

m1.68

67/14  
c



*M. Cushman*

STATEMENT OF FUNCTIONS OF THE APPOINTED PERSONNEL

*Minneapolis*  
of *H.H. Nat. Relocation Center*

I. RELOCATION PROGRAM OFFICER

A. Specific Functions Regularly Performed

1. Directs all activities of Relocation Division and interprets policies and procedures.
2. Plans programs and procedures for a relocation program in accordance with regulations, current procedures, policies, suggestions, and from personal ideas which will promulgate relocation and relocation thinking among the evacuees and the administrative staff. Directly or indirectly supervise all programs pertaining to relocation. Meets intermittently with the Community Council, Block Managers, and the Relocation Planning Commission in discussing plans and programs on relocation.
3. As Executive Secretary of the Relocation Committee calls meetings and prepares agenda and in general keeps the Project Director and members of the Relocation Committee informed as to the progress and plans of the Relocation Division. Also presents problems and difficulties of relocation to that committee.

As Executive Secretary of the Executive Board which is composed of both evacuees and administrative staff members also calls meetings and agenda for handling by Executive Board.

4. Maintains a contact between the Project and Relocation Supervisors and Officers. Receives information from various Area Officers and is responsible to see that this information is properly disseminated throughout the center. Receives relocation opportunities from the field and analyses these before passing on to the Relocation Adviser Section. Handles all correspondence between the Project and Relocation Officers other than details concerning job offers. Responsible for the handling of all cases that are ready for development after completion of the counseling program that is conducted by the Welfare Section of the Community Management.
5. Member of the Vocation Training Committee.
6. Chairman of the Hearing Board. Responsible for maintenance of a stop file in division and conduction of leave clearance hearing and transmission to Washington.



B. Files Maintained.

1. Specific files maintained covers letters to and from Relocation Area Officers and employers. Files contains correspondence with the Central Office in connection with relocation matters.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Believe that item "A" may cover part of this procedure and steps for an evacuee to become a relocatee, which is also attached, to cover balance).

II. ASSISTANT RELOCATION PROGRAM OFFICER

A. Specific Functions Regularly Performed.

1. Assists the Relocation Program Officer as delegated in functions prescribed under item "A", description Relocation Program Officer.
2. Supervises the Relocation Adviser Section regarding selection of candidates for job opportunities as well as evacuees desiring to relocate on other than specific job offers.
3. Handles correspondence between Relocation Officers and the Project in connection with evacuees desiring to return to the center.
4. Exercises general supervision over the Leave Officer.
5. Responsible for all leave hearing dockets on receipt from Washington. Directs those cases which are sent to the field for hearing and arranges for leave clearance hearings on the Project and transmission of dockets to Washington. Keeps information as to status of all cases contained in stop file.
6. Acts in the capacity of Relocation Program Officer in his absence.

B. Files Maintained.

1. Generally responsible for files maintained by Relocation Adviser Section and Leave Officer Section.
2. Maintains files on leave clearance dockets.



- C. Office Procedures and Specific Method of Carrying Out Functions.  
(Same as Relocation Program Officer).

### III. RELOCATION ADVISER

A. Specific Functions Regularly Performed.

1. Supervises the Junior Relocation Advisers who counsel evacuees who either have opportunity to relocate or who are interested and desirous of relocating.
2. Responsible for the dissemination of information as furnished by relocation areas.
3. Publicize job opportunities and other relocation opportunities as furnished by relocation areas.
4. Secures all necessary requirements necessary to assist the evacuees in relocating up to the point of actually making an application for leave.
5. Directly contacts relocation officer in securing approval of job and relocation opportunities and indefinite leave approvals.
6. Advises Relocation Officers of the availability of certain types of skills as well as advising of individual cases or family areas who are desirous of relocating in certain area.

B. Files maintained.

1. Maintains files for information as furnished by Relocation Officers as to opportunities, sentiment, housing, and other pertinent information.
2. Maintains files of job, professional and business opportunities in all areas.

- C. Office Procedures and Specific Method of Carrying Out Functions.  
(Same as Relocation Program Office).

### IV. LEAVE OFFICER

A. Specific Functions Regularly Performed.

1. Accepts, prepares and process applications for indefinite leave, seasonal leave, and short term leave after cases



has been handled by Relocation Adviser Section.

2. Responsible for securing and maintaining negatives and/or photographs of evacuees.
3. Accepts application for and issuance of ration books.
4. Takes application for relocation grants. Prepares vouchers for submission to Finance Section.
5. Issuance and preparation of government request for transportation.
6. Prepares Government Bill of Lading for shipment of property.
7. Is responsible for securing authority of Bureau of Immigration and Naturalization in case of parolees. Handles correspondence with United States District Attorney in alien cases. Is responsible in keeping the residents of the center informed as to leave regulations and other governmental regulations concerning both citizens and aliens.

B. Files Maintained

1. The stop file which carries the name of every person who is ineligible for release or whose case will require special authorization such as a parolee.
2. A file containing all necessary documentation regarding rationing.
3. File containing picture and/or negatives of all residents of the center.
4. A leave file which contains all types of application for leave and either offer of employment, hospitality offer, hostel invitation, or business or other relocation proposition opportunities. Also contains copies of applications for cash grant, ration books, evacuee property form WRA-156, Bill of Lading form, authorization for travel form, and date of departure form. In addition, this file will also carry information on dates of admission for visiting purposes, reinductions, and any other information pertaining to leave of the individual.

C. Office Procedures and Specific Method of Carrying Out Functions.

(Same as Relocation Program Officer).



## SUPPLEMENTAL STATEMENT OF FUNCTIONS AND PROCEDURES COVERING

### ITEM "C" OFFICE PROCEDURES IN CARRYING OUT FUNCTIONS

+ In order to facilitate the securing of leaves and the preparation of documentation for the release of evacuees and to assist evacuees in every manner possible on relocating, the Relocation Division has streamlined procedures and have reduced the number of steps necessary to six. Under this plan the evacuee only has to make a decision as to what they want to do, where they want to go, and when they want to go. X

Formerly evacuees had many things to do before they were finally ready to go, and under this system the Relocation Division takes the responsibility and carries the entire load from the beginning to the end. It is not presumed nor intended that the Relocation Division assume any responsibility or functions of any other division or section within a Division, but it does assume the responsibility that formerly and normally would be performed by an evacuee desiring to relocate. Before numerating or describing the steps necessary I want to say a word about the relocation program as it operates within the center.

This Project has a Relocation Planning Commission which is composed of twenty (20) evacuees, both Issei and Nisei, both male and female, who are representative of the Community Council, Block Managers, Church groups, Club groups, educational groups, and other representative groups of organizations within the center. Members of this Commission are considered leaders within the groups represented. The Executive Secretary of this Commission is an employee of the Relocation Division. We also have a Relocation Committee which is composed of fourteen (14) members appointed from the Administrative Personnel. The Relocation Program Officer is the Executive Secretary of this committee.

Finally we have the Executive Board which is composed of members of the Relocation Planning Commission and the Relocation Committee. The Relocation Planning Commission develops programs and plans and arranges for meetings in which an educational program can be had through sections of the Community Management Division and through the Relocation Division. The Relocation Committee develops programs and plans that are carried on within the various divisions through the appointed personnel. The executive Board correlate the programs of both these groups and solves problems or secures a solution for problems on relocation for the project as an overall.

The Relocation Program Officer and the Executive Secretary of the Relocation Planning Commission are the guiding factors in the conduction of the planning and the programs. After evacuees have had the opportunity and advantage of this program and they are relocation minded, they then will take the first of the six steps, which are as follows:



I. Relocation Advisory Section.

An evacuee who is desirous of relocating as well as an evacuee who have already plans for relocating, contacts this Section. Here he is interviewed by a Junior Relocation Adviser. He is given counsel in regards to his relocation plans and he can secure any information he desires that he thinks is necessary for successful relocation. After he has made up his mind what he wants to do, where he wants to go, and when he wants to go, the interviewer then secures the necessary information which will enable the evacuee to become a relocatee. If he has a job, the Division will secure approval of the job and his leave from the Relocation Officer of area concerned. If he wishes a hospitality invitation or a hostel invitation, the invitation is secured. The interviewer then secures from the evacuee the following information:

- a. When does he wish to leave?
- b. Is he presently employed or unemployed on the project?
- c. Does he have property that is charged to the Housing Section?
- d. Does he have property that will require special crating and packing? Will he have need for crates to be delivered to his home for his own packing? Does he have property in storage on the project or in the west coast? Does he desire to have any or all of the property shipped to his point of relocation?
- e. How many members of the family will be going and is there any special welfare case through a physical or old age disability.
- f. Determination as to the best method of routing and transportation.

With this information the evacuee is then ready for step 2.

- II. The Evacuee then completes his application for leave.
- III. He then makes application for ration books.
- IV. He is then fingerprinted, and his picture taken, if it is not already on file. In most cases there will be a photo or negative on file and if there isn't, this will be one of the first thing that will be taken care of so that by the time he has completed the other steps the photograph will be developed ready to be applied to the leave card.
- V. He makes his application for a relocation grant (if eligible) and also his request for government transportation.

He is then advised that he may return to his home and that he



will be picked up at his home on the date of his departure in which he will be given all of the necessary documents together with his cash grant.

When the evacuee has proceeded to the end of the fifth step the Relocation Division then proceeds as follows:

1. If unemployed, checks with the Personnel Division to confirm the fact. If employed, arrange through his Supervisor for his termination and release of government property he may have in his possession.
2. Advises the Housing Section of the Community Management that the evacuee is leaving on a certain date and request that they furnish information as to property in his possession.
3. If he has property that will require special crating and packing, this property will be picked up at his home at which time he will be given a receipt and will be delivered to the Operation Division for the crating. If he has need for crates to be delivered to his home, a request will be made out to the warehouse and crates delivered to his home. If he has property that is stored on the project or on the west coast, the Evacuee Property Office will be so advised. The Relocation Division will prepare WRA-156 and send to the Evacuee Property Office where it will be determined if the evacuee is eligible for payment of shipment of the property by the government and the amount of poundage that the government is liable for, and the amount of poundage the evacuee is required to pay for in excess of his eligibility. After all property has been cared for through crating and otherwise, the Relocation Division will be advised and they will arrange to have the property picked up at the home, at the warehouse, and at the crating shop where it will be transported to the depot and weighed and the freight rate ascertained. The Relocation Division will then prepare a government Bill of Lading and secure proper signature and route to Property Division together with the form WRA-156.
4. The Welfare Section is advised in order that they may make arrangements for clothing allowance cash and if there is a welfare case (physical or old age) involved the Social Welfare Department will make arrangements and authorizations to the Relocation Division for handling under special conditions.
5. The Relocation Division will prepare voucher for the Relocation Grants and will also prepare the Travel Authorization form. They will also secure the transportation tickets.



VI. On the date of departure the Relocation Division will send a car to the home of the evacuee where he and his family will be picked up. At the same time they will pick up any property that has been charged to the Housing Section of the Community Management.

They will then be taken to the Relocation Division Office where they will be given their leave permit, ration books, copy of the Bill of Lading, copy of form WRA-156, transportation tickets, and any other special documents, such as those required by the Bureau of Immigration and Naturalization Service in case of parolees, together with written instructions in both English and Japanese with regards to any regulations on the outside and general instructions for a successful relocation. The cash grant will also be secured for them.

They will then be taken to the Assistant Relocation Program Officer or the Relocation Program Officer where they will be given final counseling and instructions. From there they will be transported to the rail head from where they will depart.

Formerly evacuees in relocating had to make many contacts with other Sections and Divisions and a multitude of things to do. Under this plan they need to take only two trips to the Relocation Division. The first, when they decide they are going to relocate, and second, the date they are to leave as the Relocation Division handles all of the other matters for them. This should avoid confusion and assure that all details are covered and should expedite the issuance of leaves. In short a resident enters one door as an evacuee and leaves by another door as relocatee.



Relocation

## NARRATIVE REPORT

This narrative report can explain more in detail the extent of activities within the program.

There are no trainees in the Nurse Aid course. The persons completing have been certified and employed by the Hospital division. A new class for Aids and Dietician trainees is to be organized in June. This program will get under way with the return of Miss Wolford, instructor, now on vacation leave.

There is a demand for automotive mechanic trainees. These openings are hard to fill due to seasonal leaves for outside employment. Persons available are below high school graduation and likewise less desirable. The automotive mechanics course will open the first week in June. Preference is to be given to those out of school and having some inclination as well as interest in the field. The ultimate objective is to provide training for persons wishing to learn a skill for employment purposes and assist in every way possible the maintenance of equipment.

There are no men interested in Shoe Cobbler experience at the present time. The entire number which was in training have either dropped for outside employment or have been employed by the Enterprise division.

Interest has been gained toward placement of trainees in the electrical and plumbing division. At present, trainees are not available.

Plans are being laid to organize a Leadership Training program in conjunction with the Community Recreation division.

The seasonal employment which we must cope with at present is challenging, to say the least.









# MONTHLY REPORT -- CENTER RELOCATION DIVISION

## Heart Mountain, Wyoming

### 1. Interviews for Relocation During Month May, 1944

#### a. Initial interviews (first contact of Basic Family Unit with Relocation Division)

(1) Individuals interviewed (include one person per Basic Family Unit; total of (a) and (b) below

357

(a) Referred from Welfare Section

131

(b) Other

226

(2) Additional family members included in relocation plans discussed with these individuals

438

#### b. Follow-up interviews (second and subsequent contacts with Relocation Division)

(1) Individual interviews (give total including additional interviews with same individuals)

192

(2) Total number of individuals interviewed

111

#### c. Total interviews (sum of a. (1) and b. (1))

549

#### Number

2. Families ready for relocation for whom Relocation Summaries have been referred to District Relocation Officers

25

3. Applications for leave assistance grants received

136

Individuals included

166

Applications approved

129

Average amount approved (including travel)

\$49.90

4. Leave clearance dockets

(a) Awaiting clearance in Washington

110

(b) Pending action at center

7

5. Meetings of Relocation Planning Commission

2

6. Meetings of Staff Relocation Committee

0

7. Meetings of Relocation Executive Board

0



8. Narrative statement on progress of center organization for relocation planning.

A. Evacuee participation.

The Relocation Planning Commission held two meetings during the month. One of these meetings were devoted mostly to selection of a successor to Mr. Y. Kodama who was Executive Secretary of the Commission and who relocated during the month. During his absence and before a selection was made three Nisei leaders of the Center carried on the work as much as possible, however, the Commission was not able to function effectively as it usually does since it did not have a full time head. A selection had been made and the person who has been appointed is a Issei who was very popular on the west coast and had considerable business experience and who will devote most of our plan from now on in working out programs and plans for the Isseis. It is felt that the Nisei have pretty well taken care of their problems and the remaining ones can be relocated without too much planning or assistance and those who will need such assistance will be given that which they need.

B. Coordination of Administrative staff.

The Administrative staff had met on two occasions in which we discussed problems of relocation as affecting other sections and other divisions. We discussed a plan for furnishing informations on a daily basis of job possibility and other relocation opportunities which will be discussed further under "C".

C. Coordination of evacuee and staff activities.

The Coordinating Council meets once a month. This council is composed of all active leaders and supervisors of various activities within the community activity of the Community Management. At this meeting members of the Administrative staff attend where discussion is held as to what can be done through this group in assisting and furthering relocation. The Relocation Division in cooperation with the Reports Division daily, beginning week of June 5th, will prepare in both English and Japanese specialized summaries of opportunities on the outside and there will be a concentrated effort through the Japanese issue to bring to the Issei through evacuees themselves all available information relative to relocation. This activity which is conducted by the Relocation and the Reports Division through the Block Managers had been dubbed "propaganda division". Since it is operated by the evacuees themselves on information furnished by the Reports and the Relocation Division it is proving very effective.



9. Narrative statement of program for presenting relocation information to evacuees (Include use made of Facts about America Series and other materials, and development of Relocation Library)

Under S.A.E.C., mention is made on information made available. This is done by the Relocation Division preparing in both English and Japanese summaries similar to the summaries furnished by the area offices and which is reproduced by the Reports Division and in turn distributed by the Block Managers. Daily special opportunities are summarized in both English and Japanese and are posted in each messhall by Block Managers. The facts about America Series are distributed by the Relocation Planning Commission members to key members of the Coordinating Council and are also used in various organization meetings on informal discussions pertaining to relocation. Information secured from the Department of Labor bulletin is disseminated periodically through the aforementioned propaganda service. Twice each week bulletins carrying job opportunities are distributed to every apartment in the Center.

10. Special progress made, or problems incurred on relocation.

No special progress has been made during the last month. The trial indefinite leave have increased somewhat but we do have a problem which has probably retarded our progress and has considerable effect on the amount of actual relocation work we can do and that is the problem of seasonal leaves. We made an analysis over a period of time during the month of May and found that the Relocation Adviser and practically all of his employees devoted about 95% of their time to the seasonal leaves. The Leave Officer and his group approximately 85% of his time, and the Relocation Program Officer and Assistant about 25 to 50%. We had occasions where people who had actually made application for indefinite leave cancel and make application for seasonal.

11. Recommendations for improvements in relocation program.

While it is probably too late in this year to take any action on seasonal leave it is recommended at least next year that: (1) Order for not less than 25 be accepted and that none be accepted until they have full clearance from required sources; (2) That names on orders not be permitted; (3) That a member of the Relocation Division be designated authority to sign contracts which would eliminate the need for WFA representatives at the Center, except at the time of transportation.

At this time there is no recommendation with regard to indefinite leave. It is recommended, however, that the title "indefinite leave (trial period)" be changed to "Trial leave", and that a different type of leave permit than the indefinite leave card be used. The fact that the term as now used and the card itself carries the word indefinite still leads some to believe that it is a permanent cut-off from the Center. It is also suggested that trial period be granted for areas west of the Mississippi other than those already permitted.







SUGGESTED OUTLINE

Family Relocation Counseling

1. Confirm family Composition:  
Other information on #329.
2. Health:  
Problems, etc.
3. Employment:  
Employment history for all adults.
4. Education:  
Training and Education for all adult members.  
Be sure to name any special skills in family group.
5. Living Standards:  
Before Evacuation.
6. Social Life:  
Social organizations, etc.
7. Language, etc:
8. Relocation Plans:
9. Your general impression:



# WEST COAST SPECIAL

May  
11,  
1945

Special private railroad coaches to West Coast points are now scheduled to leave Heart Mountain on May 16th, June 4th, and June 18th. The coaches will be spotted at the railroad station at Heart Mountain the night before and loaded by 2 p. m. the following day with passengers and baggages, and moved to Frannie, Wyoming where they will be made a part of the regular CB & Q train moving north to Billings during the afternoon. The schedule from there will be somewhat as follows:

|                     |             |      |
|---------------------|-------------|------|
| Lv. Billings via NP | 4:56 a.m.   | 17th |
| Arr. Butte          | 11:55 a. m. | 17th |
| Lv. Butte via UP    | 7:45 p.m.   | 17th |
| Arr. Ogden          | 7:20 a.m.   | 18th |

The San Francisco and Los Angeles area movements will be split at Ogden; the Los Angeles car moving via Union Pacific out of Ogden and the San Francisco car going via Southern Pacific to Sacramento, San Francisco, and nearby communities. They will move by the following schedules and routes:

## To Los Angeles:

|                  |            |      |
|------------------|------------|------|
| Lv. Ogden via UP | 9:30 a.m.  | 18th |
| Arr. Los Angeles | 11:00 a.m. | 19th |

## To San Francisco

|                    |            |      |
|--------------------|------------|------|
| Lv. Ogden via SP   | 10:35 a.m. | 18th |
| Arr. Sacramento    | 7:05 a.m.  | 19th |
| Lv. Sacramento     | 7:35 a.m.  | 19th |
| Arr. San Francisco | 10:50 a.m. | 19th |
| Lv. San Francisco  | 1:00 p.m.  | 19th |
| Arr. San Jose      | 2:10 p.m.  | 19th |

Special coaches are not to be confused with the special trains that brought residents to the centers. The special coaches provide the same service and privileges offered any other traveler and use of such transportation means is entirely voluntary.

Unless more persons going to Los Angeles sign up for the May 16th movement, it will not be possible to handle them special coach all the way. At the present writing, we are assured of at least one special coach out of Heart Mountain for a combined Los Angeles and San Francisco movement on May 16th to be handled in the following manner:

All persons for both points to travel on the one coach to Ogden where the Los Angeles people will leave the special to board regular service from there on, and the San Francisco people remaining on the special undisturbed for the remainder of the trip to San Francisco.

In the event this plan is followed, every effort will be made to make the transfer for the Los Angeles people at Ogden as efficiently and comfortably as possible.

Because of quite widespread interest in this type of accommodations, formal request has been made to the railroad company for through-tourist car Pullman service to Los Angeles, San Francisco and San Jose on June 4th. The possibility of obtaining such service, however, remains uncertain for the present. As everyone will readily understand the Army has priority over WRA for such service and since quite probably the Army will be moving troops across the United States from European theatre of war to West Coast points for embarkation during the next few months, we shall be quite fortunate if we are able to obtain this type of equipment at convenient times. We shall continue our efforts, however, and hope to obtain the desired accommodations when needed.

The following persons are eligible for minimum Pullman accommodations, tourist or standard, to be paid for by WRA upon certification of need by the Chief Medical Officer:

- (1) Persons 65 years of age or older;
- (2) Pregnancy from the fourth month on;
- (3) Mothers with babies up to 18 months old;
- (4) Special medical cases.

All others desiring this service will have to pay the difference in the cost. The difference in the cost of this service to Los Angeles is shown in the following figures. There is a proportionate rate of difference to other points in California:



|   |         |
|---|---------|
| Couch ticket to Los Angeles furnished by WRA.....                                     | \$39.33 |
| Tourist car with berth.....   | 56.74   |
| Difference to be paid by individual if tourist<br>car with berth is desired.....      | 17.41   |
| Standard Pullman with berth.....  | 76.97   |
| Difference to be paid by individual if Standard<br>Pullman with berth is desired..... | 37.64   |

While coach and Pullman passengers may be riding on the same train, it is doubtful whether much social contact between the two classes of passengers may be had because of the fact that coach passengers are not permitted to ride in the Pullman or tourist cars.

Information may be obtained and reservations placed with Claud C. Gilmore, Assistant Relocation Program Officer, located in the Relocation Division.

西部沿岸行き特別客車に就て

西部沿岸行きの特別客車は五月十六日、六月四日、六月十八日に當所を出發の豫定であるが、同車の時間表は左の如し。

晉田所發

十六日 午後二時

ベリニングス發

十七日 午前四時五十六分

ビューテ着

十七日 午前十時五十五分

ヒエーテ  
役

十七日 午後一時四十五分

オクテニ養

十八日午前七時二十分

大分二馬

水清石白  
羅衣白

東晉書卷之四

一、田平所上書、

卷一

衆之嬰

附著士子

前七十五分聚卷

十九日午前

五十分 尚  
サン  
ガ  
着  
は

十九日午后二

十分である。

六月四日發の

にはブルマン車の提供

方丈鉄道

社に對して要求してゐる

現在のこと

にその要求を容れられ

...

方一丁凡之車方行

卷之五

不に害望云々

主後十八

天下刀見及母是又

具の他の者で

台付き又すフシマン車

望志者時汽

世員の差額だけを回付

しなけりし

左顔は左の通り

(四) 羅府迄の場合にてある(桑港、佐市の場合もこれに準ず)

|              |          |
|--------------|----------|
| 轉任局の文出のコー子切符 | 廿九弗廿三仙   |
| 寢台附キーリスト席    | 五十六弗七十四仙 |
| 右差額(自辨分)     | 十七弗四十一仙  |
| 寢台附ブルマン席     | 五十六弗九七仙  |
| 右差額(自辨分)     | 廿七弗六十四仙  |

尚特別客車はかつて集合所から轉任所入りの際乗車した特別借り切り列車と異り、普通客車と同様なので、此の点一般乗客は注意されたいと。