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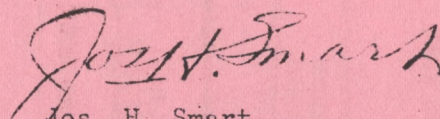
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 1

SUBJECT: Regional Office and Relocation Center Directory

The directory shown on the reverse side will serve to expedite communications between this Region and its Relocation Centers and other Regions and their respective Centers.

Until further notice the listed details will be used to guide mail, telegrams, telephone and other communications and supplies.


Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

10/7/42 - Replaces Circular letter No. 1 issued 8/15/42

(Sheet 1)

CENTRAL REGION - CIRCULAR LETTER NO. 1

OFFICE	DIRECTOR	MAIL ADDRESS	TELEPHONE NO.	RAIL CARRIER	PASSENGER RAIL HEAD	FREIGHT RAIL HEAD
WASHINGTON, D.C.	DILLON S. MYER	BARR BUILDING 910 - 17TH STREET, NW. WASHINGTON, D.C.	REPUBLIC 7500 EXTENSION 6207	PENN. RR.; B&O; C & O; SEABOARD	WASHINGTON, D.C.	WASHINGTON, D.C.
CENTRAL REGION	JOS. H. SMART	7TH FLOOR, KITTREDGE BLDG. 511 - 16TH STREET DENVER, COLORADO	TABOR 3173	CB&Q; AT&SF; C&S; UP; D&RGW; RI.	DENVER, COLORADO	DENVER, COLORADO
HEART MOUNTAIN RELOCATION CENTER	C.E. RACHFORD	ADMINISTRATION BUILDING HEART MOUNTAIN, WYOMING	CODY 725	CB&Q VIA DEAYER, WYOMING	DEAYER, WYOMING	LCL - CODY, WYO. CL - VOCATION, WYO.
GRANADA RELOCATION CENTER	J.G. LINDLEY	AMACHE BRANCH Lamar, COLORADO	LAMAR 331	A.T. & SANTA FE	Lamar GRANADA, COLORADO	GRANADA, COLORADO
PACIFIC COAST REGION	E.M. ROWALT ACTING DIRECTOR	3RD FLOOR WHITCOMB HOTEL BUILDING SAN FRANCISCO, CALIFORNIA	KLONDIKE 2-2300	WESTERN PACIFIC SOUTHERN PACIFIC A.T. & SANTA FE	SAN FRANCISCO CALIFORNIA	SAN FRANCISCO CALIFORNIA
COLORADO RIVER RELOCATION CENTER	WADE HEAD	POSTON, ARIZONA (TELETYPE CALL PARKER 7280)	PARKER 461	A.T. & SANTA FE	PARKER, ARIZONA	PARKER, ARIZONA
MANZANAR RELOCATION CENTER	<i>SOLON T. KIMBALL</i> HARVEY COVERLEY Act. Pr. Dir.	MANZANAR, CALIFORNIA	INDEPENDENCE 671	UNION PACIFIC	MOJAVE, CALIFORNIA	LONE PINE, CALIF.
GILA RIVER RELOCATION CENTER	E.R. FRYER ACTING PROJECT DIR.	RIVERS, ARIZONA	CASA GRANDE 363	SOUTHERN PACIFIC	COOLIDGE, ARIZONA	CASA GRANDE, ARIZ.
TULE LAKE RELOCATION CENTER	ELMER L. SHIRRELL	NEWELL, CALIFORNIA (POSTAL TELEGRAPH ADD. TULE LAKE, CALIF.)	"WRA" - TULE LAKE, CALIF.	SOUTHERN PACIFIC	KLAMATH FALLS, ORE. (THENCE BY BUS TO TULE LAKE, CALIF.)	STALEY, CALIFORNIA
CENTRAL UTAH RELOCATION CENTER	CHARLES F. ERNST	DELTA, UTAH	DELTA 263	UNION PACIFIC	DELTA, UTAH	DELTA, UTAH
MINIDOKA RELOCATION CENTER	HARRY L. STAFFORD	HUNT, IDAHO (TELEGRAPH ADD. EDEN, IDAHO)	JEROME 017 (PBX AT PROJECT)	SOUTHERN PACIFIC	WELLS, NEVADA	HUNT SIDING, IDAHO
SOUTHERN REGION	E.B. WHITAKER	821 PYRAMID BUILDING LITTLE ROCK, ARKANSAS	LITTLE ROCK 4-7402	MISSOURI PACIFIC	LITTLE ROCK, ARK.	LITTLE ROCK, ARK.
ROHWER RELOCATION CENTER	RAY D. JOHNSON	422 N. HWY. STREET MCGEEHEE, ARKANSAS	MCGEEHEE 314	MISSOURI PACIFIC	ROHWER, ARKANSAS	MCGEEHEE, ARKANSAS
JEROME RELOCATION CENTER	PAUL A. TAYLOR	JEROME, ARKANSAS	"WRA" - JEROME, ARK.	MISSOURI PACIFIC	JEROME, ARKANSAS	JEROME, ARKANSAS

10/7/42 - REPLACES CIRCULAR LETTER NO. 1 - ISSUED 8/15/42

(Sheet 1 - Reverse)

War Relocation Authority
Central Region
Denver, Colorado

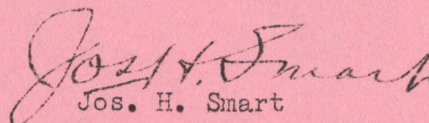
CENTRAL REGION - CIRCULAR LETTER NO. 2

SUBJECT: Phone number and addresses of Regional Office
Division Heads for emergency use

Listed below are the telephone numbers and addresses in Denver,
of the homes of regional office division heads, and the night telephone
numbers of their regional office at the Kittredge Building in Denver.

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>	<u>TELEPHONE NO.</u>
Jos. H. Smart	Regional Director	400 Elm St.	DE. 1877
Frank C. Cross	Sr. Information Specialist	1375 Josephine	EA. 9945
M. O. Anderson	Sr.; Employment Officer	643 Jackson	EA. 7947
Richard Bennetts	Principal Engineer	4136 Julian	GL. 3038
Malcolm E. Pitts	Pr. Administrative Officer	6901 E. 6th Ave.	EA. 2501
Central Regional Office Night Telephone			TA. 3398

The above should be used only in the event of an emergency. All
correspondence pertaining to WRA business is official and should be direct-
ed through regular channels to the Regional Office.


Jos. H. Smart
Regional Director

Distribution: All regional and project staff members

(Replaces Circular Letter No. 2 - 8/15/42)

8/28/42

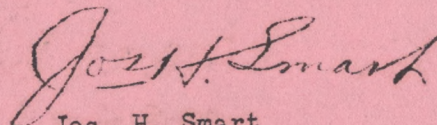
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 3

SUBJECT: Office Housekeeping and Equipment Care

It is requested that all employees be sure that all fans are shut off and all lights turned out when leaving their desks at noon or their offices for the day. Windows should be closed and shades adjusted when leaving offices for the day.

Neat office housekeeping, economical use of supplies and materials and conscientious and good care of office machines and equipment is expected of all WRA Central Region employees. Unwarranted destruction of government property must be repaired at the individual employee's personal expense.



Jos. H. Smart
Regional Director

Distribution: All regional and project staff members.

8/15/42

(Sheet 1)

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 4

SUBJECT: Typewriter Repairs

- I. Procurement Division Contracts for the repair and maintenance of typewriters in the states of Colorado and Wyoming have been made with the following:

International Business Machine Corporation (Tps. No. 47800)
111 Connecticut Ave., N.W.
Washington, D. C.

COLORADO - 1447 Welton Street, Denver
WYOMING - None

Remington Rand, Inc. (Tps. No. 47801)
1615 L Street NW.
Washington, D. C.

COLORADO - 1525 Arapahoe Street, Denver
102 West Third Street, Pueblo

WYOMING - 1620 Central Avenue, Cheyenne

Royal Typewriting Company, Inc. (Tps. No. 47802)

COLORADO - Roy A. Davis, 105 Tejon St., North Colorado Springs
1441 Welton Street, Denver
Shedd Typewriter Agency, 149 No. College Ave., Ft. Collins
Winfield's, Inc., 524 Main Street, Grand Junction
The Typewriter Agency, 110 W. 5th Street, Pueblo
Roy P. Mathews, P.O. Box 368, Springfield, Colorado.

WYOMING - Casper Typewriter Exchange, 124 So. Center, Casper
Wyoming Typewriter & Equipment Co., 1907 Carey Ave. Cheyenne
Idaho Typewriter Exchange, 654 Pilot Butte Ave., Rock Springs

Smith & Corona Typewriters, Inc. (Tps. No. 47803)
1423 Pennsylvania Avenue, NW
Washington, D. C.

Distribution: All regional and project staff members.

COLORADO - 214 E. Pikes Peak Avenue, Colorado Springs
Craig
1437 Welton Street, Denver
127 E. 9th Street, Durango
649 College Ave., So. Ft. Collins
109 West 4th St., Pueblo

WYOMING - 115 East 2nd Street, Casper
313 West 18th Street, Cheyenne
1108 Iverson Avenue, Laramie
15 North Main Street, Sheridan

Underwood Elliott Fisher Company

(Tps. No. 47804)

1 Park Avenue

New York, New York

COLORADO- 118 No. Tejon Street, Colorado Springs
1729 Welton Street, Denver
Sentinel Building, Grand Junction
422 North Santa Fe Street, Pueblo

WYOMING - 1718 Capitol Avenue, Cheyenne
134 West Burrows Street, Sheridan

The above firms have contracts for maintenance and repairs of all typewriters manufactured by those firms. Project Directors may contact these firms direct.

II. You will note that there are no service points very near either Relocation Center in the Central Region, and it will be permissible for you to have the work done locally in emergencies. However, if time will permit, the equipment should be shipped under government bills of lading to the nearest service point. Provision must be made for the return of the equipment on a government bill of lading.

III. All requests for typewriter repairs should be made by memorandum to the Administrative Officer, either in the regional office or at the project. All actual contacts with Typewriter Repair Agencies will be made by the Administrative Office.

IV. You are cautioned that repairs should not be made on any typewriter that is being rented. Repairs should be made on government-owned equipment only. Avoid repairs not needed, but keep equipment in good running order.

V. Repair bills are handled in the usual manner of certified invoices and 1034 vouchers.

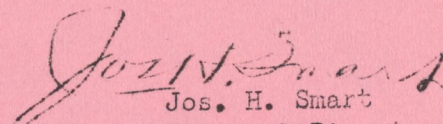
Jos. H. Smart
Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 5

SUBJECT: WRA Appointive Employees Privilege at Project Hospitals

- I. Until further notice WRA appointive employees and resident members of their families are privileged to use project hospitals only for emergency cases.
- II. Hospitalization of a chronic or anticipated nature must be arranged for by the employees themselves at private institutions.


Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staffs
(Authority - telegram: E. M. Rowart - 8/20/42)

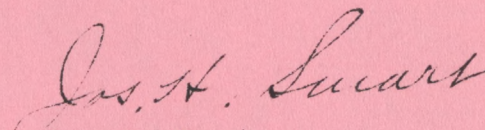
8/21/42

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 6

SUBJECT: Bulk Mailings

- I. In so far as possible mail dispatched to the projects from the Regional Office, and from the projects to the Regional Office, will be held until the end of day, or just before mail time, and mailed in bulk in large manila envelopes.
- II. Those preparing mail with attachments should be certain that attachments are securely stapled (not clipped) to the letter to which they relate. Paper clips are not desirable as they are likely to catch on to other correspondence.
- III. Letters of a confidential nature will have separate small envelopes prepared for that particular correspondence. These envelopes will be appropriately marked and clipped to the correspondence.


Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staff members.

(8/24/42)

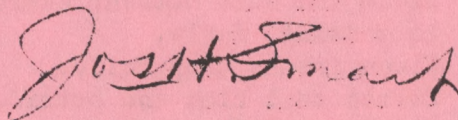
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 7

SUBJECT: Sanitary Procedures for Kitchens and Messhalls

This outline of kitchen police duties is based on experience in the relocation centers in the Pacific Coast Region. As indicated, approximately five different details of kitchen police are named and specific duties are assigned to them.

Project stewards are responsible for seeing that all members of the personnel in charge of kitchens and messhalls should be instructed to follow definite procedures which will assure strict sanitation for all equipment at all times.



Jos. H. Smart
Regional Director

Distribution: All regional manuals, and project directors, division heads, stewards and assistant stewards.

8/27/42

(Sheet 1)

Suggested Duty Outline.

The Kitchen Police should report to the kitchen later than one-half hour before breakfast. They should eat all meals early and prepare for their work immediately thereafter without loss of time.

a. Kitchen Police #1 and #2.

- (1) Wash and sterilize dishes and silverware after each meal. Fill both compartments of the sink with water hot enough to insure proper cleaning. (approximately 140°). Number 1 man should stand at the serving counter and carry dishes from there to the sink. Number 2 man washes dishes and puts them in compartment containing rinsing water. The number 1 man rinses them and puts them on the rinsing board, immerses them in boiling water, after which dishes are then returned to the drying racks.
- (2) Wash and steel wool the pots, pans and kitchen utensils after use.
- (3) Wash and steel wool sinks after use.
- (4) Clean and wash pan racks daily.
- (5) Clean and wash kitchen piping and metal wall guards for ranges daily.
- (6) Clean and wash kitchen tables, dish racks and serving counter after each meal.
- (7) Care and maintain meat block daily.
- (8) Wash walls and doors of kitchen daily.
- (9) Clean and scrub kitchen floor after each meal.

b. Kitchen Police #3.

- (1) Clean and scrub garbage racks daily.
- (2) Wash and steel wool garbage cans and lids daily.
- (3) Clean and wash outside entrance steps, door screens and doors to mess hall daily.
- (4) Clean grease trap daily.
- (5) Police coal bins and outside area daily.
- (6) Supply coal for, and dispose of ashes from ranges and stoves whenever necessary.
- (7) Dust and polish fire extinguishers daily.
- (8) Dispose of trash and garbage whenever necessary.
- (9) Clean and re-bait fly traps whenever necessary.
- (10) Wash windows and screens of mess hall and kitchen weekly.

c. Kitchen Police #4

- (1) Remove to serving counter the remaining dishes and silverware to be washed after each meal.
- (2) Clean overhead lights, shades and beams in mess hall daily.
- (3) Clean and scrub dining room tables after each meal. (See K.P. #5)
- (4) Clean and scrub dining room floor after each meal. (See K.P. #5)
- (5) Wash walls and doors of dining room daily.
- (6) Set dishes and silverware on tables after they are washed.
- (7) Clean and wash sugar bowls, salt and pepper shakers, and other condiment containers on mess hall tables after each meal.
- (8) Polish stoves in dining room whenever necessary.
- (9) Clean and polish floor tins in dining room after each floor scrubbing.

d. Kitchen Police #5.

- (1) Clean and scrub dining room tables after each meal. (See K.P.#4)
- (2) Clean and scrub dining room floor after each meal. (See K.P. #4)
- (3) Clean ice-box daily and arrange articles therein.
- (4) Clean bread box daily.
- (5) Clean vegetable bins or racks daily.
- (6) Clean and scrub stock shelves and floors daily and arrange stock therein.
- (7) Care and maintain kitchen ranges daily.
- (8) Care and maintain deep-fat fryer daily.
- (9) Inspect, sort and pick over fruits and vegetables in storage daily.

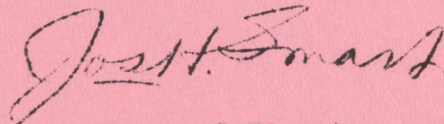
Jos. H. Smart
Regional Director

CENTRAL REGION - CIRCULAR LETTER NO. 8

SUBJECT: Priorities of Labor Needs.

The following general priorities in the order listed will govern the assignment of evacuee labor and the granting of employment leaves:

- I. Work on the projects of a strictly emergency nature, such as the insulation of homes, construction of furniture needed immediately, maintenance of property, and employment in health, sanitation, police activities, etc.
- II. Activities contributing to immediate or long-time subsistence needs, agricultural or otherwise, such as the production of food to be consumed on relocation projects, construction of needed buildings, equipment, etc.
- III. Off-site emergency employment which contributes directly to the war effort, such as assistance in harvesting needed food crops or in vital war industries where there are labor shortages.
- IV. Off-site employment which may permit the evacuees with their families to leave the project for extended or indefinite periods. Preference here will also be given to employment in war activities.
- V. Project work of non-emergency or non-subsistence type, such as subjugation of land and programs for producing food and other articles beyond subsistence needs.
- VI. Public works programs.



Regional Director

Distribution: All regional and project staff members

_____, 1942

The undersigned, hereinafter referred to as the Employer, hereby offers to hire _____ workers for the performance of work as hereinafter described.

The Employer represents and agrees with respect to said employment:

I. The Employer is the owner (or lessee) of a (_____ acre farm) (_____ room house) located in or near the City of _____, County of _____, State of _____. He is now growing the following crops in connection with which he will need the above workers.

- a. _____ acres of _____, estimated to be matured and ready for harvest on or about _____ 1942, and to produce _____ per acre.
- b. _____ acres of _____, estimated to be matured and ready for harvest on or about _____ 1942, and to produce _____ per acre.

He has the following other work to be done (give full details, including dates on which such work is to be begun and how long it will continue): _____

II. The Employer agrees to hire the workers and agrees that they may begin the work described above on or about the _____ day of _____, 1942. The Employer represents that this employment will continue until about the _____ day of _____ 1942.

Following the arrival of the workers and the beginning of the work, the Employer agrees that he will provide reasonably continuous employment until the work is completed.

III. The Employer agrees to pay wages as follows:

- a. For agricultural work _____
- _____
- b. For other work _____
- _____

The Employer represents that these wages are not less than the prevailing wages in the locality and not less than any minimum wage required by law. Total wages

earned by any worker shall be due and payable upon the expiration or termination of this agreement as to such worker. Upon request of any worker, the Employer will make reasonable advances to him for living expenses not provided for herein.

IV. The Employer agrees to furnish to the worker the following food and living facilities (describe each item in detail and specify whether the item will be furnished in addition to wages and without cost to or deductions from the wages of the workers. If the item will be furnished with cost to or deductions from the wages of the workers, show the amount of such cost or wage deductions for the item):

a. Food _____

b. Housing _____

The Employer represents and agrees that the above-described housing is rain-proof, has a wooden or _____ floor, has _____ rooms, and is situated on a well-drained site. Said housing shall be furnished with and contain the following equipment and facilities: _____ chairs; _____ stoves; _____ beds; dishes and cooking utensils _____; and other equipment described as follows: _____

c. Sanitary facilities: _____

d. Water supply: _____

The Employer represents that adequate water for drinking, cooking, and bathing will be available at a distance not greater than one-quarter mile from the workers' housing.

V. The Employer agrees to provide, if the workers so request, transportation for the workers from the place of employment to the nearest shopping center and return at least once each week.

VI. The Employer represents that there is a physician located _____ miles distant from the place of employment, and a hospital located _____ miles distant. In the event of illness or injury, the Employer will immediately transport the worker to such physician or hospital, but he assumes no liability for costs of medical care.

VII. This Offer of Employment is made with the understanding that when accepted by the workers, it shall constitute a binding agreement subject to the following conditions:

- a. That the work will be performed in a good and workmanlike manner.
- b. That strikes, major accidents, Acts of God and other causes beyond the control of the parties hereto which prevent the Employer or the workers from performance of this agreement shall excuse the respective parties from performance. Actions of the War Relocation Authority which prevent the workers from performance of this agreement shall be construed as coming within the scope of "other causes beyond the control of the parties hereto."
- c. That anyone who is a party to this agreement may withdraw therefrom upon five days' notice, and the agreement shall terminate as to such party on the day of his withdrawal.

Signed _____	_____
Employer	Address
Signed _____	_____
Employer	Address
Signed _____	_____
Employer	Address
Signed _____	_____
Employer	Address
Signed _____	_____
Employer	Address

Form C-WRA-71

AGREEMENT TO PAY TRANSPORTATION COSTS OF WORKERS

The undersigned agrees to pay transportation costs of the workers to whom employment is offered in the above Offer of Employment, dated _____, 1942, from the _____ Relocation Center to the place of their employment and return to said Center, and to supply them with meals during the period of such transportation.

It is understood that execution of this agreement is one of the conditions upon which the workers shall be allowed to leave the Relocation Center for employment outside the Center.

Signed _____	_____
Name	Address

The foregoing Offer of Employment was received in the _____
City

_____ Office of the United States Employment Service on the
State

_____ day of _____ 19____, and forwarded to the Regional Director, War

Relocation Authority, Denver, Colorado on the _____ day of _____ 19____.

The labor conditions in the locality of the proposed employment have been investigated and there (is) (is not) need in the locality for the workers to whom employment is offered. The wage offered the workers (is) (is not) less than the prevailing wage for similar work in the locality.

Signed _____
Manager

Note: The Offer of Employment must be filled out and signed in at least two copies. The Employer should keep one copy and hand the second copy to the local office of the U. S. Employment Service for transmittal to the War Relocation Authority.

ACCEPTANCE

The undersigned workers hereby accept the foregoing Offer of Employment and agree to perform the work therein described in a good and workmanlike manner. This acceptance is given with the understanding that it constitutes a binding agreement, subject to the right of any party to withdraw from the agreement at any time upon five days' notice. The agreement will terminate as to any party who withdraws from it on the date of such withdrawal.

Signed _____	_____	_____
Name of worker	Address	Date

Signed _____	_____	_____
Name of worker	Address	Date

Signed _____	_____	_____
Name of worker	Address	Date

Signed _____	_____	_____
Name of worker	Address	Date

WAR RELOCATION AUTHORITY

AGREEMENT TO PAY TRANSPORTATION COSTS OF WORKERS

The undersigned agrees to pay transportation costs of the workers to whom employment is offered in the Offer of Employment dated _____ 1942, and signed by _____

from the _____ Relocation Center to the place of their employment and return to said Center, and to supply them with meals during the period of such transportation.

It is understood that the execution of this agreement is one of the conditions upon which the workers shall be allowed to leave the Relocation Centers for employment outside the Centers.

Signed _____
Name Address

WAR RELOCATION AUTHORITY

Central Region

WORK GROUP LEAVE STATEMENT

To: _____

You are authorized to issue leaves to _____ (number)
workers requested for employment at _____ (locality)
for the following work: _____

_____.

The periods of such leaves will be from _____ 19__
to _____

The assurances and agreements required in connection with
the above employment project have been obtained. Arrangements for
the transportation, housing and subsistence of the workers are set
forth in the offer of employment and agreement to pay transporta-
tion costs of workers attached hereto.

Date _____ Approved _____
Regional Director

WAR RELOCATION AUTHORITY

Central RegionAPPLICATION FOR LEAVE
TO PARTICIPATE IN A WORK GROUP

1. Mr. Mrs. Miss	Last Name	First Name	Middle Name	Family No.
2. Date of Birth	3. Place of Birth	4. Periods Spent in Japan		
5. Have you ever registered with a Japanese or Spanish Consul? Yes ___ No ___ Approximate Date _____ For What Purpose _____				
6. Have you ever applied for repatriation? Yes ___ No ___ Date _____				
7. Present Address Last Permanent Address Before Relocation	Block or Street No.	Center or City	State	
8. Dependents:				
(Name)	(Age)	(Sex)	(Relationship)	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

I understand and agree that any leave issued in connection with this application under the regulations of the War Relocation Authority will be issued pursuant to the authority of the Secretary of War, and that the violation by me of the conditions or restrictions applicable to such leave will subject me to the penalties provided in the Act of Congress, March 21, 1942 (Public Law 503, 77th Congress).

I further understand and agree that I must notify the Regional Director within three days of any changes which may become necessary in my employer or in the places at which I am to be during the leave period, and that I must return to the _____ Relocation Center or such other place as the Director designates when the leave expires.

Date _____

Signed _____

WAR RELOCATION AUTHORITY

Central Region

APPLICATION FOR _____ LEAVE

1. Mr. Mrs. Miss	Last Name	First Name	Middle Name
2. Date of Birth	3. Place of Birth		4. Family No.
Month Day Year	City State Country		
5. Present Address	Block or Street No. Center or City State		
Last Permanent Address			
Before Relocation			
6. State approximate period or periods spent in Japan, showing dates.			
7. Have you ever registered with a Japanese or Spanish Consul?			
Yes _____ No _____			
Approximate date? _____. For what purpose? _____			
8. Have you ever applied for repatriation? Yes _____ No _____ Date _____			
9. Purpose of Leave: _____			
10. Intended Departure Date	11. Intended Return Date	12. Final Destination	
_____	_____	_____	
13. Intermediate Destination: _____			
14. Method of Transportation and Route to be followed: _____			
15. Employer:		16. Where Applicant may be Reached During Period of Leave:	
Name	Address	Address	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. Arrangements for Payment of Transportation, Housing, Food, and Other Needs:

18. Dependents:

(Name)	(Age)	(Sex)	(Relationship)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. Type of Leave Previously Applied For

20. Date of Previous Leave Application:

21. Have you ever been arrested? Yes ___ No ___ If so, state circumstances and disposition of case _____

22. If application is for leave of more than 90 days, list the personal property and real property owned by you, showing its location and arrangements for its care and management. _____

23. If application is for Education Leave, have you applied for such Leave through the National Student Relocation Council? Yes ___ No ___

I understand and agree that any leave issued in connection with this application under the regulations of the War Relocation Authority will be issued pursuant to the authority of the Secretary of War, and that the violation by me of the conditions or restrictions applicable to such leave will subject me to the penalties provided in the Act of Congress, March 21, 1942 (Public Law 503, 77th Congress).

I further understand and agree that I must notify the Regional Director within three days of any changes which may become necessary in my employer or in the places stated above at which I am to be during the leave period, and that I must return to the _____ Relocation Center or such other place as the Director designates when the leave expires.

Date

Signed

WAR RELOCATION AUTHORITY

Central Region

LEAVE

This is to certify that _____ of
Block No. _____ within the _____ Relocation Area
is allowed to leave such Area on _____ 19____, to go to
_____ for the
following purpose _____
_____. He or she is required to return to
such Area not later than _____,
unless otherwise ordered by the War Relocation Authority.

This leave is issued pursuant to the authority of the Secretary of War, and failure to observe the conditions or restrictions applicable to it shall subject the holder to the penalties provided in the Act of Congress of May 21, 1942 (Public Law 503, 77th Congress). Such conditions or restrictions include the special conditions stated on the reverse side hereof and the conditions that this leave shall not permit entry into a prohibited or restricted area unless the person to whom it is issued obtains a military pass or other authorization before he enters such an area, if it is required by the military authorities, and observes the restrictions applicable to such area; that the holder of this leave will notify the Regional Director of any change for any reason in his employer or in his address; and that this leave shall not permit the holder to be any place except at or enroute to or from the destination stated above.

Date

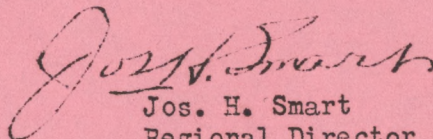
Signed

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 9

SUBJECT: Pro Rata Distribution of Equipment

- I. Projects in the Central Region are receiving kitchen equipment and other material from WCCA assembly centers and elsewhere for use in our relocation centers. These supplies are arriving at irregular intervals, and at a time when not all evacuees to be located in the Central Region have yet arrived.
- II. In distributing equipment and materials so received, care must be taken to see that there is no discrimination in its distribution among block kitchens or to other multiple points of distribution. Further, care must be taken to consider all locations within the whole project that must eventually be provided with approximately the same amount of equipment, supplies, or materials. If diligence in this regard is not exercised, the last evacuees to arrive, or the last kitchens or other community utilities to be opened will be short of necessary items which it may or may not be possible to provide. It is incumbent upon all project employees, then, that they exercise prudence and forethought in distributing equipment and supplies to the entire project, both for administrative and evacuee purposes.


Jos. H. Smart
Regional Director

Distribution: All regional and project staff members

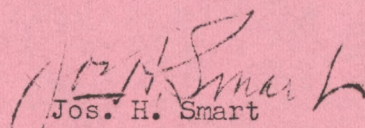
9/1/42

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 10

SUBJECT: Participation in Profit Making Enterprises at
Relocation Centers

- I. No War Relocation Authority employee nor any member of his family may conduct or have an interest in any profit making enterprise at any Relocation Center in the Central Region.
- II. All enterprises established at relocation centers shall be organized in accordance with the provisions of Administrative Instructions Nos. 26 and 44.


Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staff members.
9/28/42 (Cancels Circular Letter No. 10 dated 9/11/42)

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 12

SUBJECT: Mailing Schedules

Leaving Denver

Heart Mountain, Wyoming

Regular Mail		Air Mail	
Leave	Arrive	Leave	Arrive
7:20 P.M.	5:00 P.M. Next Day	7:00 A.M.	6:20 A.M. Next Day

Lamar (Granada), Colorado

Regular Mail		Air Mail	
Leave	Arrive	Leave	Arrive
8:35 P.M.	8:33 A.M. Next Day	No Air Mail	

Washington, D. C.

Regular Mail		Air Mail	
Leave	Arrive	Leave	Arrive
3:15 P.M.	6:25 A.M. Second Day	6:00 A.M.	8:09 P.M. Same Day
3:30 P.M.	10:45 A.M. " "	3:30 P.M.	5:50 A.M. Next Day
6:35 P.M.	4:30 P.M. " "	7:45 P.M.	11:10 A.M. Next Day
8:35 P.M.	11:35 P.M. " "	10:10 P.M.	12:57 P.M. Next Day

San Francisco, California

Regular Mail		Air Mail	
Leave	Arrive	Leave	Arrive
7:50 A.M.	11:00 P.M. Next Day	1:25 A.M.	10:29 A.M. Same Day
4:30 P.M.	5:45 A.M. Second Day	9:00 A.M.	5:39 P.M. Same Day
		1:45 P.M.	9:56 P.M. Same Day
		5:45 P.M.	2:19 A.M. Next Day
		7:20 P.M.	9:01 A.M. Next Day

Little Rock, Arkansas

Regular Mail		Air Mail	
Leave	Arrive	Leave	Arrive
8:00 A.M.	2:00 P.M. Next Day	6:00 A.M.	1:40 A.M. Next Day
3:30 A.M.	9:45 P.M. Next Day	10:10 P.M.	3:07 P.M. Next Day
6:35 P.M.	1:35 A.M. Second Day		
8:35 P.M.	7:18 A.M. Second Day		

Distribution: All Regional and Project Staff members.

9/11/42

(Sheet 1)

Leaving Lamar

Lamar, Colorado

	Regular Mail	Air Mail
Leave	6:01 A.M.	No Air Mail
Leave	12:13 P.M.	
Leave	4:23 P.M.	

Granada, Colorado

	Regular Mail	Air Mail
Leave	5:45 A.M.	No Air Mail
Leave	11:49 A.M.	
Leave	4:15 P.M.	

Leaving Heart Mountain

	Regular Mail	Air Mail
Leave	Arrive	No Air Mail
9:15 A.M.	6:55 A.M. Next Day	
1:30 P.M.	9:00 P.M. Next Day	
5:30 P.M.	9:00 P.M. Next Day	

There is no time saved by use of Air Mail between projects and regional office.

Jose H. Smart
Jos. H. Smart
Regional Director

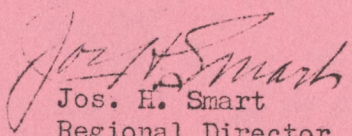
War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 14

SUBJECT: Shipment of Contraband

There is attached for your information a copy of a memorandum issued to all Assembly Center Managers on August 12 by the Operations Section of the Wartime Civil Control Administration, dealing with the shipment of contraband articles from Assembly Centers to Relocation Projects.

If, in the judgment of the Project Director, it is deemed advisable to return to the evacuee owners the contraband articles which are shipped to the project, he may so direct.


Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staff members.

9/24/42

War Relocation Authority
Central Region
Denver, Colorado

CENTRAL REGION - CIRCULAR LETTER NO. 16

SUBJECT: Change in Issuance of Travel Authorizations

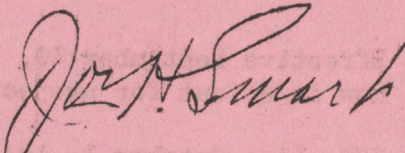
- I. Effective September 30, 1942, all travel authorizations now in effect for project personnel will be canceled.
- II. Effective October 1, 1942, project directors are authorized to prepare travel authorizations for project personnel within the areas prescribed below as they may deem necessary.
 - A. The project director at Granada is authorized to issue travel authorizations for the states of Colorado and Kansas.
 - B. The project director at Heart Mountain is authorized to issue travel authorizations for Colorado, Wyoming, and Montana.
- III. Form OEM-39 will be used to request travel authorizations. These requests, when made by project employees, will be submitted to the project directors who will, in each instance, prepare and sign the "Authorization for Travel", Form OEM-71.
- IV. Sufficient copies of all travel authorizations will be prepared so that the project finance division, the General Accounting office, and other appropriate offices will be supplied. No copies need be sent to the regional office.
- V. A supply of transportation request books may be obtained by requisition from the OEM.
- VI. For travel outside the specified areas, specific trip requests must be submitted to and authorized by the regional office.

Distribution: All Regional and Project Staff members

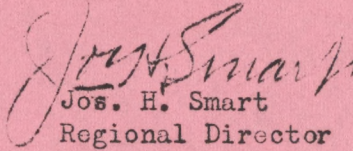
9/25/42

(Sheet 1)

VI. Unless the contrary is directed, all travel vouchers for travel by project employees after October 1 will be audited at the project level and submitted direct to Treasury for payment. Travel for September will be submitted to the regional office for audit and scheduling by OEM.


J. H. Smart
Regional Director

- IX. Before purchases may be made for items of major construction, regional office approval must be obtained for the construction.
- X. Special assistance from the regional office on requisitions and procurement, will be supplied upon request.


Jos. H. Smart
Regional Director

CENTRAL REGION - CIRCULAR LETTER NO. 15

SUBJECT: Change in Requisition Submissions

- I. Effective October 1, 1942, all requisitions originating at the projects will be routed direct to the appropriate procuring agency. No copies will be sent to the regional office.
- II. Projects are authorized to deal direct with the procuring agencies, including the several branches of the Services of Supply of the Army, OEM, Treasury Procurement, and local dealers for open market purchases.
- III. Unless otherwise provided for, office supplies, bills of lading, purchase orders, and forms will be obtained direct from the OEM by requisition.
- IV. The administrative limitation heretofore in effect of \$500 for open market purchases is removed. Provisions governing mandatory items from TPS contracts, blind products, and the limitations of the Second Supplemental National Defense Act shall govern project procurement activities. At present release from the requirements of purchase of prison made products has been obtained only for the first quarter of the fiscal year 1943.
- V. Copies of all requisitions and purchase orders will be provided the project finance divisions, and such other agencies as may be necessary.
- VI. The purchase of automobiles and passenger carrying vehicles must be effected by the Treasury Procurement Division; all requisitions for these items will be routed through the regional office to the Executive Officer of WRA in Washington.
- VII. Project procurement sections are responsible for seeing that the project observes the OPA regulations, and are also responsible for preparing forms and other material required for priorities, as set forth in Administrative Instruction 37.
- VIII. Voucher submissions for payment of purchases made after October 1, 1942, will be made direct to Treasury. For purchases and bills made prior to September 30, 1942, vouchers will be submitted to OEM through the regional office for payment.

Distribution: All Regional and Project Staff members.

9/25/42

(Sheet 1)

WESTERN DEFENSE COMMAND AND FOURTH ARMY
Office of Assistant Chief of Staff, Civil Affairs Division

WARTIME CIVIL CONTROL ADMINISTRATION
1231 Market Street
San Francisco, California

C
O
P
Y

August 12, 1942

MEMORANDUM FOR: All Assembly Center Managers

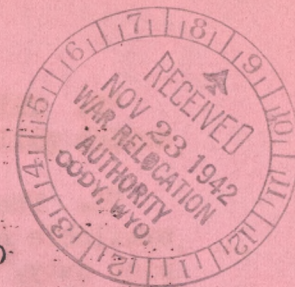
SUBJECT: Shipment of Contraband

1. Reference is made to memorandum this office dated Aug. 5, 1942 subject "Disposition of Confiscated Contraband Articles".
2. You are advised that only those items listed as contraband in Public Proclamation No. 3, HQ. Western Defense Command Fourth Army, dated March 24, 1942 (Par. XVII, W.C.C.A. Operation Manual) and Japanese language phonograph records are to be shipped to contract storage. All other articles now held as contraband in the Center are to be shipped to the Project Director of the receiving War Relocation Project at the time of evacuation of the Center.
3. Transfer of these articles from Assembly Center to Project Director will be made in accordance with the following regulations:
 - a. Each article shipped will be securely tagged or plainly marked to show the owner's name and family number.
 - b. All articles will be assembled and properly packed in suitable boxes or other containers, and consigned to the receiving Project Director.
 - c. Shipment of these articles will be by freight with the freight of the evacuee going to the Relocation Project.
 - d. An itemized list, in quadruplicate, of the total shipment will be prepared, giving a brief description of each item and the name and family number of the owner. The original of this list will be mailed to the receiving Project Director with a letter giving date of shipment, car number, number of containers and expected date of arrival at the project. Carbon copies will be distributed as follows: One to Center File, one to Wartime Civil Control Administration, 1231 Market St., San Francisco, California, and one to War Relocation Authority, 1231 Market St., San Francisco, California.

E. Sandquist, Chief
Operations Section
T. S. O. Branch

House

War Relocation Authority
Central Region
Denver, Colorado



CENTRAL REGION CIRCULAR LETTER NO. 20

SUBJECT: Functions of Military Police at Relocation Projects.

- I. The office of the Provost Marshal General, Washington, D. C., in communication of September 11, 1942 to the Commanding General of the Seventh Service Command, advised as follows:

"In reply to the questions raised as to who is to patrol the outside of the area and the inside of the area, who is to take care of the main gate, and what regulations are in existence in regard to press, photographs, and admission to visitors, the following answers are given:

- "a. The Military Police patrol the outside of the area. The inside of the area is policed by civilian guards or evacuees assigned to such duties.
- "b. The Military Police take care of the main gate.
- "c. Regulations in regard to press, photographs, and admission to visitors, are under the control of the Director of War Relocation Authority. Visitors may be admitted on permits, issued by the War Relocation Authority. However, the permits must be in such a form as to be recognized by Military Police.

- II. Instructions on "Functions of Military Police at War Relocation Projects", approved by the War Department, copy of which was enclosed with the September 11, 1942 letter from the Provost Marshal General's office, provide as follows:

"1. Military Police are assigned to War Relocation projects for the primary purpose of preventing unauthorized persons, including evacuees, from entering or leaving the project area.

Distribution: All regional and project staff members.

(10/17/42) (Sheet 1)

"2. Military Police in the normal discharge of their duties will carry no firearms.

"3. The firearms of the guards should be readily available and may be used when necessary for self-defense, riot duty, and for the protection of life or United States property.

"4. In the normal discharge of their duties, sentries are authorized to use all necessary force exclusive of the use of firearms.

"5. A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing.

"6. Enlisted men will be permitted within the area occupied by the evacuees only when in the performance of prescribed duty or in an emergency.

"7. In case of disorder such as fire or riot, the Camp Director or Interior Police are authorized to call upon the Military Police for assistance within the camp. When the Military Police are called into the camp area on such occasion, the Commander of the Military Police will assume full charge of all guards, including civilian guards, until the emergency ends.

"8. Unmanageable evacuees who have been arrested by the Military Police will be held temporarily pending instructions of the Project Director who is responsible for their disposition."

III. In addition, the Central Region has entered into an unwritten understanding with the Seventh Service Command accepting in principle as applying to the Heart Mountain and Granada Relocation Centers, the provisions of the "Memorandum of Understanding as to Functions of Military Police Units at the Relocation Centers and Areas Administered by the War Relocation Authority" entered into on July 8, 1942 by the Pacific Region and the Western Defense Command. This Memorandum of Understanding provides as follows:

"1. Purpose and scope of memorandum

It is the purpose of this memorandum to prescribe the functions of military police units at War Relocation Centers and Areas within the jurisdiction of the Western Defense Command and to indicate the relationship between such units and the respective Project Directors, War Relocation Areas, and War Relocation Centers.

2. Definitions

(a) "Center" or "Relocation Center" means a community administered by the War Relocation Authority pursuant to the provisions of Executive Order No. 9102, issued March 18, 1942.

(b) "Area" or "Relocation Area" means the entire area which surrounds and includes a Relocation Center, which is under the general administrative jurisdiction of the War Relocation Authority, and which has been designated a military area pursuant to Executive Order No. 9066, issued February 19, 1942.

3. Purpose of Relocation Areas

Relocation Areas have been established for the purpose of caring for Japanese who have been moved from certain military areas. They have been moved from their homes and placed in Relocation Areas as a matter of military necessity. The Relocation Centers and Areas are not concentration camps, and the use of this term is considered objectionable. Relocation Centers are not internment camps. Internment camps are established for another purpose and are not related to the evacuation program.

4. Freedom of movement of evacuees

Japanese evacuees in the Relocation Centers should be allowed as great a degree of freedom within the Relocation Areas as is consistent with military security and the protection of the evacuees. In general, the evacuees will have complete freedom of movement within the Relocation Areas from sunrise to sunset. From sunset to sunrise the evacuees will not be allowed beyond the Center limits without the special permission of the Project Director. The boundaries of the Relocation Centers and Areas shall be marked, respectively, by signs in both the English and Japanese languages indicating their limits.

5. Functions of the Project Director

Relocation Centers are operated by civilian management under the War Relocation Authority. A Project Director is in charge of each Center. The Project Director will determine those persons authorized to enter the Area and will transmit his instructions to the Commanding officer of the military police. The Project Director is authorized to issue permits to such evacuees as may be allowed to leave the Center or Area. The Project Director is responsible for all means of communication within the Area.

6. Functions of civilian police

Civilian police will be on duty to maintain order within the area; to apprehend and guard against subversive activities, or undercover crimes and misdemeanors; to make such search of the person and property of the Japanese evacuees as may be necessary to guard against the introduction or use of articles heretofore or hereafter declared contraband; to control traffic within the Center; and to enforce camp rules and regulations.

7. Functions of military police

The military police on duty at Relocation Centers and Areas shall perform the following functions:

(a) They shall control the traffic on and the passage of all persons at the arteries leading into the Area;

(b) They shall allow no person to pass the Center gates without proper authority from the Project Director;

(c) They will maintain periodic motor patrols around the boundaries of the Center or Area in order to guard against attempts by evacuees to leave the Center without permission. The perimeter of the Relocation Area shall be patrolled from sunrise until sunset and during such other time as the commanding officer of the military police units deems advisable. The perimeter of the Relocation Center shall be patrolled only from sunset to sunrise.

(d) They shall apprehend and arrest evacuees who do leave the Center or Area without authority, using such force as is necessary to make the arrest.

(e) They shall not be called upon for service in apprehending evacuees who have effected a departure unobserved.

(f) They shall be available upon call by the Project Director or by the project police in case of emergencies, such as fire or riots. When called upon in such instances, the commander of the military police shall assume full charge until the emergency ends.

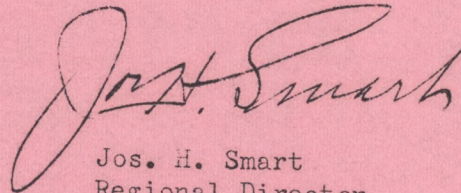
8. Conduct of enlisted men

Enlisted men will be permitted within the areas occupied by the evacuees only when in the performance of prescribed duties. A firm but courteous attitude will be maintained toward the evacuees. There will be no fraternizing.

9. Cooperation between commanding officers and the War Relocation Authority

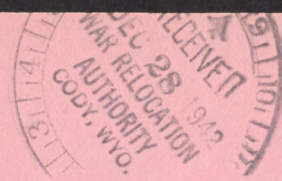
Commanding officers of military police units will be furnished copies of operating instructions issued to Project Directors. The Project Directors and their assistants and the commanding officers will maintain such close personal contacts with each other as will assure the efficient and orderly operation of the Area, and the proper performance of the duties of all."

- IV. Only Project Directors, Assistant Project Directors, and Internal Security officers at Relocation Projects in the Central Region will maintain liaison with the commanding officers of military police units assigned to the projects. The military police should not be requested or permitted to exercise functions which they are not authorized to perform, or functions which are the responsibility of the War Relocation Authority.
- V. Inquiries from relocation projects which require reference to Internal Security officers of the Army will be transmitted to the Regional Office for such reference.


Jos. H. Smart
Regional Director

War Relocation Authority
Central Region
Denver, Colorado

House



CENTRAL REGION CIRCULAR LETTER NO. 21

SUBJECT: Discontinuance of Central Regional Issuances.

- I. Effective December 15, 1942, all issuances from the Central Regional Office at Denver are canceled.
- II. The provisions contained in Central Regional Instructions, Circular Letters, Bulletins and Attorney's Opinions may be used for general information, but are inoperative administratively and functionally.
- III. No further formal issuances will be made from this office.

Jos. H. Smart

Jos. H. Smart
Regional Director

Distribution: All Regional and Project Staff Members.

12/15/42

CENTRAL REGION CIRCULAR LETTER NO. 17

SUBJECT: Tire Replacements for CCC Vehicles

- I. Vehicles now in the service of the War Relocation Authority and formerly owned by the Civilian Conservation Corps have been acquired on temporary loan from the Army (memorandum receipt basis). The Commanding Officer of the 7th Service Command Repair Shop (Denver Motor Repair Depot) at Fort Logan, Colorado, is the officer accountable for them.
- II. Particular care will be taken to keep these vehicles in good running condition, as the Army may call for them to be returned at any time. Driving rules issued by the Federal Government will be strictly observed. No speeds in excess of 35 miles per hour are permissible and tires should be kept properly inflated at all times. Flat tires must receive prompt attention to prevent cracking or rim-cutting. As tires and tubes become unserviceable, they may be exchanged at the Denver Motor Repair Depot under the following conditions:
 - A. They must be suitable for recapping. When the treads become smooth or the fabric begins to show, prompt action should be taken toward exchanging them since further wear will soon render them impracticable for recapping.
 - B. Tires shipped to the Denver Motor Repair Depot, whether transported by commercial carrier or by WRA truck, will be accompanied by two copies of a QMC Tally Sheet. This Tally Sheet will segregate the tires by sizes and list each tire individually, identifying it by the manufacturer's name, the serial number of the tire, and specifying the CCC vehicle from which it has been taken. The serial number of the tire and the CCC vehicle number must be shown.
 - C. Tires and tubes unavoidably worn or damaged beyond repair should be accumulated until a salvage shipment of considerable size can be made to the Denver Motor Repair Depot. These salvage tires should also be accompanied by tally sheets listing the tire serial numbers and the CCC vehicle numbers and other essential information, and they should be labeled as "unserviceable tires and tubes -- salvage".

Distribution: All regional and project staff members
All motor pool employees
11-11-42

If the number of tires shipped to the Denver Motor Repair Depot as salvage is in excess of the number normally anticipated, a statement explaining in detail the reason for the excessive number should accompany the shipments.

- D. Assurances have been given by the Denver Motor Repair Depot that prompt replacements can be made on tires and tubes if the proper sizes are in stock. Tires that cannot be immediately replaced will either be recapped and returned, or other tires of the proper sizes to replace them will be ordered from other military supply points.
- E. The cost of shipment by commercial carrier to the Denver Motor Repair Depot must be borne by the relocation project concerned. Government bills of lading will be used. When return shipments by commercial carrier are requested, the Denver Motor Repair Depot must be given the symbols of the appropriation and allotment against which the charges are to be billed.
- F. The Denver Motor Repair Depot should be given advance notice when a shipment is to be made to it of tires and tubes for replacement. This notice should list, as completely as possible, the kinds and sizes of items to be shipped, and should state the approximate date of arrival. Such notices will expedite the delivery of replacements, and generally, if a delivery is to be made by a truck from the project, the replacement order can be at least partially filled for return to the center by the same truck.

Communications should be addressed to:

Property Officer
7th Service Command Repair Shop
Denver Motor Repair Depot
Ordnance Department
4002 South Clay Street
Fort Logan, Colorado

- III. This arrangement for the exchange of tires and tubes is a privilege extended to the War Relocation Authority, and Project Directors and project employees connected with transportation and motor pool activities are responsible for seeing that it is not abused.

Jos. H. Smart
Regional Director

(Sheet 1-Reverse)