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DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
COLORADO RIVER RELOCATION CENTER
Poston, Arizona

PLAN FOR THE CONSOLIDATION OF
WELFARE SECTION, COMMUNITY MANAGEMENT DIVISION,
AND
RELOCATION DIVISION

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May 12, 1945

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
COLORADO RIVER RELOCATION CENTER
Poston, Arizona

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PLAN FOR THE CONSOLIDATION OF
WELFARE SECTION, COMMUNITY MANAGEMENT DIVISION,
AND
RELOCATION DIVISION

I. GENERAL STATEMENT

Effective at once the present Relocation Division and the Welfare Section, Community Management Division, shall be consolidated into one new Relocation Division. This shall become an organic unity and not merely a coordination of the activities undertaken separately by the Relocation Division and the Welfare Section. There are several important reasons for this merger.

- A. With the removal of mass exclusion from the West Coast on January 2, 1945, and the decision to close all centers by December 31, 1945, the relocation goal of the Authority became very clear. The main job now consists of helping each individual and family to make a plan to leave the Center. The reorganization and improvement of all our services to the evacuees should be considered in the light of this goal.
- B. The Relocation Division and the Welfare Section at the Colorado River Relocation Center have had over a year's experience in coordinating their activities. During this period they have had a Joint Case Review Committee and many joint staff meetings. They are sufficiently prepared from this experience to effect a unity, making it possible to eliminate the coordination structure which has been developed.
- C. Both the Relocation Division and Welfare Section have experienced difficulty in the past one-half year in recruiting sufficient staff. Uniting them would permit greater utilization of the existing personnel in both activities. Clarity of functions which will develop in the new arrangement will also contribute to better utilization of staff and the elimination of duplication in the handling of family problems which is never completely accom-

plished under a plan in which independent units coordinate their work.

- D. The time is ripe for the development of case loads for each worker, based on geographical districts. The goal of the Authority and the attitude of the evacuees toward relocation now make this possible. The need is to define each worker's contribution to the closing of the Center in terms of a goal for that worker to accomplish. Such a plan operates best under a single administrative organization.

The two basic concepts upon which this new Relocation Division will operate will be (1) the organization of Poston into twenty-one relocation districts, and (2) the handling of the case load in each district by a single worker on an undifferentiated basis.

- A. For organizational purposes, Unit One will be considered one Center and Units Two and Three in combination will be considered another Center. Each Center will be divided into a number of relocation districts.
- B. One worker will be assigned the full responsibility for one relocation district and for all problems which occur in any family within his district. He will be responsible for securing for the family any auxiliary services which are needed in working toward a relocation plan, such as property, medical, legal, etc. In this way, the worker will be able to approach all family problems and relate them to the goal of a relocation plan for the family. The worker in the district will handle all types of cases where there is a need for a relocation grant, resettlement assistance, or any other type of assistance such as old age assistance, aid to dependent children, etc.

The worker will also be responsible for such community organization developments in his district as are needed to facilitate family planning. This will include not only contacts with evacuee representatives, such as block managers, councilmen and others, but also the use of the other Sections and Divisions of the appointive staff for special programming of community activities, adult education, vocational education, etc.

This plan calls for a new type of worker, one who will handle all types of problems previously divided between workers in the Relocation Division and Welfare Section. It will also provide continuity of family planning for the worker which should result in more adequate service to the family and a greater feeling of accomplishment on the part of the worker.

II. RE-ALLOTMENT OF FUNCTIONS

A. Responsibility of New Relocation Division

The Division will be basically responsible for all community organization and family counseling for relocation. It will assume responsibility for certification as to family need either in terms of its living in the Center or in consummation of a relocation plan. All matters of judgment in regard to individual planning and recommendations for assistance in completing such planning will be lodged solely in this new Division with the exception that determination of medical need shall remain with the Principal Medical Officer.

The Division shall also be responsible for those leave functions which relate to all persons' exit from the Center, such as: Selective Service, passes for departure, bus and train arrangements, relations with the Army and Department of Justice on segregation and excludables, and relations with Immigration and Naturalization Services in matters involving aliens and related problems.

In assuming responsibility for family planning and certification of need, it will transfer to the Division of Administrative Management all responsibility for the processing of all types of grants.

The Relocation Program Officer is administratively responsible for the work of the entire Division's general policies and program and with his Administrative Assistant will be directly responsible for the community organization work, and for planning cooperation in the relocation program with the evacuees and with other Divisions and Sections of the Project.

The Assistant Relocation Program Officers will be responsible for the entire family counseling program, which will be handled directly by Assistant Relocation Advisers assigned to districts and supervised directly by Relocation Advisers. Assistant Relocation Program Officers will be responsible for a continuous staff training program, of which the first step should be an immediate program to re-train workers in relocation and welfare material.

The Administrative Assistant to the Relocation Program Officer will have the following duties:

1. Delegated responsibility for working on Center community organization in district plan, building up contacts with block managers and councilmen in

arranging for services of district workers in blocks, library services and display material in block in cooperation with the Reports Officer, block discussion groups and special block meetings, etc.

2. Consultation with district workers on problems of community organization arising in their respective districts.
3. Liaison with the Reports Officer on selection and distribution of relocation literature and displays and arrangements for special Center-wide meetings on relocation subjects.
4. Assisting the Relocation Program Officer in handling of special group problems, group relocation, if so assigned by the Relocation Program Officer, liaison with community activities, inter-faith and other religious or social group activities in the Center.
5. Assisting the Relocation Program Officer in handling of special problems arising from procedural difficulties where adjustments must be made, and in clearing all forms and procedures for use within the Division.

The Leave Officer is responsible directly to the Administrative Assistant to the Relocation Program Officer and will continue to carry out the Leave functions previously described as being retained in the Relocation Division.

It is expected that the evacuee personnel will be reassigned under the new Division to positions which will make use of their experience. It is expected that those evacuee case aids who can continue such responsibilities will be assigned to help Assistant Relocation Advisers in a district, doing interpreting, public assistance and other assignments.

B. Relationship with Other Divisions and Sections

The Administrative Management Division will assume responsibility for all processing functions which arise as a result of the certification of need by individual district workers which will include the processing of all clothing grants, relocation grants, public assistance grants, and transportation and travel subsistence grants, etc. Under this principle, the Evacuee Property Officer shall continue under the supervision of the Administrative Management Division. However, the Section will continue to work closely with the Assistant Relocation Advisers.

For the present, combining of the case files on active cases will be limited to bringing together in each individual folder all the material now present in both Relocation Division and Welfare Section files. Combination into a central file on the individual, which will be the responsibility of the Statistics Section of the Administrative Management Division, will take place only when the file becomes inactive in the new Relocation Division, due to the relocation of the individual and his family members.

The Medical Social Workers shall continue to work in the Health Section. They will serve in their true function as consultants to the individual district workers and will not be responsible for family planning for relocation (except in those individual instances where bed-to-bed or other types of placements are needed). In those cases they will work in cooperation with the district worker.

III. PROCEDURAL RESPONSIBILITIES

A. Responsibilities of Assistant Relocation Adviser

The Assistant Relocation Adviser shall conduct and conclude all counseling (including selective service) and planning necessary for the welfare of the family and its maintenance in the Center and for its relocation outside the Center, including assistance to the evacuee in, or the actual preparation of all forms and applications, with the following exceptions:

- (1). The Adviser shall refer the family to the Legal Division for all matters of a legal nature.
- (2). The Adviser shall refer the family to the Evacuee Property Officer for solutions to property problems involving rentals, evictions, collections, sales, insurance, **clearing** of blocked accounts, etc.

All such referrals shall be by memorandum setting forth all facts pertinent to the case known to the Adviser and shall include a statement, if possible, as to the manner in which the problem referred for solution may best be correlated with relocation plans of the family. Copies of all such correspondence shall be inserted in the Case Folder.

1. Case Folders

The Assistant Relocation Adviser shall be responsible for causing to be filed in the Case Folder, maintained under the administrative supervision of the

Assistant Relocation Program Officer as described hereinbelow, complete and accurate information and all prescribed documents in connection therewith pertaining to each family unit within his District.

2. Case Control

The Assistant Relocation Adviser shall personally maintain Form WRA-Colo.River-116, "Case Control Card", for each family unit within his District which shall be used as the Assistant Relocation Adviser's own record of contacts and for his own information.

In addition thereto, he shall keep such other records as may be necessary and desirable in aiding him in the continuity of his work, with the provision that such records do not duplicate records prescribed herein to be otherwise maintained.

3. Recommendation of Need

The Assistant Relocation Adviser shall recommend affirmatively or negatively all applications for assistance made by any family unit within his District. He shall counsel and advise the family unit in the propriety of, the need for and the preparation of such applications but he shall in no instance refuse to transmit such applications to his superior when requested to do so by the family unit except when such request and application is contrary to established regulations.

B. Responsibility of Relocation Adviser

The Relocation Adviser shall generally supervise the work of all Assistant Relocation Advisers within his Area and shall be responsible for seeing that documentation required of them as a part of their work is in good order and in accordance with prescribed regulations.

1. Case Control

The Relocation Adviser shall maintain a summary case control card for each Assistant Relocation Adviser within his Area which shall reflect the case load.

2. Approval of Recommendation of Need

The Relocation Adviser shall review and recommend approval or disapproval of all applications

for assistance made by any family unit within his area and submitted to him with a recommendation by the Assistant Relocation Adviser and shall forward all such applications to the Assistant Relocation Program Officer supervising his work.

C. Responsibilities of Assistant Relocation Program Officer

The Assistant Relocation Program Officer shall be responsible for the documentation reflecting the work of allsubordinates under his supervision.

1. Case Control

The Assistant Relocation Program Officer shall maintain an adequate summary of the case load of each Area under his supervision.

2. Approval

The Assistant Relocation Program Officer shall review and approve for transmission to the Finance Section, Administrative Management Division, all applications for grants and assistance made by any family unit under his jurisdiction. He may disapprove such applications as, in his opinion, are unnecessary, improper or contrary to government regulations and return them to the Relocation Adviser who initiated them. In all such instances, his reasons for disapproval must be clearly stated and all data must be entered in the Case Folder.

3. Case Folders

The Assistant Relocation Program Officer shall supervise the maintenance of a Case Folder for each family unit within his jurisdiction and shall make sure that each folder accurately reflects at all times the status of the family unit it represents. The following documents shall be included therein:

- a. Form WRA-329 "Basic Family Face Sheet." Responsibility for recording information hereon rests with the Assistant Relocation Adviser who handles the case.
- b. Copies of all applications for financial assistance, if any:
 - (1). WRA-76 "Application for Public Assistance Grant"
 - (2). WRA-303 Revised "Application for Relocation Assistance"

- c. Copies of all applications for leave and notifications thereof:
- (1). WRA-128 "Application for Short-term Leave"
 - (2). WRA-Colo.River-61 Revised "Permanent
Departure
Notification"
 - (3). Form WRA-12 "Employment Record"
 - (4). Narrative Case Record prepared by the
Assistant Relocation Adviser
 - (5). Copies of all correspondence relating to
the family unit

Folders shall be filed alphabetically, by districts in each of the three Units.

When a folder becomes inactive by reason of the relocation of the family unit, transfer to another center, etc., it shall be transmitted intact to the Statistics Section, Administrative Management Division.

4. Case Record Index Card

There shall be maintained as an auxiliary to each Case Folder File series an index card, filed alphabetically, for each case folder filed therein. The card shall show the name, address and location of the Case Folder, and may be used to record charge-outs.

D. Responsibilities of the Leave Officer

The Leave Officer, under the supervision of the Administrative Assistant, shall be responsible for the complete and accurate processing of applicable documentation described in Section IV, Routing of Documents, hereinbelow. In addition thereto he shall be responsible for the following:

1. Liaison with War Department

He shall maintain liaison with the Western Defense Command and the local detachment of the Military Police in order to determine the eligibility for evacuees to depart from the Center. He shall maintain an eligibility list as issued and amended by the Western Defense Command.

2. Liaison with the Department of Justice

He shall maintain liaison with and make proper notification to the Department of Justice and its various branches. He shall maintain a record of parolees and deportees.

3. Selective Service

He shall maintain all Selective Service files, shall prepare all required reports and shall disseminate information to the Assistant Relocation Adviser concerning Selective Service status of individual evacuees and to the evacuee directly when referred by the Assistant Relocation Adviser. He shall conduct all liaison with the Armed Forces, the Yuma and other local boards and the Phoenix induction station.

4. Travel Arrangements

The Leave Officer shall maintain liaison for the center with all common passenger carriers and shall consummate all travel arrangements, pullman reservations, special cars and buses, etc., for evacuees and, when requested to do so, for appointed personnel in official travel status.

All requests for pullman travel for evacuees at government expense shall be approved in advance by the Project Director.

5. Pass Register

He shall prepare the Daily Pass Register as prescribed in Paragraph IV.B.5, hereinbelow.

6. Relocation Assistance Record File

The Relocation Assistance Record File shall be maintained showing the name, date of departure from the center and type of grant received. This index shall be used by the Leave Officer in determining eligibility for assistance grants described in Paragraph IV, hereinbelow.

7. Alien Travel Permit

He shall be responsible for issuing alien travel permits to all aliens departing on permanent relocation.

E. Responsibility of the Finance Section, Administrative Management Division

1. Vouchers Covering Financial Assistance

All vouchers heretofore prepared by the Welfare Section and the Relocation Division for all types of financial assistance or grants shall hereafter be prepared, audited and certified by the Finance Section on the basis of approved Forms WRA-76 and WRA-303 applications for such assistance submitted by the Assistant Relocation Program Officer who shall certify as to the eligibility of the evacuees for the financial assistance or grants applied for.

2. Form WRA-95 -- "Basic Family Card"

The Basic Family Card file shall be used by the Relocation Division for the transcribing of all information thereon as rapidly as possible to Form WRA-Colo.River-116. The entire file of Forms WRA-95 shall thereupon be delivered to and thereafter maintained by the Finance Section. Delivery of the file to the Finance Section shall be made not later than June 1, 1945.

Changes in the name of the Family Head shall be made by Finance Section by transcribing such information to Form WRA-95 from Form WRA-Colo.River-61 received from the Relocation Adviser. Changes by reason of Death, Birth or loss of residence status through leave conversion shall be posted from the Daily Population Summary received from Statistics Section. Other changes in family composition or the creation of new family units shall be accomplished by means of a memorandum written by the Assistant Relocation Adviser for the signature of the Relocation Adviser addressed to the Finance Section.

3. Payment of Clothing Allowance

All operations in connection with the payment of clothing allowance shall, on delivery to the Finance Section of the file Form WRA-95, be accomplished by the Finance Section.

F. Responsibility of the Statistics Section, Administrative Management Division

The Statistics Section shall transmit a copy of the Daily Population Summary to the Finance Section to

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be used by them in posting changes in family composition to Form WRA-95. Copies shall also be sent to the Leave Officer and each Relocation Adviser.

G. Responsibility of the Personnel Management Section,
Administrative Management Division

1. Evacuee Payroll Action Advices

The Personnel Management Section, on receipt of written notification by the Finance Section to be made at the earliest practicable date, shall no longer transmit to the Relocation Division (i.e., former Welfare Section) copies of Notice of Assignments, Terminations, Division-to-Division Transfers, etc. formerly used for clothing allowance purposes.

2. Illness Compensation

The Personnel Management Section, on receipt of written notification by the Finance Section, shall transmit all advices pertaining to illness compensation to the Finance Section instead of to the Welfare Section as heretofore. The Finance Section shall post such information to Form WRA-95.

H. Responsibility of the Assistant Project Director,
Community Management Division

1. Business Enterprises, Red Cross and Religious Organizations

These activities shall transmit a copy of their monthly payrolls of evacuee employees to the Finance Section for posting to Form WRA-95.

2. Health Section

Medical Social Workers shall obtain information pertaining to financial eligibility of evacuees to receive financial grants for medical purposes from the Finance Section. Authority for certification of need shall remain with the Principal Medical Officer.

IV. ROUTING OF DOCUMENTS

A. Initiated by the Assistant Relocation Adviser

1. Form WRA-128 -- Application for Short-term Leave

Form WRA-128 shall be prepared by the evacuee with the assistance of the Assistant Relocation Adviser. The evacuee shall thereupon be responsible for

securing the approval and signatures of his employer and the Block Manager of the block wherein he resides. He shall thereupon return the form to the Assistant Relocation Adviser who shall prepare Form WRA-178-Revised which shall be attached to Form WRA-128. Form WRA-128 shall then be forwarded to his Relocation Adviser for review and initialing. It shall thereupon be forwarded to the Leave Officer who shall determine the eligibility of the evacuee for the short-term leave requested. The Leave Officer shall forward Form WRA-128 to the Assistant Relocation Program Officer, attaching thereto Form WRA-Colo.River-168 or Form WRA-Colo.River-169, properly completed. The Assistant Relocation Program Officer following approval and signature shall return all data to the Leave Officer who thereupon shall return Form WRA-128 to the initiating adviser for inclusion in the case folder.

2. Form WRA-303-Revised -- Application for Relocation Assistance

Form WRA-303-Revised shall be prepared by the Assistant Relocation Adviser in an original and two copies. The second copy shall be inserted into the case folder and the original and 1st copy routed to the Relocation Adviser for review and initialing. It shall then be transmitted to the Leave Officer who shall make the necessary extensions and approve the grant from the standpoint of eligibility and shall indicate such approval in the place provided on the face of the form and shall forward the first copy to Statistics Section for inclusion in the individual's file. The original shall then be routed to the Assistant Relocation Program Officer within whose jurisdiction the applicant resides. The Assistant Relocation Program Officer shall certify on the reverse side of the form the eligibility of the applicant to receive the grant and shall transmit the form to Finance Section for payment. On receipt thereof the Finance Section shall prepare Form WRA-77, Voucher for Public Assistance Grant, and shall obtain the signature thereon of the Assistant Relocation Program Officer who submitted the ~~Form~~ WRA-303-Revised, or of the Relocation Program Officer.

3. WRA-Colo.River-61 -- Permanent Departure Notification

Form WRA-Colo.River-61 shall be prepared in original and seven copies by the Assistant Relocation Adviser. Noted thereon shall be the number of boxes to be delivered to the evacuee and the approximate time for such delivery to be made. Also, the name of the new family head of the members of the family

remaining in the Center if there is any change. It shall be routed by the Relocation Adviser as follows:

Original: To Finance Section.

1st Copy: To Evacuee Property Section. This copy shall be attached to and transmitted with Form WRA-156.

2nd Copy: Block Managers' Supervisor.

3rd Copy: School Principal.

4th Copy: Unit Employment Office.

5th Copy: Public Library.

6th Copy: Post Office.

7th Copy: Case Folder.

4. Form WRA-156 -- Request for Transportation of Property

Form WRA-156 shall be prepared by the evacuee with the assistance of the Assistant Relocation Adviser in an original and two copies. The face-side only of the Form shall be executed. The evacuee shall sign all copies and the Assistant Relocation Adviser shall sign as witness to his signature. All copies thereof shall be transmitted to the Evacuee Property Officer. A separate request shall be prepared for each shipment of property, i.e., - one for shipment by express and one for shipment by freight.

In instances wherein the Assistant Relocation Adviser believes it necessary that shipment of property be by express, a memorandum setting forth the full facts pertaining to the case and justifying the request shall be written by the Assistant Relocation Adviser and attached to Form WRA-156 for transmittal to the Evacuee Property Officer.

Use of this form by the Assistant Relocation Adviser is confined to the shipment of property originating in the Center. For shipment of property originating outside the Center, the evacuee should be referred to the Evacuee Property Officer.

Routing and approval of Form WRA-156, except where changed as indicated herein, shall remain the same as prescribed by Project Memorandum No. 51-A, Revised.

The Evacuee Property Officer shall work closely with the Assistant Relocation Adviser in effecting the satisfactory shipment of property.

5. Form WRA-Colo.River-202 -- Personal Property Receipt

Two copies of Form WRA-Colo.River-202 shall be given to the evacuee by the Assistant Relocation Adviser at the time Form WRA-156 is prepared. The Assistant Relocation Adviser shall instruct the evacuee to complete both copies of the form immediately on completion of his packing and to present both copies to the Evacuee Property Driver at the time he calls for the evacuee's personal property for delivery to the Central Receiving and Shipping Station. The driver, or the person picking up the property, shall sign both copies as evidence of the receipt of the property and shall return the copy thereof to the evacuee.

6. Form WRA-Colo.River-86-Revised -- Government Property Release for Evacuees

WRA-Colo.River-86 shall be issued by the Assistant Relocation Adviser. Approval and routing of this form shall remain as described by Project Memorandum No. 82.

7. Form WRA-178-Revised -- Departure Advice

Form WRA-178-Revised shall be prepared in an original copy only by the Assistant Relocation Adviser and shall be attached to Form WRA-128 or Form WRA-303-Revised, as the case may be, and shall follow the routing prescribed for those forms. On approval and signature by the Assistant Relocation Program Officer it shall serve as authority to the Military Police to permit the departure of the evacuee from the Center.

8. Form WRA-76 -- Application for Public Assistance Grant

a. For Applicants Who Have Not Hitherto Executed Form WRA-76

Form WRA-76 shall be prepared in an original and one copy by the Assistant Relocation Adviser. The copy shall be inserted in the Case Folder and the original shall be forwarded to the Relocation Adviser for review and initialing. The Relocation Adviser shall transmit the form to the Assistant Relocation Program Officer who

shall, on approval, certify in the place provided and transmit it to Finance Section for payment. On receipt thereof the Finance Section shall prepare Form WRA-77, Voucher for Public Assistance Grant, and shall obtain the signature thereon of the Assistant Relocation Program Officer who submitted the Application for Assistance or of the Relocation Program Officer. The Assistant Relocation Program Officer shall so organize the preparation and submission of Form WRA-76 by the Assistant Relocation Advisers that all Forms WRA-76 for the current month shall be transmitted to the Finance Section at the same time.

The Assistant Relocation Adviser shall enter the record of the grant on Form WRA-Colo.River-116 at the time the application is prepared. Should it be disapproved, an adjusting entry shall be made when the application is returned by the Assistant Relocation Program Officer.

b. For Applicants Who Have Previously Executed
Form WRA-76

The Relocation Adviser on advice of his Assistant Relocation Advisers shall submit a list once monthly to the Assistant Relocation Program Officer of all evacuees within his Area who require and apply for Public Assistance Grants. The list shall show the name of the evacuee, the address, the family number, the purpose for which the grant is requested and the amount requested. In cases where more than one member of a family apply for assistance, the list shall show all of the above information for each member of the family applying and shall indicate the name of the member to whom payment shall be made. All family members shall be grouped together in the list.

The Assistant Relocation Program Officer shall consolidate the lists received from all Relocation Advisers under his supervision into one memorandum monthly addressed to the Finance Officer. The memorandum shall show the identical consolidated information received from the Relocation Advisers, shall request that payment be made as indicated and shall be signed by the Assistant Relocation Program Officer. On receipt thereof, the Finance Section shall prepare Form WRA-77, Voucher for Public Assistance Grant, and shall obtain the signature thereon of the Assist-

ant Relocation Program Officer who submitted the initiating memorandum or of the Relocation Program Officer. The Assistant Relocation Adviser shall post all Public Assistance Grants to Form WRA-76 in the Case Folders at the time the monthly list is prepared and submitted to the Relocation Adviser. If the payment of the Grant is subsequently disapproved, adjusting entry shall be made on Form WRA-76.

9. Special Public Assistance Grants

All applications for Special Public Assistance Grants shall be made by memorandum written by the Assistant Relocation Adviser addressed to the Finance Officer for the signature of the Project Director and shall bear the following language:

"You are hereby authorized to pay a special public assistance grant to (name of recipient), (address), in the amount of \$, as provided in WRA Manual Section 30.4. 12.D."

A copy of the memorandum shall be inserted into the Case Folder. The Case Folder with memorandum attached shall be transmitted by the Assistant Relocation Adviser to the Relocation Adviser for review and forwarding to the Assistant Relocation Program Officer. On review and approval the Assistant Relocation Program Officer shall transmit the Case Folder and memorandum to the Project Director for decision. If the Project Director approves the payment, he shall sign and forward the memorandum to the Finance Officer and shall return the Case Folder to the Assistant Relocation Program Officer for return to the Files. If the Project Director disapproves the payment, he shall return the memorandum, unsigned and the Case Folder to the Assistant Relocation Program Officer with any notations or instructions he may deem appropriate.

All Grants paid hereunder shall be posted to Form WRA-76 and Form WRA-Colo.River-116 by the Assistant Relocation Adviser.

10. Form AC-PS-9 -- Application for Permission to Change Residence

Form AC-PS-9 shall be prepared in an original and three copies by all paroled aliens

and deportees who desire permanent relocation. The Assistant Relocation Adviser shall assist in the preparation of the form and shall prepare a cover letter over his own signature addressed to the Immigration and Naturalization Service. All data shall be forwarded to the Leave Officer through the Relocation Adviser. On approval the Leave Officer shall forward all data to the Immigration and Naturalization Service.

11. Form 16-86-Revised -- Application for Permission to Travel

Form 16-86-Revised shall be prepared in an original and five copies by all parolees desiring to leave the Center for a period in excess of 10 days.

The Assistant Relocation Adviser shall assist in the preparation of the form and shall prepare a cover letter over his own signature addresses to the Immigration and Naturalization Service. The letter and all copies of the form shall be forwarded to the Leave Officer through the Relocation Adviser. On approval, the Leave Officer shall transmit all data to the Immigration and Naturalization Service who will, on approval of the request for permission to travel, return one validated copy of the Form to the Leave Officer. The Leave Officer shall thereupon issue the validated form to the parolee as his authorization to travel.

12. Form WRA-Colo.River-78 -- Request for Medical Social Service Report

Form WRA-Colo.River-78 shall be prepared by the Assistant Relocation Adviser in an original and two copies. All copies thereof shall be transmitted to the Medical Social Worker, Health Section, Community Management Division, through the Relocation Adviser. Following investigation, the Medical Social worker shall report on the lower part of the form and, after approval and signature by the Principal Medical Officer, return the original of the form to the Assistant Relocation Adviser.

13. Form WRA-Colo.River-56 (Revised 5-45) -- Referral for Ration Service

Form WRA-Colo.River-56 shall be prepared in an original only by the Assistant Relocation Adviser for the approval and signature of the Relocation Adviser. The form shall be routed to the Ra-

tion Officer, Supply Section, Administrative Management Division, as authority for issuance of requisite forms. If the Ration Officer deems it necessary for the evacuee to appear for interview, he shall contact the evacuee through the Relocation Adviser who issued Form-56.

B. Initiated by the Leave Officer

1. Form WRA-Colo.River-33-Revised -- Request for Evacuee Transportation

Form WRA-Colo.River-33-Revised shall be prepared in an original and two copies showing name of the evacuee, place of origin, destination, mode of travel and class. It shall be prepared and initialed by the Leave Officer, approved by the Assistant Relocation Program Officer and all copies thereof shall be transmitted to the Finance Section for issuance of travel requests. The Finance Section shall complete the extensions on the face of the form and return the second copy thereof together with transportation requests issued, to the Leave Officer. Should the Leave Officer not issue to evacuees all of the transportation requests so prepared, they shall be immediately returned together with the third copy of the Form-33 to the Finance Section for cancellation.

2. Form WRA-Colo.River-188 -- Notice of Extension of Short-term Leave

Form WRA-Colo.River-188 shall be prepared in an original and two copies by the Leave Officer and transmitted to the Assistant Relocation Program Officer within whose jurisdiction the evacuee resides, for approval and signature. All copies shall thereupon be returned to the Leave Officer who shall make distribution as follows:

Original: Mailed to the Evacuee.

1st Copy: To Statistics Section for posting to the short-term leave tickler file, then to be included in the master file.

2nd Copy: To the Assistant Relocation Adviser who initiated the short-term leave, for his information and inclusion in the Case Folder.

3. Form WRA-Colo.River-168 -- Return Pass

Form WRA-Colo.River-168 shall be prepared in the original only by the Leave Officer on receipt of

Form WRA-128 prepared by a citizen of the United States. It shall be transmitted to the Assistant Relocation Program Officer for approval, signature and return to the Leave Officer for issuance to the evacuee on departure from the Center.

4. Form WRA-Colo.River-169 -- Return Pass

Form WRA-Colo.River-169 shall be used in lieu of Form WRA-Colo.River-168 when the applicant for leave is an alien.

5. Pass Register

The Pass Register shall be prepared by the Leave Officer in an original and two copies. Listed thereon shall be the name, address, type of leave, family number and destination of all evacuees departing on that day. The original shall be transmitted to the Military Police Detachment, the first carbon copy to the Motor Pool as notice to provide transportation to Parker and the second carbon copy shall be retained in the files of the Leave Officer.

6. WRA-394 -- Leave Permit

Form WRA-394 shall be prepared by the Leave Officer in an original only. It is given to the alien evacuee as he departs permanently from the Center.

7. Miscellaneous Forms

The Leave Officer shall prepare and deliver to each departing evacuee one each of the following forms:

<u>Form Number</u>	<u>Title</u>
WRA-Colo.River-134	-- Important Information (English)
WRA-Colo.River-132	-- Important Information (Japanese)
AR-11-Revised	-- Address Record Card
WRA-148b (in lieu of Form WRA-148c)	
	-- Change of Residence Card
Unnumbered	-- Instructions For Aliens

C. General

1. Form WRA-Colo.River-166 -- Referral Form

WRA-Colo.River-166 shall hereafter be used exclusively as an inter-and intra-activity referral form for the Relocation Division. The use of all other referral forms shall be discontinued.

2. Form WRA-132 -- Notice of Decision on Application for Leave

The use of this form shall hereafter be discontinued.

V. DESIGNATION OF RELOCATION AREAS AND DISTRICTS

The three Units of the Center shall be divided into Areas and Districts.

- A. Each Area shall be composed of a number of specified Districts and shall be under the supervision of a Relocation Adviser reporting to an Assistant Relocation Program Officer.
- B. Each District shall be composed of a number of specified blocks and shall be under the supervision and the complete responsibility of an Assistant Relocation Adviser reporting to the Relocation Adviser within whose Area the District is situated.

C. <u>Poston</u>	<u>Area</u>	<u>District</u>	<u>Blocks</u>
Unit I	A	1	21, 22, 37
		2	27, 28, 44
		3	54, 59, 60
		4	3, 13, 14
	B	1	15, 16, 31
		2	5, 12, 38
		3	4, 19, 42
		4	17, 18, 32
	C	1	36, 45, 46
		2	2, 35, 30
		3	6, 11, 43
		4	26, 39, 53
Unit II	A	1	214, 215 216, 209
		2	211, 213 219, 220

<u>Poston</u>	<u>Area</u>	<u>District</u>	<u>Blocks</u>
		3	201, 226 227, 229
		4	207, 208 221, 222
Unit III	A	1	316, 317, 318
		2	325, 326, 327
	B	1	305, 306, 307 308, 309
		2	322, 323, (328 Barracks 1 to 7)
		3	329, 330, (328 Barracks 8 to 14)

VI. IN-SERVICE TRAINING

A. In order to facilitate the training of District workers in the performance of their new functions, administrative notices and memoranda pertaining to the Relocation Division and the former Welfare Section shall be distributed as follows:

1. To the Relocation Program Officer.
2. One each to the Assistant Relocation Program Officers.
3. One each to the Relocation Advisers.
4. One to the Leave Officer.
5. One to the Administrative Assistant.

Instructional material on specialized functions within the Division shall be prepared by the members of the staff who had been heretofore responsible for those functions. This material includes Selective Service material, dependency benefits, furloughs, parolees' regulations and other related relocation material.

B. Detailed job descriptions shall be prepared by the Relocation Program Officer covering the duties of all Division personnel.

Informational material shall be made available to Division personnel from the Reports Office and Community Analysis Section, specialized Welfare Agencies, etc. Distribution of such material shall be as follows:

1. Assistant Relocation Adviser.
2. Relocation Advisers.
3. Assistant Relocation Program Officers.
4. Leave Officer.
5. Administrative Assistant.
6. Relocation Program Officer.

Field releases from district relocation offices pertaining to job opportunities, community sentiment, housing, etc. shall be distributed to all members of the professional staff.

- C. Indoctrination and discussion meetings shall be held twice weekly for the entire staff. Medical Social workers shall be invited to all staff meetings.

The Relocation Program Officer shall meet with the Assistant Relocation Program Officers each day to discuss current problems.

Meetings of the supervisory staff with staffs of other activities shall be initiated as soon as possible in order that inter-Divisional work may be thoroughly understood and coordinated.

VII. OFFICE SPACE

With the merger of the Relocation Division and the Welfare Section, Community Management Division, it will become necessary that a physical integration of personnel and files be effected. Unit I functions of the Welfare Section shall merge with the present Relocation Division facilities which shall thereupon require additional facilities designed to maintain the most economical flow of work.

In Unit II and Unit III the existing space facilities of the Relocation Division and the Welfare Section will be sufficient for all purposes of the consolidated Division. However, reassignments of floor space and clerical functions will become necessary.

The Relocation Program Officer shall, with the cooperation of the Assistant Project Director, Administrative Management Division, prepare a detailed plan of space utilization and recommendations for changes in the assignment of office space insofar as those changes affect other activities. The final plan and joint recommendation of the Relocation Program

Officer and the Assistant Project Director, Administrative Management Division, shall be presented to the Project Director for review and decision.

VIII. PERSONNEL UTILIZATION

The organizational structure of the new Relocation Division contemplates the usage of all positions presently allocated to the Relocation Division and the Welfare Sections, and the assignment of the incumbents of those positions to positions of equal grade in the new organization. Principally there shall be a consolidation of position descriptions for those positions graded as CAF and those graded as P, with the incumbent assuming and performing the functions for a segment of the evacuee population prescribed in position descriptions of both ratings. The only exception shall be the designation of the functional position of Administrative Assistant to the Relocation Program Officer which shall be accomplished by means of the detail of a Relocation Adviser, CAF-9. Three of the positions allocated at CAF-4 or CAF-3 in the Relocation Division and the Welfare Section shall be utilized as Office Managers, one for each Unit of the Center, supervising clerical functions under the direction of the Assistant Relocation Program Officers.

The Counselor of the Welfare Section shall hereafter bear the functional title of Assistant Relocation Program Officer.

IX. REPORTS

The Relocation Program Officer, with the assistance of the Assistant Relocation Program Officers, shall devise and submit to the Washington office for approval a consolidated monthly report comprehensively covering all data formerly reported in the Relocation Division Monthly Report and the Welfare Section Monthly Report.

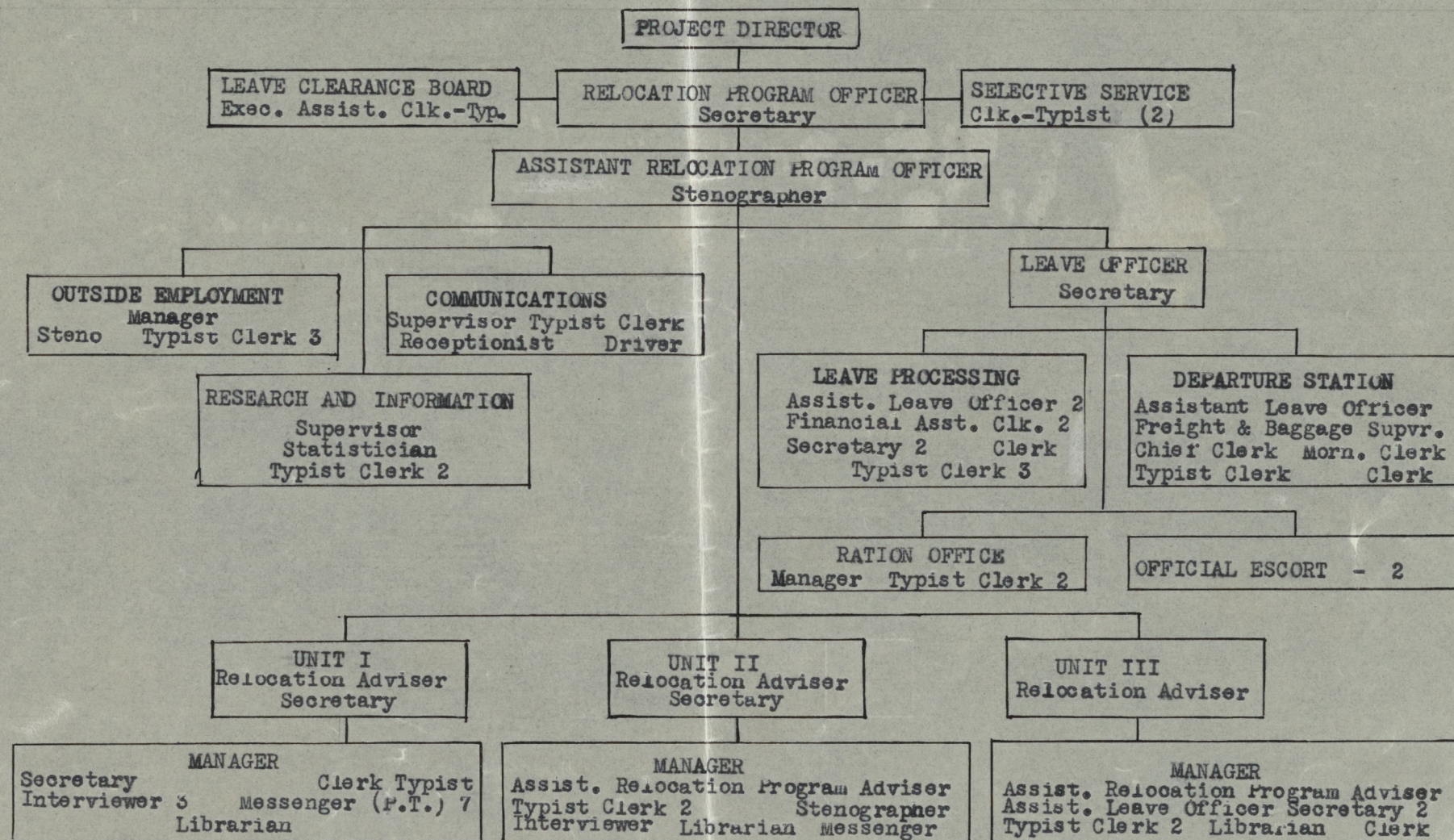
All other prescribed reports formerly submitted shall be similarly consolidated.

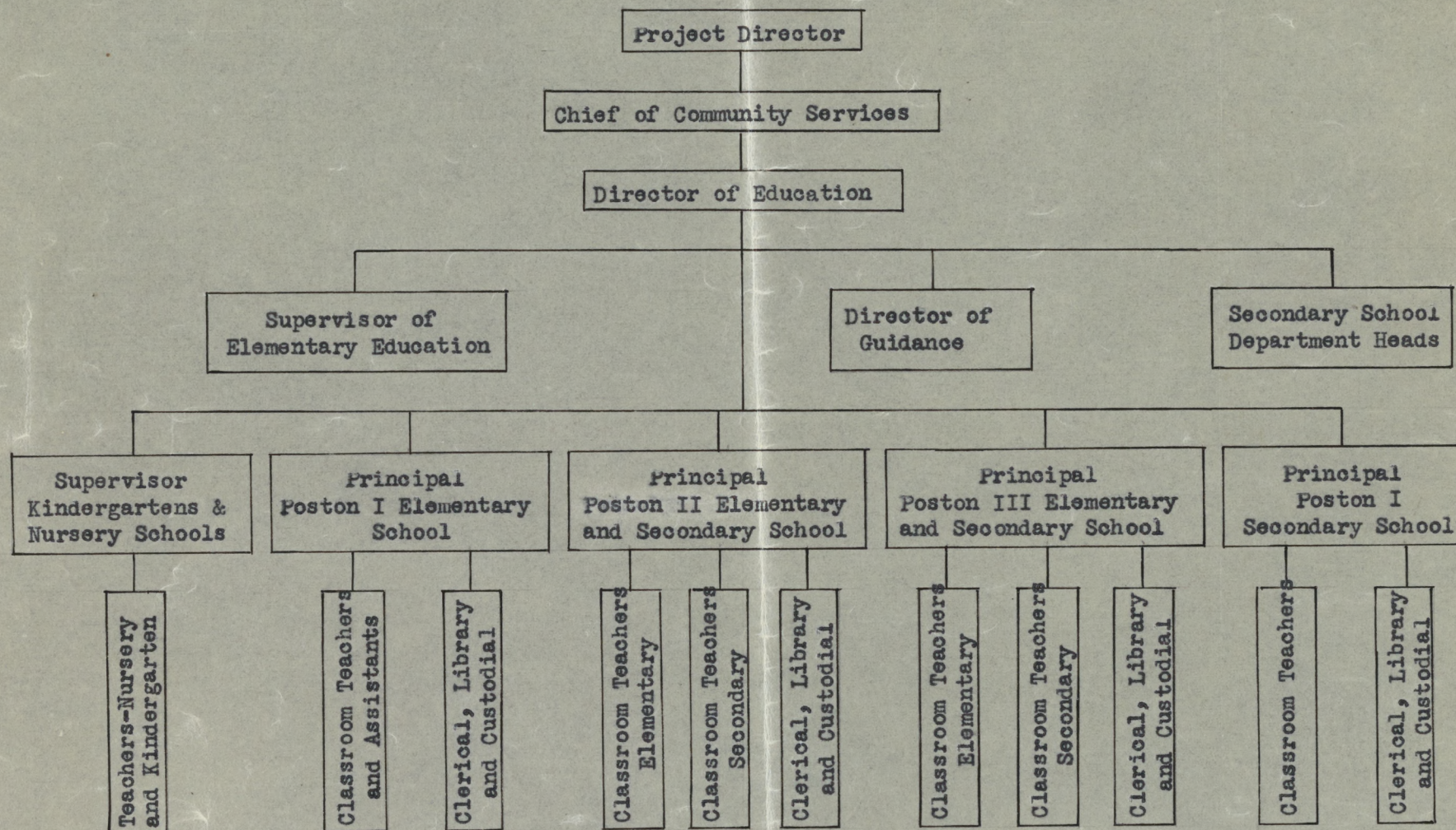
In order to present to the Washington Office, the Project Director, and any other activity or agencies, and to implement the administration of the Relocation Division, the Relocation Program Officer shall devise a series of periodical reports which he shall require from each of the staff members within his Division. These reports shall be devised in such a fashion as to facilitate the compilation of all data required by the Washington Office and augment administrative requirements of the Project Director and the Relocation Program Officer.

X. ATTACHMENTS

- A. Organizational Chart, Relocation Division.
- B. Documentation Flow Chart.
- C. (Minutes of meetings of the steering committee on consolidation of the Relocation Division and the Welfare Section, Community Management Division, are available for review in Central Files.)

RELOCATION DIVISION - ORGANIZATION CHART (1/44)





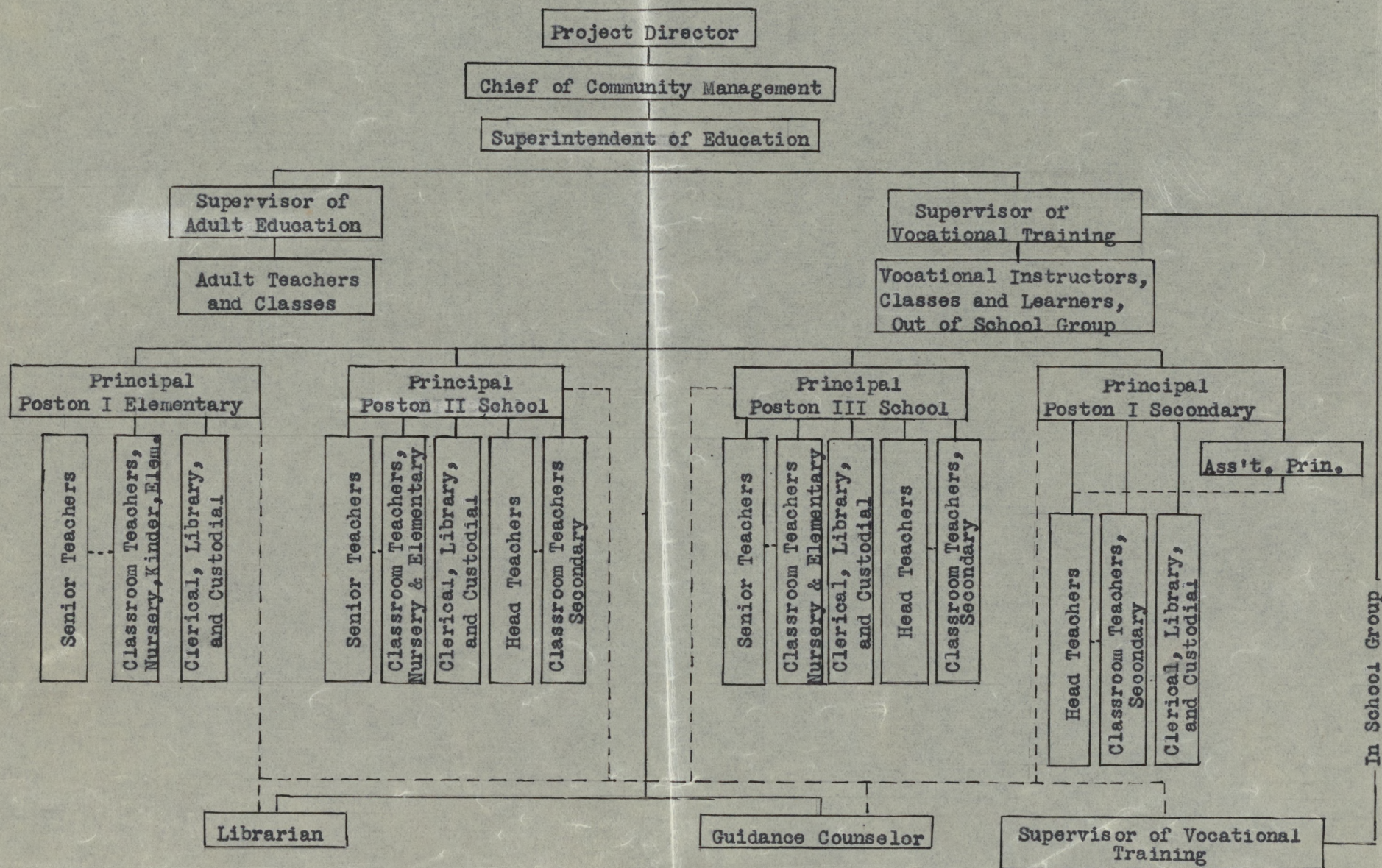
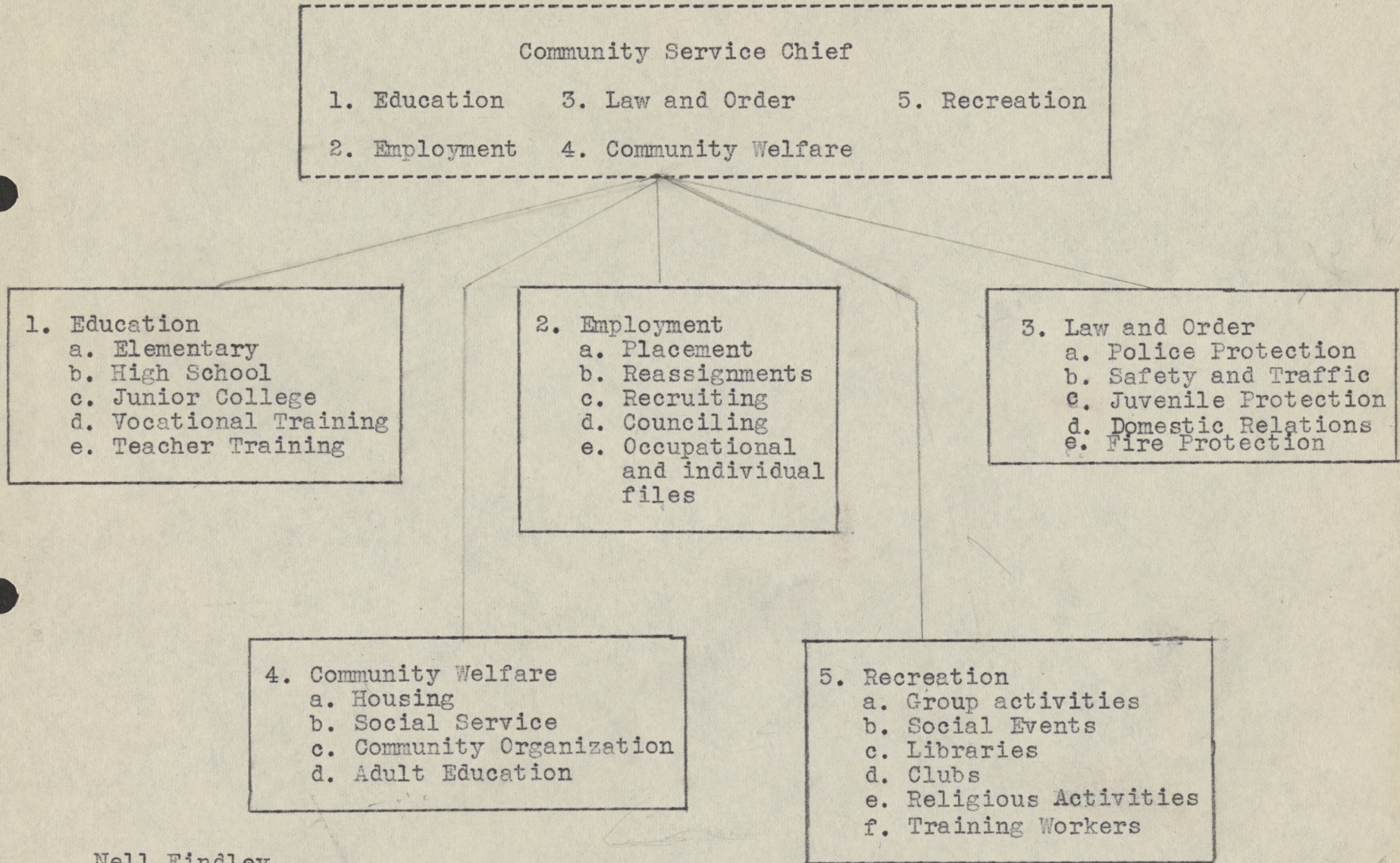


CHART
TENTATIVE ORGANIZATION FOR COMMUNITY SERVICES

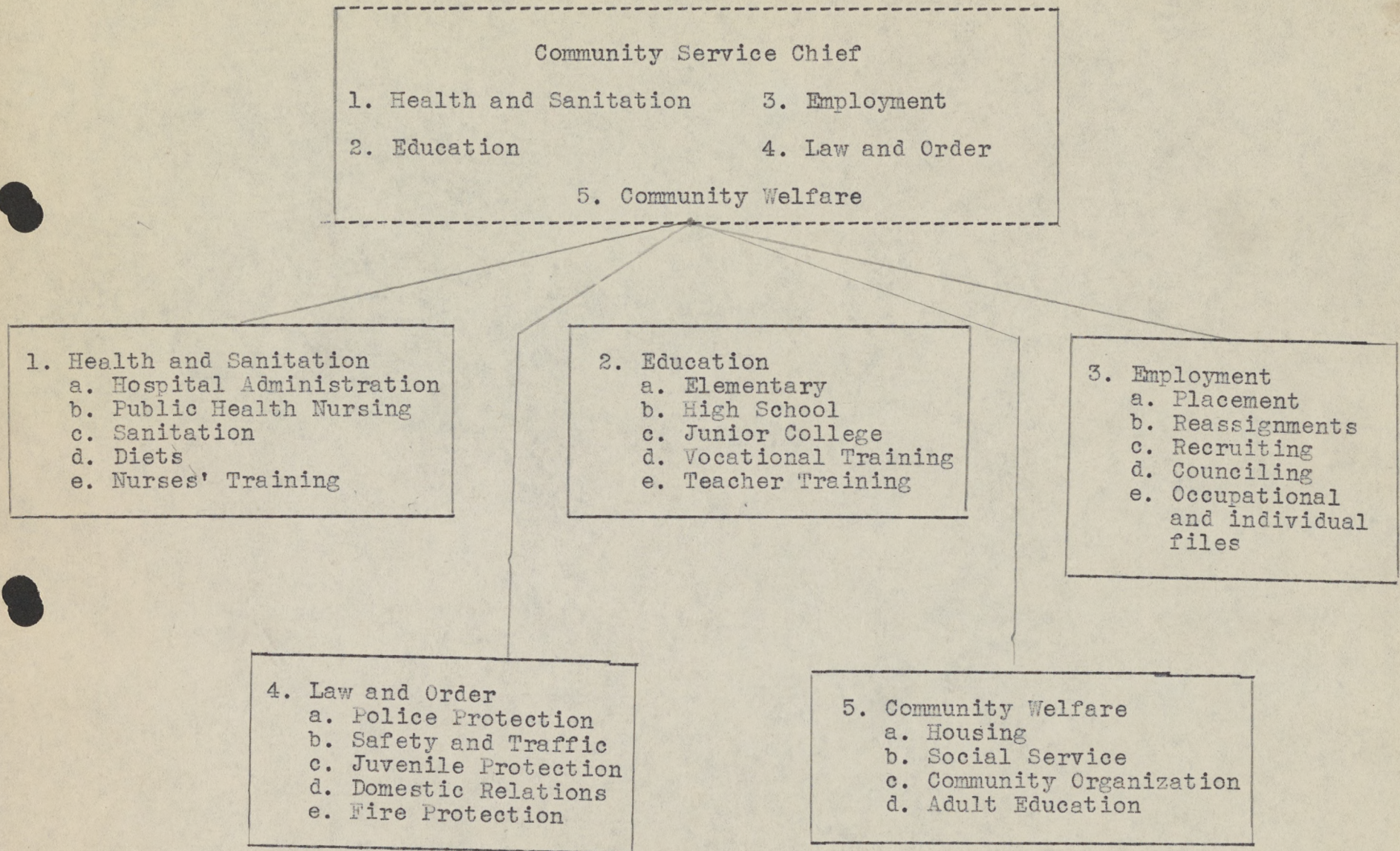
May 29, 1942



Nell Findley
Community Service Chief

001
Charts & Outlines

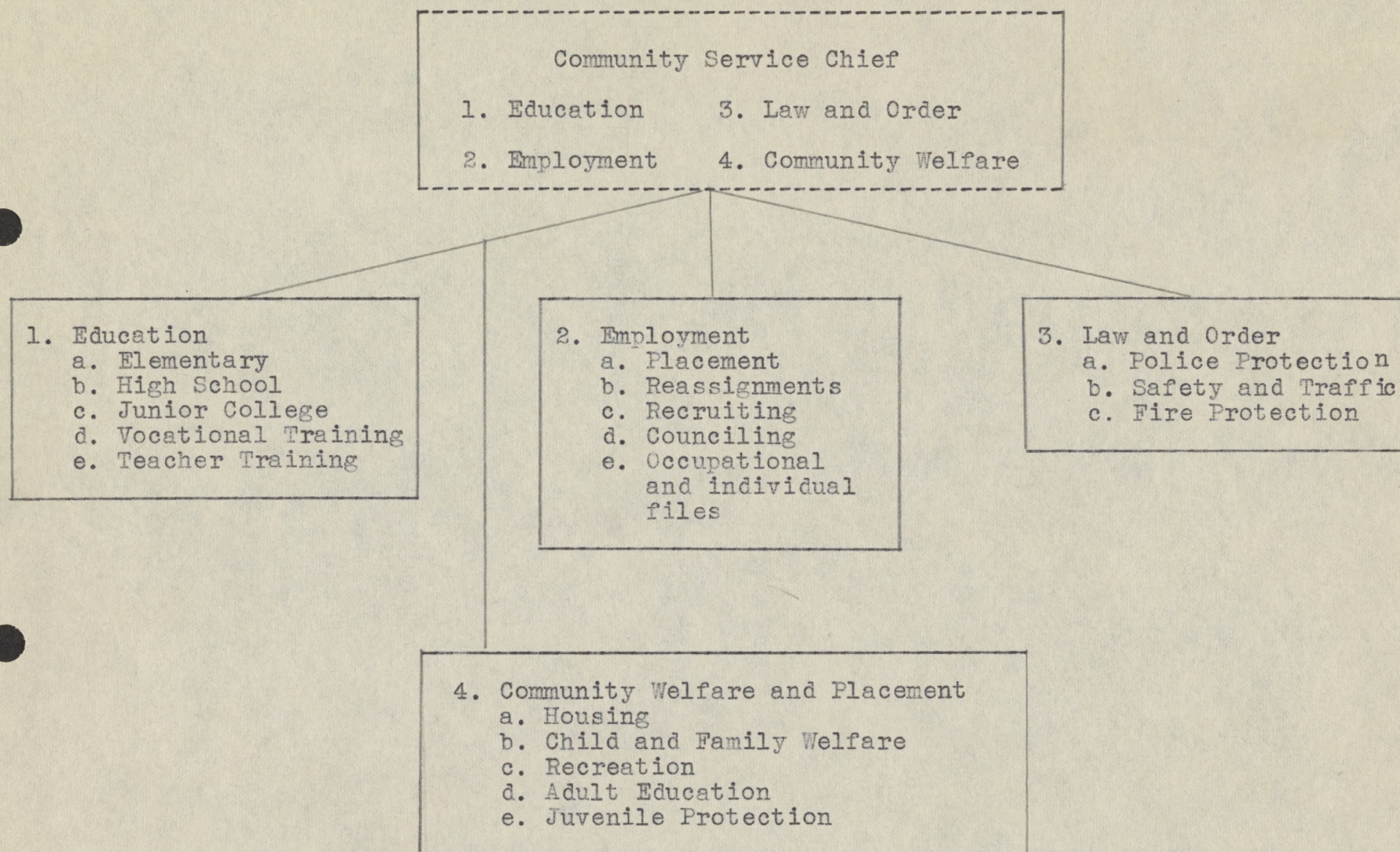
TENTATIVE ORGANIZATION CHART FOR COMMUNITY SERVICES



Nell Findley
Community Services Chief
June 1, 1942

001
Charts &
Outline

TENTATIVE ORGANIZATION CHART FOR COMMUNITY SERVICES



Nell Findley
Community Services Chief
June 5, 1942

001
Charts & Outline

FAMILY WELFARE

Family Welfare

^o2 Interviewers

^x1 Steno-typist

Public Assistance

^x2 Interviewers

^o1 Interviewer

^x1 Steno-typist

Clothing

^x1 Supervisor

^x6 Typist-clerks

1 Typist-clerk

Housing

^x1 Supervisor

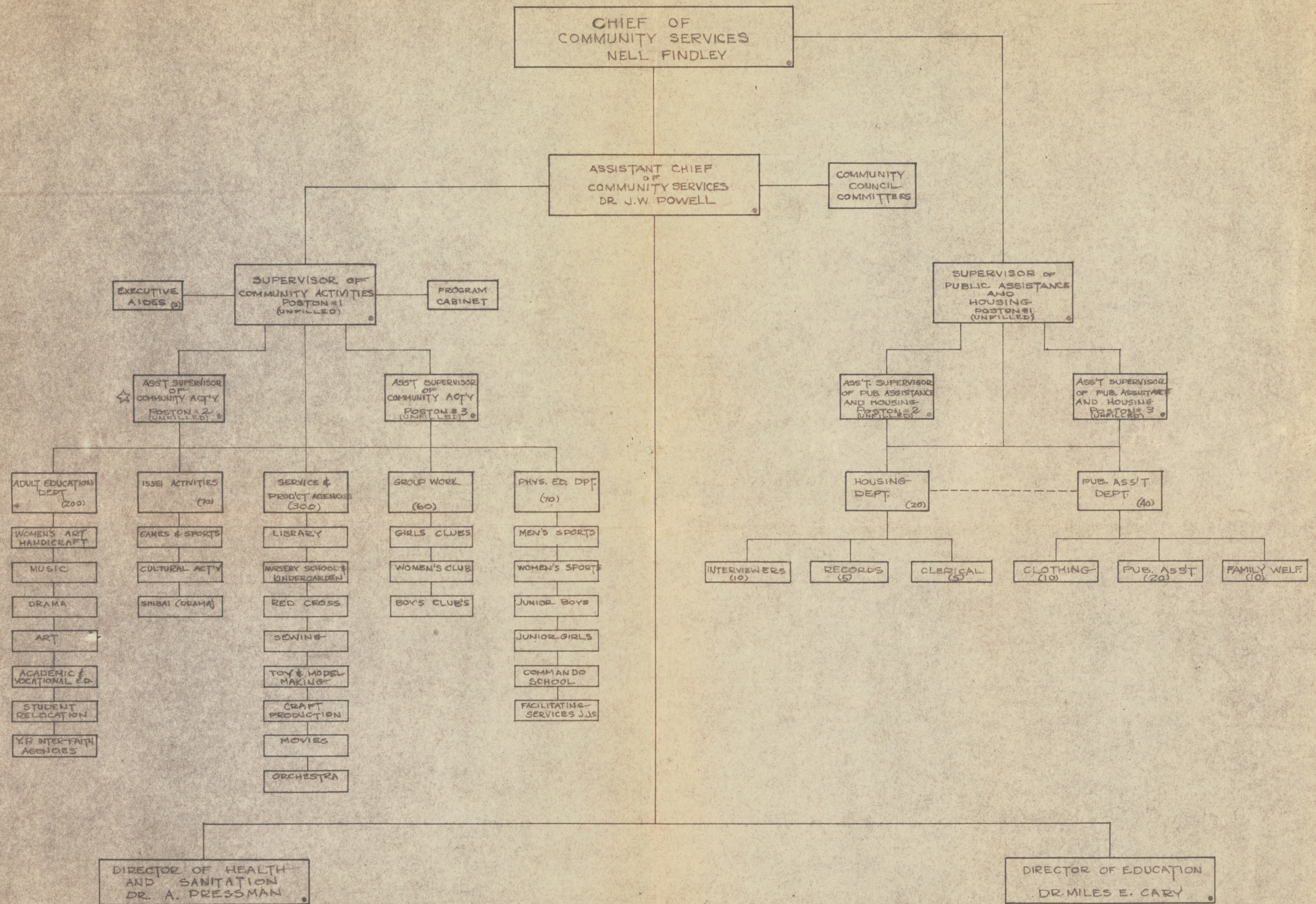
^x2 Clerks

1 Clerk

^x Essential positions, filled

^o Essential positions, vacant

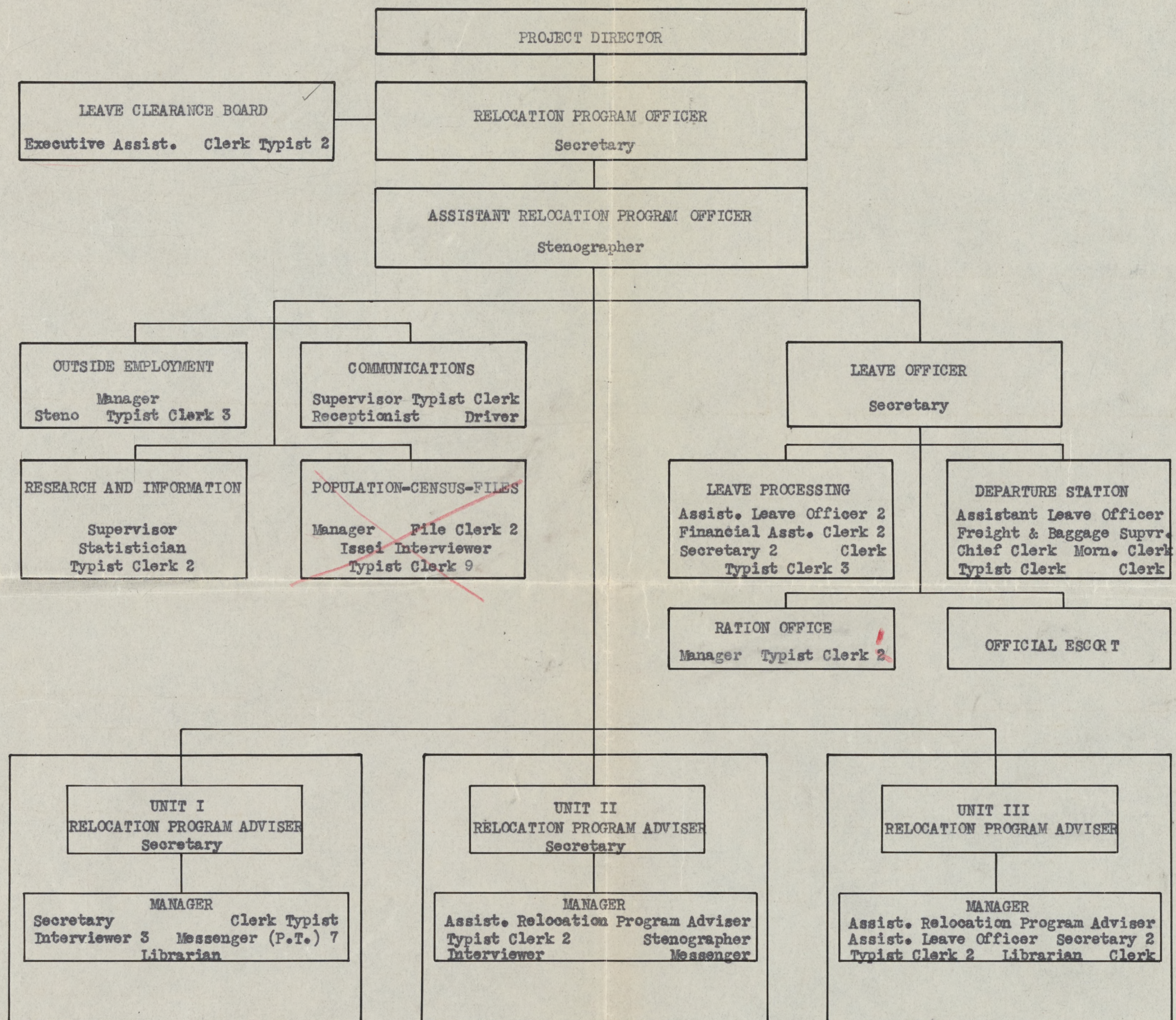
Note: Positions listed as essential are minimum needed at present. Additional positions may be needed later in Public Assistance and Family Welfare



ORGANIZATION CHART FOR DIVISION OF COMMUNITY ACTIVITIES AND RECREATION
COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

* DENOTES STAFF EMPLOYEES
(10) FIGURES NOTE - NUMBER OF EMPLOYEES
* DEWALTER BALDERSTON - LOANED BY FRIENDS SERVICE COMMITTEE, ACTING DIRECTOR OF ADULT EDUCATION DEPT.
☆ MISS ALICE CHENY - ACTING ASST. SUP. OF COMMUNITY ACTIVITIES

RELOCATION DIVISION ORGANIZATION CHART



February 15, 1944