLANNING

A. Community Council Commission on Relocation Planning:

Basic to the success of joint staff-evacuee planning is the establishment of a group by the Community Council with its members drawn from the community and representative of it. A suggested name for this group is "Relocation Planning Commission." If the Council has an already established Relocation Committee, consideration should be given to expanding its membership and functions with the original group serving as a nucleus for the new Commission.

It is the function of the Commission to coordinate the efforts of the various committees, to prepare regular reports of progress, to receive suggestions for improvement of the program, and to transmit these suggestions and reports to the Relocation Executive Board. The Commission will submit the name of a recommended evacuee candidate to the Project Director for appointment as an Executive Secretary.

1. Participating Non-Council Groups:

The participation of non-Council groups is a useful device for widening community representation. This can be best achieved by having each such group elect an official delegate to be a regular member of the Commission. It would be the responsibility of each of these delegates to present to the Commission the contribution which his organization might make to the program and represent that organization in efforts where several such groups cooperate in one phase of the program. As an example, the religious groups can work out plans for transferring church affiliations and providing letters of introduction to the relocating evacuee. The following groups should be represented:

- a. Board of Directors of Consumer Enterprises
- b. Credit Union
- c. Religious Groups
- d. Parent-Teachers Association
- e. Block Managers
- f. Community Activities Trust
- g. Other groups such as YWCA, YMCA, etc.

2. Participating Council Committees:

Council committees should also be related to the work of the Commission, and where there is no appropriate group, a new one may be established or responsibilities of old ones expanded. Where these committees are composed entirely of Council members, consideration should be given to expanding them to include qualified persons from the community. The Chairman or another member selected by each of these Council committees should serve as a permanent member of the Commission.

As the program develops, several committees of the Council will be brought into a significant relationship. As illustration of the role which such committees may have, descriptions have been provided for those on Counseling, Education, Employment, and Information. Other committees, such as Health, have an equally important place.

Counseling Committee

This committee will work in close collaboration with the Welfare Section, particularly the Welfare Counselor. It will be concerned with bringing to the attention of the residents the facts of the counseling program, develop plans for scheduling interviews, and will be available to work with the Welfare Counselor in analyzing progress, planning further interpretation, and advising on the general conduct of the program.

Education Committee

In addition to its regular duties in connection with the school program, the Education committee should give special attention to the vocational training and adult education programs. These two phases of the education program should be geared to preparing individuals for a satisfactory economic and social adjustment as they seek homes in new communities.

Employment Committee

Planning "on-job" training should be a major contribution of the Employment Committee. The purpose of such training is to provide replacements for persons who leave essential positions for relocation, and to provide training for those who are securing additional techniques or experience for future off-project employment. The Education and Employment committees may wish to establish a joint sub-committee to work with the staff Retraining Committee.

Information Committee

This committee can make a number of specific contributions to the emphasis, direction, and policy of the Relocation Commission. It can participate in organizing and conducting "Public Opinion Polls" on various subjects. The technical cooperation of the Statistician and the Community Analyst should be helpful in framing questions and developing scientifically tested methods of sampling to reveal public attitudes. The committee can advise on types of information which residents desire. It can organize and conduct surveys of persons who have resettled for the purpose of learning economic and social factors which contribute to or hinder adjustment, and for the dissemination of such knowledge to center residents.

B. Staff Committee on Relocation:

Coordination of staff efforts and establishment of cooperation with participating evacuee groups is a basic consideration in the organization of a relocation program. The first step is the establishment of a working group of key project staff members which, working under the direction of the Project Director, can plan the coordinated contribution of the various divisions and sections to a total program.

This committee appointed by the Project Director and with the Relocation Program Officer as the Executive Secretary should include representatives from all divisions and sections. The following persons should probably

constitute the nucleus:

1. Chief of the Administrative Management Division
2. Chief of the Operations Division
3. Chief of the Community Management Division
4. Reports Officer
5. Welfare Counselor
6. Personnel Officer
7. Superintendent of Schools
8. Community Analyst
9. Project Attorney
10. Evacuee Property Officer
11. Chief Medical Officer
12. Statistician

The staff Relocation Committee will be represented on the Relocation Executive Board by three members plus the Relocation Program Officer who will also act as Executive Secretary of that group.

The Relocation Committee will have a number of specific responsibilities and functions. It will be responsible for planning and coordinating the contribution of the various divisions and sections to relocation. It will develop procedures and provide general guidance for all coordinated operations. It will prepare and submit recommendations to the Project Director on changes in organization or program emphasis which lead to better working relations between the divisions and sections. It will be responsible for planning active participation of all staff members and utilizing interests and capabilities of all persons in whatever capacity.

The Relocation Committee also has certain responsibilities to the Relocation Executive Board. It will prepare for the use of this Board plans for and evaluations of Council-staff cooperation, recommend policy and procedures, and provide information on facilities, available funds, and technical supervision.

Since there is no single aspect of relocation which does not depend upon cooperation and contributions from other sections and divisions, it may be found desirable for the Relocation Committee to establish sub-committees for consideration of special problems. For example, training is a concern of both Education and Employment sections; financial aid is a concern of Administrative Management, Community Management and Relocation Divisions; evacuee attitudes are a concern of the Reports Officer, the Statistician, and the Community Analyst; etc.

Progress reports should be the responsibility of the Executive Secretary and should be prepared for the information of the Project Director and the entire staff, and for the use of the Relocation Executive Board.

C. Relocation Executive Board:

The major responsibility for developing an over-all program, determining policies, planning integrated staff-evacuee participation, and coordinating functions can be best achieved by joint staff-evacuee efforts. It is proposed that these efforts be formalized by the establishment of a Relocation Executive Board.

This Board will be composed of three staff members appointed from the Relocation Committee by the Project Director, and three members from the Relocation Planning Commission appointed by that body. In addition, the Relocation Program Officer will serve as Executive Secretary, and the Executive Secretary of the evacuee Commission will sit as an ex-officio member.

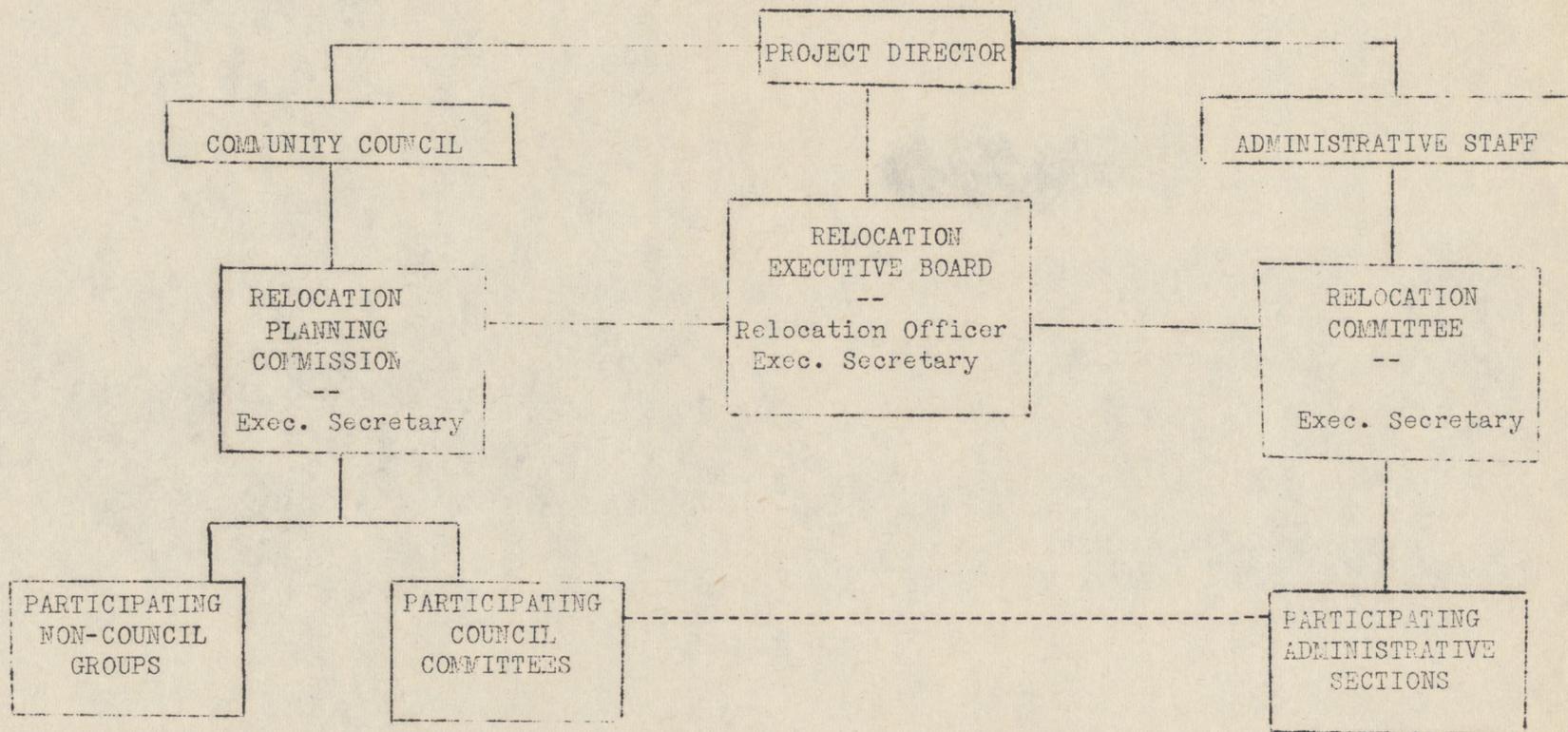
This Board will be directly responsible to the Project Director who will sit as chairman. It is his responsibility to review the findings of the Board, to transmit to Washington its recommendations where these necessitate policy or program changes, and to secure agreement on policies and plans.

The general responsibilities of the Board are planning, coordination, and guidance. It shall define the respective responsibilities of staff and evacuee groups, and where they are the same for each, develop the necessary cooperative relationships. It shall determine the sequence in which each phase of the program will develop. It is responsible for ironing out staff-evacuee differences in approach or method if they exist. It will make recommendations to the Project Director.

The approved decisions of the Board will be transmitted to the Relocation Planning Commission and the Relocation Committee and to those administrative divisions or sections, and evacuee groups which are directly concerned. It will receive progress reports and recommendations from the staff Committee and the evacuee Commission and where these are in agreement, work out details implementing such agreements, and where they are in disagreement, determine the basis for joint action.

It is responsible for developing techniques for keeping all staff members and residents currently informed of new policies or programs, progress of programs already initiated, and general information concerning relocation.

The Executive Secretary is responsible for preparing the agenda for each meeting and having the appropriate documents or minutes of other meetings available for the consideration of this group.



Notes:

- (1) The Relocation Executive Board is composed of three representatives each from the Relocation Planning Commission and the Relocation Committee, directly responsible to the Project Director and with the Relocation Officer as Executive Secretary and the Executive Secretary of the Planning Commission as an ex-officio member.
- (2) The Relocation Planning Commission is composed of representatives from non-Council groups and already established Council committees. An Executive Secretary shall be appointed.
- (3) The Relocation Committee is composed of members of the staff with the Relocation Officer as Executive Secretary.

November 9, 1943

TO: All Project Directors (except Tule Lake and Leupp)

SUBJECT: Special Counseling

The relocation program at the centers has proceeded to date largely on the basis of fitting interested evacuees to job offers received. The time is now ripe for further pioneering by approaches to the large number of residents who have thus far been unwilling or unable to consider relocation. Some of these can be reached by general promotional techniques, but there is a number of undetermined size which has not been reached. This group contains likely relocation prospects; it also contains families who will have to remain in centers until other special arrangements can be made for them. We do not know the size of the groups involved.

If WRA is to measure its progress and help every family to evolve relocation or other long-term plans, it must be prepared to assist the individual family group in developing a plan to meet their needs.

Plans are being developed to augment at each center the program of family counseling carried on by the Welfare Section. While the main emphasis in this program would be on preparing families for relocation, the object of the interviews would be to assist all families in the making of long-term plans, whether or not immediate relocation is involved.

Counseling and Relocation

It has been increasingly apparent both in resistances to resettlement at the project level and in the experience of relocation officers on the outside, that the social factors involved in relocation are fully as important as the economic. The initiation of this program recognizes that fact and is designed to give the Relocation Division at the project and in the new community the additional assistance it needs in effecting successful job placement. The results of counseling are basic to relocation planning and the two programs must be closely interrelated.

At several of the projects the counseling services of the Welfare Section have already been employed to some extent in the relocation program, because it was recognized that the family problems now being handled by the Welfare Section are in many cases precisely those encountered in relocation. These include the reuniting of families, (now being handled by Welfare under the transfer procedure), special arrangements for members of families who have health problems, arrangements involving death of a family member, and child care problems. The experience of the Section in conducting interviews with families during the segregation activity will also be valuable in providing this new service.

Responsibility for Counseling Services

As you will see from the attached tentative procedure, the plan provides for the organization in the Welfare Section of a Special Counseling Unit to carry out a program of family interviews with the objective of reaching every family or individual on the center to aid them in the construction of an acceptable plan for their future.

The Relocation Division will have the direct responsibility for the relocation of families. It is anticipated, however, that Welfare will constitute an invaluable tool in the shaping of a relocation plan. The Welfare Section will refer to the Relocation Division for the making of specific plans all families whose interest in relocation is developed as a result of counseling. Individuals or families who wish to may, as now, initiate a relocation plan directly with the Relocation Division.

The information secured as a result of counseling interviews will be made available to the Relocation Division on a joint planning basis in order to relocate more families as families and to lay the groundwork, in instances where a family member is relocated, for eventual reuniting of the family.

While the counseling unit will operate separately from other units of the Welfare Section, its work should be integrated with other Welfare functions.

Preparation for Counseling

If counseling is to achieve results, its purpose must be thoroughly understood by the evacuees and it must be carried out with their full cooperation. A program launched without sufficient preparation may be interpreted as an effort on the part of WRA to force people out of the centers and have an effect quite opposite to what is intended. On the other hand, if the evacuees are to take part in the planning and realize that counseling can help residents meet their individual needs, it can have a very beneficial effect.

Before counseling can take place an interval will be necessary to recruit and train qualified personnel for the Welfare Section and set up the necessary controls. Full use should be made of this interval to discuss the proposed counseling program with the evacuee population in a systematic manner so that the experience can be as meaningful as possible. The attached procedure proposes full discussion of the steps to be taken in the counseling program with an evacuee counseling committee named by the Community Council. (Establishment of such a committee is suggested in the memorandum of "Organization for Center Relocation Planning," sent to all projects on November 8, 1943.)

Staff Needed

In carrying out this program, evacuees and existing appointed personnel in the Welfare Section will be used to the fullest extent. However, existing personnel will have to continue their present functions, so that it will require additional trained staff to do the special counseling proposed.

It is estimated that one interviewer can accomplish a maximum of six new interviews a day in addition to re-interviews and necessary recording. If a three-month period is planned for the achievement of the program at a center of 7,500 people, it will take five interviewers working 24 days a month to accomplish a total of 2,160 interviews, estimated as the number to cover all families and single individuals on a project of that size.

Qualifications of Staff

The additional interviewers would^{be} supervised by the Head Counselor at each project. Persons recruited for the counseling work should in all cases have qualifications conforming to the present CAF-7 (Junior Counselor) Welfare position. Depending on the existing load and the size of the project, it may also be necessary to recruit an additional person at CAF-9 (Assistant Counselor) to assist in supervision and direction of the counseling work, especially at the larger centers.

Clerical Staff

In connection with record keeping, there will be need for additional stenographic help. If such help is not available at the center now personnel should be provided so that this important phase of the work does not fall behind the interviewing. Nine dictaphones are available for transfer to the projects upon request. The use of these machines should make possible more efficient use of the time of both interviewers and clerical staff.

Period Covered by Program

While a three-month period was used in estimating additional personnel needed, it is not recommended that this period be uniform at all projects. There should be a predetermined plan in order to utilize staff efficiently and to dramatize the importance and inclusiveness of planning for all families at the center. It is suggested that the period to be covered by this program at your center be thoroughly discussed with the Head Counselor and other members of your staff and the Evacuee Counseling Committee.

Orientation of Counseling Staff

In developing the plan at the center, provision should be made for orienting the counseling staff, particularly those who are new, to the relocation program as a whole as well as to the counseling service. The counseling staff will need to be informed of the activities of the Relocation Division and the services it provides in connection with individual relocation plans. It will need information as to the availability of training and retraining courses and so forth, not in order to furnish information about them to families and individuals, but to make intelligent referrals of inquiries to proper sources of information. It will need to be fully informed of services available from social agencies in communities of resettlement. Frequent meetings of the counseling staff will be necessary, particularly in the initial stages of the program. It goes without saying that the rest of the appointed staff should also be kept fully apprised of developments, and their cooperation secured.

The Washington office plans to develop material to be used in orienting staff. This will include a list of questions which families are likely to ask and the answers which should be given. This is particularly important where such questions involve policy determination. We would appreciate your sending us a list of those questions which have already been raised by residents of your center concerning relocation, with special emphasis on limits of WRA assistance.

Project Recommendations

The draft of a proposed manual section on special counseling is attached. We will welcome your suggestions on the plan as a whole, as well as the details as they may be applied at your center. Specific points on which we wish your recommendation are:

1. Duration of special counseling program at your center.
2. Estimated number and classification of additional staff needed.
3. Method of scheduling interviews.
4. Points which should be covered in orientation material.
5. Techniques of securing participation of Evacuee Counseling Committee.

Although we will probably assess the operation of the counseling program for a short period at one center before launching it at the others, we hope to have the program under way as soon as possible. Please let us have your comments no later than November 22.

Sincerely,

/s/ Leland Barrows

Director

Enclosure

OM-549

Preliminary
DRAFT OF PROCEDURE
ON
SPECIAL COUNSELING

There shall be established in the Welfare Section at each center a Special Counseling Unit which shall be under the direction and supervision of the Head Counselor. The functions of the Unit shall be:

Organization
and
Functions

1. To assist families and individuals, through counseling, in developing a plan, including plans to relocate, for the future of the total family.
2. To furnish information concerning resources available in resettlement communities in the form of assistance and services of public and private social agencies.
3. To furnish basic family data obtained from counseling interviews and existing Welfare records for a family relocation record to be assembled by the Relocation Division for eventual transmission to the relocation office in the new community.
4. To provide WRA with data for overall program planning.

To carry out the functions in the above paragraph, the Head Counselor of the Welfare Section shall initiate a program of family interviews with the objective of reaching every family or individual on the center. While the main emphasis should be on relocation, the program should be designed to aid all families interviewed to think concretely in terms of their long-term future.

Special
Counseling
Program

Before the counseling program is put into operation the proposed program shall be discussed with the evacuees in a systematic manner in order to secure their full cooperation, make the program as meaningful as possible, and attain the overall objectives. While the steps taken at centers will necessarily vary in some particulars, steps which might be taken and which it is believed will be effective are:

Preparation
for
Counseling
and
Scheduling
of
Interviews

1. On the basis of the reference to counseling in the letter of October 28, the Project Director should discuss WRA plans for counseling service with the Community Council and ask them to designate a counseling committee representing the community to work with the Welfare Section in the specific details and application of the program. He should indicate that the Washington office of WRA, working with the projects, has developed suggested methods of procedure which should be carefully reviewed by the committee that is selected to assure that all salient points have been considered.

The Head Counselor, meeting with the counseling committee, should emphasize the main objective of counseling: to assist all residents in planning for the day they will leave the center--however far in the future that day may be. WRA believes evacuees will recognize the need for this type of long-range planning, and is making trained personnel available for the interviews. Here are some of the questions which evacuees should have an opportunity to consider before the program of counseling actually gets under way.

- a. How can the experience of such persons be used at the center to greatest advantage?
- b. What are the points which should be covered in the interviews?
- c. What method should be used to familiarize the residents with the purposes of the counseling plan?
- d. Should counseling interviews be scheduled by blocks, alphabetically, on the basis of those already known to block managers as prospects for relocation, or by some other method?

For clarity of purpose, consideration should be given by the evacuee counseling committee to the preparation of a statement outlining the reasons a counseling program has value. Such a statement might include some of the following:

- that the Council committee on counseling is aware that many families are in an unsettled mental state because of their present situation--
- that such families are undecided about their future and feel the need for discussing their difficulties and plans with a person qualified by experience to aid them--
- that many families for whom there is no immediate possibility of resettlement for reasons of age, health, family obligations, finances, etc., will have the opportunity to state their position clearly and thus be relieved mentally--
- that other families who have decided to relocate in the near future still have various problems which it is important to resolve before final steps are taken--
- that for these reasons the counseling committee of the Community Council endorses the objectives of the counseling plan and recommends it to the serious consideration of the residents of this center.

2. When the plans for counseling have been fully discussed with the evacuee counseling committee, the Head Counselor and one or more members of the committee should talk with the block manager and Council member of the block where it has been mutually agreed that the first interviews should take place. (This assumes that a block plan has been decided on.) The methods of counseling should be thoroughly and openly discussed. The block officials should recognize that residents will not be subjected to another mass registration and will not have to fill out new forms. It should be stressed that counseling will be on the basis of individual families, and is primarily designed to give the family members an opportunity to voice their fears and desires and talk about what they see ahead.
3. When the block officials fully understand the purpose of counseling and have made their suggestions concerning methods of procedure, they should call a block meeting at which explanation of the counseling plan can be given to the block residents. This meeting should be conducted by the evacuee committee representative, block manager, or block Councilman. It should be frankly stated that while an important factor in counseling will be to help families work through their problems with respect to relocation, it is designed to aid all families in determination of their future plans.

The actual scheduling of interviews for all families in the block should be arranged by the block manager on the basis of a schedule of available hours furnished him by the Welfare Section. He should provide each family with an appointment slip, at the same time notifying the Welfare Section of the appointments made. It should be recognized in scheduling interviews that the term "family" should be flexible enough to include more than the elementary family unit of parents and children. In a given instance the term may include parents-in-law, aunts, cousins, etc.

4. When the preparatory steps in Paragraphs 1, 2, and 3 have been completed, counseling of families in the block should begin. While the careful planning and conduct of interviews are important at all stages, it is of particular importance at the initiation of the program. The impressions received by the residents during the first interviews will have a strong influence on the attitudes of persons interviewed, and hence on success or failure of the program. All interviews should be voluntary. If the family or individual does not appear for a scheduled interview, a notation to that effect should be entered on their record and consideration given to stimulating interest among this group. However, the very knowledge that a family or individual is unwilling to discuss future plans is of value in planning the total WRA program.

5. The same procedure should be followed in succeeding blocks as in the steps outlined in Paragraphs 2, 3, and 4.
6. The work of the counseling committee does not end with the development of plans for interviewing in the blocks. The committee should retain its identity all during the period of counseling and should be available to work with the Head Counselor in analyzing progress, planning further interpretation, and advising in the general conduct of the program.

The scope of the interview should be broad enough to permit the individual to express his anxieties and resentments and thus mitigate his psychic barriers to planning for the future. It should enable him to discuss those factors which have influenced his attitude toward relocation. Among such factors are:

Scope of
Interviews

1. Standards of living prior to evacuation
2. Health of each family member
3. Ages of family members
4. Educational and social opportunities desirable for children
5. Property loss or encumbered property
6. Debts and other financial concerns
7. Types of discrimination experienced.

The interviewer should be sufficiently informed regarding WRA policies and procedures to make intelligent responses to general inquiries. At the same time he should avoid giving specific information regarding employment opportunities, community sentiment, leave clearances, dealings with employers, movement of property and other matters of outside employment.

Not until resistances to relocation have been analyzed and talked out and the family receives reasonable assurance that the specific needs of all family members will be met in the new community, is it likely that relocation planning can proceed very far. There is especial need for this type of assurance where relocation is on the basis of a general hospitality offer, rather than a specific job.

The interviewer should, for example, inform the family of the types of social resources to be found in communities of resettlement, and especially of the arrangement whereby public assistance is available to them in all states but one in the event of sickness or other emergency.

The Welfare Section will refer to the Relocation Division for the making of specific plans all families whose interest in relocation is developed as a result of counseling. Individuals or families who wish to may, as now, initiate a

Relation of
Unit to
Relocation
Division

relocation plan directly with the Relocation Division. If, in the course of a counseling interview, the interviewer learns that the family or individual has already initiated a relocation plan, he should ascertain whether there are any family or personal problems which need to be discussed. He shall be guided by the family's wishes regarding continuance of the interview, but in no case should the interview go beyond the scope defined in the preceding section.

In coordinating the work of the Special Counseling Unit and the Relocation Division, the staff should be constantly aware of the need for continuity in the handling of each family. The working relationship of the two units should be such as to take into account the need for flexibility as to the point of transfer, so that the transition is as natural as possible.

When a family or individual is referred to the Relocation Division by the Counseling Unit, the interviewer should make a definite appointment for them with the appropriate person in that Division.

The work of the Special Counseling Unit shall be integrated with the work of the other units of the Welfare Section. It shall utilize any data available in the Welfare Section files regarding any family for whom it provides counseling services. Though the emphasis in the counseling program is on preparing families for relocation, some families are not likely to be relocated because of age, health, absence of a wage-earner, unwillingness to plan for relocation, or other reason. Families in need of services available from other units of the Welfare Section shall be referred to the appropriate unit.

Relation
of the Unit
to Other
Units of
the
Welfare
Section

One of the important factors influencing attitudes toward relocation is health. Counseling may reveal questions concerning the health of a family member which must be resolved before planning can progress. Such cases shall be referred to the Medical Section for a report and interpretation by the Medical Social Worker.

Relation-
ship to
Medical
Section

The Head Counselor shall establish a workable method of controlling interviews in order to assure complete coverage of the project and to furnish information periodically as to the number of families and individuals in each of the following groups:

Control-
ling
Interviews

1. Interviews scheduled
2. Interviews held
 - a. Referred to Relocation Division
 - b. Relocation not currently feasible
 - c. Unwilling to consider plans at this time
 - d. Action pending
3. Failed to report for interview
4. Interview not yet scheduled
5. Plan initiated with Relocation Division

This control may be achieved by one of the following methods:

1. By a file made up of a control card for each family and single individual. This may be a 3x5 card with the name of the family or individual and space for entering the following information-- interview scheduled, interview held and results, failed to report for interview, interview not yet scheduled, plan initiated with Relocation Division.
2. By a system of tabbing the WRA Forms 95 (Basic Family Card) to indicate the stages listed above.

From time to time as required progress reports will be made indicating the number of residents of the center in each category.

The Welfare Section shall furnish for the relocation record of each family data regarding family composition, including members outside the center. The data shall be secured as far as possible from existing records concerning the family. Welfare shall also furnish for the record such reports and interpretations of the health of family members as may be obtained from the Medical Section.

Recording

Welfare shall furnish information as to any special services needed in the new community, such as special medical care, special housing needs, etc.

The significant information obtained in counseling interviews shall be recorded concisely and the source of information given. When the family decides to consider specific relocation plans, the interview or interviews shall be summarized in such form as to be most useful in furthering the family's relocation and adjustment in the new community.

In recording, the work of the Welfare Section shall be planned in relation to forms and requirements developed by the Relocation Division, in collaboration with the Statistics Section.

In order to provide information for the general guidance of the program and necessary modifications, two copies of all project releases regarding counseling shall be sent to the Washington office marked for the attention of the Welfare Section.

Copies
of
Project
Releases
to
Washington

Washington, D. C.

11/8/43 .

DEC 21

SP
216

TELETYPE MESSAGE

To Project Directors All Relocation Centers (except Tule Lake)

Teletype No. _____

Following is a message to relocation center residents for publication in project papers or such other use as you deem appropriate

Quote A Message for Christmas and the New Year. To Residents of Relocation Centers: Quote Peace on earth; good will to men. Unquote. From the time of the first Christmas, those words have been the hope and comfort of a troubled world. Our prayers today are for the return of peace and for the establishment of good will in the hearts of mankind. At this Christmas of 1943, much of the traditional celebration associated with the holiday season is put aside, for we are a nation at war. Our way of life is threatened. Our husbands, sons, and fathers, of many races and ancestries, are offering their lives in our defense. Cherishing thoughts of them, we can hardly let our gaiety be unrestrained. The exception which I believe rightfully should be made is the children, whose happiness should not be clouded by war and its attendant trials.

In the relocation centers during the past year and a half we have achieved peace and mutual good will which have aided in developing a gratifying sense of security. We must not let this sense of security lull us into complacency; rather we should make it the foundation on which we establish our plans for the new year and the years to come; plans made for the long range well being of the entire family, especially the children. Their great hope for the future lies outside the relocation centers.

It is my fervent hope for the new year that every family will give serious consideration to plans for finding a place in a normal American community, in order that there need be no hastily contrived adjustment when peace returns to the world and good will again prevails.

Unquote.

D. S. Myer

Director

cc: ✓ Mr. Cozzens
Mr. Collier, Chicago
Mr. Collier, Washington
Mr. Whitaker
Mr. Pitts
Director's copy

JCBaker:LH

Dec. 21, 1943, 3:45 P.M.



TO: THE BOARD OF SUPERVISORS
SAN FRANCISCO, CALIF.
FROM: [Illegible]
SUBJECT: [Illegible]



D. S. [Illegible]

[Illegible typed text]