

P1.29

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c

WAR RELOCATION AUTHORITY
Washington

#12.100

(1 copy)

JAN 5 1944

AIR MAIL

Mr. Harry L. Stafford
Project Director
Minidoka Relocation Center
Hunt, Idaho

Dear Mr. Stafford:

Allotments for the third quarter have been mailed to you under separate cover. A summary of requested allotments compared with allotments granted is as follows:

	<u>Requested</u>	<u>Allotted</u>	<u>Difference</u>
01.1	\$ 145,633	\$126,000	- \$ 19,633
01.3	173,901	152,275	- 21,626
01.4	7,519	6,583	- 936
02.1	2,550	1,800	- 750
02.2	9,000	9,000	-0-
03	32,500	25,000	- 7,500
04	3,800	3,800	-0-
05	15,250	10,000	- 5,250
06.1	450	250	- 200
07.2	8,000	6,000	- 2,000
08	525,465	467,318	- 58,147
09.2	67,969	24,326	- 43,643
11	<u>79,500</u>	<u>74,500</u>	- <u>5,000</u>
	\$1,071,537	\$906,852	- \$164,685

There follows an explanation by activity of the adjustments which were made:

01.1 Indefinite Personal Services

Request for \$145,633 reduced to \$126,000 on the basis of past expenditures.

01.3 Evacuee Personal Services

Request for \$173,901 reduced to \$152,275

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WAR RELOCATION AUTHORITY
WASHINGTON

Mr. Harry A. Harrison
Project Director
Minidoka Relocation Center
Pocatello, Idaho

Date: 12/15/44

Enclosed for the War Relocation Authority are 10 copies of a report of the project of the War Relocation Authority, with a list of the project is as follows:

Project	Amount	Amount	Amount
01.1	1,000.00	1,000.00	1,000.00
01.2	1,000.00	1,000.00	1,000.00
01.3	1,000.00	1,000.00	1,000.00
01.4	1,000.00	1,000.00	1,000.00
01.5	1,000.00	1,000.00	1,000.00
01.6	1,000.00	1,000.00	1,000.00
01.7	1,000.00	1,000.00	1,000.00
01.8	1,000.00	1,000.00	1,000.00
01.9	1,000.00	1,000.00	1,000.00
01.10	1,000.00	1,000.00	1,000.00
01.11	1,000.00	1,000.00	1,000.00
01.12	1,000.00	1,000.00	1,000.00
01.13	1,000.00	1,000.00	1,000.00
01.14	1,000.00	1,000.00	1,000.00
01.15	1,000.00	1,000.00	1,000.00
01.16	1,000.00	1,000.00	1,000.00
01.17	1,000.00	1,000.00	1,000.00
01.18	1,000.00	1,000.00	1,000.00
01.19	1,000.00	1,000.00	1,000.00
01.20	1,000.00	1,000.00	1,000.00
01.21	1,000.00	1,000.00	1,000.00
01.22	1,000.00	1,000.00	1,000.00
01.23	1,000.00	1,000.00	1,000.00
01.24	1,000.00	1,000.00	1,000.00
01.25	1,000.00	1,000.00	1,000.00
01.26	1,000.00	1,000.00	1,000.00
01.27	1,000.00	1,000.00	1,000.00
01.28	1,000.00	1,000.00	1,000.00
01.29	1,000.00	1,000.00	1,000.00
01.30	1,000.00	1,000.00	1,000.00
01.31	1,000.00	1,000.00	1,000.00
01.32	1,000.00	1,000.00	1,000.00
01.33	1,000.00	1,000.00	1,000.00
01.34	1,000.00	1,000.00	1,000.00
01.35	1,000.00	1,000.00	1,000.00
01.36	1,000.00	1,000.00	1,000.00
01.37	1,000.00	1,000.00	1,000.00
01.38	1,000.00	1,000.00	1,000.00
01.39	1,000.00	1,000.00	1,000.00
01.40	1,000.00	1,000.00	1,000.00
01.41	1,000.00	1,000.00	1,000.00
01.42	1,000.00	1,000.00	1,000.00
01.43	1,000.00	1,000.00	1,000.00
01.44	1,000.00	1,000.00	1,000.00
01.45	1,000.00	1,000.00	1,000.00
01.46	1,000.00	1,000.00	1,000.00
01.47	1,000.00	1,000.00	1,000.00
01.48	1,000.00	1,000.00	1,000.00
01.49	1,000.00	1,000.00	1,000.00
01.50	1,000.00	1,000.00	1,000.00
01.51	1,000.00	1,000.00	1,000.00
01.52	1,000.00	1,000.00	1,000.00
01.53	1,000.00	1,000.00	1,000.00
01.54	1,000.00	1,000.00	1,000.00
01.55	1,000.00	1,000.00	1,000.00
01.56	1,000.00	1,000.00	1,000.00
01.57	1,000.00	1,000.00	1,000.00
01.58	1,000.00	1,000.00	1,000.00
01.59	1,000.00	1,000.00	1,000.00
01.60	1,000.00	1,000.00	1,000.00
01.61	1,000.00	1,000.00	1,000.00
01.62	1,000.00	1,000.00	1,000.00
01.63	1,000.00	1,000.00	1,000.00
01.64	1,000.00	1,000.00	1,000.00
01.65	1,000.00	1,000.00	1,000.00
01.66	1,000.00	1,000.00	1,000.00
01.67	1,000.00	1,000.00	1,000.00
01.68	1,000.00	1,000.00	1,000.00
01.69	1,000.00	1,000.00	1,000.00
01.70	1,000.00	1,000.00	1,000.00
01.71	1,000.00	1,000.00	1,000.00
01.72	1,000.00	1,000.00	1,000.00
01.73	1,000.00	1,000.00	1,000.00
01.74	1,000.00	1,000.00	1,000.00
01.75	1,000.00	1,000.00	1,000.00
01.76	1,000.00	1,000.00	1,000.00
01.77	1,000.00	1,000.00	1,000.00
01.78	1,000.00	1,000.00	1,000.00
01.79	1,000.00	1,000.00	1,000.00
01.80	1,000.00	1,000.00	1,000.00
01.81	1,000.00	1,000.00	1,000.00
01.82	1,000.00	1,000.00	1,000.00
01.83	1,000.00	1,000.00	1,000.00
01.84	1,000.00	1,000.00	1,000.00
01.85	1,000.00	1,000.00	1,000.00
01.86	1,000.00	1,000.00	1,000.00
01.87	1,000.00	1,000.00	1,000.00
01.88	1,000.00	1,000.00	1,000.00
01.89	1,000.00	1,000.00	1,000.00
01.90	1,000.00	1,000.00	1,000.00
01.91	1,000.00	1,000.00	1,000.00
01.92	1,000.00	1,000.00	1,000.00
01.93	1,000.00	1,000.00	1,000.00
01.94	1,000.00	1,000.00	1,000.00
01.95	1,000.00	1,000.00	1,000.00
01.96	1,000.00	1,000.00	1,000.00
01.97	1,000.00	1,000.00	1,000.00
01.98	1,000.00	1,000.00	1,000.00
01.99	1,000.00	1,000.00	1,000.00
01.100	1,000.00	1,000.00	1,000.00

There follows an explanation of the activity of the project:

01.1. Identification of project

01.2. Identification of project

01.3. Identification of project

01.4. Identification of project



#12,100

01.4 Temporary Personal Services

Request for \$7,519 reduced to \$6,583. A letter will follow explaining adjustments made in approved positions, both appointive and evacuees.

- 02.1 Travel, Administrative
- 03 Transportation of Things
- 05 Rents and Utilities
- 06.1 Printing and Binding
- 07.2 Other Contractual Services
- 11 Grants

None of the above objective classes were justified in any manner. The only guide we had as to the reasonableness of the requests was the past rates of expenditure. Wherever third quarter requests exceeded past rate of expenditure, reductions were made.

In the case of grants, the reduction of \$5,000 was made in Community Management. Of the amount of \$62,500 allowed for Community Management, \$61,000 is for clothing grants, and \$1,500 for public assistance.

08 Supplies and Materials

Project Management -- Request of \$400 disallowed. The allotment of \$3,500 to Administrative Management, Other is to be used for office supplies for the entire project.

Education -- A reduction of \$3,900 is accounted for as follows:

- \$1,000 for library books transferred to 09., Equipment
- \$1,400 deducted from \$2,000 requested for Art Supplies
- \$1,500 deducted from \$2,500 requested for Miscellaneous

The amounts requested for Art and Miscellaneous Supplies seemed high, and lacking specific justification, were reduced.

	<u>Requested</u>	<u>Allotted</u>
Community Activities	\$500	\$125
Welfare	1,000	500
Community Mgmt, Other	300	75

Lacking justifications for the amounts requested for these activities, reductions were made based on past rate of expenditure.

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Summary of Expenses

On the basis of the above information, it is recommended that the following amounts be allocated to the various categories of expenses:

- 1. Salaries and Wages
- 2. Travel Expenses
- 3. Office Expenses
- 4. Postage and Freight
- 5. Telephone Expenses
- 6. Miscellaneous Expenses

The total amount of \$10,000 is being allocated to the various categories of expenses as follows:

In the case of salaries and wages, the total amount of \$5,000 is being allocated to the various categories of expenses as follows:

Summary of Expenses

On the basis of the above information, it is recommended that the following amounts be allocated to the various categories of expenses:

The total amount of \$10,000 is being allocated to the various categories of expenses as follows:

The amount of \$10,000 is being allocated to the various categories of expenses as follows:

Category	Amount
Salaries and Wages	\$5,000
Travel Expenses	\$1,000
Office Expenses	\$1,000
Postage and Freight	\$1,000
Telephone Expenses	\$1,000
Miscellaneous Expenses	\$1,000

The total amount of \$10,000 is being allocated to the various categories of expenses as follows:



#12.100

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Industry -- Adjustments were made as follows:

	<u>Requested</u>	<u>Allotted</u>
Fuel	\$ 750	\$ 200
Cans	1,500	-0-
Salt	300	100
Vegetables	6,755	-0-
Vinegar	140	140
Soy Beans)		
Salad Oil)	6,555	1,360
Nigari)		
	<u>\$16,000</u>	<u>\$1,800</u>

It could not be determined what canning would be done at Minidoka during the third quarter. The proposed purchase of vegetables for this purpose was deleted because it is not the policy of the Authority to purchase vegetables specifically for canning or dehydration. Field canning would not be done at Minidoka during the third quarter and it is felt that there is ample time to secure necessary supplies for this purpose in the fourth quarter. If canning out of storage is contemplated, such plans should be abandoned because stored vegetables seldom preserve well.

In our judgment, the volume of Tofu production that you contemplate for the third quarter, as reflected in your estimates, is not likely to materialize. However, if you are able to further support your anticipated production, we will consider increases in allotments for supplies for this purpose.

Engineering -- A reduction of \$11,500 is accounted for as follows:

- \$5,800 deducted from amount requested for Maintenance
- \$2,700 requested for Staff Housing deleted for lack of justification
- \$3,000 requested for Hospital Miscellaneous Construction withheld pending submission of more information

Operations, Other -- Reduction of \$50 in the amount of \$100 requested due to lack of justification.

	<u>Requested</u>	<u>Allotted</u>
Finance	\$1,000	\$ 500
Supply	525	250
Administrative Mgmt, Other	5,000	3,500

Lacking justifications for the above requests, reduction s were made based on past rate of expenditure.

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#12.100

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Mess -- A reduction of \$24,722 is accounted for as follows:

\$16,000 for food to be shipped from Gila
\$8,722 on the basis of an estimated 9,000 population
rather than 9,213. The project estimated 290
visitors per day which was deemed excessive.

09.2 Equipment

Project Management -- Request for \$250 reduced to \$100 in
absence of justification.

Health -- Request for \$1,800 reduced to \$1,540. The difference
of \$260 is accounted for by an error of \$120 in calculating
the cost of typewriters, and by a reduction in the cost
of typewriters from \$70 each to \$55 each.

Education -- Request for \$4,597 reduced to \$2,700. All the
unobligated balances from the previous quarter will be
withdrawn in accordance with Manual Release 20.2; hence,
the \$1,300 asked as a carry-over will not be allowed.
There was transferred to 09 an amount of \$1,000 requested
for library books. The amount of \$500 for audio-visual
aids and \$297 for miscellaneous were deleted. The amount
of \$4,000 for shop equipment was withheld pending complete
justification.

Internal Security -- Amount of \$75 requested for typewriter
reduced to \$55, which is the average cost of machines now
available.

Community Activity -- Request for \$950 reduced to \$100. The
playground equipment requested should be constructed on
the project and not purchased.

Community Analysis -- Request for \$170 disallowed lacking
justification.

Agriculture -- Request for \$23,012.50 reduced to \$9,213.
Should Mimidoka be required to produce additional foods
which Tule has been supplying, equipment will be transferred
from there. Pending definite arrangements in this regard,
the following items were deleted from your list of pro-
posed purchases:

2 tractors	@\$3,200 ea.	\$ 6,400
4 tractors	@\$1,200 ea.	4,800
6 plows	@\$ 300 ea.	1,800
5 tandem disk harrows	@\$160 ea.	800
		<hr/> \$13,800

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Engineering -- Request for \$17,750 reduced to \$150. The proposed purchase of 3 crawler tractors, \$9,600, and one scraper, \$8,000, is disapproved until it can be determined if this equipment can be transferred from Tule.

Motor Transport -- An amount of \$6,850 was requested in the original budget. However, justification was submitted at a later date for \$4,638. Of the items listed in the justification, the proposed purchase of nine trucks was deleted because of the recent agreement with the Army Quartermaster Corps, leaving \$1,038 as the amount allotted for equipment.

If other items were inadvertently left off the list of proposed purchases which will make up the additional \$2,212 originally requested, we will consider them when submitted.

Finance -- Request for \$8,400 reduced to \$6,200. Purchase of 40 typewriters allowed at average cost of \$55 each. Because of lack of justification, the item of \$1,500 for miscellaneous equipment was cut to \$500.

Supply -- Request for \$125 deleted because of no justification.

Mess -- Request for \$1,000 reduced to \$275. No justification given for a miscellaneous item of \$725.

Administrative Mgmt, Other -- Justification covered only \$235, hence the reduction from \$270.

On the basis of third quarter allotments and an estimated average population of 9,000, the evacuee day cost for Minidoka is \$1.09. This was calculated as follows:

Total allotments		\$906,852
Less: Relocation grants	\$9,000	
Relocation travel	<u>8,500</u>	<u>17,500</u>
		\$889,352

<u>\$889,352</u>	\div	91 days	=	\$1.09
9,000 population				

With the exception of the Agricultural budget, there was a rather general lack of justification in support of funds requested in objective classes other than personal services. It is the objective of the Authority to develop the quarterly estimates as an instrument of programming which will put our operations on a sound management

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#12,100

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basis. Your staff should be urged to base their budget requests on planned programs which can be justified in sufficient detail to clearly support the funds requested.

The Minidoka Agricultural budget was exceptionally well presented, and represented the best submission for this activity of all the centers. Those of your staff responsible for its compilation are to be commended.

Sincerely,

Leland Barrows

Leland Barrows
Executive Officer

39382

...that they should be made to have their names recorded on
...which are included in the following report to ...
...the ...

...of this ...
...and ...
...the ...
...to ...

Robert Brown

Chief ...
Executive Officer



CR #12,100 ✓
78.200

Tolson
cc: D. Miller
cc: Pomeroy
cc: Davidson
cc: Stafford

JAN 22 1944

VIA AIRMAIL

Mr. Harry L. Stafford
Project Director
Minidoka Relocation Center
Hunt, Idaho

Dear Mr. Stafford:

The Standard Evacuee Employment List for the third quarter, together with a covering memorandum, was sent you January 8, 1944, via airmail special delivery.

Following is a detailed explanation of the reasons for recommended changes made in your third-quarter evacuee personnel budget requests.

The number of each position is advisory only, except where otherwise specified on the job description. Recommendations are not mandatory so long as official titles and assignments of functions are observed.

Please note that in some cases we have indicated both the title recommended by you and the one finally approved by us. This has been done by putting your recommended title in parenthesis. The same procedure has been followed where you have recommended salary rates different from authorized rates. The parenthetical titles and rates should not be considered a part of the title for any but purposes of this issuance.

In the Community Activities Section the position of 2-f-502, Office Secretary, \$19, has been abolished as of January 1, 1944, and is replaced by 2-f-901, Clerk-Stenographer, \$16. This change was inadvertently omitted when the third-quarter evacuee employment list was ditto'd. Will you please make the proper correction on your Standard Evacuee Employment List, Third Quarter, Fiscal Year, sent you recently? The present incumbents may retain the \$19 salary rate in accordance with instructions on Page 3 of our Memorandum of January 8, 1944.

We are also enclosing for your information a mimeographed copy of Allocation of Evacuee Employees in Center Schools which was prepared by the Education Section.

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JAN 23 1944

THE DIRECTOR

Mr. Harry L. Stafford
Project Director
Minidoka Relocation Center
Pocatello, Idaho

Dear Mr. Stafford:

The Standard Employee Employment List for the third quarter, together with a covering memorandum, was sent you January 1, 1944, via airmail special delivery.

Following is a detailed explanation of the reasons for recommended changes made in your third-quarter employee personnel project requests.

The number of each position is arbitrary only, except where otherwise specified on the job description. Recommendations are not mandatory as long as official titles and assignments of functions are observed.

Please note that in some cases we have indicated both the title recommended by you and the one finally approved by us. This has been done by putting your recommended title in parentheses. The same procedure has been followed where you have recommended salary rates different from authorized rates. The parenthetical titles and rates should not be considered a part of the title for any but purposes of title issuance.

In the Community Activities Section the position of 2-1-102, Office Secretary, 119, has been abolished as of January 1, 1944, and is replaced by 2-1-01, Clerk-Typewriter, 115. This change was inadvertently omitted when the third-quarter employee employment list was distributed. Will you please make the proper correction on your Standard Employee Employment List, third quarter, fiscal year 1944, sent you recently. The present incumbents may retain the 119 salary rate in accordance with instructions on Page 3 of our Memorandum of January 5, 1944.

We are also enclosing for your information a memorandum of the location of various offices in Pocatello which was the Emigration Section.



CR # 12,100
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PROJECT MANAGEMENT

OFFICE OF THE PROJECT DIRECTOR

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
1-901 (506) Clerk-Stenographer (Stenographer to Central Block Manager)	\$16 (19)	1	1

Please note that we were unable to approve your recommendation to change the salary rate of this position from \$16 to \$19. No further \$19 Secretarial positions are being established. We appreciate the fact that you have cut your block management requirements to a minimum, but are obliged to maintain uniform rates for all centers.

LEGAL DIVISION

Secretary-Classified	19	1	0
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You have been authorized to employ an appointive secretary at CAF-4, and are not permitted to establish both a \$19 secretary and an appointive secretary at the same time. If you do not fill the CAF-4 vacancy with an appointive employee, you may employ an evacuee in the appointive position at \$19. This will not count against your evacuee personnel ceiling.

1-e-501 Attorney	19	2	1
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One position of Business Counselor has been established to provide for the insurance and taxation counseling work recommended to be performed by the additional attorney.

1-e-506 Business Counselor	19	0	1
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This is in place of your request for an additional attorney.

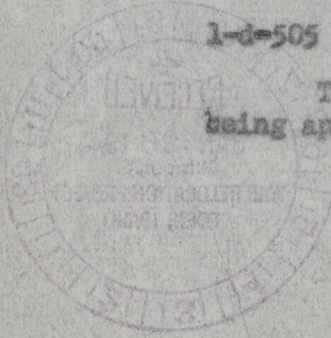
RELOCATION DIVISION

1-d-901 (503) Clerk-Stenographer	16	2	1
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Your request has been cut in accordance with the standard organization of 24 positions which has been authorized for all centers.

1-d-505 Assistant Leave Officer	19 (16)	3	2
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This is the maximum number of Assistant Leave Officers that are being approved for each center. Note correct salary rate is now \$19.



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JAN 26 1944
MINIDOKA
WAR RELOCATION PROJECT
EDEN, IDAHO

12.100

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
1-d-900 (506) Clerk-Typist	\$16	4	3

This is in accordance with the standard organization for all centers.

(Relocation Librarian)	(19)	1	0
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The Senior-Clerk 1-d-510 is responsible for the maintenance of the Relocation Library. In this function, he should be advised by the center Librarian and the Relocation Advisor.

(Messenger)	(16)	1	0
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Messenger functions are being centralized in the Office Services Section.

(Secretary)	(19)	1	0
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No additional \$19 Secretarial positions are being established.

COPY



41048

RECEIVED
JAN 26 1944

100-1540

100-1540 (100-1540)

This is in accordance with the standard organization for all
cases.

(100-1540) (100-1540)

The subject of this case is a person who is a member of the
Japanese American Citizens League. In this instance, he should be advised of the
rights of the Japanese American Citizens League.

(100-1540) (100-1540)

Japanese American Citizens League is being controlled in the United States
by the Japanese American Citizens League.

(100-1540) (100-1540)

no action will be taken until the situation is being established.



COMMUNITY MANAGEMENT DIVISION

HEALTH SECTION

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(Assistant Administrator)	(\$19)	1	0

The work described for this position should be performed by line supervisors. If knowledge of the Japanese language is required to administer an operating unit an Issei may be recruited as supervisor.

2-b-501 Secretary	19	3	1
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No additional \$19 secretarial positions are being approved. The only \$19 Secretary should be assigned to the Chief Medical Officer. At the termination of the present incumbent of this position it should be converted to a Clerk-Stenographer, \$16, 2-b-901.

(2-b-543) (Messenger)	(16)	2	0
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Messenger service is being centralized in Office Services.

2-b-530 Timekeeper	16	2	1
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Detailed timekeeping work should be done by the Supervisors of each sub-unit. It should therefore be required of the Timekeeper only that he assemble the records of the various supervisors and check their completeness when necessary. This should require the services of only one employee.

2-b-901 (502) Clerk-Stenographer	16	1	3
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Two positions have been added to your request for this classification in place of the two Secretaries, \$19, which were disapproved.

2-b-520 Head Cook	19	2	1
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One Head Cook should be sufficient to direct the activities of the Hospital Kitchen in conjunction with the Chef and the various cooks on duty. This is standard for all centers.

2-b-521 Cook	16 (19)	12	5
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These positions with the positions of Chef and Head Cook provide 7 supervisory positions. This provides at least two per shift.

COMMUNITY RELATIONS DIVISION

RECEIVED

Approved _____
Reviewed _____
Date _____

1 (10) (Assistant Administrator)

The work described for this position should be performed by line supervisor. It requires of the Japanese language is required to be able to operate with an ideal way to be recruited as supervisor.

1 3 10 2-5-501 Secretary

In addition, the secretary position is being recruited. The only the secretary should be assigned to the Chief Medical Officer. At the termination of the present assignment of this position he should be converted to a Chief Stenographer, 2-5-501.

0 2 (10) (2-5-503) (Stenographer)

Stenographer service is being centralized in Office Relations.

1 2 10 2-5-530 Typewriter

Typewriter service should be done by the supervisor of each unit. It should be noted that the typewriter only has to assemble the records of the various supervisors and check their completion when necessary. This should be done by the supervisor of each employee.

1 1 10 2-5-501 (20) Chief Stenographer

Two positions have been added to your request for this classification. One in place of the two Secretaries, 2-5-501, which were discontinued.

1 2 10 2-5-501 Head Book

The Head Book should be selected to direct the activities of the Hospital Kitchen in conjunction with the Diet and the various cooks on duty. This is standard for all centers.

1 1 10 2-5-501 Head Book

The positions of Head and Head Book should be provided at least two per unit.



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	Rate	Number Requested	Number Approved
2-b-525 Pantryman	\$16	2	1

One such position has proven adequate in regular and hospital mess halls on other centers.

2-b-552 Assistant Dietician	16	6	1
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The Assistant Dietician is supposed to be an overall assistant to the Dietician. Much of the work which you describe as now being done by assistant dieticians should be done by cooks, clerks and other persons occupying positions which have already been approved.

2-b-517 Linen Storekeeper	16	2	1
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One Storekeeper should be sufficient except in emergencies when laundry workers or other members of the staff may be detailed to assist.

2-b-553 Dental Technician	19	3	2
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This is based on the approved ratio of one Dental Technician to four Dentists.

2-b-507 Sanitary Inspector	16	1	3
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Two additional positions were added since it is felt that they will be required to perform the inspection functions adequately.

WELFARE SECTION

Office Manager	(19)	1	0
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The Junior Counselor, CAF-7, should supervise the office staff.

2-d-900 (508) Clerk-Typist	16	6	4
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This is in line with allotments of similar positions to other projects, and should be sufficient when combined with other clerical help to perform the required clerical work.

(Hostel Caretaker)	(16)	1	0
(Property Checker)	(16)	1	0

The functions described for these positions should be performed by the Senior Housing Clerks, 2-d-507.

41048

1-1-44

1-1-44

THE ABOVE IS A SUMMARY OF THE INFORMATION RECEIVED FROM THE SOURCE.

1-1-44

THE SOURCE HAS ADVISED THAT THE INFORMATION IS CORRECT AND THAT THE SOURCE IS A RELIABLE SOURCE.

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12.100

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(Personnel Officer)	(\$19)	1	0

Personnel functions are centralized in the Administrative Management Division. Even were all 16 positions approved for this sub-unit, it should not require the full-time services of an employee to take care of departmental personnel activities.

(Office Manager)	(19)	1	0
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The Senior Clothing Clerk, 2-d-509, should supervise office activities for this sub-unit.

2-d-512 Rationing Clerk	16	3	2
-------------------------	----	---	---

In view of experiences on other centers this should be sufficient to handle your rationing problem.

(Junior Counselor)	(19)	1	0
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This position has been abolished. To provide for its incumbent an extra position has been added to 2-d-501, Senior Counseling Aide, raising the allotment for that position from 3 to 4.

COMMUNITY ACTIVITIES SECTION

2-f-901 (504) Clerk-Stenographer (Stenographer)	16	6	1
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The functions described by you to be performed by this position do not warrant the establishment of five additional jobs. The selling of tickets and taking of reservations might be done on a centralized basis. Some provision might also be made for the issuance of equipment and maintenance of attendance records by persons directing the activities concerned assisted by participants.

2-f-506 Reports & Publicity Worker (Publicity Worker)	16	2	1
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One employee should be able to handle the functions of this job. It may be desirable to obtain the cooperation of the Reports and Office Services Section in the preparation of Division material and the mimeographing of releases, respectively.

2-f-527 Director of Men's Athletics	19	2	1
2-f-528 Director of Women's Athletics	19	2	1

One of each of these positions should be sufficient to supervise athletic activities on a center.

41048

Number	Page	Number	Page
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100	100	100	100

Governmental functions are centralized in the administrative department. Even when all the functions are not centralized, it should not be so. It should be so in the case of an enterprise or a business of governmental character.

The number of functions is 100, which is the number of functions for the enterprise.

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12/10/51

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
2-f-529 Assistant Athletic Director	\$16	10	5

We recommend adherence to the original allotment pending re-consideration of the aims and policies of Community Activities as a whole.

2-f-511 Director of Movies	19	2	1
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A single Movie Director should be sufficient to undertake the work required for both movie houses.

COPY



41048



OPERATIONS DIVISIONINDUSTRY SECTION

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
3-b-505 Repairman	\$16	2	1

An Industry Section of the size contemplated by your center should ordinarily require the services of only one full-time repairman.

(3-b-506) (Cost Clerk)	(16)	1	0
------------------------	------	---	---

This position has been abolished and the function has been transferred to the Finance Section of the Administrative Management Division.

ENGINEERING SECTION

3-c-901 (501) Clerk-Stenographer (Stenographer)	16	1	2
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The extra position is to replace your request for a Senior Stenographer at \$19. No additional \$19 stenographers are being approved.

3-c-900 (505) Clerk-Typist	16	11	6
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This is in line with allotments for other centers.

3-c-527 Construction Foreman	19	14	10
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This number should be adequate to supervise the number of construction workers and construction maintenance workers provided for.

3-c-529 Construction and Maintenance Worker	16	90	70
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An analysis of your contemplated construction and maintenance program by the Washington Operations Division indicates that this number should be sufficient to perform the required work.

3-c-537 Disposal Worker	16	18	9
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This allows for three shifts of three workers each.

3-c-538 Janitor Foreman	19	4	3
-------------------------	----	---	---

This permits the assignment of one foreman to each shift. If necessary, janitorial supplies may be dispensed by some other member of the staff subject only to general supervision of the Janitor Foreman on duty.

RECOMMENDATION

RECOMMENDATION

Number
Date
1 2 10

2-1-505 Recommendation

An industry section of the area contemplated by your contract should existing to allow the activities of this unit to be maintained.

(2-1-505) (2-1-505) (10)

This position has been established and the position has been of its-
located to the finance section of the Administrative Management Division.

RECOMMENDATION

2-1-501 (2-1-501) (2-1-501) (10)

The entire position is to be replaced from request for a position
comparable at this. No additional information is being requested.

2-1-500 (2-1-500) (2-1-500) (10)

This is in line with reference for other contracts.

2-1-502 (2-1-502) (2-1-502) (10)

This number should be adequate to ensure the number of
operations with the and construction of reference works provided for.

2-1-503 (2-1-503) (2-1-503) (10)

In the light of your continued construction and maintenance
program by the building division in relation to this number
should be sufficient to perform the required work.

2-1-504 (2-1-504) (2-1-504) (10)

allow for three shifts of three workers each.

2-1-505 (2-1-505) (2-1-505) (10)

subject only to general supervision of the building program
may be obtained by some other number
of one to be assigned to each shift. If



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	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
3-c-539 Janitor	\$16	178	105

This figure is in line with the standard of two and a half janitors per block plus an allowance for maintenance of administrative buildings. (See last page.)

3-c-547 Foreman Painter	19	2	1
-------------------------	----	---	---

One foreman should be sufficient to supervise the ten Painters allowed.

(Senior-Stenographer)	(19)	1	0
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No further \$19 stenographic positions will be approved for section offices. However, an additional \$16 stenographer has been approved for position 3-c-901 (501) in place of your request.

(Senior Cost Clerk)	(19)	1	0
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All Cost Clerk positions have been removed from the various divisions and centralized in the Finance Section.

MOTOR TRANSPORT & MAINTENANCE SECTION

3-c-800 Senior Mechanic (Foreman Mechanic)	19	1	3
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The two additional positions are to provide for the Blacksmith Foreman and for one of the two Welders requested.

3-c-901 (503) Clerk-Stenographer	16	7	4
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Three positions have been transferred to the Clerk classification.

3-c-509 Station Attendant	16	18	6
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This permits two attendants for each of three shifts.

3-c-510 Garage Foreman	19	1	2
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The additional position is to provide for your request for a Motor Pool Supervisor.

3-c-511 Mechanic	16	28	31
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The three extra positions are to provide for the two Blacksmiths which you requested and for one position of Welder requested at \$19.

41048

Number
1000

1000

1000

This figure is an line with the standard of two and a half
positions per block in evidence for maintenance of administrative
positions. (See last page.)

1000

1000

The position should be sufficient to represent the two positions
required.

1000

1000

In further to the position will be required for
section office. However, an additional 1000 position has been
approved for position 3-301 (301) in place of 1000 required.

1000

1000

All staff positions have been removed from the various
positions and converted in the various sections.

RELOCATION PROJECT

1000

1000

The two additional positions are to provide for the District
foreman and for one of the two foremen requested.

1000

1000

These positions have been structured in the block classification.

1000

1000

This permits two positions for each of three shifts.

1000

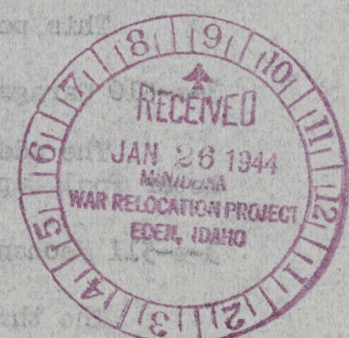
1000

The additional position is to provide for your request for a

1000

1000

The three extra positions are to provide for the two District
foremen and for one position of foreman requested at 1000.



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	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(Truck Swamper) (Heavy Duty)	\$16	34	0

These positions have been combined in the Laborer classification.

(Truck Swamper) (Light Duty)	16	25	0
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These positions have been combined with the positions of Laborer.

3-e-522 Laborer	16	18	77
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This includes your request for Truck Swampers (Heavy Duty) and Truck Swampers (Light Duty)

(Blacksmith Foreman)	(19)	1	0
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This position has been included in your allotment for Senior Mechanic, 3-e-800.

(Welder)	(19)	2	0
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In place of this position one position has been added to the Senior Mechanic group at \$19, and one has been added to the Mechanic group at \$16.

(Blacksmith)	(16)	2	0
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These were included in the allotments for Mechanics.

(Lubrication Man)	(16)	6	0
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These were included in the allotments for Utility Man, 3-e-512.

(Tire Repair Man)	(16)	6	0
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These were included in the allotment for Utility Man.

41048

12/10/58

ADMINISTRATIVE MANAGEMENT DIVISION

SUPPLY SECTION

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(Assistant Procurement Officer)	(\$19)	1	0

Since this position has been authorized for an appointive employee, an identical position may not be established for an evacuee. However, an additional Procurement Clerk at \$19 is provided for below. Should the appointive Assistant Procurement Officer position not be filled by a Civil Service Employee, it may be filled by an evacuee at \$19 without being counted against the evacuee personnel ceiling.

4-b-535 Procurement Clerk	19	2	3
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See Assistant Procurement Officer, \$19, above.

Window Clerk	19	6	0
Assistant in Charge	19	1	0
Junior Assistant in Charge	19	1	0
Mail Supervisor	19	1	0

We do not feel that these positions are warranted. We have recommended sixteen positions of 4-b-902, Clerks, (formerly classified as Carrier Clerks and Postal Clerks) for distribution of mail, which is considerably more than we have recommended for any other center.

4-b-557 Post Officer Supervisor	19	0	1
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This supervisory position is recommended to take the place of the United States Postmaster who would ordinarily be in charge.

(Janitor)	(16)	1	0
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Janitorial services are centralized in the Operations Division. Should this Division agree, a janitor may be detailed by them to do maintenance work in the Post Office.

(Office Manager)	(19)	1	0
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This position is not authorized in the new standard organizational chart prepared by the Washington Mess Operations Unit.

4-b-900 (505) Clerk-Typist	16	9	3
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This is the maximum number of clerk positions recommended in the new standard organization for the Mess Operations Unit.

41048

2/100

	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(4-b-516 Warehouse Worker)	(\$16)	46	0

This position has not been recommended in the new organization. However, we have authorized 30 positions of Laborers to perform the functions which we assume the warehousemen were to perform.

4-b-518 Butcher	16	10	5
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This is the standard number recommended under the new organization.

4-b-545 Chef	19	38	34
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The new organization chart calls for one Chef per mess hall.

4-b-525 Cook	19	148	136
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The new organization provides for 4 cooks to each mess hall.

(Baker)	(19)	37	0
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This position is not recommended under the new organization.

(Messenger)	(16)	1	0
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All messenger services have been centralized in the Office Services Section.

4-b-541 Laborer	16	0	30
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Thirty of the positions that you have requested as warehousemen have been included here as laborers.

OFFICE SERVICES SECTION

4-d-800 Telephone Operator	16	6	4
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Since we were unable to approve your request for a Chief Telephone Operator at \$19 we have recommended an additional position here. However three positions were deducted in exchange for three appointive positions which were approved. The appointive positions may be filled by evacuees at \$16 in accordance with established procedures.

4-d-501 Messenger	16	3	8
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Five additional messengers have been allotted to take care of centralized messenger functions. No other messenger positions have been approved for the center.

41078

12-10-44 (120) 12

This position has been recommended in the new organization. However, we have authorized 30 positions of Japanese in position and important which we require the same amount of work.

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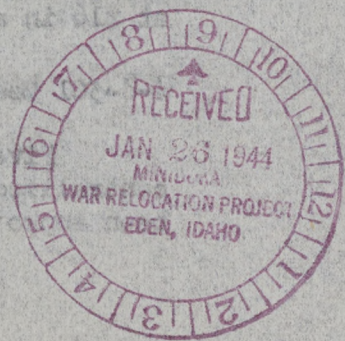
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	<u>Rate</u>	<u>Number Requested</u>	<u>Number Approved</u>
(Chief Telephone Operator)	(\$19)	1	0

Only one supervisory telephone operator position is allowed for on each center. On your center this is an appointive position. Please note that we have added an additional position to the Telephone Operator classification so that your total number of telephone operators will not be reduced.

STATISTICS SECTION

(Day Permit Clerk)	(19)	1	0
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Our definition for \$19 positions does not warrant the establishment of this position at the \$19 level. We have, therefore, included it with three other new clerical positions you have requested at \$16.

(Visitors Pass Clerk)	(16)	3	0
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These positions have been provided for under the new classification Clerk, \$16, 4-e-902.

4-e-902 Clerk	16	0	4
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This classification has been established to provide for the positions you requested under the titles Day Permit Clerk and Visitors Pass Clerk.

PERSONNEL MANAGEMENT SECTION

(Messenger)	(16)	1	0
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All messenger functions have been centralized in the Office Services Section.

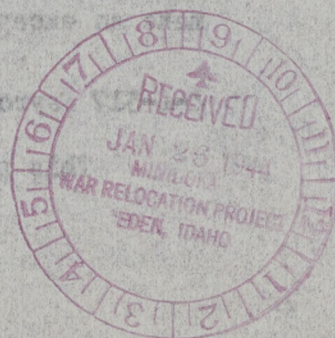
4-f-505 Junior Placement Officer	16 (19)	5	5
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Please note that the correct salary for this grade on all centers is \$16. In fairness to employees performing similar duties we cannot make an exception to the salary established.

4-f-517 Payroll Clerk	16 (19)	1	1
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This position has been approved, but at the \$16 level.

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We understand you are operating with a total of 164 Janitors in the Engineering Section.

Our figure of 105 Janitor positions is only a recommendation based upon a standard ratio of two and a half Janitors per block, or a crew of five to service two blocks which is considered by members of the Operations Division of this office to be sufficient. However, adherence to this number is not compulsory. Adjustments may be made between activities as long as the overall project ceiling for evacuee employment is not exceeded.

Please let us know if there is any further information you may wish concerning these positions.

Very truly yours,

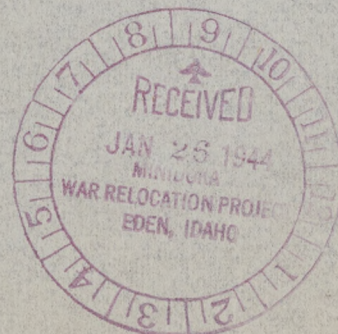
Duncan Mills
Acting Executive Officer

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WAR RELOCATION AUTHORITY
COMMUNITY MANAGEMENT DIVISION
EDUCATION SECTION

Allocation

of

Evacuee Employees in Center Schools

As a basis for determining the number of evacuee employees that may be assigned to the Education Section the following general allocation plan has been developed. This plan covers certified, classified and assistant teachers, secretaries, clerk-stenographers, nursery school, adult education, and vocational training workers. The plan is sufficiently flexible to permit transfer of employees within the section. The section will be expected to follow position description schedules or to justify and have approval of new ones to be established.

Allocation of Evacuee Employees in the Education Section

In order to provide the type of workers needed in certain supervisory or key positions a number of 19 Employees have been allocated.

- I. Employees at \$19 rate. Shall be employed on assigned duties 44 hours per week. Shall be capable of carrying the load and shall be assigned the duties that, otherwise, would be assigned to an appointed staff member.

Positions to be considered:

- A. Janitors - 1 head for each camp. Serve as supervisor, interpreter, etc.
- B. Secretary - 1 Office of Superintendent. *Third gte. Evac. Emp. list* (Note: Memo sent to Project Director 1-8-44, Page 3, concerning Secretaries)
- C. Nursery School - 1 supervisor.
- D. Adult Education - 1 supervisory assistant each camp.
- E. Vocational Training Program - 1 supervisory assistant, 2 head or chief instructors.
- F. Elementary and High School Teachers.
 - 1. Certified teachers carrying full loads, not counted in evacuee quotas.
 - 2. Classified teachers - non-certified but having two years college education and training (including 12 semester hours approved education courses and/or completion of or present enrollment in prescribed training courses and practice training under local supervisor of student teachers) sufficient to qualify for, and is assigned load of regular teachers.

II. Total number of employees to be recommended. All full time employment shall be on basis of 44 hour week. The following suggestions are for totals and will vary with local conditions and programs.

- A. Janitors: general basis 1 for each 2 barrack buildings or the equivalent. Vary with climatic conditions, type of buildings, and firing needs.
- B. Secretarial, stenographic, clerical
 - 1. Office of the Superintendent - 4
 - 2. Office of High School - 3
 - 3. Office of Elementary School - 2
 - 4. Office of Adult Education Supervisor - 2
 - 5. Office of Vocational Education - 2
- C. Library - high school 4, elementary 2.
- D. Nursery school - 1 worker each 10 pupils in attendance (enrolled for either morning or afternoon classes).
- E. Adult education - instructors
Basic criteria shall be the type of course, hours of service, and work or pupil load for full time employment. Allocations to each center to be made on basis of approved program.
- F. Vocational education
 - 1. Supervisory assistants - 2
 - 2. Head and assistant instructors - 4
- G. Elementary and high school assistant and classified or substitute teachers - 1 for each 2 allocated teaching positions. This would permit assigning more help in laboratories, shops, and elsewhere as needed and would provide a training pool. Of these not more than 25 percent may be classified or substitute teachers, except that teachers filling vacancies in appointed positions will not be counted in computing this ratio.



LIST OF PERSONS ATTENDING AGRICULTURAL CONFERENCE

GILA RIVER CENTER**Feb. 23-26, 1944

Central Utah	W. Wendall Palmer George L. McCalm
Colorado, River	W. C. Sharp
Gila River	David A. Rogers Carl W. Quast Walter E. Emrick
Granada	John W. Spencer Ernest Tigges
Heart Mountain	Glen Hartman Alden S. Ingraham
Jerome	Wm. H. Ballard Louis E. Rice
Manzanar	Horace R. McConnell
Minidoka	Robert S. Davidson Wm. E. Rawlings
Rohwer	James F. Rains Ben Rives
Tule Lake	W. T. Jarrett
Washington, D. C.	E. H. Reed Donald R. Sabin

W.R.A. FARM ORGANIZATION

The conference believes that good organization is fundamental to efficient operation on center farms. It is further believed that organization seldom becomes static but must be improved continually in order to meet the ever changing physical and human situations existing in the center and on the farm.

A few fundamentals of every farm organization are set forth as follows:

1. Obviously the same pattern of organization cannot exist on every project.
2. Delegation of responsibility and authority is a first essential.
3. Under no circumstances should lines of authority be by-passed.
4. Flexibility of organization is essential to securing maximum production at minimum cost.
5. The creation of a competitive attitude between farm groups encourages production and maintains interest in the work.
6. Organizations must be based on a year-round program which makes possible the retention of key farm workers regardless of seasonal activities.
7. Mobility of workers is desirable to the extent that such mobility does not eliminate competition or take away from the worker the credit which is due one who does a good job.

3. The farm organization should bring about a close relationship between all of the people living in the center and those who are responsible for farm production. At the same time the farm organization must protect the farm leaders and technicians from the whims of powerful cliques who might be more interested in selfish gains than in securing maximum farm production. The Center must underwrite the farm operation, keeping before them the goal of an ever increasing degree of self-sufficiency.

VOCATIONAL EDUCATION AND ITS RELATION
TO THE PROJECT AGRICULTURAL PROGRAM

The Agricultural Section recognizes the value of vocational training in the field of agriculture for both high school students and adults. Full consideration will be given to all proposals for cooperation from vocational departments on the center.

Vocational training

AGRICULTURAL CONFERENCE

GILA PROJECT

MEETING: February 23, 1944, 1:00 P.M.

CHAIRMAN: Mr. E. H. Reed

The meeting was opened by the Chairman outlining the purpose for the conference, the reasons for selecting the site and the suggested agenda.

Mr. L. H. Bennett, Project Director at Gila, extended a warm welcome to the representatives of other projects.

For the purpose of orientation, a brief report of the physical situation and scope of the agricultural program at each project was presented by various representatives.

Mr. Donald Sabin presented in outline form the 1943 production and 1944 plans for all centers. By the use of charts he also presented the fiscal 1944 production goals and the current estimates of achievements.

The balance of the session was devoted to a discussion on the desirability of continuance of farm programs on W.R.A. projects.

The primary consideration should be whether or not the farm program interferes with relocation. It is granted that the primary objective of W.R.A. is relocation of evacuees into normal American life.

The statement was made that if complete relocation were possible within one or two years there would be little justification for extensive farming operations.

However, it was the consensus of opinion that a considerable number of residents of centers, particularly older men, and women and children will remain in the centers for the duration of the war. So long as center population continues the cost of project operation will not be increased and it is reasonable to suppose that the cost will be reduced through an agricultural program. The agricultural production program on the project offers the only project employment to evacuees which is a direct contribution to the war effort. Records for

1943 indicate that of the total food cost for ten centers approximately 20 per cent was project produced food. This production represented a material reduction in the volume of critical and perishable commodities withdrawn from quartermaster supplies or diverted from the consuming public. All centers are in a position to materially increase this volume this year.

summary
Good public relations demand that residents of W.R.A. Centers make a contribution to the war effort by providing as large a proportion of their subsistence need as is possible.

summary
The maintenance of morale within the center is essential to both project operations and relocation. By demonstrating their ability to produce under unfamiliar conditions evacuees preserve their self confidence essential to effective relocation.

summary
The diversified nature of farming activities on the projects has broadened the experience of former growers of specialized vegetable crops, and opened up whole new fields of agricultural endeavor, greatly widening their opportunities for relocation. This is especially evident in experience gained in livestock, dairy, general field and feed crops. Project experience has given evacuees a new vision of geographic possibilities in agriculture. This is an important contribution to the wide dispersal program of W.R. A. for the Japanese people.

summary
Experience and training through W.R.A. agricultural production programs have opened new avenues of farm employment to the Japanese in contrast to individualistic small farm operations to which they were formerly accustomed.

summary
The agricultural program on the project offers opportunities for vocational training in agriculture for former city people. This has been demonstrated through successful outside employment in many agricultural areas of the United States.

summary
There is a feeling that in certain respects a project farm program is a deterrent to relocation, as a part of the overall employment and security pattern within the center. While agriculture contributes to the sense of security within the center it is not a dominant factor. Dominant factors for security are freedom from outside hatred and bitterness, a guarantee of subsistence and facilities for education, recreation and social intercourse, these if carried to extreme would

7
definitely hinder relocation by making life in the center too attractive. At this point agriculture acts as an effective counter balance to this tendency, in that its labor requirements force a greater output of effort on the part of the residents. The agriculture program necessitates improved work habits by creating a demand for services within the center.

summary
In view of the fact that preliminary steps in agricultural land development have been completed, facilities have been provided and equipment secured.

Agriculture is now in a position to make a substantial contribution toward a reduced cost of project operation. This is in line with W.R.A. policy as stated in the Agriculture Handbook as follows:

IX
"It is the policy of the War Relocation Authority to produce as large a percentage as possible of the crop and livestock products needed in feeding evacuee residents of W.R.A. centers."

The meeting adjourned at 5:30 P.M.

SUMMARY REPORT ON AGRICULTURE CONFERENCE

MEETING: February 24, 1944, 1:00 P.M.
CHAIRMAN: Mr. Sabin

The first conclusion reached was that except for special types there is plenty of equipment on hand if properly distributed and maintained.

Due to the fact that one project will be closed in the near future and one project has materially curtailed the agricultural program, a re-distribution of equipment was the next order of business. In a great many cases equipment and tools not particularly suited or needed on other projects was exchanged. The details of all these transfers will be arranged and approved in the Washington office and all parties concerned will be notified.

It was brought out in the discussion that young operators were responsible for inefficient use and increased wear and tear, and that experienced operators were seeking other jobs in the center operations. The above features together with our failure on many projects to provide adequate servicing of equipment is the cause of a great many pieces of equipment being idle when they are vitally needed.

Our inability to secure repair parts after breakdown has been the cause of equipment laying up several months in some instances. It was urged that a speedier method of moving repair parts be arranged, especially on crawler tractor equipment.

It was agreed upon that adequate servicing and maintenance of equipment in the field was probably our greatest shortcoming, and it was also the opinion of the group that it is imperative that the necessary equipment and supervisory personnel be provided immediately in order to insure proper servicing and maintenance if we are to derive the fullest use of our equipment.

It appears from past difficulty in purchasing new equipment that the machinery now on hand will have to serve the centers as long as they are in operation, and this fact makes it mandatory that the most effective and efficient use be made of our machinery.

In this connection it is recommended that pressure servicing equipment be provided and that a member of the appointed staff be made directly responsible for this work. The duties of this employer would be to furnish daily and immediate field supervision.

7 It is also felt that some priority in repair of farm equipment should be given especially during peak loads on the equipment. Delay during some periods sometimes means the complete loss of crops and this factor should be borne in mind at all times by the motor pool supervisor.

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Committee Report on Discussion Held on the Desirability
Of Operating and Maintaining Beef Projects on W.R.A. Centers

February 24, 1944

Consensus of opinion on desirability of producing project fed beef for the use on center subsistence brought out the fact that due to physical existing conditions at the centers, only four centers have been selected for beef production. The four selected centers are as follows:

1. Gila to produce beef for Gila and Poston.
2. Granada, to produce beef for Granada and Heart Mountain.
3. Central Utah to produce beef for Central Utah and Minidoka.
4. Manzanar to produce beef for Manzanar.

Tule Lake is not considered in the beef project programs due to its not being a relocation center. The objective of the beef production program is to guarantee sufficient beef supply for the centers as far as possible at equality and prices comparable to that obtained from the United States Quartermaster. The breeding program was discussed and found undesirable if sufficient feeder stock was available at desired times and could be purchased at reasonable prices.

With the exception of Gila River, several months will be necessary to bring the program into full production and all of the projects selected to produce beef are faced with one or more obstacles to overcome, such as lack of sufficient feed on hand, lack of adequate fencing, shortage of hay and feed crop equipment, and shortage of necessary feed lot construction.

*See Vocational Training
for summary*

POULTRY SESSION

Feb. 25, 1944

The session opened with a discussion of poultry project problems by Mr. Wm. E. Rawlings, Minidoka, and Mr. W. C. Sharp, Colorado River.

The poultry programs started very slowly on most projects because of the lack of adequate housing and other facilities needed to enter the poultry business. Most of the efforts of the poultry projects during the past year have been directed toward the preparatory phases of the programs. This has included both the development of facilities and the raising of pullets necessary to get into actual egg production. Due to climatic conditions, there has been a great deal of difference in the type and cost of facilities needed to carry on the poultry projects.

Construction is now well advanced and it was the opinion of the group that the poultry projects will soon be in a position to make a very important contribution to the food supply of each center by furnishing (1) eggs and (2) meat birds. Several centers indicated that their programs contemplated the production of all the eggs needed to supply the centers and enough meat birds to fill in when there is a shortage of other meats.

All centers reported very satisfactory egg production rates at the present time, with the cost of production well under the current market price. Several of the centers are raising two different types of chicks; sexed white Leghorns for egg production, and mixed chicks for both egg and meat production. Mortality of poultry has been due to lack of instances of high adequate facilities to properly care for the birds. No turkeys will be raised this year.

The problems of feeding poultry were discussed in detail. It was suggested that because of the scarcity of prepared mashes that as much feed as possible be raised and mixed on the projects. Protein supplement is particularly scarce and should be secured insofar as possible from project produced alfalfa hay, soybeans, etc. However, it was suggested that some arrangements be made to facilitate project purchases of protein supplements needed to prepare mixed feeds for poultry and swine.

The slaughter of meat birds has presented a problem to some projects because of lack of equipment for dressing poultry. In some instances, this has been solved satisfactorily by delivering live birds direct to the commissary.

George L. McColm
W. T. Jarrett

February 25, 1944
GILA RIVER PROJECT

Labor and Employment

It was recognized that the present total available labor supply will be reduced during the current agricultural production season through the Relocation, Selective Service, and Segregation Programs. There was great apprehension among those present at the conference as to whether the attainment of presently planned programs will be possible, without some positive provision to assure both a greater availability, mobility, and efficiency of labor remaining within the Project.

In order to accomplish greater efficiency in the use of labor it was recognized that there must be by concert of action in all centers a drastic tightening-up of the requirement of work efficiency of the evacuee. In order to assure a labor supply adequate to attain the self-sufficiency program now planned, concerted action on all centers will be necessary in further reduction of excess employment on all activities and curtailment or suspension of less essential activities.

As positive steps toward the attainment of the above objectives the following steps are suggested. (1) A statement from the Director of W.R.A. setting forth the objectives of the organization with respect to an agricultural program and its relative importance to other segments of the over-all program.

(2) A directive setting forth in a general way the priority of activities to be followed in allocating the total labor supply. (3) That a critical analysis of labor distribution and efficiency of use be made by a qualified member of the Washington staff in order that the labor requirement of each activity may be determined. (4) That the Project Directors be authorized and encouraged to adjust the over-all employment within the limitations as set in total labor allotments now established for the Project, down or upward as the total labor supply changes, so that the total will not exceed 90 percent of available labor within the Project. In adjusting this total ceiling the Project Director will make adjustments in Project employment in accordance with the priorities of needs as determined in 2 and 3 above. (5) In order that the greatest possible use be made of the available workers it is suggested that each Center follow up in an attempt to approach the goal of an eight-hour working day as provided in a previous directive.

REPORT OF DISCUSSION

HOG PRODUCTION

Mr. D. E. Sabin acted as the chairman of the meeting and opened by stating that he believed that the justification for a hog project in W.S.A. was to transform edible waste foods of the kitchens or garbage into pork for center needs.

Mr. Walter E. Marick of Gila and Alden S. Ingraham of Heart Mountain had been selected as discussion leaders because each represented a different type of operations. Gila River production program has been based upon the carriage of a breeding herd whereby the eventual aim is to produce all of their feeder pigs. Mr. Marick stated that this plan had been selected for two reasons: First, practically no facilities are necessary to farrow out gilts and farrowing can extend over a nine months' period; and secondly, it had been thought that growing gilts may as well produce a litter in the final stages of reaching slaughter weight; and third, Gila produced its own grain necessary for young pigs. Only one litter is planned from each gilt after which she is slaughtered at a low sow weight.

Mr. Ingraham stated that Heart Mountain's program is an entire feeder purchase plan where by pigs are bought at approximately 100 pounds in weight and fed out almost entirely on garbage. Because of some early losses and experiences he stated that a vaccination and veterinarian assistance program had been adopted. The services of a veterinarian for three days each week had been procured and this person not only aided in their complete disease and health control program but also inspected the pork that was slaughtered at a nearby town for center use. Vaccination consisted of giving a mixed Bactrin to the feeder hogs when they arrived on the farm which seemed to protect them from Swine Flu and other related troubles. After approximately two weeks the hogs are then given the simultaneous treatment for Cholera.

Discussions from the various representatives from different centers indicated that the same types of programs were being carried by some, and with others variations, including both types.

Discussion further indicated that the physical conditions of the project, its nearness to available feeder pigs and other factors had determined the type of enterprise. It was agreed

by the group that irrespective of the type of program now carried that the aim should be to fully utilize all garbage for low cost production and that no large construction overhead cost should be planned in such a W.R.A. program.

Mr. E. H. Reed of Washington stressed the need of sanitation and it was agreed by all that while high overhead cost construction should be held to a minimum that certain efficient types of small construction and facilities were necessary for disease control within the enterprise, and as protection to center residents, the eventual consumers of the product.

Mr. Lowe, sanitary engineer of the Washington office, stressed the control of flies and stated that our program should consist mainly of eliminating breeding places through the disposing of all decayed organic matters on or near the farm.

Different feeding practices were discussed and most everyone indicated that they were feeding alfalfa to supplement all feeding plans. Some centers had plans for production of tankage and others had ways by which offal products were exchanged for protein supplements.

Mr. Reed stated that legally it was unnecessary for W.R.A. to inspect its farm produced meat, but it was thought by him and all that some efficient type of inspection was necessary for protection of the health within the center.

The different types of swine personnel organizations were discussed and the amount of employment varied in accordance with the size of the project, with the physical conditions and with the expense of work covered by the crew. It was thought by the group that with increasing relocation and the effect that selective service may have upon available employment in the future that more thought should be given to the employing of older persons and women. Several projects indicated that women made up part of the crew and in one or two incidences a high percentage of women were employed.

OPERATION'S COST

The place cost accounting has in Agriculture and the need for more efficient personnel to insure accurate records was discussed in detail at the meeting on February 26th, 1944. Representatives from each center and the two representatives from the Washington office unanimously agreed that accurate cost records are not only desirable but necessary for the continuance of a satisfactory farm program. It was also agreed upon that up to the present time accurate and dependable farm costs have not been available from either the farm sections or the accounting sections.

It is the farm sections responsibility to collect and present field cost data on Agricultural operations to the accounting sections for compiling and recording. Due to the lack of adequate evacuee personnel for the work of collecting and forwarding cost data to the accounting section all center Agricultural representatives Present agreed that efficient accurate cost reports could not be depended upon unless provisions are made to change the present regulation forcing the Agricultural Sections to use only evacuee personnel in this work.

It was the recommendation of the entire group representing the Agricultural Section in the various centers that provisions be made by the Washington office to allow one additional appointed person on each centers Agricultural staff to assume and carry out the duties of an office manager. These office managers should be under the direct supervision of the Agricultural Sections.

This recommended change in the Agricultural organization chart is primarily due to the rapid relocation of the evacuees best fitted for this type of work. Continuous changing of evacuee office managers and statistical workers very definitely interrupts the continuity of recording and reporting which is causing most of the inaccuracy in our cost reports.

Agricultural Conference

Discussion on

Farm Mess

Feeding of agricultural workers was discussed at some length by the group and varied pictures of existing conditions and methods of farm messing were presented by the representatives. It appeared that no plan for efficient and satisfactory farm feeding could be outlined that could be applied to all centers. This was due to the fact that physical conditions of the centers are not alike. Some of the contrasting factors which prohibit uniformity of feeding workers in the fields are climate, size of farm programs, distances of farm fields from centers, and variance in the amounts of equipment available for transportation purposes.

It was the consensus of opinion that additional mess facilities centrally located for farm workers, particularly at peak cropping seasons, should be provided to assure adequate quantities of food to sustain heavy physical work, reduce conveying transportation and encourage a full eight-hour day of work. Operation of such facilities are to be under Mess Management.

1943 PRODUCTION AND 1944 PLANS

Center	Vegetables		Feed Crops		Hogs		Eggs	Hens	Meat	Birds	Beef Cattle	
	1943 Acre	1944 Acre	1943 Acre	1944 Acre	1943 no.	1944 no.	1943 Doz.	1944 No.	1943 No.	1944 No.	1943 No.	1944 No.
Central Utah	507	287	690	1500	555	2080	807	7000	268	7000	192	1500
Colorado River	253	652	70	600	609	2500	16470	30000	13431	30000		
Gila	1620	858	539	1707	477	2485	3821	12000	26	3000	536	2795
Granada	549	590	1703	2225	937	1500	6392	6000	11927	1000	189	2000
Heart Mountain	809	815	197	580	491	2112	2070	12000	176	24000		
Jerome	590	549		150	1215	1600						
Manzanar	322	312	107	195		1600		8000		6000		600
Minidoka	270	536		430	278	1700	4290	7500	1137	24000		
Rohwer	582	611	184	586	136	1300				20000		
Tule Lake	1267	184	1393	1023		2209						
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	6674	5394	4833	8996	4748	19077	53850	80500	27015	124000	917	6895

Smith

SERVICE SCHEDULE FOR CARS AND TRUCKS

P4.92

All vehicles must report to Motor Pool for service on day indicated or when mileage reaches the reading as shown, whichever comes first.

<u>August 9</u>	87--30322	E045--47353	56--31097	77--30900
208--45014	222--34274	605--97311	239--36613	79--32528
32--40181	242-----	<u>August 22</u>	206--20568	232-----
320--35090	226--30874	51--36792	235--1603	624--47724
318--61349	611--57197	83--37010	230--59550	<u>September 4</u>
319--91927	<u>August 13</u>	238--39070	E023-----	69--33475
50-----	44--32675	143--63051	506--62872	71--30441
54-----	57--36187	219--35099	<u>August 29</u>	256--19213
<u>August 10</u>	73--50102	233--29778	58--00354	225--46760
315--76653	158--47477	E0-18--60612	610--66439	265--23750
608--50465	217--53359	<u>August 23</u>	252--39561	267--48337
E017--36617	263--43897	210--56041	207--26571	604--37299
212--46617	202--36883	625-----	200--26179	<u>September 5</u>
43-----	<u>August 17</u>	552--66576	322--48474	72--02109
201--67238	48--38684	203--30328	609--54353	621--56099
31--27270	70--47343	81--26014	<u>August 30</u>	258-----
<u>August 11</u>	76--28037	313--78881	209--43983	230--32757
67-----	257--34774	700--39839	627--26104	89--21515
205--28189	231--61946	<u>August 24</u>	601--30355	600--18365
227--28637	607--32250	53-----	63--27295	616--77701
236--76531	603--39542	84--33968	83--30873	<u>September 6</u>
323--50043	<u>August 18</u>	125--27138	241--27396	602--17581
701--80117	45--41031	263--29138	218--32234	612--71186
247--18320	80--39570	213--53027	<u>August 31</u>	75--34264
<u>August 12</u>	224--24568	251--35292	65-----	237--48578
47--43365	228--59925	617--43722	88--45236	245--50116
78--38312	580--25102	<u>August 25</u>	243--17919	614--84810
262--53315	560--45489	55--31257	221--47546	570--83976
240--74639	246--31911	74--29456	223--22295	<u>September 7</u>
<u>August 14</u>	<u>August 19</u>	244--31207	229--54940	249--33732
248--25105	52-----	234-----	581-----	261--51409
253--34339	90-----	214--34520	<u>September 1</u>	264--25240
211--61723	102--23795	559--73220	68-----	626--8006
64--22279	250--17153	85--25586	123--68192	268--11194
66--28830	<u>August 21</u>	<u>August 26</u>	254--15996	
520--44896	49--39115	60-----	220--49535	
597--61037	122--29866	82--35989	255--59688	
<u>August 15</u>	259-----	159--49086	589--60114	
43--21230	204--45944	216--47682	703--78400	
59--22202	504-----	<u>August 28</u>	<u>September 2</u>	

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**U.S. DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
MINIDOKA RELOCATION PROJECT
HUNT, IDAHO**

OCT 4 1944

CONFERENCES FOR SUPERVISORS

These conferences are intended to help you, as a supervisor, in meeting some of the problems which relate to your job. In the preparation of material to be used, constant reference has been made to already recorded experience, much of which has been particularly adapted to current needs.

If you wish to read further on the subject, you will find the following publications especially valuable:

Cooper, Alfred M., How to Supervise People (N.Y., McGraw-Hill, 1941)

Gardiner, Glenn L., Practical Office Supervision (N.Y., McGraw-Hill, 1941)

Hall, Milton, Training Your Employees (Washington, D.C., Society for Personnel Administration, 1940)

Niles, H.E. & M.C.H., The Office Supervisor (N.Y., Wiley, 1942)

Schaefer, Vernon G., Industrial Supervision: Organization (N.Y., McGraw-Hill, 1941)

Walton, Albert, Do You Want to Be A Foreman? (N.Y., McGraw-Hill, 1941)

INTRODUCTION

These meetings will operate on the conference or "round table discussion" plan. The fundamental purpose of the conference is to exchange ideas and to pool experience of the various members in dealing with problems or controversial situations, thus leading to common interpretations and acceptance of policies, standards, and responsibilities.

Each member of the conference is expected to:

Attend regularly and arrive promptly at each session.

Present pertinent cases as examples or for analysis.

Contribute to the discussion and offer the benefit of his experience.

Aid the chairman in keeping the discussion without bounds.

Be tolerant of the other fellow's ideas.

"Try out" the practices advocated by the group.

OBJECTIVES

The main purpose of these meetings is to present for discussion the principles and procedures of modern progressive supervision, in an effort to encourage their application to the everyday problems which face the supervisor. More specifically, the aims of the conferences are: . . .

1. To aid the supervisor in acquiring a true perspective of his responsibilities and opportunities.
2. To aid the supervisor in studying and analyzing his own job.
3. To make clear the need for planning.
4. To emphasize the importance of good morale.

5. To promote an understanding of the principles of organization.
6. To aid the supervisor in determining the traits necessary for the successful performance of a job.
7. To assist the supervisor in developing his own personal qualities, particularly with respect to leadership.
8. To develop an understanding of the meaning of cooperation and of ways to develop cooperative spirit in an organization.
9. To urge greater care in issuing and carrying out orders.
10. To aid the supervisor in winning the confidence of employees under his supervision.
11. To urge a greater appreciation of the difficulties facing a new employee.
12. To emphasize the value of training in developing the working force.

MEETING I. THE RESPONSIBILITIES OF SUPERVISORS

A. Planning

1. Functions of planning
2. Advantages of planned work

B. Management

1. Getting the work done
2. Delegating responsibility
3. Developing morale

C. Training

1. Need for employee training
2. On-the-job training
3. Other types of training

MEETING II. THE IMPORTANCE OF ORGANIZATION

A. Relationships in an organization

1. Methods of portraying relationships
2. Maintaining organization fitness

B. Principles of organization and management

C. Preventing waste of time and effort

1. Ways of preventing waste on the part of employees
2. Supervisor's time budget

D. Supervisory responsibility in an organization

E. Responsibility rating chart

MEETING III. THE DEVELOPMENT OF DESIRABLE TRAITS

A. Making an inventory

1. Suggestions on trait analysis
2. Factors concerning success in supervision

B. Program for self-development

1. Principles in trait development
2. Schedules for improvement

C. Building desirable traits in employees

1. Measurement of traits
2. Trait analysis questionnaire

MEETING IV. COOPERATION

A. Importance of cooperation

1. Significance of the term
2. Reasons for lack of cooperation
- B. Methods of increasing cooperation
- C. Factors in creating interest
- D. Problems in human relations
- E. Services available to FPFA employees

MEETING V. TRAINING YOUR EMPLOYEES

- A. Objectives of training
- B. Determination of training needed
 1. Job analysis and job specifications
 2. Qualifications of the employee
- C. Desire to learn
 1. Recognition of deficiencies
 2. Incentives to improvement
- D. Methods of training employees
 1. Ways of imparting information
 2. Developing an employee's skill
 3. Shaping attitudes
 4. Developing personal qualities

Beeson JWB

INSTRUCTIONS ON ADMISSION OF EVACUEES TO PROJECT

I. PERSONS OUT ON SHORT TERM LEAVE

These are automatic induction cases.

PROCEDURE:

1. Stamp RE-INDUCTION on Pass.
2. Record person's name in book.
3. Take up Ration Books, and forward it to Ration Office.

II. PERSONS OUT ON SEASONAL LEAVE

1. Returning for residence--

Must present Seasonal Pass and Relocation Officer's travel Authorization.

PROCEDURE:

a. If all papers are in order--

- 1) Stamp RE-INDUCTION on Pass and Travel Permit.
- 2) Record person's name in book.
- 3) Instruct person to report to Statistics Office.
- 4) Take up Ration Books and forward them to Ration Office.

b. If Travel Authorization is missing--

Same as above, except that person's name is listed as inducted without Travel Permit, and this information turned over to Statistics Office daily.

2. Returning for a visit--

Must present Seasonal Pass and Relocation Officer's Travel Permit.

PROCEDURE:

a. If all papers are in order--

- 1) Issue Visitor's Pass and charge for lodging and meals.
- 2) Take up Seasonal Pass and Relocation Officer's Travel Authorization. Hold.
- 3) If visit is for more than six days, take up Ration Books and forward them to Ration Office.

b. If Relocation Officer's Travel Permit is missing--

- 1) Advise person that if he visits he will be reinducted and his leave forfeited.
- 2) If he decides to visit anyway--reinduct as though returning for residence (see II-1-B)

III. PERSONS OUT ON INDEFINITE LEAVE PASS

Returning for re-induction:

1. Do not stamp RE-INDUCTION on pass, or pick up anything.
2. Issue Visitor's Pass and charge for lodging and meal.
3. Instruct person to report to Statistics Office and present request for reinduction there.

Returning for visit:

1. Issue Visitor's Pass and charge for lodging and meal.
2. Do not pick up anything.

IV. MISCELLANEOUS:

Parolees:

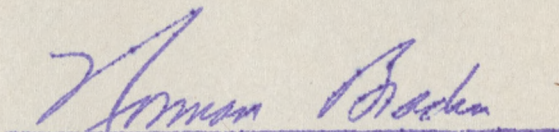
1. Do not pick up anything.
2. Record such person on your back.
3. Instruct person to report immediately or as soon as possible to Induction, Records, Statistics for induction into the Project.

Transferees from other Project:

1. Same instructions as parolees.

New colonists (person out on passes issued from other Project, wishing induction into Project.)

1. Issue Visitor's Pass and charge for lodging and meal.
2. Instruct person to report to Counselor's Office and present request for induction there.



Statistician
3-10-44

GENERAL ORGANIZATION OF
THE CENSUS

I. Time work begins--7:30, at Mess Hall in each block.
Actual census starts at 8:00.

II. General organization: Two A.P.'s to each block, as supervisors. Each A.P. will supervise the work of a crew of three evacuee census-takers. This supervision will consist of the following duties:

- Evacuee*
3 census-takers
- a. Instruction on procedure.
 - b. Assignment to designated barracks.
 - c. Distribution of supplies.
 - d. Spot-checking of one apartment in the assignment of each of the three census-takers under supervision.
 - e. If inaccuracies are found, arranging for the rechecking of that worker's assigned apartments.
 - f. Collection of completed forms and delivery to Statistics Office.

III. General Procedure: Obtain supplies at Statistics Office in time to arrive with them at assigned Mess Hall by 7:30 P.M. Cars will be furnished to and from the blocks where you will work. Follow general supervisory plan outlined above under II.

NOTE -- Project residents have been asked to remain in their quarters during the census-taking period.

NOTE -- Be sure to check over all blanks returned to you to determine that every apartment has been covered.

NOTE -- On a separate census blank, record the information on each of the census-takers who have worked under your supervision. (Perhaps this could best be done right at the first by way of demonstrating the way the information should be recorded)

*Register Block Warden
with 3 census-takers*

Interview Procedure

1. Since each census-taker has two barracks to cover, the method used will be a door-to-door interview, covering every apartment.
2. Use one blank for each apartment. Write your name where it says "Census Taken By" on the top of the blank.
3. Do not begin to write any information on the blank until you have asked the following questions:
 - a. "Is anyone here a Visitor at the Center?"
(If any visitors are present write their names on the back of the blank, and also write the date they entered the Center as visitors)
 - b. "Is everyone who lives in this apartment present now?"
(If any are absent, write on the back of the blank the information as to where they are. Are they elsewhere on the Project? -- Where? Are they off the Project? -- Where? On Leave? What kind?)
4. When the above questions are answered, and all visitors and absentees are accounted for, proceed to fill in the face of the blank.
5. When you have completed the interviews in the apartments assigned to you, return all the blanks to the supervisor who gave you your instructions.

MINUTES OF THE STAFF RELOCATION COMMITTEE MEETING

Project Director's Office
August 16, 1944
Wednesday, 9:00 A.M.

MEMBERS:	Mr. L. T. Hoffman	Mrs. Mary Lue Cochran
	Mr. Raymond P. Sanford	Miss Eleanor Gerard
	Mr. Roscoe E. Bell	Mr. G. V. Morris
	Mr. Gilbert L. Niesse	Mr. Russell A. Bankson
	Dr. LeGrande Noble	Mr. George Lafabregue
	Dr. Oscar Hoffman	Mr. Ralph C. Barnhart
	Mr. Claude Pratt	Miss Leah K. Dickinson
	Mr. Perry Carmichael	

PRESENT: Mr. Bell, Mr. Lafabregue, Mr. Carmichael, Mr. Morris,
Mr. Barnhart, Dr. Noble, Miss Mack, Miss Sundwall,
Mrs. Cochran, Mr. Gonzales, and Miss Dickinson.

As planned in the last meeting of this committee, there was some general discussion of relocation and how the administrative staff can best develop positive attitude toward relocation. Dr. Noble opened up the discussion by asking how best we can reach those persons on the appointive staff who do not attend these meetings and whose attitude concerning relocation is neutral because of lack of information concerning the program. It was felt that these people need more information which might be brought about by having members of the Relocation Staff attend division and section meetings and conduct a discussion on matters of relocation. The appointive staff, who work more directly with the evacuee worker, need to know more of the general objectives of relocation and the answers to give when approached by their evacuee staff members.

Dr. Noble pointed out the fact that the project is operating on a program which, in itself, may discourage the idea of relocation, i.e., renovation and construction which implies that we are going to build an institution that we can be proud of and which seems to be more or less permanent. Mrs. Cochran added that, in the same way, the hospital services tended to develop a health dependency and even while serving its useful purpose, at the same time tended to act as a deterrent to relocation.

Mr. Bell expressed the opinion that it was best to concentrate on good maintenance as against any further construction program. It was pointed that the lack of security arising from poor maintenance and bad conditions at the Center could do much to deter relocation.

It was suggested that families of the boys in service, particularly, the early volunteers might be interviewed, especially in regard to their relocation plans. This would have to be done with careful planning.

Miss Dickinson stated that she has not met one instance of a member of an appointive staff really standing in the way of relocation of any resident worker in their section or unit, but she felt that appointive staff members could be a greater positive force in relocation if they were given more information regarding it.

Mr. Carmichael asked whether or not the Relocation Division got much indication that people hesitated to relocate because they were not trained in any skill. Miss Dickinson replied that there was often indication of this being the case and has showed up, particularly in the material gathered in the family discussions.

Mr. H. V. Nicholson, member of the Fair Play Committee in California, attended this meeting and spoke. He told of the campaign being waged by the "Friends of American Way" to get letters from fair-minded people who favored the return of the evacuees to the West Coast and forward these letters to the military authorities to offset the adverse pressure being brought upon them from other sources. However, he felt that even while this campaign is being waged, the evacuees should not sit and wait in the centers but should find their way into other parts of the country pending return to California, if that is what they desire.

He spoke at some length regarding the Seabrook Farm in Southern New Jersey. A recruiter may be here at Topaz to recruit for this project, which is a food growing and a dehydrating unit. At present, at Seabrook, 350 out of 7,000 persons are of Japanese ancestry. He suggested that five or six persons from Topaz might go out to work for a period at Seabrook to see for themselves what working conditions are like and return to report to the residents of Topaz. It was his feeling that this type of employment holds a great deal of permanency because the post-war employment in this industry is good. Also, having a #1 priority, employees have a good chance for deferment from army service. The housing is new and good and living cheap. The most adverse feature is that it is a rather isolated community and institutional in some aspects. However, acceptance in this part of New Jersey has been good.

It seems that the Relocation Division should consider the possibility of doing some recruiting for Seabrook in the late fall after persons return from seasonal leave.

Mr. Nicholson will speak this evening at a meeting called together jointly by the Block Managers and the Community Council in Dining Hall 32. He speaks in Japanese and addresses his remarks especially to the issai.

LEAH K. DICKINSON
Executive Secretary

STAFF RELOCATION COMMITTEE MEETING

Office of the Project Director
August 23, 1944
Wednesday, 9:00 A.M.

MEMBERS: Mr. L. T. Hoffman Mr. Russell A. Bankson
 Mr. Raymond P. Sanford Mr. George Lafabregue
 Mr. Roscoe E. Bell Mr. Ralph C. Barnhart
 Mr. Gilbert L. Niesse Mr. Perry Carmichael
 Dr. LeGrande Noble Mrs. Mary Lue Cochran
 Dr. Oscar Hoffman Miss Eleanor Gerard
 Mr. Claud Pratt Miss Leah K. Dickinson
 Mr. G. V. Morris

PRESENT: Mr. Bell, Mr. Carmichael, Miss Mack, Mr. Barnhart,
 Mr. Turner, Mr. Sanford, Miss Gerard, Dr. Noble,
 Mr. Pratt, and Miss Dickinson.

Miss Dickinson announced that Mrs. Manwaring, from the Leland Stanford University, would be here on August 24 to interview applicants for the Civil Affairs Training School at that university. The Relocation Division has lined up around nine applications. Interviews have been scheduled for all these people with Mrs. Manwaring plus a few more who are interested in similar post in other sections of the country.

The Administrative Notice No. 120 "Relocation plans for unattached children" was discussed briefly. This procedure divides the responsibility for handling of the relocation plans of youth 16 years of age and under between the Welfare Section and the Relocation Division. This will be a further safeguard against too hasty and unconsidered handling of the plans of these young people, and furthermore, places an additional responsibility on the Relocation Officer in the field.

There was a brief discussion on seasonal leave and some of the more recent instances of interrupted contract, which has been an unanticipated feature of this year's seasonal leave; and it is felt that some time in the next month, there should be a meeting of this committee entirely on seasonal leave policies to review the problems of the current season. It was thought that it would be well if Mr. Peterson of the Salt Lake City Office could be present at this discussion.

Miss Mack reported that the program of Family Discussions had been resumed, and Blocks 2 and 3, Block 4, and Block 5 had been covered with a follow-up scheduling of families who had failed to appear on the first invitation. In Blocks 2 and 3, 65% responded to second invitation; Block 4, 100% response; and in Block 5, no responses at all. Under the present procedure, the Block Manager is contacted and prepares the way for the interviewers. Miss Mack reported that she was discussing the matter of Block 5 with the Block Manager to find out

what happened here. She reported that it is obvious that in this follow-up interview that the families now scheduled are those who have the most difficult problem in regard to relocation, not merely as to attitude but health, age, etc.

There was some discussion as to the advisability of being entirely realistic at this point in discussing relocation problems with the families and bringing out the fact that after the closing of the war a change is indicated, and there is no guarantee that W.R.A. will continue. Dr. Noble felt strongly that the Washington Office of the W.R.A. should come forth pretty strongly very soon as to the policy after the war is over. Mr. Barnhart felt that it was wiser not to build up on uncertainty which can deter relocation and that any Washington statement at this point might be construed as pressure. Mr. Pratt and Miss Mack felt that during the interviews there was no hesitancy in pointing out the fact that the future of center life is uncertain. However, it is done from the point of view of helping the family to meet problems which will have a bearing on their future no matter what happens. It was pointed out that the increased trend toward family relocation may indicate their realization of the trend of the war and the uncertainty of continuation of W.R.A.

In this connection, there was a discussion of the effect of the closing of a center on relocation. Mr. Carmichael pointed out that the announcement of the closing of Jerome almost completely stopped relocation. Quite a few people came back for reinduction to help their families in the transfer to another center. However, it was evident to him that relocation in the long run was definitely stimulated. It was suggested that in the Monthly Narrative Report we might ask other centers, which have received Jerome transferees, to note whether or not Jerome transferees relocated at a greater rate than their own resident group.

Leah K. Dickinson
Executive Secretary

MEETING OF THE STAFF RELOCATION COMMITTEE

Office of the Project Director
August 30, 1944
Wednesday, 9:00 A.M.

MEMBERS:	Mr. L. T. Hoffman	Mr. G. V. Morris
	Mr. Roscoe E. Bell	Mr. George Lafabreque
	Mr. Raymond P. Sanford	Mr. Ralph C. Barnhart
	Mr. Gilbert Niesse	Mr. Russell A. Bankson
	Dr. LeGrande Noble	Mr. Perry Carmichael
	Dr. Oscar Hoffman	Mrs. Mary Lue Cochran
	Mr. Claude Pratt	Miss Leah K. Dickinson
	Miss Eleanor Gerard	

PRESENT: Mr. Hoffman, Mr. Niesse, Mr. Pratt, Mrs. Cochran,
Miss Mack, Mr. Bankson, Mr. Barnhart, Mr. Lafabreque,
Mr. Turner, Mr. Kimball, from the Washington Office,
Dr. Hoffman, Miss Gerard, and Miss Dickinson.

Miss Dickinson called attention to the discussion in the meeting of this committee on August 23 in which it had been expressed that there should be some statement from the W.R.A. Washington Office concerning the future of this agency and the policy after the war. She reported that the consensus of the opinion of this discussion had seemed to be that such a statement might only serve to increase insecurity and might be construed as pressure. She pointed out that there must be some attempt on the part of staff members to resolve their own confusions in thinking about the future of this program in order that they do not transmit their own doubts and fears to residents. Granted there will be a transition period, we have a right to assume that it will be in an orderly basis with provision for the security of the evacuees.

Dr. Hoffman stated that rumors concerning the closure of the center, the lifting of the evacuation order, etc. were more frequent and believed that this reflected the trend of the war. He reported that a committee was in formation among Block Managers to discuss the future of the Japanese-Americans, and it is agreed that this was a hopeful indication.

Miss Dickinson led the discussion in regard to the Ordnance Depot plan which came into the picture this past week. A resume of the Sunday discussion with the Army representatives has been passed around to appointive staff members for their information, but it has been felt unwise to give any publicity to this in the Center at this point. However, it can be talked about, as it is being talked about in the Center through the Council and Block Managers. As yet, our information is not definite enough to answer all questions.

Mr. Turner discussed the matter of group relocation in response to a request from H. Rex Lee, Acting Chief of the Relocation Division, Washington, D. C. Mr. Lee asked that we give him an evaluation of this

program at this time. Mr. Turner felt that the residents were reluctant in developing elaborate plan for group relocation without first having something concrete in the way of opportunity outside, and very few group opportunities had been sent in from the field and most of those not in adequate detail. There is nothing really definite around which a group may form. So far, it has been mostly a matter of interest growing up around an individual leaving for the purpose of investigating relocation possibilities.

Mr. Kimball pointed out that whereas the previous W.R.A. relocation policies were built entirely around individuals, the group relocation plan had represented a new approach. He pointed out that part of our difficulty may be because of the fact that Topaz residents are largely an urban group and have not had the experience of working in groups, which is more prevalent in small communities.

Mr. Kimball also reported that in the Washington Office, a committee had been formed to study plans and possibilities of fostering discussion groups of evacuees in the Center. Whereas it was admitted that to promote such discussion groups from the administrative angle would only defeat the purpose. It was felt any such spontaneous movement toward discussion groups in the Center should be encouraged. It is not the province of the Relocation Division to take any action in this effort. It falls more logically somewhere between Community Activities and Adult Education.

Miss Dickinson called attention to the fact that a revision in the Manual 50.1.7C represents a real change in policy regarding students who come to visit their families during official vacation periods of their educational institutions. They may stay in the Center without payment for either meals or quarters in case they intend to return to school when classes are resumed.

Miss Dickinson announced that she would not be present at next week's meeting since she is attending a small conference on seasonal leave at Heart Mountain. Mr. Hoffman said that he felt that the committee should discuss again the place of the appointive staff in matters of relocation, not merely from the standpoint of attitudes, but from what they may do to facilitate relocation. This may be the topic for next week's discussion.

Leah K. Dickinson
Executive Secretary

WARTIME RELOCATION AUTHORITY
Washington, D. C.

PROJECT DIRECTORS' CONFERENCE
March 6 - 11, 1944

SUMMARY OF PROCEEDINGS

The first session of the conference was held in the Secretary's Conference Room of the Department of the Interior. It was attended by Project Directors, Field Assistant Directors, National Division Chiefs and Director Myer. By instruction, no report was made of that session. All other sessions were held in Room 725 of the Barr Building, and the proceedings are summarized in the following report.

Tuesday, March 7, 1944
The Relocation Program

Director Myer, in his opening remarks, outlined the progress of the relocation program during the past year, in which relocation has passed from the formative stage to the place where procedures require adjustment to new conditions. He indicated the principal questions and problems to be considered, and clarified the official WRA attitude on the following points:

1. Relocation will remain voluntary: as long as present wartime conditions exist, WRA will not push people out of the centers against their will.
2. Evacuee participation in the relocation job should be fully utilized.
3. Emphasis is now shifting from individual to family and group relocation.
4. It is realized that relocation tends to be a seasonal matter, with spring and early summer the most favorable periods.
5. WRA is not prepared to go into the loan business, but through arrangements with other government agencies and with private organizations, we can assist the evacuees to obtain essential loans.
6. In view of public sentiment, it has been necessary to close certain areas to relocation -- at present northern Utah and northern Colorado.
7. WRA should proceed on the assumption that the recent atrocity stories will have no effect on relocation; we are not justified in stopping relocation for any extraneous reason.
8. New provisions in WRA's seasonal leave policy open us to criticism but we must stand on the policy we have adopted and make it stick.

Mr. Arnold reviewed recent developments in the Relocation Program. He listed as influential factors: (1) the setting up of two committees (one composed of evacuees and the other of appointed personnel) at each project to further relocation; (2) the present procedure of sending summaries of job opportunities for a given area rather than specific job offers to the project; (3) the emphasis at the project upon education for relocation; and (4) the hospitality plan by which the evacuee family representative is invited to go into an area and investigate before making a decision to relocate.

Mr. Arnold also stressed the fact that counseling is the core of the new approach to relocation and announced the imminence of a new procedure on counseling. Our leave grant policy has been liberalized. Visits of Relocation Officers to the projects have accomplished closer affiliation between field offices and projects to the advantage of relocation. WRA has a responsibility to the evacuee in regard to the latter's adjustment to the community in relocation; our work is in cooperation with volunteer local committees, to see that the evacuee can make use of the proper agencies in the community where he settles. It is imperative that the evacuee should know the type of service the Social Security board can render him.

In the general discussion that followed Mr. Arnold's talk, certain trends and angles were apparent. The general picture of relocation was one of uneven progress. There is considerable variance in the degree to which organization for relocation has gone forward at the projects. The counseling program has been held back at nearly all projects for lack of counselors. There is a definite need for a high grade of trained counselors, and it was generally agreed that the use of untrained people for this important work is not satisfactory.

Among the obstacles to relocation enumerated by the project directors in this discussion, two were stressed: (1) the plight of the many Buddhists who, in relocating, would be obliged to go into an area that has no Buddhist church; and (2) the suspicion of the evacuee that, once out of the center, he is without moorings and will not be allowed to take refuge in the center. It is essential to the progress of relocation, it was generally agreed, that the evacuee be convinced that he can, in emergency or disaster, be sure of getting back into the center.

On the subject of the recent visits of the Relocation Team to the centers, the consensus was that: (1) the meetings were well attended, and the evacuees enjoyed the pictures and Dr. Webber's talks in Japanese; (2) those already intending to relocate at some future date were definitely interested and stimulated; (3) little significant information that was new was presented, and (4) no new converts to relocation were gained.

In discussing family relocation, it became apparent that WRA's belief in the traditionally close-knit quality of the Japanese family unit is being shaken. We had believed, for instance, that if the head of a family relocated, he would concentrate every effort upon getting his family to join him. Experience shows that, in many instances, the head of the family is in no hurry to send for his family, especially if the other members are unemployable dependents.

Revised Grant Procedures

Rex Lee explained the recent revision of grant procedures. The basic grant of \$25 per person, coach fare and #3 per diem to destination remains unchanged. A change in transportation regulations allows Pullman accommodations for the aged and for cases of infirmity approved by the Chief Medical Officer. The Relocation Division is authorized to pass on all grants. A new provision allows free transportation of 5000 pounds of fixtures, equipment and tools to a family if these things are not procurable in the area of relocation. Provision is made for WRA to pay coach fare for an evacuee to go out and investigate a location, subject to four conditions: (1) if the proposal is approved by the Relocation Division; (2) if the Project Director and the Relocation Officer of the district he proposes to investigate approve; (3) if he agrees to stick to his itinerary; (4) if he can show reasonable proof that he is going out to deal with a definite proposition and not a hazy prospect.

Group Relocation

Mr. Hoffman defined Group Relocation as a process whereby a limited number of families (presumably not more than 6) relocate together in the same general area where acceptance has been checked and the location approved by the Project Director and the Relocation Officer of the area. It is preferable that no more than 3 families should settle on the same piece of ground. WRA will finance a representative of the group interested to go out and investigate possibilities for the venture.

Rural Relocation

Mr. Lee reported that thus far there has been little success in relocating farmers on mid-western or eastern land, but some success in getting them into the inter-mountain and western states. The evacuees object to going out as farm laborers on the grounds that they have been owners and operators, and they wish to continue in that capacity. Yet, when they are urged to take the opportunity to buy farms, they hesitate because the property is in unfamiliar country where climate, soil and conditions are unknown to them. WRA is investigating federal agencies and large insurance companies with a view to establishing some means of financial assistance for evacuee farmers. Private organizations are frequently willing to finance nisei, but not aliens.

Re-induction Policy and Visits

In the course of a general discussion of these issues, it became apparent that Selective Service is raising new questions concerning re-induction. The young men expecting to be called want to send their dependents back to the center or at least want to be sure that their families can go back. Two points of view came to light: (1) if we simplify re-induction, more evacuees will be willing to take the risk of going out; (2) if we make it too easy for them to return, more will be flocking back. No definite conclusion was reached, but the trend was toward lenience about returns. Comparatively few return to the center without the approval of the Relocation Officer.

After considering two recommendations to regulate visits to the projects, one to set up a quota of visits allowed within a given period, and one to raise the price of meals to visitors, both were rejected. Mr. Stafford seemed to voice the general attitude when he said that in spite of nuisance value, visits tend to encourage relocation; and while we should not aid and abet professional commuters, we must remember that the lack of social life outside the center for many who relocate draws them back to the center for holidays and week ends.

Seasonal and Indefinite Leave.

Mr. Lee explained recent revision of the leave policy, affecting seasonal leave and permitting a trial period of indefinite leave. In the first instance, seasonal leave is granted for seven months with the privilege of a two-month extension. The seasonal worker will not be allowed to visit the center for the period of his contract. The purpose of this ruling is to place the east on a more equitable basis with the west in regard to farm labor: if the worker cannot go running back to the center, he has no reason for preferring to work near the center. Requests for workers are referred by WRA to the County Agent, and the labor is performed on contract with farm labor agencies, thus eliminating the problem of hundreds of farmers storming the projects for recruitment purposes.

The second phase of new leave procedures authorizes a trial period of indefinite leave and is accomplished by a rider on the indefinite leave permit of the person who wants the privilege. He is permitted to return at the end of four months or at any time during the next two months -- from the 4th to the 6th month -- by presenting his rider to the Relocation Officer. The evacuee on this type of leave is bound to a specific area and to the employer he first goes to, subject to the approval of the Relocation Officer. He has to pay his own way out -- unless the employer advances transportation or the USES pays travel expenses. At any time he gives up his status, he can get an assistance grant and other privileges reserved for those taking regular indefinite leave.

Wednesday, March 8, 1944

Problems of Employment on the Centers

The discussions of this day's morning session fell into two categories; (1) problems connected with evacuee employment and (2) problems connected with appointed personnel.

Evacuee

Most of the discussion stemmed from the question of whether it is possible to secure a full day's work for project pay, and if so, how? The present wage policy was debated at some length, but it was generally conceded that raising the wages, as long as we are not in a position to conform to prevailing wage scales of the outside, would not solve the problem of getting a full day's work. Time studies and a check-in system were recommended as moves toward greater efficiency. It was agreed that existing records on past employment histories need revision if we are to have the right person in the right job. Non-financial incentives to more effective work were generally approved. A suggestion that certain types of work be placed on a job unit basis was not considered feasible. The quota system of job allotments was decidedly unpopular with the majority of the project directors. It was concluded that the Project Director should be given considerable leeway within the limits of broad policy laid down by Washington. Totals set by Washington are acceptable, if the Project Director can work out the details of job allotment according to the specific needs of his own center.

In connection with Evacuee Personnel Management, an item on the agenda, certain facts were underlined: Work is not compulsory for the evacuee, it is voluntary: we cannot demand that they work or else pay board. A second significant fact is that the evacuee who accepts employment on the project enters into no contract, and although it might be considered that in a moral sense he subscribes to regulations by inference, the unvarnished truth is that the difference to the evacuee between working 44 hours a week and not working at all amounts to only a few dollars a week plus the small clothing allowance.

Labor Relations, Demands and Grievances

Mr. Glick spoke in answer to letters that have reached him asking if truculent demands on the part of evacuee workers on the projects, often accompanied by threats to strike, constitute subversive activity, and if so, could the matter be submitted to the FBI, or was criminal prosecution in order?

His judgment in the matter was: The general idea that you can't strike against the government and that demands and strikes on a project are subversive is not sound. We must expect grievances and we must expect that the grievances will strike supervisors as being unreasonable. We must remember that the evacuees are not always adept in stating their case, that the foreman in charge of a job may be seriously at fault, and that the evacuee is likely to be using

words without full knowledge of their meaning or implication. Because we have been criticized for softness in handling strikes, we are not justified in going to the other extreme. We cannot interpret labor grievances as subversiveness. Recommendation is made for wider use of Fair Employment Practice Committees and for more training of supervisors for work as receiving committees.

Appointed Personnel Problems

The chief problem is the increasing difficulty in obtaining personnel. It is apparent that we will have to take on more older men and make use of women in positions previously reserved for men. It is planned that WRA should conduct an intensive recruitment campaign for personnel in certain cities such as St. Louis and Chicago, being careful to have written releases from the local Civil Service Board and War Manpower Commission. Using evacuees qualified through Civil Service in administration did not appear to be the proper solution to the problem of staffing the projects. The staff from Jerome, it was agreed, should be given preference for job openings.

On the subject of staff housing and staff morale, it was admitted that the projects have lost many prospective staff members by failing to meet them on arrival and failing to help them get adjusted on the first day.

Mr. Barrows spoke on the subject of disciplinary cases among appointed personnel. He stated that a disciplinary case is in some measure a reflection on the management. In government service anyone is entitled to a hearing and to be formally charged before dismissal. Project Directors were requested to make an effort to save the employee, at the same time keeping a full record of proceedings and getting the employee in question on the record. In view of the extent to which our investigators rely on the testimony of disgruntled former employees of WRA, it is especially important that the cases of all problem children be well documented. Mr. Myer cited the documentation of the Townsend case at Poston as a godsend to WRA in relation to the Dies hearings.

Staff Training

Before getting down to a consideration of staff training, there was some discussion of vocational training for evacuees. Various ideas were advanced: one project director felt that vocational training obstructed relocation by keeping in the center people who should be leaving. Another felt that vocational training for older people was imperative if they were to relocate. He cited deep-sea fishermen and issei trained to business functions in former Little Tokyos, who must be taught new skills if they are to relocate. It was agreed that vocational training should be kept practical, in general by learning on the job.

Changing over to staff training, it was recognized that few new appointed employees could be expected to have adequate background in the WRA program. Documents felt to be valuable in introducing the new staff member to the program were listed: Senate Document 96; John Embree's How to Deal With Japanese; Mr. Myer's Commonwealth Club Speech; Mr. Myer's American Legion Speech. There was a feeling that more should be done by supervisors in the breaking in process and that the employee should be informed at the outset of the limits and possibilities of his job, its standards and operating details. Fundamentals of supervision require more attention, and it was agreed that better trained and better informed supervisors will materially benefit the program.

Wednesday Afternoon Session

Selective Service

There are two memorandums in progress on Selective Service as it affects the nisei at the centers: one to the Secretary of the Interior, the other to the Secretary of War. The main considerations in these memoranda are: the over-selectiveness of Selective Service with regard to the nisei, the fact that the Navy and the Marine Corps remain closed to the nisei and that the Army does not yet offer the nisei equality of opportunity with other inductees.

Mr. Baker gave a summary of progress of Selective Service at the centers as of the date, showing that 675 had been called for the physical examination; 128 had been accepted; 48 had been rejected; there were 2 volunteers; 7 refused to report for the physical.

Miss Gifford explained the procedures governing allotments to the dependents of servicemen. Class A dependents are wives and minor children. Regardless of whether the soldier lists these dependents, the wife can get the allotment for herself and her children by asking for it and submitting proof of relationship. The allotment is automatic and not granted on a basis of need. Class B and B-1 dependents are those who rely on the soldier for chief or substantial support. Some proof must be submitted that the soldier has contributed a definite part of their support, and the Office of Dependency Benefits makes the decision, after checking on the outside through public agencies. This allotment is made only on the soldier's request supported by evidence of need. It seems possible that B and B-1 dependents may be considered in eligible for the Army allotments because of the fact that WRA provides them with food, shelter, and a clothing allowance.

There followed a good deal of spirited argument on the question of whether WRA is justified in extending full center privileges to soldiers' dependents who are receiving allotments. In the Solicitor's opinion, we cannot charge for subsistence in the case of these dependents without going against our policy of giving food and shelter to all residents regardless of income; furthermore, if we deduct because a soldier's wife gets \$50 a month plus an additional sum for each child, we would be discriminating. Some objections to allowing relocated families of soldiers to return to the center were presented, but in view of the recognized need of assisting the morale of the soldier and the unquestionable fact that nisei soldiers' dependents face special hazards and uncertainties outside the centers, the Director stated that centers will receive such applicants for re-admission.

It was agreed by all the conferees that Army standards of acceptability are at present unfathomable. We are in no position to attempt to explain the Army's logic to the evacuees, as we do not know the answers to the questions put to us. We can request the Secretary of War to review cases, dropping special barriers. If the request is denied, we can develop an appeals system and perhaps discover reasons for rejection. At present all we can be sure of is that if a nisei is called for his physical, he is considered eligible unless he is found to be physically unfit for service. It is not our obligation to furnish local draft boards with additional information about nisei registrants: the local board is a procurement agency, not a court to determine loyalty.

A suggestion to invite nisei veterans on leave after overseas service into the centers was well received. The general feeling was that their in-

fluence would tend to offset that of factions opposing selective service.

Thursday, March 9, 1944

Information and Reports

Information to evacuees and means of disseminating the information were discussed at length. The project newspapers, as the principal means of carrying information to the residents, received considerable attention. The need for review of copy by the Reports Officer was stressed, not to establish censorship on an evacuee-conducted organ, but to establish a check for factual accuracy and English usage. The difficulties and slowness of translation tend to check expansion of the Japanese language section. At all centers the evacuee news staff is growing younger and more inexperienced as relocation proceeds.

Distribution of material produced in Washington or at the field offices and shipped into the centers needs the attention of director and staff at most projects. As yet there is a lack of any systematic way of getting such material distributed to evacuees. In view of the paper shortage and attention being given to the amount of paper used by government agencies, the Washington Office needs to know what types of material can be utilized and what is not useful.

Most Project Directors agreed that photographs of relocated people were a good idea, but there was evidence that more thought needs to be given to greater utilization of these photographs.

Public Relations

WRA has two important jobs in public relations: one is to sell relocation as a national policy and, the other is to gain acceptance for the evacuees. Certain aspects of the program can be sold from the project level as well as from Washington. Items about nisei soldiers, food production, such enterprises as the silk screen industry and the ship-model plant, and evacuee contributions to the war effort are all possibilities. It was suggested that other government agencies need to know more than they do about WRA.

Problems of Private and Cooperative Enterprises.

A new instruction places personal services - such as maid service and laundering - at the centers under the jurisdiction of Cooperative Enterprises, at the \$16 a month wage to the worker. It is agreed that executing this policy will be difficult because at most projects personal services have been privately handled until now. Neither employers nor evacuees who have been privately employed at higher wages are going to like the new arrangement. The Project Directors endorsed the principle of this change, but some of them were skeptical of being able to enforce it.

The stamping out of private enterprises other than maid service presented even greater problems. Some operate invisibly; others which might be regularized (needlework and flowermaking) with sale in the outside market face protests from industrialists and the unions on the grounds that the products are from non-union labor conditions. The consensus was that we cannot place center wares on the outside market without incurring public resistance.

Problems of Closing a Center.

Malcolm Pitts, engaged in working out details for closing centers, stated that there is similarity in detail between the segregation movement and center closing. In closing the center, it is necessary to get everyone out, dispose of equipment, make property arrangements, transfer personnel, and yet keep operations going up to the last minute. From the recent transfer of Manzanar's segregants to Tule Lake, it was learned that it is advisable to make housing assignments for the new center before the people to be transferred are moved.

It is hoped that all movements to Tule Lake will be completed before we begin the movement from Jerome. As far as possible Jerome residents will be given a choice as to destination--but we will encourage them to select the more eastern centers. We hope to have the closing of Jerome completed precisely at the close of this fiscal year; this timing would allow the growth of spring and early summer vegetables and the completion of the normal school year at Jerome.

In closing Jerome we save 87 positions. The gross saving in administrative cost for the next fiscal year is \$832,000 against a probable cost of moving of \$300,000.

Mr. Whitaker was asked to provide directors of projects receiving groups from Jerome with the names of leaders among the people being welcomed.

Friday, March 10, 1944

Problems Confronting Evacuees

Japanization of the centers as relocation and selective service remove more of the young and fit, leaving behind more of the elderly and the very young was acknowledged to be a problem with no ready solution. The fact that as things now stand the issei have nothing to look forward to in America unquestionably encourages the trend toward Japanization. The strongest hope for blocking this trend lies in the probability of legislation to remove, at least in part, restrictions now in effect. Another counter move to the Japanizing trend is implied in the rise of Service Clubs and organizations of mothers of soldiers on the centers.

One of the most vital of the service clubs now functioning in the centers was inspired by a letter from a boy at Camp Shelby. The genesis of this club suggests the potentialities of other letters from nisei boys in the service. This possibility was regarded with hopefulness and enthusiasm, and certain constructive ideas were set forth; final recommendations included a plan to send a qualified WRA man to Camp Shelby to lay a pattern for subsequent action, and, close on the heels of this man, to send a qualified nisei (or issei) to follow up and see that the plan is carried through. It was recognized that the mothers of the soldiers represent the most vulnerable point of attack for our Americanization program.

The question of when the segregation movement would be completed was not answered definitely. It was estimated that six weeks should complete the leave clearance cases. Transportation of small groups to Tule Lake is complicated by interstate tariff and ODT rulings and the problem of adequate military guard.

Evacuee Community Government

At present all centers except Manzanar -- and of course Tule Lake -- have elected Councils under the manual provisions. With the progress of relocation, it is observed that the Councils tend to be made up of people who are not interested in relocation. There was some discussion on the question of whether it is necessary to have both block managers and councilmen. At Heart Mountain the duties of block manager are about to be assumed by councilmen. However, it was generally felt that the functions of block manager and councilman were too distinct to permit of combination. There was about a 50-50 split in opinion on the effectiveness of judicial commissions.

Future Policies on Agriculture, Industry, Maintenance and Construction.

Agricultural production that allows a center to be partially self-supporting was considered the possible exception to a general policy of curtailment. Industries, except those that manufacture products used on the center, should be abolished. Construction should be limited to a minimum, with no capital construction at all. On maintenance, opinion wavered between a minimum of repair work and doing the amount necessary to make the centers livable and sound as long as they shall be occupied. Directors were advised to make plans on the theory their centers will continue at least through the coming fiscal year -- even though in all cases this may not be true.

The Administrative Examination System

Criticisms of WRA growing out of various investigations pointed to the need of systematic examinations. We now have traveling field auditors to get at the facts and produce regularly full, objective reports on project administration, reports that indicate precisely the extent of deviations from procedures. The work of the auditors is of paramount importance to WRA both as protection and as a means of maintaining sound administration.

Saturday, March 11, 1944

The last session of the conference opened with a summary of the proceedings of previous meetings by Mr. Tozier, chairman of the Reporting Committee. The rest of the session was devoted to two subjects held over from the previous day, and to miscellaneous matters not on the agenda.

WRA Relations with the Military

The Army, in view of the manpower situation, wishes to reduce the military guard at the projects to a minimum. Tentative plans provide for a guard of 15 men at Rohwer, Heart Mountain, Granada, Central Utah and Minidoka; half a company each at Colorado River and Gila River -- because of the number of communities involved; 35 men at Manzanar; a battalion at Tule Lake. The Director asked for opinions on this change, and suggestions. At the end of the discussion the Director enumerated the points to be made in a letter to Colonel Nash on the subject of the reduction of the guards; We do not think it timely to remove all the guard from any center, but have no objection to reduction at any center. However, we hope for 12 guards plus their service staff and a commissioned officer as a minimum. Heart Mountain, because of the highway division of the project, needs 20 men. Manzanar asks for half a company. We will request that the reduction be postponed at least 30 days because of the current selective service problem.

Western Defense Command Restrictions

The Director determined that WRA should not handle requests of evacuees to enter the restricted area unless the evacuee is a center resident or a person of Japanese descent who wants to visit one of the projects in the restricted area. Requests from other evacuees should go directly to the military.

The Evacuee National Conference

The original purpose of the proposed Conference was to provide the evacuees with opportunity to have their problems considered at the national level. The discussion revealed decided differences of opinion as to whether the Conference should be under WRA control throughout, or whether a preliminary closed meeting should be allowed the evacuee delegates. The Director expressed his belief that it was the evacuees' right as free American citizens to have a preliminary closed meeting if they wished one. He promised a decision on this point within a few days.

Evacuee Property

Mr. Cozzens of the San Francisco Office summarized the property situation and stressed the fact that there is still misunderstanding by the evacuees of precisely what they can expect of WRA. He defined our services: We do pick up personal property and put it into government storage if the evacuee asks us to do so. Requests for this service are still increasing. He recommended setting a deadline on receiving such requests, naming September, so that we may have some basis for estimating budget and storage requirements. It is reiterated that we should not solicit the handling of real property, and that we must under no circumstances give the evacuee advice on the disposition of his property---only information.

Miscellaneous Matters

A discussion on what to do about providing food for social functions at the centers resulted in complete agreement that the evacuees should procure at their own expense all items of food for such occasions except rationed foods. They should avoid rationed foods as far as possible. The rationed foods and their points can be withdrawn from project supplies, with the sanction of the council. A regulation to cover this matter is forthcoming.

The Director brought to the group's attention a book, New Sun, by Taro Yashima, published by Henry Holt. It is largely pictorial and depicts methods of secret police in Japan. It has good propaganda value, and if interested projects can acquire Japanese translations from the publisher.

The Board of Appeals for Tule Lake has been set up. The recommendations of the panel are subject to the approval of the Director. Only persons segregated in their own right and wishing a review of their cases are processed through this panel. Those with no count against them, who merely accompanied the real segregant to Tule Lake and now wish to leave, simply go through the usual leave clearance procedure.

Closing Words by the Director

The Director announced his satisfaction that we could have such a harmonious meeting after nearly two years of carrying out a difficult and controversial program, and that he has found the staff still alert, not stale on the job, but wearing a justified air of confidence. He was pleased that this conference, called not so much to devise new policies as to examine the ones we have and to tighten up chinks and sweep out corners against the day of the next investigation, has revealed fewer corners to be swept out than might be expected. He regarded as very encouraging the news that the Bureau of the Budget has recommended a WRA budget of \$40,100,000 (only negligibly less than the figure we asked for) and characterized ours as an "honest budget". Such action constitutes a vote of confidence in the soundness of WRA by the Bureau of the Budget.

After enumerating briefly the problems set forth and discussed during the week of meetings, renewing his promise to work for measures that will remove or at least modify present restrictions and discriminatory practices that obstruct our program, and stressing the necessity of WRA to develop better public relations, the Director closed his address with two instructions to the Project Directors returning to the field: first, to convey to the residents that we are pushing to remove restrictions and discriminatory practices, and that the only thing that will block progress in that direction is evacuee resistance to selective service; and second, to assure the staff that they need have no fear of unemployment through possible closing of other centers.



PICK-UP SCHEDULE

Loading Point

Time

To

To

To

Morning

Station #1	7:50 a.m.	Ad. Area	Block 22	Warehouse
Station #2	7:50 a.m.	Ad. Area	Block 22	Warehouse
Station #3	7:50 a.m.	Ad. Area	Block 22	Warehouse
Station #4	7:50 a.m.	Block 22	Ad. Area	Warehouse
Station #5	7:50 a.m.	Block 22	Ad. Area	Warehouse
Station #6	7:50 a.m.	Block 22	Ad. Area	Warehouse
Station #7	7:50 a.m.	Block 22	Ad. Area	Warehouse

Noon

Ad. Area	11:50 a.m.	Station #1, 2, 3, 4, 5, 6, 7
Warehouse		
(bet. Whse. #7&10)	11:50 a.m.	Station #1, 2, 3
Warehouse		
(bet. Whse. #10&15)	11:50 a.m.	Station #4, 5, 6, 7
Block 22	11:50 a.m.	Station #1, 2, 3, 4, 5, 6, 7

Afternoon

Station #1	1:00 p.m.	Ad. Area	Block 22	Warehouse
Station #2	1:00 p.m.	Ad. Area	Block 22	Warehouse
Station #3	1:00 p.m.	Ad. Area	Block 22	Warehouse
Station #4	1:00 p.m.	Block 22	Ad. Area	Warehouse
Station #5	1:00 p.m.	Block 22	Ad. Area	Warehouse
Station #6	1:00 p.m.	Block 22	Ad. Area	Warehouse
Station #7	1:00 p.m.	Block 22	Ad. Area	Warehouse

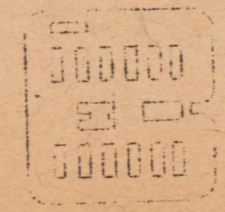
Evening

Ad. Area	5:00 p.m.	Station #1, 2, 3, 4, 5, 6, 7
Warehouse		
(bet. Whse. #7&10)	5:00 p.m.	Station #1, 2, 3
Warehouse		
(bet. Whse. #10&15)	5:00 p.m.	Station #4, 5, 6, 7
Block #22	5:00 p.m.	Station #1, 2, 3, 4, 5, 6, 7



1 STATION 1

LEGEND	
F.S.	FIRE STATION
W.T. +	WATER TOWER
W.O.	WELL
S.D.P.	SEWERAGE DISPOSAL PLANT
- - - - -	OUTFALL SEWER
- x - - -	FENCE
- x x - -	PROPOSED FENCE



TYPICAL BLOCK

0 400 800 1200 1600 2000 FT.

GENERAL LAYOUT MINIDOKA W.R.A.				
ELH. SEC. CHIEF		ASST. PR. DR.		
DR. H.H.Y.		PROJECTOR		
TR. H.H.Y.	CK. A.K.A.	DATE	MI-X	

Stappard

PROJECT BUS

REVISED SCHEDULE

Effective Monday, November 22, 1943

Route No. 1 (2 Trips) Daily except Sunday

Lv. Ad. Area	8:00 A.M.	3:25 P.M.
Lv. Block 23	8:05 A.M.	3:30 P.M.
Lv. Block 32	8:10 A.M.	3:35 P.M.
Lv. Block 10	8:15 A.M.	3:45 P.M.
Arr. Ad. Area	8:20 A.M.	3:50 P.M.

Route No. 2 (1 Trip) Daily except Sat. and Sun.

Lv. Ad. Area	8:30 A.M.
Lv. Block 10	8:35 A.M.
Lv. Block 16	8:40 A.M.
Lv. Block 17	8:45 A.M.
Lv. Block 32	8:50 A.M.
Lv. Warehouse Area	9:25 A.M.
Arr. Ad. Area	9:30 A.M.

Route No. 3 (4 Trips) Daily except Sunday

Lv. Ad. Area	9:35 A.M.	10:35 A.M.	1:35 P.M.	2:35 P.M.
Lv. Warehouse Area	9:45 A.M.	10:45 A.M.	1:45 P.M.	2:45 P.M.
Lv. Block 23	9:55 A.M.	10:55 A.M.	1:55 P.M.	2:55 P.M.
Lv. Block 32	10:00 A.M.	11:00 A.M.	2:00 P.M.	3:00 P.M.
Lv. Block 23	10:10 A.M.	11:10 A.M.	2:10 P.M.	3:10 P.M.
Arr. Ad. Area	10:15 A.M.	11:15 A.M.	2:15 P.M.	3:15 P.M.

Route No. 4 (3 Trips) Daily except Sunday

Lv. Ad. Area	11:40 A.M.	12:45 P.M.	4:30 P.M.
Lv. Block 10	11:45 A.M.	12:50 P.M.	4:40 P.M.
Arr. Ad. Area	11:50 A.M.	12:55 P.M.	4:45 P.M.

Route No. 5 (3 Trips) Daily except Sunday

Lv. Ad. Area	11:50 A.M.	12:55 P.M.	4:45 P.M.
Lv. Block 32	12:00 M	1:05 P.M.	4:55 P.M.
Lv. Block 23	12:05 P.M.	1:10 P.M.	5:05 P.M.
Arr. Ad. Area	12:10 P.M.	1:15 P.M.	5:10 P.M.

490

Mindola - H. L. Stafford

WAR RELOCATION AUTHORITY

Memorandum

September 3, 1943

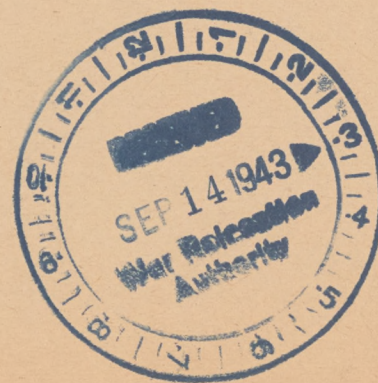
To:

You will recall that you were selected several weeks ago as a Block Delegate to assist in formulating a plan for community government.

The Organization Commission was asked to prepare a draft of a charter to be submitted to you for examination and approval before submitting it to the residents. The Organization Commission has prepared the attached preliminary draft of a charter for your study.

Shortly after you were selected, we learned of the segregation program. Inasmuch as we will be receiving some 1,500 new residents as a result of the segregation program, it is only fair to wait until these people arrive so that they can also have a voice in the establishment of a community government. We believe that a charter should be submitted to the residents for adoption as soon as possible after the segregation program has been completed.

H. L. Stafford
Project Director



U-1

PREAMBLE

WE, THE PEOPLE, RESIDENTS OF THE MINIDOKA WAR RELOCATION CENTER, IN ORDER TO UPHOLD AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA, TO EFFECTIVELY CONTRIBUTE TO THE NATIONAL POLICIES, TO PRESERVE AND MAINTAIN THE DEMOCRATIC PRINCIPLES OF LIFE, TO PROMOTE THE GENERAL WELFARE, TO INSURE HARMONY AND TRANQUILITY, TO PROVIDE FOR INTERNAL PEACE AND ORDER, TO CREATE FOR OURSELVES UNIFIED COMMUNITY TO BETTER ENABLE US TO ACT EFFECTUALLY IN ALL MATTERS AND TO GIVE SERIOUS PURPOSE TO OUR CONDUCT AND ACTIVITIES, DO HEREBY, IN ACCORDANCE WITH THE PROCLAMATION OF THE PROJECT DIRECTOR, ORDAIN AND ESTABLISH THIS CHARTER FOR COMMUNITY ADVISORY COUNCIL FOR THE MINIDOKA WAR RELOCATION CENTER.

ARTICLE I
ORGANIZATION

Section 1. The Community Advisory Council shall consist of representatives elected by the residents of this Center.

ARTICLE II
FUNCTIONS AND DUTIES

Section 1. The Community Advisory Council, acting in its advisory capacity, shall

- (1) Determine its own rules of order and discipline.
- (2) Adopt resolutions and recommendations addressed to the Project Director.
- (3) Establish committees and commissions incident to its functions and duties.
- (4) Adopt codes relating to the work and proceedings of its commissions.
- (5) Appoint from among its members an arbitration committee which will provide for the orderly settlement of disputes

referred to it with the approval of
the Project Director.

ARTICLE III

Section 1. The Judicial Commission shall consist of five members recommended by the Community Advisory Council and appointed by the Project Director.

ARTICLE IV

Section 1. The Judicial Commission, acting in its advisory capacity, shall

- (1) Determine its own rules of order and procedure.
- (2) Make recommendations to the Community Advisory Council with respect to appropriate measures for the maintenance of law and order.
- (3) Make recommendations to the Project Director with respect to the disposition of specific law and order cases referred to it by the Project Director.

CODE OF ORGANIZATION
AS PROVIDED FOR IN THE
COMMUNITY ADVISORY COUNCIL CHARTER

ARTICLE I

Section 1. Membership and Term of Office:

The Community Advisory Council shall be composed of seven members elected from the community at large for a term of six months, or until their successors have been elected and have taken office, as provided herein. Members of the Community Advisory Council shall be duly registered, qualified electors of the community who shall have attained the age of twenty-one years.

Section 2. Meeting and Records:

The Community Advisory Council shall convene at least once a month in regular meetings. The Community Advisory Council with the Project Director shall determine the time and day of such regular meetings and further shall provide for the holding of special meetings under such conditions as is deemed necessary or proper. The Community Advisory Council shall cause accurate records of all meetings and action taken to be kept, and such records shall be open for inspection by the residents of the center.

Section 3. Officers:

The Community Advisory Council shall elect from among its members a presiding officer who shall have the title of "Chairman of the Community Advisory Council" who shall preside at all meetings of the Community Advisory Council, and who shall be recognized as the head of the Community Advisory Council and Government for all ceremonial purposes. The Chairman of the Community Advisory Council shall have all the powers and duties of any other members of the Community Advisory Council, but shall not have any special administrative or executive functions or powers other than those specifically enumerated in this code.

The Community Advisory Council shall also elect from among its members a Vice Chairman of the Community Advisory Council who shall act for the Chairman in his absence.

The Project Director, upon the recommendation of the Community Advisory Council, shall appoint an officer of the community who shall have the title of "Community Clerk" who shall be a qualified elector and who shall have the following powers and duties: to give notice of all Community Advisory Council meetings, to keep a journal of the proceedings of the Community Advisory Council, to cause the publication of all ordinances, rules and regulations of the Project Director, to authenticate by his signature and to record in full in a book kept for the purpose, all codes, resolutions, and recommendations and to perform such other duties required by this Code or by the Community Advisory Council.

Section 4. Vacancies:

Vacancies shall be declared immediately in the event of a councilman who leaves the Project with the intent to relocate permanently, and further, a vacancy shall be declared in the event of the absence of any councilman for four consecutive regular meetings. The Community Advisory Council shall fill such vacancies within two weeks period after such a vacancy has been declared.

ARTICLE II
COMMUNITY ADVISORY COUNCIL COORDINATING COMMISSION

Section 1. Establishment of a Community Advisory Council Coordinating Commission:

The Community Advisory Council Coordinating Commission shall be composed of one person from each block who shall be known as the "Block Commissioner" and who shall be elected by plurality vote cast by the eligible voters in his block. Members of the Community Advisory

Council Coordinating Commission shall be duly registered qualified electors of the Community, who shall have attained the age of twenty-one years. Members of the Coordinating Commission shall serve for a term of six months or until their successors have been elected and have taken office.

Section 2. Functions of the Community Advisory Council Coordinating Commission:

The function of the members of the Coordinating Commission shall be to concern themselves with the general welfare and desires of the residents within their respective blocks. The members of the Coordinating Commission shall disseminate information regarding action and ordinances of the Community Advisory Council. The Coordinating Commission shall be subsidiary to and subject to the control of the Community Advisory Council which shall promulgate necessary rules and regulations for the conduct and the operation of the Coordinating Commission.

Section 3. Meetings:

The Coordinating Commission shall convene at least once each month in an open meeting, at a time and place designated by the Community Advisory Council.

Section 4. Officers:

The Chairman of the Community Advisory Council shall be the Chairman of the Coordinating Commission and shall preside at all meetings of the Coordinating Commission. The Community Clerk shall act as the Secretary of the Coordinating Commission and shall keep an accurate record of all meetings.

Section 5. Vacancies:

Upon certification of a vacancy in the membership of the Coordinating Commission by the Chairman of the Advisory Commission, the Community Advisory Council shall fill such vacancy within one week of such notification by a special election to elect a coordinator in that block where vacancy in representation to the Commission occurs.

ARTICLE III
ESTABLISHMENT OF JUDICIAL COMMISSION

Section 1. Members:

The Judicial Commission shall consist of five members who shall be appointed by the Project Director upon the recommendation of the Community Advisory Council. Three members of the Council shall constitute a quorum. It shall elect its own chairman from among its members and such other officers as it shall deem necessary.

Section 2. Terms of office:

Members of the Judicial Commission shall serve for a term of six months and until their successors have been elected and have qualified.

Section 3. Rights of accused:

In each law and order case referred to the Judicial Commission by the Project Director, the accused shall have a right to be heard by the Commission and to present witnesses in his behalf, and shall have the right to be represented by counsel of his choice.

Section 4. Clerk:

The Community Clerk shall be the clerk of the Judicial Commission, and shall be responsible for all records of the Judicial Commission.

Section 5. Duties:

The Judicial Commission shall hear all law and order cases referred to it by the Project Director and shall make recommendations to the Project Director with respect to the disposition of such cases. It

shall also make such recommendations to the Community Advisory Council as it shall see fit with respect to appropriate measures for the maintenance of law and order at the Minidoka Relocation Center.

ARTICLE IV NOMINATIONS AND ELECTIONS

Section 1. Eligibility of Electors:

All resident colonists of the Minidoka War Relocation Center eighteen years of age or over, who are duly registered electors, shall be eligible to vote in all elections held pursuant to this code.

Section 2. Qualifications of Officers:

No person may hold an elective or appointive office who has not obtained leave clearance. All members of the Community Advisory Council shall be twenty-one years of age, but persons under the age of twenty-one years may be appointed to committees, commissions, boards, and other appointive offices or positions provided for by the Code or established by the Project Director.

Section 3. Secrecy in Voting:

All elections held pursuant to the Code shall be by secret ballot.

Section 4. Registration of Electors:

All qualified electors of the community shall be registered. Registration shall be open throughout the year and closed during specified periods during elections. All registrations must be in person and shall bear the signature of the person applying. Any person applying for registration must be registered by the clerk as a matter of right, provided that he or she is eighteen years or over, but the validity of such registration may be questioned by a formal writing filed with the Community Clerk, which question shall be determined by the Community Advisory Council.

Section 5. Nominating Conventions:

Every block shall be represented by two delegates at a Nominating Convention. The block delegates shall be elected in their respective blocks from among the qualified electors. Express instructions as to nominees may be given at the discretion of block residents.

The Nominating Convention shall convene at the call of the Community Advisory Council and shall nominate at least ten, and not more than twenty-one candidates for the Community Advisory Council. Nominations shall be verbal and a second required. Each delegate shall be limited to one nomination. The Community Clerk shall secure the acceptance of candidacy by such persons as are nominated. In the event that a group of persons feel that a desirable person has not been nominated, nominations by petition of at least 2% of qualified electors of the Community may be made. The eligibility of any nominee may be challenged and the question shall be determined by the Community Advisory Council.

Section 6. Elections:

Regular elections are to be held twice a year, on the first Monday in February, and on the first Monday in August. All persons are required to vote at the place where registered, and absentee or proxy voting is prohibited. All candidates receiving a majority of votes cast by the qualified electors of the Community shall be declared elected by the Community Clerk; in the event that the full membership of the Community Advisory Council not be elected in the first regular election, the Community Clerk shall certify this fact to the Community Advisory Council which shall forthwith call a special meeting at the earliest possible date, and shall set the day for a run-off election. The Community Clerk shall certify in

the run-off election, twice as many unelected candidates as the number of positions remaining unfilled. The unelected candidates in such number having the greatest number of votes in the original election shall be certified. There shall be only one run-off election and the candidates receiving the highest number of votes shall be declared elected for the unfilled position.

ARTICLE V INITIATIVE AND RECALL

Section 1. The Power of Initiative:

The Power of making resolutions to the Community Advisory Council by the exercise of the initiative shall be granted to the electors. The petition for initiative requires the signatures of five per cent of the qualified electors in the Community.

Section 2. Forms of petition:

Every person circulating a petition must certify that he himself circulated the petition and that he believes the signatures to be genuine. There shall be attached to every petition the names of at least five persons who are responsible as a committee of petitioners. Every petition must be filed with the Community Clerk who shall certify as to the sufficiency of such petitions, but if he should declare that the petition is insufficient, the petitioners shall be given a successive period of ten days for filing of the additional copies bearing duly certified signatures until the requisite five per cent is obtained, or the proposal shall be abandoned by the committee.

Section 3. Date of petition:

A petition shall be dated with the date of the day on which the first signature is written on it, and unless it obtains the required number of signatures within sixty days after its date, it shall expire.

Section 4. Recall:

The recall of a councilman or Block Commissioner may be initiated by petitions of ten per cent of the eligible voters, and shall become final upon the majority vote of the electors.

ARTICLE VI AMENDMENTS

Section 1. This Code of Organization may be amended by a joint resolution of the Community Advisory Council and the Coordinating Commission, when approved by the Project Director.

UNITED STATES DEPARTMENT OF INTERIOR
War Relocation Authority
Minidoka Project
Hunt, Idaho

October 31, 1945

TO: ALL APPOINTED STAFF MEMBERS

During the past two weeks most of you have talked with one or both of the representatives of the Washington Personnel Office regarding your desires and plans for future employment when your services are no longer required by WRA.

The finding of employment outside WRA is, of course, primarily the responsibility of the employee, but the Authority is rendering every possible assistance in helping employees locate job opportunities, as outlined in the Director's memorandum of September 17. The civil service representatives will continue to make every effort to effect placements on an individual basis. However, through their visits at civil service offices and other Government offices, they will learn of job opportunities for which they may or may not have individual candidates to suggest.

These job opportunities will be made known to the Washington office which will consolidate them and notify the projects. Information on job opportunities received at Minidoka will be mimeographed and distributed to every employee. Any employee interested in one of these jobs should submit an application Form 57 direct to the agency indicated regardless of whether or not the civil service representatives have been furnished with Forms 57 for placement in the same agency or the same area. Employees should also follow up personally on any job opportunities in which they are interested which come to their attention through other sources.

In accordance with the policy of the War Relocation Authority, no employee will be denied a release to accept other employment. Each employee is requested to keep his supervisor informed as to his plans so that suitable arrangements may be made to complete the remaining work at Minidoka in a satisfactory manner.

I have asked Bert Weston to work closely with the Personnel Management Section on this personnel program. All employees are encouraged to discuss their plans and desires with either Mr. Weston or Mr. Folsom. Information from the civil service representatives and the Washington Personnel Office will be transmitted to employees through them.

All war service indefinite appointees who have not secured another civil service position at the time their separation at Minidoka becomes effective and who desire further consideration for such employment should secure from the Personnel Management Section Form 2888, Application for Entry on the War Reemployment List. Instructions concerning the filing of this form may be secured from the Personnel Office.

Very truly yours,

W. E. Rawlings
W. E. Rawlings
Project Director