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U. S. Civil Service Commission

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

March 27, 1943

CX:SPR:mhc

CIRCULAR LETTER NO. 3982

SUBJECT: Policy and procedure regarding utilization of American citizens of Japanese origin in War Relocation Centers.

REGIONAL DIRECTORS AND DIVISION CHIEFS:

The following policies and procedures which have been agreed upon jointly by the Civil Service Commission and officials of the War Relocation Authority will govern in the case of American citizens of Japanese origin who are located in War Relocation Centers. These policies and procedures have been developed with a view to making appropriate utilization of this additional source of labor supply in accordance with provisions of Executive Order No. 8802. This amends Circular Letter No. 3615, March 7, 1942, insofar as it applies to American citizens of Japanese origin in War Relocation Centers.

EXAMINING

- A. The Regional Director in whose region any War Relocation Centers are located will have a well-qualified representative visit at the earliest possible opportunity such War Relocation Centers for the purpose of conferring with the appropriate officials at the Centers and getting application forms into the hands of American citizens of Japanese origin who have already been cleared for permission to leave the Center and have skills in shortage occupations. If assembled examinations are required, such as for stenographers and typists, the Commission's representative will also make the necessary arrangements for such examinations at the Center or elsewhere.

Such applications from persons who have already been granted leave clearance by the War Relocation Authority should be submitted to the appropriate official at the War Relocation Center who will certify in writing that the applicants have been so cleared for permission to leave the Center, and will forward the applications to the Commission's representative in the Civil Service Region where the Center is located. Some of these persons may have eligibility for reinstatement or reemployment because of previous government experience in which case, if they are subsequently appointed, it would be under War Service Regulation VIII. It will not be necessary to transfer existing eligibilities of such persons for War Service appointments as they will receive full consideration as a result of the current applications obtained hereunder for appointments in shortage occupations. However, if their existing eligibilities permit consideration for probational appointment in the field service of the postal establishment such transfers of eligibility may be made if they are in accordance with the rules governing these transfers.

- B. In the case of persons who have not already been cleared by the War Relocation Authority for leave, any applications desired by the Commission from such persons are to be sent by the applicant through the local War Relocation Center officials to the Employment Office of the War Relocation Authority in Washington, D. C., for clearance. After clearance in such cases and written certification by the War Relocation Authority to that effect, the applications will be referred by the War Relocation Authority to the Central Office of the Commission for distribution to our appropriate regional offices for field positions. It is understood that in approximately two or three months investigation by the War Relocation Authority of all persons in War Relocation Centers will be completed as to character and loyalty and the Project Director and the individual in question will be notified of the results so that it should be no longer necessary, at that time to send applications to Washington for clearance by War Relocation Authority.

FURTHER INVESTIGATION BY COMMISSION

In view of the fact that applications will not be accepted by the Commission until after they have been cleared by the War Relocation Authority as being suitable on the basis of the investigation made under the War Relocation Authority procedures, the Commission will not be required to investigate these cases further for character or loyalty except where such eligibles are appointed to positions, other than those in the War Department, to which appointments are made "subject to investigation" regardless of whether the appointees are Japanese or other origin. In those cases where the appointments are made "subject to investigation" to positions other than in the War Department, the Regional Director or his representative will send the application file, and any other necessary papers to the Investigations Division in the Central Office of the Commission which will obtain the report of investigation from the War Relocation Authority Employment Office files in Washington, D. C., where all such investigation reports are kept. Where necessary, in the discretion of the Commission, after review of the War Relocation Authority investigation reports, further investigation will be scheduled by the Investigations Division in the Central Office.

Insofar as the Commission is concerned, the result of the investigation by the War Relocation Authority will be accepted in all other cases in certifying the names of eligibles of Japanese origin to positions in which appointments are not subject to investigation, or to positions in the War Department which are subject to investigation, and such eligibles will be considered and selected for appointment in the same manner as any other eligibles.

DIRECT RECRUITING

- A. For Washington, D. C.

After those persons who have been cleared by the War Relocation Authority have been examined and rated eligible, the application and

other civil service papers of those who are found qualified in all respects (including medical examination) and are available for appointment in Washington, D. C., in positions for which direct recruiting is being conducted (particularly stenographers, typists, and clerks) should be sent immediately to the U. S. Civil Service Commission, Direct Recruiting Service, Washington, D. C.

The names and addresses of such eligibles will also be forwarded by the Commission's representative immediately by airmail to the Employment Office of the War Relocation Authority, Barr Building, 910 - 17th St., N. W., Washington, D. C., for clearance of each case with the Eastern Defense Command for permission to bring them into the area. A copy of such letter will be forwarded to the Commission with the papers of the eligibles, which will be held temporarily in a pending file until the Commission is notified by the War Relocation Authority that they have been cleared by the Eastern Defense Command.

Meanwhile, representatives of the Commission and the War Relocation Authority in Washington, D. C., will jointly work out agreements with various agencies regarding the direct recruitment of a specific number of such eligibles for each agency. In connection with such agreements the agency must have full knowledge of the fact that the eligibles are of Japanese origin and that their commitment to the appointment of a specified number upon arrival in Washington must be unconditional.

After the Eastern Defense Command has notified the War Relocation Authority and that agency has, in turn, notified the Commission of the clearance of individual eligibles, the Direct Recruiting Service will issue appropriate authority directly to the eligibles in question at the War Relocation Center to report for duty in Washington; a copy of such authority will be sent simultaneously to the Commission's Regional Director and the Director of the War Relocation Center for information. Upon arrival in Washington of the eligibles, their appointments will be effected in the usual manner.

B. For positions in the field.

Insofar as direct recruiting of such persons for positions in the field is concerned, Regional Directors may follow the same general procedures as outlined for Washington, D. C., as far as practicable, except that clearance with the Eastern Defense Command will not be necessary unless these eligibles are to be appointed to a field position located in the Eastern Defense Command area (see attached map), in which case a clearance procedure with the War Relocation Authority and Eastern Defense Command in Washington must be followed similar in general to that under "A" just above. Where this clearance is necessary, the application and any other necessary information should be sent to the Commission in Washington, D.C., which will request the War Relocation Authority to clear the cases with the Eastern Defense Command and advise the Central Office of the Commission after the case has been cleared. The Central Office of the Commission will then advise the appropriate Regional Director to proceed with the recruitment when the case has been cleared and will return the necessary papers to that region.

CERTIFICATION

- A. Every effort will be made to see that those persons who have been cleared by the War Relocation Authority and are otherwise eligible for particular positions are given the same consideration in connection with the submission of their names on requisitions as other eligibles.
- B. Primary consideration should be given first, however, to obtaining applications from and certifying those who are qualified in short-age occupations.
- C. Certifications to and placements in a particular area should be made only in the absence of qualified eligibles who are residents of the state in which the vacancy exists.
- D. War Relocation officials in each area will communicate with the appropriate Civil Service Regional Directors and advise them as to the areas where it is acceptable to certify and place these persons. They should not be certified to places not listed as acceptable for this purpose by the War Relocation Authority. Military restrictions now prohibit them, of course, from certain areas; also, as indicated above, before they can be brought into the Eastern Defense Command areas, they must be cleared individually by the War Relocation Authority officials in Washington, D. C., with the appropriate military officials. The prohibited areas and the Eastern Defense Command Area are shown on the attached map.
- E. If an appointing officer persists in objecting on grounds of their origin to any of these eligibles who have been certified to him, these eligibles should not be recertified to the same appointing officers; report will be made, however, to the appropriate War Relocation Authority officials in the field or in Washington, D.D., as the case may be, indicating that the appointing officer or agency in question objects to the appointment of such eligibles in order that they may take appropriate steps in the matter. In such cases, however, it will not be necessary to refer them for investigation by the Commission in view of the fact that they have already been investigated and cleared as to character and loyalty by the War Relocation Authority procedures.

CONDITIONS UNDER WHICH LEAVE IS GRANTED BY
WAR RELOCATION AUTHORITY

The attached document, which has been prepared especially by the War Relocation Authority for this purpose, outlines the policies and procedures of that agency with regard to granting permission to such persons to leave War Relocation Centers.

By direction of the Commission:

/s/ L. A. Moyer
L. A. Moyer
Executive Director
and Chief Examiner

Attachments

Memo
UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

June 23, 1943
CX:SPR:mhc

CIRCULAR LETTER NO. 4025

SUBJECT: Policy and procedure regarding utilization of American citizens of Japanese origin.

REGIONAL DIRECTORS AND DIVISION CHIEFS:

The following policies and procedures will govern in the case of American citizens of Japanese origin with a view to making appropriate utilization of this additional source of labor supply in accordance with the provisions of Executive Orders No. 8802 and 9346. This Circular letter amends and supersedes Circular Letter No. 3615 of March 7, 1942, Circular Letter No. 3982 of March 27, 1943, and Supplement No. 1 thereto of April 29, 1943.

A. INVESTIGATION OF AMERICAN CITIZENS OF JAPANESE
ORIGIN WHO HAVE NEVER BEEN IN A WAR RELOCATION
CENTER

1. With respect to the appointment of American citizens of Japanese origin who, according to a review of the application files, have never been in a War Relocation Center, it will be necessary for the Commission to conduct a full investigation of such persons, after it has been determined that they are otherwise eligible, but prior to submission of their names to appointing officers for consideration for appointment to any position (except in those cases where such persons have attained eligibility only on lists established exclusively for the use of the War Department or those cases where investigation has not already been scheduled and certification is being made to the War Department; in the two latter cases the eligible may be certified and appointed to a position in the War Department without investigation by the Commission, but such appointments must be authorized "subject to investigation by the War Department".)

2. The Examining and Personnel Utilization Division in the Central Office will, after it has been determined the person is otherwise eligible, forward the application files and any other necessary papers (with the exceptions noted above) to the Investigations Division, Central Office, which will schedule the investigation and rate the case insofar as character, loyalty, and suitability are concerned and return the original application papers, with an appropriate report on the results of the investigation, to the Examining and Personnel Utilization Division. In Regional Office cases, the Regional Investigations Section will schedule the investigation, assemble the reports, and forward the completed

investigation file and other necessary papers to the Investigations Division Central Office for rating and return to the office of origin with appropriate report of the results.

B. INVESTIGATION OF AMERICAN CITIZENS OF JAPANESE
ORIGIN WHO HAVE ONCE BEEN IN WAR RELOCATION
CENTERS BUT HAVE BEEN RELEASED ON INDEFINITE
LEAVE

1. Upon receipt of an application from an American citizen of Japanese origin who, according to a review of his application or other evidence, has once been in a War Relocation Center, but has been released on indefinite leave, the Examining and Personnel Utilization Division in the Central Office or the Regional Director or his representative will, after it has been determined that the applicant is otherwise eligible, forward the application file and any other necessary papers directly to the Investigation Division, Central Office, for immediate investigation prior to submission of the names of such eligibles to appointing officers for consideration for appointment. The Investigation Division will obtain report of investigation from the War Relocation Authority Employment Office files in Washington, D. C., where all such investigation files are kept. Upon review of such files, further investigation if deemed necessary by the Commission will be scheduled, the completed case rated, and the application file returned to the office of origin with appropriate report by the Investigation Division of the Central Office; this procedure applies to all positions regardless of whether such positions are subject to investigation or not (with the exceptions noted in parenthesis in A-1) (See also Items D-5 and 11)

C. INVESTIGATION OF AMERICAN CITIZENS OF JAPANESE
ORIGIN WHO ARE NOW IN WAR RELOCATION CENTERS

1. The Regional Director in whose region any War Relocation Centers are located will have a well-qualified representative visit at the earliest possible opportunity such War Relocation Centers for the purpose of conferring with the appropriate officials at the Centers and getting application forms into the hands of American citizens of Japanese origin who have already been cleared for permission to leave the Center and have skills in shortage occupations. If assembled examinations are required, such as for stenographers and typists, the Commission's representative will also make the necessary arrangements for such examinations at the Center or elsewhere.

2. Such applications from persons who have already been granted leave clearance by the War Relocation Authority should be submitted to the appropriate official at the War Relocation Center who will certify in writing that the applicants have been so cleared for permission to leave the Center, and will forward the applications to the appropriate Regional or Branch Office having jurisdiction over the area where the Center is located.

3. The Commission's Regional or Branch Office will make appropriate record of the receipt of such application and (with the exception of those cases noted in parentheses under A-1) will forward the application file and any other necessary papers to the Investigation Division in the Central Office of the Commission which will obtain the report of investigation from the War Relocation Authority Employment Office files in Washington, D. C. After review of the War Relocation Authority investigation report, further investigation if deemed necessary by the Commission will be scheduled, the case rated, and the application file returned to the office of origin with appropriate report of the results of the investigation by the Investigation Division in the Central Office of the Commission. (See also Items D-5 and 11). Their names will, of course, not be submitted to appointing officers until after the Commission's investigation has cleared their record.

It should be noted particularly that all investigations to be conducted by the Commission under Sections A, B, and C above will be rated by the Investigation Division in the Central Office of the Commission. (Some of these persons may have eligibility for reinstatement or reemployment because of previous government experience in which case, if they are subsequently appointed, it would be under War Service Regulation VIII. It will not be necessary to transfer existing eligibilities of such persons for War Service appointments as they will receive full consideration as a result of the current applications obtained hereunder for appointments in shortage occupations. However, if their existing eligibilities permit consideration for probational appointment in the field service of the postal establishment such transfers of eligibility may be made if they are in accordance with the rules governing these transfers.)

D. CERTIFICATION AND APPOINTMENT

1. After investigation by the Commission has cleared the record of such eligibles under A, B, and C above they may be certified to any agency for any position. The list of eligibles containing their names should, however, be noted as follows: "pursuant to the policy of the U. S. Civil Service Commission, these eligibles have been investigated with respect to their loyalty and suitability for Federal employment and have been rated eligible by the Commission." This does not apply, of course, in the case of those persons who have attained eligibility on lists of eligibles established exclusively for the use of the War Department who may be appointed to positions in that department without investigation by the Commission, in which cases the appointments must be authorized "subject to investigation by the War Department."

2. Every effort will be made to see that those persons who have been cleared by the Commission and are otherwise eligible for particular positions are given the same consideration in connection with the submission of their names on requisitions as other eligibles.

3. Primary consideration should be given first, however, to obtaining applications from and certifying those who are qualified in shortage occupations, in the case of those who are now in War Relocation Authority Centers.

4. Certifications to and placements in a particular area of persons who are now in War Relocation Authority Centers should be made only in the absence of qualified eligibles who are residents of the state in which the vacancy exists.

5. War Relocation Authority officials in each area will communicate with the appropriate Civil Service Regional Directors and advise them as to the areas where it is acceptable to certify and place persons who are now in War Relocation Centers. They should not be certified to places not listed as acceptable for this purpose by the War Relocation Authority. Military restrictions now prohibit them, of course, from certain areas; also, as indicated above, before they can be brought into the Eastern Military Area, they must be cleared individually with the Japanese American Joint Board. (See Item D-11). A map of the prohibited areas, the Eastern Military Area and a list of the War Relocation Centers were attached to Circular Letter No. 3982, March 27, 1943.

6. If an appointing officer persists in objecting on grounds of their origin to any of these eligibles who have been certified to him, these eligibles should not be recertified to the same appointing officers; report will be made, however, to the appropriate War Relocation Authority officials in the field or in Washington, D. C., as the case may be, in the case of those eligibles who now are or have once been in War Relocation Centers, indicating that the appointing officer or agency in question objects to the appointment of such eligibles in order that they may take appropriate steps in the matter. In such cases, however, it will not be necessary to refer them for further investigation by the Commission in view of the fact that they have already been investigated and cleared as to character and loyalty. In the discretion of the Regional Director these eligibles may be certified to other appointing officers in the same or other agencies.

7. In the case of American citizens of Japanese origin who have already been appointed under the provisions of Circular Letter No. 3982 without investigation by the Commission (other than in the War Dept.), their cases should now be picked up by the Regional Director or Examining and Personnel Utilization Division and referred for investigation immediately. (The accompanying memorandum transmitting the case should contain all information regarding types of appointment, etc., as required by Circular Letter No. 3271 dated May 27, 1941).

8. Monthly reports from the Regional Offices or the Examining and Personnel Utilization Division as the case may be are also desired from now on which will show the number of American citizens of Japanese origin appointed in each agency by position. The first report for the end of May should be submitted immediately and should show all of those who have been appointed previously under the provisions of Circular Letter No. 3982 or Circular Letter No. 3615.

9. Those persons who were previously scheduled for investigation under the provisions of Circular Letter No. 3615 or Circular Letter No. 3982 or other authority prior to the issuance of this letter will also be investigated by the Commission prior to certification to any department including the War Department. (See also Item D-7 and statement in parenthesis under A-1).

10. If a department or agency requests by name an appointment of an American citizen of Japanese origin prior to the time investigation by the Commission has cleared his record, and the proposed appointee is otherwise eligible and within reach for appointment, the Examining and Personnel Utilization Division in the Central Office should immediately advise the Chief, Investigations Division in order that any necessary investigation in such cases can be expedited and completed prior to appointment. As outlined under A the Regional Office will expedite investigation in Regional Office cases and forward the completed file for rating to the Investigations Division, Central Office, with appropriate notation that it is a "name" case.

11. (a) Direct Recruiting for Washington, D. C.

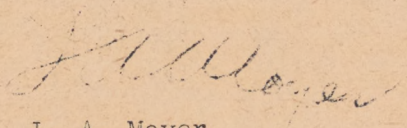
Such persons may also be recruited on direct recruiting quotas for Washington, D. C., except that in such cases a copy of the letter of transmittal sending the file to the Investigations Division will be sent also to the U. S. Civil Service Commission, Direct Recruiting Service, Washington, D. C., which will hold the name in a pending file until notified that the Commission has through investigation cleared the record of the eligible, and that clearance has also been obtained from the Japanese-American Joint Board to bring such eligibles into the Eastern Military Area. The Investigation Division should request the War Relocation Authority to obtain such clearance with the Japanese-American Joint Board after the Commission's investigation has cleared the record of such eligible in the case of those who are now or have been in War Relocation Authority Centers. Meanwhile, representatives of the Commission and the War Relocation Authority in Washington, D. C., will jointly work out agreements with various agencies regarding the possibility of direct recruitment of a specific number of such eligibles for each agency. In connection with such agreements the agency must have full knowledge of the fact that the eligibles are of Japanese origin and that their commitment to the appointment of a specified number upon arrival in Washington who have been cleared by investigation by the Commission must be unconditional. When the Direct Recruiting Service has been notified by the Investigation Division that the case has been cleared by the Japanese-American Joint Board, it will issue appropriate authority directly to the eligibles in question to report for duty in Washington, D. C., a copy of such authority will be sent simultaneously to the Commission's Regional Director and also to the Director of the War Relocation Center in those cases where the eligible is located in such center. Upon arrival in Washington, D. C., of these eligibles, their appointments will be effected in the usual manner.

(b) Direct recruiting for positions in the field.

Insofar as direct recruiting of such persons for positions in the field is concerned, Regional Directors may follow the same general procedures as outlined for Washington, D. C., except that clearance with the Japanese-American Joint Board will not be necessary unless these eligibles are to be appointed to a field position located in the Eastern Military Area, in which case a clearance procedure must be followed similar in general to that under A just above. Where this clearance is necessary, the application and any other necessary information should be sent to the Investigations Division in Washington, D. C., to clear the case with the Japanese-American Joint Board. The Central Office of the Commission will then advise the appropriate Regional Director to proceed with the recruitment when the case has been cleared and will return the necessary papers to that region.

12. Any investigations required under the provisions of this Circular letter must be handled promptly.

By direction of the Commission:


L. A. Moyer
Executive Director
and Chief Examiner

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

August 13, 1943
CF:SPR:MET

CIRCULAR LETTER NO. 4056

SUBJECT: Policy and procedure regarding utilization of American citizens of Japanese origin. (Supersedes and cancels Circular Letter No. 4025, June 23, 1943.)

REGIONAL DIRECTORS AND DIVISION CHIEFS:

A. CERTIFICATION AND INVESTIGATION OF AMERICAN CITIZENS OF JAPANESE ORIGIN WHO HAVE NEVER BEEN IN A WAR RELOCATION CENTER.

1. Central Office cases.

- (a) Method of furnishing these eligibles to appointing officers for consideration for appointment.

The names of these eligibles (who are American citizens of Japanese origin who have never been in a War Relocation Center) should be furnished to appointing officers in the same manner as any other eligibles for consideration for appointment. The list of eligibles furnished to appointing officers on which their name appears, will, however, be specifically noted as follows: "If this eligible, who is of Japanese origin, is selected for appointment, he cannot be entered on duty until after the Commission investigates his character and loyalty and finds him suitable. If you select this eligible for appointment, therefore, you must immediately notify the certifying office of the Commission that you have made such selection in order that the Commission may immediately make the necessary investigation and notify you of the result thereof so that you may proceed with the appointment if he is found eligible as a result of the investigation. This notification will be furnished to you within three weeks of the receipt by the Commission's certifying office of the notice of your selection of this eligible."

- (b) Procedure for referring these cases for investigation.

Where the eligible is furnished by the Examining and Personnel Utilization Division of the Central Office to an appointing officer through departmental appointment procedures, that Division, upon receipt of the notice from the appointing officer of selection of such eligible, will immediately forward the entire file to the Investigations Division, Central Office, with appropriate notations indicating that the case is one falling within the policy of this Circular Letter; and also indication that, insofar as the available information shows, the eligible is

not now and has not previously been in a War Relocation Authority Center, and any other appropriate information regarding the case. In all of these cases, in view of the absolute deadline of three weeks for the complete handling of these cases from the time they are received by the Commission from the appointing officer until the date the appointing officer is notified of the result of the investigation, the Investigations Division will immediately take the necessary steps to brief the case, arrange for investigation at all necessary points, and rate the case. Concurrently, with such investigation, the Investigations Division will check with the Japanese-American Joint Board and any other sources, including subversive record checks, to ascertain whatever information may be available regarding the eligible's loyalty and suitability for government employment. After the case has been rated, (and, where necessary it has been ascertained from the Japanese-American Joint Board whether the person can be appointed in the Eastern Military Area), the appointing officer will be notified of the results of the investigation in order that he may proceed to enter the person on duty where investigation clears the record.

2. Regional Office cases

In Regional Office cases, these eligibles will be certified to appointing officers in the same manner and with the same notation indicated under "1" above for Central Office cases. Where the appointing officer reports that he has selected for appointment an eligible of Japanese origin, the appropriate division of the Regional Office will immediately brief the case and conduct the necessary investigation, keeping in mind the fact that the entire case must be handled within the three weeks' deadline from the time notification of selection is received from the appointing officer, until the time the appointing officer is notified whether he can or cannot enter the person on duty. Simultaneously with the initiation of the investigation, the Regional Office will wire the eligible's name, age, and any other appropriate identifying information, including the statement that the case is falling within the policy of this letter and that the eligible has not been and is not now in a War Relocation Center, and any other appropriate information regarding the eligible to the Investigator-in-Charge, Fourth Civil Service Region, in order that subversive checks may be made immediately with various sources, including the Japanese-American Joint Board, Federal Bureau of Investigation, and other places where pertinent information may be available. Any pertinent information that can be obtained will be immediately air mailed or wired back to the Regional Office where the case originated. Upon receipt of all necessary reports of investigation, the case will be rated by the Regional Office of origin except where a question as to loyalty arises, in which case the entire file should be immediately sent to the Investigations Division, Central Office, by air mail for final consideration. It must be remembered that in these cases the same deadline of three weeks' applies. This includes also the time the case is in the Central Office for rating. The case

must be, therefore, sent to the Central Office for rating in sufficient time so that the Central Office can act finally and report to the office of origin in time to enable the Regional Office to make the necessary report to the appointing officer within the three week deadline date. If the appointment in a field case is to be made in the Eastern Military Area (shown in the map attached to Circular Letter No. 3982), this information should also be furnished to the Investigator-in-Charge, Fourth Region, at the same time the original wire is sent asking for subversive check in order that simultaneously clearance may be made by the Investigator-in-charge, Fourth Region, with the Japanese-American Joint Board in Washington for permission to effect the appointment to the position in question in the Eastern Military Area.

B. INVESTIGATION OF AMERICAN CITIZENS OF JAPANESE ORIGIN
WHO ARE NOW OR HAVE ONCE BEEN IN WAR RELOCATION CENTERS
BUT HAVE BEEN GIVEN RELEASE FOR INDEFINITE LEAVE.

Such cases will be handled in the same manner as the cases of those eligibles of Japanese origin who have never been in War Relocation Centers insofar as the method of obtaining these eligibles and furnishing their names to appointing officers for consideration is concerned and all other procedures mentioned under item "A" above. The only basic differences between the procedures to be followed in handling these cases and the method of handling those which have never been in War Relocation Centers is that (1) no application will be accepted (or referred for investigation) from an American citizen of Japanese origin who has once been or is now in a War Relocation Center unless it is accompanied by an official document or certification by appropriate War Relocation officials to the effect that the applicant has been cleared by the War Relocation Authority for permission to leave the War Relocation Center on indefinite leave; (2) in the wire to the Investigator-in-Charge, Fourth Civil Service Region, regarding subversive checks and other clearances, which will be conducted concurrently with the Regional Office Investigation, specific information must be given identifying not only the name, age, etc. of the eligible, but also the fact that he is now or has been in a War Relocation Center, the name of such Center, (his address and block number in the Center) and any other identifying information which will enable the Investigator-in-Charge to check the War Relocation Authority's files in order to clear this source of information. A report of the information received from the War Relocation Authority's files, along with any other information obtained by the Investigator-in-Charge, Fourth Region, will also be reported back to the office of origin in the same manner as under item "A" above in order that the case may be completely closed out within the three weeks' deadline.

The Examining and Personnel Utilization Division, Central Office, in handling cases falling under item "B" (that is eligibles who are now or have once been in War Relocation Centers) will likewise give full identifying information to the Investigations Division, Central Office, in furnishing the files of these eligibles for investigation, after the appointing officer has selected them for appointment. This identifying information must also show that the eligible is to be handled under the special procedures outlined in this letter, and indicate

that the eligible is now or has once been in a War Relocation Center, the name of the Center, and any other pertinent information which they may have on the case.

C. NATURE OF THE INVESTIGATION.

In view of the three weeks' deadline which applies in all of these cases, all phases of the investigation, both in the Central Office and the Regional Office, must be handled in the most expeditious manner regardless of whether the cases arise in their region or are referred from other regions or from the Central Office. It must also be borne in mind that the investigation conducted in these cases should be most careful and complete and should include a special hearing where material derogatory information is involved.

D. PENDING CASES TO BE RETURNED TO OFFICE OF ORIGIN.

In view of the procedure outlined herein to the effect that the names of these eligibles will be furnished to appointing officers subject to investigation prior to entrance on duty (rather than having them investigated prior to submission of their names to appointing officers for consideration), the pending cases in the Central Office, Investigations Division, will be returned to the Regional Office of origin or to the Examining and Personnel Utilization Unit, as the case may be. The only exception will be Central Office "name cases" submitted by appointing officers, in which cases the files will be retained by the Investigations Division and the investigation expedited and handled in the manner outlined herein.

E. WAR DEPARTMENT APPOINTMENTS.

None of the foregoing procedures apply to appointments to positions in the War Department in view of the fact that it conducts its own investigations. The names of such eligibles should, therefore, be certified to the War Department in all cases in the same manner as any other eligibles with the notation "subject to investigation by the War Department."

F. IDENTIFICATION OF ELIGIBLES FALLING WITHIN THE PROVISIONS OF THIS LETTER.

It is the responsibility of the respective Regional Offices and the Examining and Personnel Utilization Division in the Central Office to properly ascertain, prior to certification of eligibles to appointing officers, whether they are American citizens of Japanese origin, and, therefore, fall within the provisions of this letter. A general guide, although not a completely accurate one, of course, is the name of the eligible concerned. Other indications will be evidence in files as to whether they have been or now are in a War Relocation Center, in which case, of course, it must be assumed that they are of Japanese origin. There should, however, be no general circularization of all eligibles on the certificate to ascertain whether they

are of Japanese origin in order to implement the provisions of this letter. If all of the available evidence in the Commission's files regarding the eligible contains no indication that the eligible is of Japanese origin, it should be assumed that the eligible is not of such origin and does not fall within the provisions of this letter.

G. RESTRICTIONS REGARDING CERTIFICATION IN CERTAIN AREAS.

War Relocation Authority officials in each area will advise the appropriate Civil Service Regional Directors as to the areas where it is acceptable to certify and place persons who are now in War Relocation Centers. They should not be certified to places not listed as acceptable for this purpose by the War Relocation Authority. Military restrictions now prohibit them, of course, from certain areas; also, before they can be brought into the Eastern Military Area, they must be cleared individually with the Japanese-American Joint Board. A map of the prohibited areas, the Eastern Military Area and a list of the War Relocation Centers were attached to Circular Letter No. 3982, March 27, 1943. Also certifications to and placements in a particular area of persons who are now in War Relocation Authority Centers should be made only in the absence of qualified eligibles who are residents of the state in which the vacancy exists.

H. OBJECTIONS TO SUCH ELIGIBLES.

If an appointing officer persists in objecting on grounds of their origin to any of these eligibles who have been certified to him, these eligibles should not be certified to the same appointing officers; report will be made, however, to the appropriate War Relocation Authority officials in the field or in Washington, D. C., as the case may be, in the case of those eligibles who now are or have once been in War Relocation Centers, indicating that the appointing officer or agency in question objects to the appointment of such eligibles. In the discretion of the Regional Director these eligibles may be certified to other appointing officers in the same or other agencies.

I. INVESTIGATION OF PREVIOUS APPOINTEES.

In the case of American citizens of Japanese origin who have already been appointed under the provisions of Circular Letter No. 3982 without investigation by the Commission (other than in the War Department), their cases should now be picked up by the Regional Director or Examining and Personnel Utilization Division and referred for investigation immediately. (The accompanying memorandum transmitting the case should contain all information regarding types of appointment, etc., as required by Circular Letter No. 3271 dated May 27, 1941.)

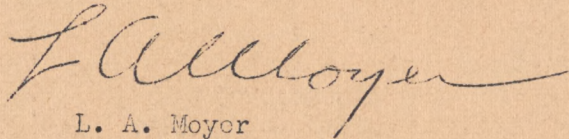
J. MONTHLY REPORTS OF APPOINTEES.

Monthly reports from the Regional Offices or the Examining and Personnel Utilization Division as the case may be are also desired from now on which will show the number of American citizens of Japanese origin appointed in each agency by position.

K. NAME REQUESTS.

If a department or agency requests by name an appointment of an American citizen of Japanese origin, the same investigative procedure will be followed as if he had been certified to and selected by an appointing officer under the foregoing provisions of this Circular letter.

By direction of the Commission:



L. A. Moyer
Executive Director
and Chief Examiner