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led last day of (which Month)

EMPLOYMENT

Month Ending October 31 1942

PROJECT EMPLOYMENT & PERSONNEL

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4,443 Last Report _____

Project Operation 3,601 Community Enterprises 120 Construction 325

Agriculture 91 Land Development 47 Industrial 259 Other _____

Private Employment at the Project NONE Private Employment off project but living at project NONE

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 1,080

Total number leaving for group employment this month 190

Number returning from outside group employment this month 2

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 97

Number of such applications sent to Washington this month 0

Number applications on hand for individual work leaves 349

Total number individual work leaves issued thus far 7*

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male NONE Female NONE Total NONE

Number of able-bodied persons of working age who have not registered

for employment: Male 261 Female 467 Total 728

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

\$19 Per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
228	73	2,841	1,181		

*Includes 4 dependents

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	<u>Nov</u> First Month	<u>Dec</u> Second Month	<u>Jan</u> Third Month	<u>Feb</u> Fourth Month	<u>Mar</u> Fifth Month	<u>Apr</u> Sixth Month
Total Employment						
Male	<u>3061</u>	<u>3067</u>	<u>3008</u>	<u>3008</u>	<u>3008</u>	<u>3078</u>
Female	<u>1530</u>	<u>1536</u>	<u>1503</u>	<u>1503</u>	<u>1503</u>	<u>1533</u>
Project Operation	<u>3600</u>	<u>3400</u>	<u>3200</u>	<u>3100</u>	<u>3000</u>	<u>3000</u>
Community Enterprises	<u>130</u>	<u>140</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Agriculture	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>
Land Development	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>
Construction	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>
Private (on project or Living on Project						
Unemployed (Employable	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>
(Un " " "	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>
Industrial	<u>400</u>	<u>600</u>	<u>700</u>	<u>800</u>	<u>900</u>	<u>1000</u>

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

In the IV cash advance classification, an idea of the Manzanar Cooperative Enterprises payroll may be gained from the September figures; 23 on the \$19 rating and 101 on the \$16 rating. October was notable by the absence of about 1000 workers who went out on furlough to the sugarcane and potato harvest of Idaho and Montana. School opening and the furlough depleted available manpower in the Center. As a medium of employee expression the Manzanar Work Corps was formed. Expectations are that the Grievance Committee of the Work Corps will act as a conciliating factor in keeping work conditions stabilized.

1018 evacuee harvest workers went to Montana and Idaho during September and October. These consisted of 972 male and 46 female dependents. 861 or 84.4% were American citizens, and 159 or 15.6% were aliens. Of the workers, only 211 had a primary or secondary classification in some farm occupation. The rest did not have sufficient farm experience to be classified in the farm category. 64% were under 26 years of age, 78% were under 31 years of age, 60 were ages 31 to 35, 52 were ages 36 to 40, 39 were ages 39-45, 23 were ages 46-50, and 46 were over 51 years of age.

The number of employed at this project dropped from 5,200 to 4,200, and yet this loss of so much labor made no material difference in the operation in any phase of the project work.

It is my opinion that it brought about a more wholesome and healthy state of affairs from the standpoint of employment within the project. Also during October, approximately 500 young men and women employed within the project withdrew from their jobs to attend high school. Even this withdrawal made no great difference except at the camouflage net project where a large portion of them were employed. The figures under Paragraph V are definitely an estimate although a survey is being made to determine the requirements more accurately or confirm this estimate. There have been no relations problems worthy of mentioning.

...led last day of each Month)

EMPLOYMENT

Month Ending November 194 2

PROJECT MANZANAR RELOCATION

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4867 Last Report 4443 CENTER

Project Operation 3734 Community Enterprises 158 Construction 409

Agriculture 107 Land Development 107 Industrial 352 Other _____

Private Employment at the Project 158 Private Employment off project but living at project 0

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 228

Total number leaving for group employment this month 0

Number returning from outside group employment this month 783

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 312

Number of such applications sent to Washington this month 130

Number applications on hand for individual work leaves 661

Total number individual work leaves issued thus far 8

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male None Female None Total None

Number of able-bodied persons of working age who have not registered

for employment: Male 612 Female 599 Total 1211

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

\$19 Per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
282	87	2908 3065	1432 1275		

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>
	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>	<u>Fifth</u>	<u>Sixth</u>
	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>	<u>Month</u>
Total Employment	Estimate					
Male	<u>3067</u>	<u>3008</u>	<u>3008</u>	<u>3008</u>	<u>3078</u>	<u>3078</u>
Female	<u>1536</u>	<u>1503</u>	<u>1503</u>	<u>1503</u>	<u>1533</u>	<u>1533</u>
Project Operation	<u>3400</u>	<u>3200</u>	<u>3100</u>	<u>3000</u>	<u>3000</u>	<u>3000</u>
Community Enterprises	<u>140</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Agriculture	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>	<u>91</u>
Land Development	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>
Construction	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>
Private (on project or Living on Project	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>	<u>728</u>
Unemployed	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>	<u>354</u>
Industrial	<u>600</u>	<u>700</u>	<u>800</u>	<u>900</u>	<u>1000</u>	<u>1000</u>

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

During November approximately 800 harvest workers returned, presenting interesting information regarding community reaction, general treatment, crop yields, earnings, housing etc, all of which is being studied for future reports and uses. The re-employment of these returning workers also created a problem of maintaining suitable work quotas and making proper use of the available man power in connections with constructive planning. Relocation work has made good progress in every phase of its development. The future looks good. The main problems have been the training of a staff of evacuees and obtaining space. Mr. Charles E. Brander, placement officer resigned Nov. 30 and a replacement in this position is essential.

Employment
7 July

WAR RELOCATION AUTHORITY
Manzanar War Relocation Area
Manzanar, California

December 23, 1942

FROM: Arthur H. Miller
Chief of Employment Division

TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report

Attached is a monthly report of the employment division which has been my custom to submit to the Project Director at the end of each month. I will appreciate any suggestions which might improve the report or give you additional information concerning the subject of employment.

The first page is an analysis of the entire population in relation to employment. The second page is a breakdown of the operating projects showing the number of persons employed on each one under the headings of male and female in the \$16 and \$19 ratings.

Arthur H. Miller
ARTHUR H. MILLER

AHM/ao
Attachments

Manzanar, California

November 30, 1942

MONTHLY STATISTICAL REPORT FROM PROJECT

EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
1. Total number of resident of project (including those absent on temporary furlough)	<u>10158</u>	<u>5756</u>	<u>4402</u>
2. Employed on Project but not paid by WRA (Community Enterprises)	158	88	70
3. Private employment off Project but living on Project	none	none	none
4. Away from Project on Group Employment furloughs	228	205	23
5. School students in part-time WRA employment	302	168	134
6. Employable workers available for part-time and full-time employment	1211	599	612
A. 16 and 17 years old (available for part-time work)	(234)	(75)	(159)
B. 18 years and over	(977)	(524)*	(453)#
7. Employed by WRA in Project work (See part B)	4407	3179	1228
8. (TOTAL IN LABOR FORCE)	<u>6306</u>	<u>4239</u>	<u>2067</u>
9. Not employable in project work (difference between #1 & #8)	3852	1517	2335
A. Housewives	(982)		(982)
B. Voluntarily unemployed	(186)	(137)	(49)
C. Poor Health	(180)	(91)	(89)
D. Invalids	(42)	(24)	(18)
E. Children -- 15 years and under	(2462)	(1265)	(1197)

* 1. Recently returned from furlough work; no project work available. 2. Waiting between assignments.

1. Helping with housework at home. 2. Housewives reporting special occupational skill or experience.

Manzanar, California
November 30, 1942

B. PROJECT EMPLOYMENT BY DIVISIONS OR SECTIONS
CASH ADVANCE CLASSIFICATION BY SEX
(All replies as of last day of month)

	Total	\$16		\$19	
		Male	Female	Male	Female
1. Project Administration	140	74	50	9	7
2. A. Employment	45	9	27	6	3
B. Housing	84	74	5	5	0
3. Industrial Work	353	148	187	15	3
4. Building Construction	290	271	3	15	1
5. Building Maintenance	368	342	15	11	0
6. Grounds Maintenance	61	60	0	1	0
7. Public Utilities	99	84	3	12	0
8. Transportation & Motor	95	87	2	6	0
9. Warehousing	177	144	18	9	6
10. Mess Operation	1621	1064	514	42	1
11. Agriculture	132	113	0	19	0
12. Land Subjugation	46	43	0	3	0
13. A. Health & Sanitation	274	101	125	26	22
B. Nutritional Aide	97		96	0	1
C. Dentists	19	2	11	6	0
14. Police	86	76	2	8	0
15. Fire Protection	45	42	1	2	0
16. Education	180	64	75	18	23
17. Community Administration Block Managers	79	20	24	35	0
18. Other Community Activity					
Office	69	40	15	7	7
Recreation	150	97	33	13	7
Mail Distribution	43	37	4	2	0
Free Press	45	15	22	5	3
Legal Aide	6	1	3	2	0
Social Welfare	65	35	26	3	1
Children's Home	24	13	9	1	1
Clothing Distribution	16	9	5	1	1
	4709	3065	1275	282	87

led last day of () Month)

EMPLOYMENT

Month Ending December 194 2

PROJECT MANZANAR RELOCATION
CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4599 Last Report 4867

Project Operation 3464 Community Enterprises 176 Construction 427

Agriculture 132 Land Development 43 Industrial 48 Other 309 *

Private Employment at the Project 0 Private Employment off project but living at project None

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 198

Total number leaving for group employment this month None

Number returning from outside group employment this month 87

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 300

Number of such applications sent to Washington this month 150

Number applications on hand for individual work leaves 961

Total number individual work leaves issued thus far 26

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 277 Female 58 Total 335

Number of able-bodied persons of working age who have not registered

for employment: Male 353 ** Female 465 *** Total 818

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

Does not include Community Enterprise part-time

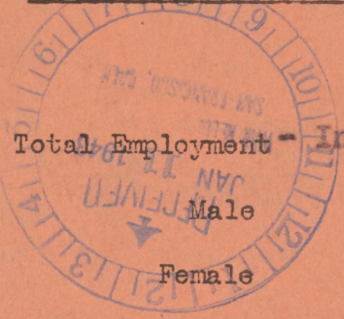
\$19 Per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
<u>287</u>	<u>76</u>	<u>2790</u>	<u>1089</u>	<u>173</u>	<u>8</u>

* Recreation and Education

** Returning furlough workers and recent terminations.

*** Helping with housework at home and house wives reporting special occupational skill or experience.

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:



	Jan First Month	Feb Second Month	Mar Third Month	Apr Fourth Month	May Fifth Month	June Sixth Month
Total Employment - Including Community Enterprise						
Male	<u>3341</u>	<u>3325</u>	<u>3305</u>	<u>3280</u>	<u>3250</u>	<u>3220</u>
Female	<u>1230</u>	<u>1210</u>	<u>1185</u>	<u>1150</u>	<u>1120</u>	<u>1090</u>
Project Operation	<u>3436</u>	<u>3400</u>	<u>3355</u>	<u>3295</u>	<u>3235</u>	<u>3175</u>
Community Enterprises	<u>176</u>	<u>176</u>	<u>176</u>	<u>176</u>	<u>176</u>	<u>176</u>
Agriculture	<u>132</u>	<u>132</u>	<u>132</u>	<u>132</u>	<u>152</u>	<u>202</u>
Land Development	<u>43</u>	<u>43</u>	<u>43</u>	<u>50</u>	<u>50</u>	<u>50</u>
Construction	<u>427</u>	<u>427</u>	<u>427</u>	<u>420</u>	<u>400</u>	<u>350</u>
Rec. & Educ.	<u>309</u>	<u>309</u>	<u>309</u>	<u>309</u>	<u>309</u>	<u>309</u>
Private (on project or Living on Project	----	----	----	----	----	----
Indus. & Training	<u>48</u>	<u>436</u>	<u>536</u>	<u>636</u>	<u>636</u>	<u>636</u>
Unemployed	<u>688</u>	<u>300</u>	<u>200</u>	<u>100</u>	<u>100</u>	<u>100</u>

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.) Under "unemployed" the figure of 688 for January does not include 465 housewives reporting special skill or experience. It does not include 186 voluntarily unemployed or 180 in poor health, or 42 invalids as of December. The increase in the number of unemployed is due to the recent reorganization of projects. It is anticipated that the unemployed will be absorbed in projects to be developed and in the training program, as shown under the forecast. During December internal disturbances resulted in the loss of two weeks' work of evacuees with the exception of the mess division and those activities which were essential to operation and maintenance. These disturbances were in no way related to labor relations or working conditions. Immediately following the disturbances, a reorganization of projects was effected, and many evacuees were replaced by Caucasian workers. The camouflage net project was also permanently discontinued. These things resulted in a surplus of workers. From December 19, the day work was resumed, until December 31, 386 were registered for unemployment compensation while 191 work assignments were made, 51 of which were for those who registered for unemployment compensation. Relocation work was separated from the employment division.

Approximately 124 part-time workers were dislodged from employment during the reorganization, and these are not included in the unemployed figure. It is anticipated that they will be reemployed on a part-time basis under a training program. Under the forecast is shown an estimate of the number anticipated for relocation under indefinite leave.

6-1533-BU-WP

Manzanar, California

December 31, 1942

MONTHLY STATISTICAL REPORT FROM PROJECT

EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
1. Total Number of resident of project (including those absent on temporary furlough)	<u>10127</u>	<u>5791</u>	<u>4336</u>
2. Employed on Project but not paid by WRA (Community Enterprises)	176	101	75
3. Private employment off Project but living on Project	none	none	none
4. Away from Project on Group Employment furloughs	198	175	23
5. School students in part-time WRA employment	176	168	8
6. Employable workers available for part-time and full-time employment	1511	761	750
A. 16 and 17 years old (available for part-time work)	(358)	(131)	(227)
B. 18 years and over	(1153)	(630)*	(523) #
7. Employed by WRA in Project work (See part B) (Not including Comm. Enter. & Part-time workers)	4245	3080	1165
8. (TOTAL IN LABOR FORCE)	<u>6306</u>	<u>4285</u>	<u>2021</u>
9. Not employable in project work (difference between #1 & #8)	3621	1506	2315
A. Housewives	(968)	none	(968)
B. Voluntarily unemployed	(184)	(135)	(49)
C. Poor Health	(170)	(86)	(84)
D. Invalids	(42)	(24)	(18)
E. Children -- 15 15 years and under	(2443)	(1255)	(1188)
F. Outside hospital & short time leave	(14)	(6)	(8)

* 1. Reorganization of staffs; no project work available. 2. Waiting between assignments.

2. Helping with housework at home. 2. Reorganization of staffs. 3. Housewives reporting special occupational skill or experience.

Manzanar, California
December 31, 1942

B. PROJECT EMPLOYMENT BY DIVISIONS OR SECTIONS
CASH ADVANCE CLASSIFICATION BY SEX

	Total	Part-time		\$16		\$19	
		Male	Female	Male	Female	Male	Female
1. Project Administration	112	5	0	57	37	8	5
2. A. Employment	47	0	2	9	29	4	3
B. Housing	86	0	0	76	5	5	0
3. Industrial Work	48	0	0	23	16	8	1
4. Building Construction	226	6	0	208	2	10	0
5. Building Maintenance	392	114	0	234	10	32	2
6. Grounds Maintenance	60	0	0	60	0	0	0
7. Public Utilities	213	7	0	186	14	6	0
8. Transportation & Motor	107	1	0	100	1	5	0
9. Warehousing	173	13	0	128	20	8	4
10. Mess Operation	1642	6	3	1077	513	42	1
11. Agriculture	132	0	0	112	0	20	0
12. Land Improvement	43	2	0	38	0	3	0
13. A. Health & Sanitation	269	0	0	96	125	29	19
B. Nutritional Aide	102	0	0	0	101	0	1
C. Dentists + staff	18	0	1	1	10	6	0
14. Police	75	0	0	62	5	7	1
15. Fire Protection	48	0	0	45	1	2	0
16. Education	176	2	1	57	70	23	23
17. Community Administration	0	0	0	0	0	0	0
Block Managers	74	0	0	15	21	36	0
18. Other Community Activity							
Office	56	3	0	30	9	9	5
Recreation	133	0	0	79	35	15	4
Mail Distribution	43	1	0	36	4	2	0
Free Press	27	2	1	11	9	2	2
Legal Aide	6	0	0	0	3	2	1
Social Welfare	74	3	0	31	34	4	2
Children's Home	24	0	0	12	10	1	1
Clothing Distribution	15	1	0	7	5	1	1
TOTAL	4421	168	8	2790	1089	290	76

In addition to above, there are 176 working in the Community Enterprise.

	Quota	Need
Hospital	-- 5 typist	OK
Community Welfare	-- 3 "	1
Education Department	-3 "	3
Community Enterprises	2 "	1
Fiscal	2 "	2
Free Press	2 "	2
Mess Division	1 "	OK
Public Works	2 "	OK
Employment	2 "	OK
Legal Department	1 "	OK
Procurement	1 "	1
Warehouse	1 "	OK
Town Hall	2 "	2

Month Ending January 1943PROJECT MANZANAR RELOCATION
CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4792 Last Report 4599
P.W.
Project Operation 3444 Community Enterprises 190 Construction 478
Rec. & Ed.
Agriculture 137 Land Development 67 Industrial 110 Other 366*
Private Employment at the Project 0 Private Employment off project but living at project 0

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 185
Total number leaving for group employment this month 2
Number returning from outside group employment this month 4

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 153
Number of such applications sent to Washington this month 144
Number applications on hand for individual work leaves 9
Total number individual work leaves issued thus far 133

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 290 Female 69 Total 359

Number of able-bodied persons of working age who have not registered
Not counting 16 & 17 yrs.
for employment: Male 217 Female 448 Total 665

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

Does not include Community Enterprise		Part-time			
\$19 per Month	\$16 Per Month	\$12 Per Month			
Male	Female	Male	Female		
318	91	2938	1106	138	11

* Recreation & Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	Feb First Month	Mar Second Month	Apr Third Month	May Fourth Month	June Fifth Month	July Sixth Month
Total Employment Including Community Enterprise						
Male	<u>3494</u>	<u>3500</u>	<u>3500</u>	<u>3600</u>	<u>3600</u>	<u>3600</u>
Female	<u>1298</u>	<u>1300</u>	<u>1400</u>	<u>1400</u>	<u>1400</u>	<u>1400</u>
Project Operation	<u>3444</u>	<u>3200</u>	<u>3200</u>	<u>3200</u>	<u>3200</u>	<u>3200</u>
Community Enterprises	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>
Agriculture	<u>137</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Land Development	<u>67</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Construction	<u>478</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Recreation & Education	<u>366</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Private (on project or Living on Project						
Industrial & Training	<u>110</u>	<u>200</u>	<u>300</u>	<u>400</u>	<u>500</u>	<u>500</u>
Unemployed	<u>1024</u>	<u>700</u>	<u>400</u>	<u>300</u>	<u>200</u>	<u>200</u>
Relocation	<u>40</u>	<u>50</u>	<u>100</u>	<u>150</u>	<u>200</u>	<u>250</u>

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

A considerable readjustment in project employment has taken place during January following the resumption of work late in December. This has necessitated a revision of the forecast of employment and also anticipate a considerable increase in relocation and are planning to meet this situation. We have experienced no labor difficulties. By interviewing several hundred workers we have been gaining an increasing perspective of our problems. 650 workers registered for unemployment compensation. Jobs were found for 290 of these, leaving 238 certified for unemployment compensation and 122 in the fifteen day period between registration and certification. The employment division has been meeting a big task in copying Forms 26 for Washington. We are urgently in need of a Senior Placement Officer, a job which has never been filled.

Month Ending February 194 3PROJECT MANZANAR RELOCATION
CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4789 Last Report 4792

Project Operation 3409 Community Enterprises 201 Construction 401

Agriculture 131 Land Development 140 Industrial 127 Other 380*

Private Employment at the Project 0 Private Employment off project but living at project 0

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 172

Total number leaving for group employment this month 6

Number returning from outside group employment this month 7

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 186

Number of such applications sent to Washington this month 268

Number applications on hand for individual work leaves 125

Total number individual work leaves issued thus far 234

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 58 Female 47 Total 105

Number of able-bodied persons of working age who have not registered

for employment: Male 311 Female 421 Total 732

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

\$19 per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
325	89	2904	1109	144	17

*Recreation and Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	Mar First Month	Apr Second Month	May Third Month	June Fourth Month	July Fifth Month	Aug Sixth Month
Total Employment						
Male	3500	3500	3500	3500	3400	3400
Female	1300	1300	1400	1400	1300	1300
Project Operation	3400	3300	3300	3300	3300	3200
Community Enterprises	200	200	200	200	200	200
Agriculture	150	200	200	200	200	200
Land Development	140	150	150	100	100	100
Construction	400	400	400	400	300	300
Recreation & Education	380	400	400	400	200	200
Private (on project or Living on Project)						
Industry	200	200	300	300	300	300
Unemployed	700	500	400	300	300	300
Relocation	50	100	150	200	250	300

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

On February 24, there was a group transfer of 193 resident of Manzanar to Minidoka. These were former Bainbridge Island residents who transferred at their own request. Considerable job readjustment resulted. Registration of the entire center was completed on schedule together with the tremendous task of transcribing the required WRA forms. The back log of arrival and departure forms from June 1, 1942 to Jan. 31, 1943 was also completed and the forms forwarded to Washington. We are now working on the nine-column form listing of all residents. One thousand five hundred and twentynine employment transactions were handled, consisting of 562 referrals, 416 job assignments, 313 terminations, 179 transfers, 29 reclassifications and 30 registrations for unemployment compensation. We have only 105 active unemployment compensation cases on Feb. 28.

ed last day of (Month)

EMPLOYMENT

Month Ending March 1943

PROJECT MANZANAR RELOCATION

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4821 Last Report 4789 CENTER

Project Operation 3387 Community Enterprises 214 Construction 372

Agriculture 146 Land Development 138 Industrial 182 Other 382*

Private Employment at the Project None Private Employment off project but living at project None

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 182

Total number leaving for group employment this month 31

Number returning from outside group employment this month 17

Indefinite leaves

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 288

Number of such applications sent to Washington this month 255

Number applications on hand for individual work leaves 33

Total number individual work leaves issued thus far 275

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male None Female None Total None

Number of able-bodied persons of working age who have not registered

for employment: Male 150 Female 318 Total 468

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

Does not include Community Enterprise

Part-time

\$19 Per Month \$16 Per Month \$12 Per Month
Male Female Male Female Male Female

4
358 88 2836 1138 155 32

* Recreation & Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	Apr First Month	May Second Month	June Third Month	July Fourth Month	Aug Fifth Month	Sept Sixth Month
Total Employment	4800	4700	4600	4400	4300	4300
Male	3500	3400	3300	3200	3100	3100
Female	1300	1300	1300	1200	1200	1200
Project Operation	3400	3250	3200	3200	3100	3000
Community Enterprises	200	200	200	200	200	200
Agriculture	150	200	200	200	200	200
Land Development	150	150	100	100	100	100
Construction	350	300	300	200	200	200
Recreation & Education	350	300	300	200	200	300
Private (on project or Living on Project						
Industry	200	300	300	300	300	300
Unemployed	400	500	400	300	300	300
Relocation	100	100	150	150	200	200
Sugar Beets etc/absent	300	400	400	400	400	400

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

As the month closes, we are facing a serious situation at the Hospital and administrative offices for lack of qualified workers to carry on the essential and critical jobs. This is due to so many of the younger and trained workers going on indefinite leave. We have had no labor relations problems and practically all of our employable workers who are willing to work have been assigned to jobs. We have less than 300 voluntarily unemployed and all of these were called for interviews during March and offered suitable employment. Admission and departure advices required by Washington from June 1 to February 1 were completed and forwarded. The individual roster with eight columns of information was also completed and forwarded. Considerable work was also done for the camp-wide registration. The Placement office handled 1562 transactions, including 459 job referrals, 424 work assignments, 308 terminations, 277 transfers, 86 reclassifications and 8 registrations. March ended with only 15 persons receiving unemployment compensation all on account of illness. During April there will be from 300 to 500 workers leaving for the best fields of Montana and Idaho. 31 left in March. There are now 182 out on work group leave. Most of these who will leave for this work are key workers and have special training and qualifications. Comparatively few show agriculture as their primary classification nor have they had any experience to speak of in agriculture except beet topping. This together with departures on indefinite leave will create a serious problem for project operation from now on. It is difficult to make any sound forecast of the volume of employment at the project.

6-1535-BU-WP

led last day of (Month)

EMPLOYMENT

Month Ending April 1943

PROJECT MANZANAR RELOCATION CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4674 Last Report 4821
Project Operation 3322 Community Enterprises 220 Construction 347
Agriculture 140 Land Development 105 Industrial 186 Other 354*
Private Employment at the Project None Private Employment off project but living at project None

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 299
Total number leaving for group employment this month 146
Number returning from outside group employment this month 0

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 233
Number of such applications sent to Washington this month 174
Number applications on hand for individual work leaves 59
Total number individual work leaves issued thus far 495

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 0 Female 0 Total 0

Number of able-bodied persons of working age who have not registered

for employment: Male 107 Female 207 Total 314

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

Does not include Community Enterprise				Part-time	
\$19 Per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
368	96	2685	1118	155	32

*Recreation and Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	May First Month	June Second Month	July Third Month	Aug Fourth Month	Sept Fifth Month	Oct Sixth Month
Total Employment	4700	4600	4400	4300	4300	4300
Male	3350	3300	3200	3100	3100	3100
Female	1350	1300	1200	1200	1200	1200
Project Operation	3250	3200	3150	3100	3100	3100
Community Enterprises	225	225	225	225	225	225
Agriculture	150	150	150	200	200	150
Land Development	100	100	100	100	100	100
Construction	350	350	350	350	350	300
Recreation & Education	350	350	300	250	300	300
Private (on project or Living on Project						
Industry	275	275	275	275	275	275
Unemployed	500	450	350	300	300	300
Relocation	100	100	100	100	100	100
Absent, seasonal etc.	400	400	400	400	400	400

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.) We are still struggling with the difficult problem of carrying on the essential jobs which have been vacated by the workers departing for indefinite leave and seasonal work. The shortage is chiefly in the professional, semi-professional, managerial, and office work fields. At the present time we have only 107 employable males over 18 years of age available for full-time work of whom 32 had no work history from two to four months, 5 have had no work history in a year, 12 are voluntarily unemployed between assignments, 11 are returned seasonal workers, 38 are departing in a short time for indefinite leave and have declined to work in the meantime, and 9 are attending school. We have only 207 employable females over 18 years of age available for full-time work but of these 66 have no work history for a year, 38 are voluntarily unemployed between assignments, 19 are departing soon for indefinite leave and have declined to work in the meantime, and 11 are going to school. In addition to these, we have in the voluntarily unemployed group those who have consistently declined all work--66 males, 32 females. We also have a total of 455 aged, poor health, and undergoing treatment in outside hospitals. All unemployed employables are called in each month for employment interviews. During April the Placement Office handled 1468 individual transactions consisting of 478 job referrals, 390 terminations, 298 job assignments, 213 transfers, 70 reclassifications, and 19 registrations.

led last day of e Month)

EMPLOYMENT

Month Ending May 1943

PROJECT MANZANAR RELOCATION CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4352 Last Report 4674

Project Operation 3088 Community Enterprises 225 Construction 269

Agriculture 157 Land Development 110 Industrial 175 Other 328 *

Private Employment at the Project None Private Employment off project but living at project None

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 52

Total number leaving for group employment this month 251

Number returning from outside group employment this month 2

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves 134

Number of such applications sent to Washington this month 87

Number applications on hand for individual work leaves 47

Total number individual work leaves issued thus far 660

~~Above figures on leaves granted are misleading, 183 Indefinite~~
~~Leaves were actually issued during the month of May.~~

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 0 Female 0 Total 0

Number of able-bodied persons of working age who have not registered

for employment: Male 99 Female 171 Total 270

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

~~Does not include Community Enterprise.~~

~~\$19 Per Month~~

Male 449
Female 119

~~\$16 Per Month~~

Male 2319
Female 1094

~~Part-time~~

~~\$12 Per Month~~

Male 78
Female 68

*Recreation and Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	June Month	July Month	Aug. Month	Sept. Month	Oct. Month	Nov. Month
Total Employment	4300	4200	4200	4100	4100	4100
Male	3000	3000	3000	3000	3000	3000
Female	1300	1200	1200	1100	1100	1100
Project Operation	3050	3050	3050	2950	2950	2950
Community Enterprises	225	225	225	225	225	225
Agriculture	175	200	200	200	200	200
Land Development	100	100	100	100	100	100
Construction	250	200	200	175	175	175
Recreation & Education	300	225	225	250	250	250
Private (on project or Living on Project						
Industry	200	200	200	200	200	200
Unemployed	500	450	400	400	400	400

VI. AT PROJECT:

GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

The total number of workers employed on May 31 is the lowest in the history of Mansanar under WRA. On May 31 there were 322 fewer workers employed than on May 1. This figure includes 146 students assigned to part-time work as compared with 187 assigned to part-time work on May 1, but in this connection, 36 young women taking commercial school courses have been assigned to replace full-time office workers who have left for relocation. Male part-time workers dropped from 155 on May 1 to 78 on May 31 due largely to the ending of seasonal work such as oil distribution. Workers employed in Project Operation decreased 234 and Construction decreased 78 during May. 183 indefinite leaves were issued during May bringing the total to date up to 660. On May 31 there were 562 absent on seasonal work leave. During the month of May the Placement Office handled 1,533 individual transactions, consisting of 657 terminations, 364 assignments, 245 transfers, 185 reclassifications, 111 referrals, and 21 registrations. On account of the shortage of skilled farm workers to plant several crops of young plants, 42 women who have had experience in this work volunteered and were assigned to the Farm Project during the month of May, thus compensating for the farm shortage. On May 31 there were only 72 employable workers who have refused employment and classified themselves as voluntarily unemployed. These consist of 47 men and 25 women. Also on May 31 there were only 99 males over 18 years of age qualified for full-time work. Of these 33 have had no work history for two months or more, 34 are temporarily in the voluntarily unemployed group between assignments, 6 are recent arrivals, 4 have recently returned from furlough work, 13 are leaving in the near future and decline to work before going, and 9 are going to school. Also on May 31 there

6-1533-BU-WP

(continued on attached sheet)

ed last day of (Month)

EMPLOYMENT

Month Ending June 194 3

PROJECT MANZANAR RELOCATION CENTER

I. EVACUEE (On Above
EMPLOYMENT AT PROJECT: Date) Total 4294 Last Report 4352

Project Operation 3037 Community Enterprises 225 Construction 263

Agriculture 169 Land Development 108 Industrial 171 Other 321 #

Private Employment at the Project None Private Employment off project but living at project None

II. EMPLOYMENT OUTSIDE PROJECT:

A. In Groups:

Total number now working in outside group employment 487

Total number leaving for group employment this month 1

Number returning from outside group employment this month 65

B. Individuals and Families (leaves granted)

Applications filed this month for individual work leaves None

Number of such applications sent to Washington this month 80

Number applications on hand for individual work leaves None

Total number individual work leaves issued thus far 741

III. UNEMPLOYMENT:

Number of persons registered for work for whom no jobs are available:

Male 0 Female 0 Total 0

Number of able-bodied persons of working age who have not registered

for employment: Male 163 Female 196 Total 359

IV. CASH ADVANCE CLASSIFICATION: (number of persons in each group)

Does not include Community Enterprise				Part-time	
\$19 Per Month		\$16 Per Month		\$12 Per Month	
Male	Female	Male	Female	Male	Female
454	123	2267	1079	85	61

Recreation and Education

V. FORECAST OF THE VOLUME EMPLOYMENT FOR THE FOLLOWING SIX MONTHS:

	July First Month	Aug. Second Month	Sept. Third Month	Oct. Fourth Month	Novm. Fifth Month	Dec. Sixth Month
Total Employment	4200	4200	4100	4100	4100	4100
Male	3000	3000	3000	3000	3000	3000
Female	1200	1200	1100	1100	1100	1100
Project Operation	3050	3050	2950	2950	2950	2950
Community Enterprises	225	225	225	225	225	225
Agriculture	200	200	200	200	200	200
Land Development	100	100	100	100	100	100
Construction	200	200	175	175	175	175
Educa. & Com. Activities	225	225	250	250	250	250
Private (on project or Living on Project						
Industry	200	200	200	200	200	200
Unemployed	300	300	250	250	200	280

VI. GENERAL COMMENT: (Give a brief report on any unusual and significant problems or incidents which have arisen in the fields of employment, placement, labor relations, work incentives, working conditions, accident prevention, etc.)

The total number of workers employed on June 30 is 4,294 as compared with 4,352 on June 1. Due to the transfer on June 1 of nutritional Aides from the hospital to the Mess Division, the Hospital employee decreased during June from 374 to 287. Only 8 nutrition aides were retained by the Hospital for service in the Hospital kitchen and in Kitchen 28 for special diet patients. The mess Division accomplished a sufficient reduction in personnel during June to absorb all of these workers without registering an increase in the total number of employees. Agricultural workers increased from 157 to 169. Public Works decreased from 721 to 708 and Education from 184 to 176. There was a net gain of one worker in Recreation, making the total 145 on June 30. The Placement Office handled 1012 individual transaction during the month, consisting of 226 assignments, 237 transfers, 103 reclassifications, 279 terminations, 127 referrals, and 40 registrations. Sixty-five seasonal leave workers returned during June, leaving 487 still out on seasonal leave. A total of 741 have left under indefinite leave as of June 30. The requirements of the various divisions for personnel have been met although the workers assigned have not been as experienced as the ones they have replaced. 146 part-time workers were employed as of June 30, most of them receiving training and conditioning. The talks given by the Project Director to the large group of foremen of the Public Works Division and to the chefs and kitchen timekeepers in which he emphasized the 8-hour day requirement have resulted in a considerable improvement in the reaction toward and in carrying out of the 8-hour day policy.

WAR RELOCATION AUTHORITY
Manzanar, California

Bob Brown 72-1000
July 1, 1943
our file

MEMORANDUM TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report, Employment, Records, and Statistics

I am submitting with this memorandum the usual monthly report covering employment, records, and statistics for the month of June. Items worthy of mention are:

The total number of workers employed on June 30 is 4,294 as compared with 4,352 on June 1. Due to the transfer on June 1 of nutrition aides from the Hospital to the Mess Division, the Hospital employee decreased during June from 374 to 287. Only eight nutrition aides were retained by the Hospital for service in the Hospital kitchen and in Kitchen 28 for special diet patients. The Mess Division accomplished a sufficient reduction in personnel during June to absorb all of these workers without registering an increase in the total number of employees. Agricultural workers increased from 157 to 169. Public Works decreased from 721 to 708 and Education from 184 to 176. There was a net gain of one worker in Recreation, making the total 145 on June 30.

The Placement Office handled 1012 individual transaction during the month, consisting of 226 assignments, 237 transfers, 103 reclassifications, 279 terminations, 127 referrals, and 40 registrations. Sixty-five seasonal leave workers returned during June, leaving 487 still out on seasonal leave. A total of 741 have left under indefinite leave as of June 30. The requirements of the various divisions for personnel have been met although the workers assigned have not been as experienced as the ones they have replaced. 146 part-time workers were employed as of June 30, most of them receiving training and conditioning.

The talks given by the Project Director to the large group of foremen of the Public Works Division and to the chefs and kitchen time-keepers in which he emphasized the 8-hour day requirement have resulted in a considerable improvement in the reaction toward and in carrying out of the 8-hour day policy.

During the month of June the Records Department collected information and data from record sources of all other divisions and sections regarding 1761 persons who answered "No" to question 28 for review in connection with the coming investigation for leave clearance of doubtful cases. These records, collected from other divisions, are being summarized and filed in individual folders in the Records Office. Progress is being made in the compiling and transcription of records for the evacuee individual folders for the central index file. Transcription of basic information on to various card files has been initiated and is in the process of completion. Statistical ledgers with information and data concerning

Mr. Merritt - July 1, 1943 - Page Two

evacuees transferring to and from other Relocation Centers, evacuees going out on seasonal and indefinite leave and all parolees living within the Center have been set up. In the development of these procedures and files, it has been necessary to train personnel in the technique of collecting and recording information for statistical purposes. Also in our training program, a number of high school students have been employed in part-time work.

The regular daily, weekly, and monthly and special reports, most of them under deadline completion, have been forwarded promptly for the Project Director to their various destinations. The flow and volume of all regular statistics, records, and reports have been anticipated and handled under the change of conditions without delay or difficulty of any kind.

AHM
Arthur H. Miller
Chief, Employment Division

AHN/y

Manzanar, California
June 30, 1943

MONTHLY STATISTICAL REPORT FROM PROJECT

EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>
1. Total number of resident of project (including those absent on temporary furlough)	9197	5191	4006
2. Employed on Project but not paid by WRA (Community Enterprises)	225	125	100
3. Away from project on Group Employ- ment furlough.	487	440	47
4. School students in part time WRA employment.	146	85	61
5. Employable workers	681	317	364
A. 16 and 17 years old (Qualified for part time work)	(322)	(154)	(168)
B. 18 years and over (Qualified for fulltime work but not registered for work)	(359)	(163)	(196)
a. No Manzanar work history for 2 months and more.	((137))	((48))	((89))
b. No work history at Manzanar	((68))	((12))*	((56))**
c. Between Assignments (Volun- tarily unemployed)	((65))	((34))	((31))
d. Returned furlough workers	((52))	((52))	((0))
e. Leaving for Relocation and group leave. Declined to work while waiting.	((17))	((8))	((9))
f. Going to school	((20))	((9))	((11))
6. Employed by WRA in project work (See Part B) (Not including Com. Enter. and part time workers)	3923	2721	1202
7. (<u>Total in labor force</u>)	<u>5462</u>	<u>3688</u>	<u>1774</u>

* Recent Arrivals

** Housewives reporting special occupational skill or experience.

A. Summary - Continued

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
8. Not employed in Project work	955	40	915
A. Housewives	(895)		(895)
B. Voluntarily unemployed, no work history at Manzanar, and refused employment.	(60)	(40)	(20)
9. Unemployables	2780	1463	1317
A. Invalids	(46)	(25)	(21)
B. Children 15 and under	(2318)	(1163)	(1155)
C. Retired for age	(179)	(141)	(38)
D. Poor health	(213)	(118)	(95)
E. Outside hospital and short time leave.	(24)	(16)	(8)
10. (<u>TOTAL NOT EMPLOYED AND UNEMPLOYABLE</u>)	<u>3735</u>	<u>1503</u>	<u>2232</u>

Manzanar, California
 June 30, 1943

B. PROJECT EMPLOYMENT BY DIVISION OR SECTIONS
 CASH ADVANCE CLASSIFICATION BY SEX

	Total	Part-time		\$16		\$19	
		Male	Female	Male	Female	Male	Female
I. Project Administration							
1. Office	31	7	3	5	13	3	0
2. Community Government	91	2	0	35	15	39	0
3. Fiscal							
a. Fiscal Accounting	25	0	7	1	8	1	8
b. Cost Accounting	8	2	1	2	0	0	3
c. Property Control	33	1	1	9	13	5	4
d. Timekeeping	4	0	1	0	2	1	0
e. Procurment	7	0	1	0	1	3	2
4. Employ. Regist., & Records, & Reloc	43	0	8	5	14	6	10
5. Publications & Reports	47	6	10	8	13	7	3
6. Internal Security	43	0	0	27	1	14	1
7. Fire Protection	51	0	0	45	1	5	0
8. Legal Aid	6	0	1	0	1	3	1
9. Post Office	30	0	0	25	3	2	0
II. Public Works							
1. Building Construction	141	5	0	116	0	20	0
2. Building Maintenance	322	6	0	253	24	37	2
3. Ground Maintenance	60	0	0	59	0	1	0
4. Public Utilities	77	3	0	68	1	5	0
5. Land Improvement	108	13	0	84	1	10	
III. Mess Operation							
1. Kitchens	1545	6	5	852	569	111	2
2. Warehousing & Distribution	120	17	3	78	7	12	3
IV Industrial Work	171	0	0	69	75	24	3
V. Agriculture	169	0	0	98	49	22	0
VI. Motor Pool	80	1	1	70	1	7	0
VII. Community Services							
1. Hospital							
a. Hospital & Public Health	259	1	8	97	106	32	15
b. Dental	20	0	1	1	12	5	1
c. Special Diets	8				8		
2. Education	176	3	5	58	45	28	37
3. Family Welfare	88	1	1	24	46	6	10
a. Housing	82	0	0	71	6	5	0
b. Children's Village	22	0	0	10	10	1	1
c. Clothing Distribution	14	3	0	4	2	4	1
4. Community Activities	145	8	4	70	25	25	13
5. Evacuee Property	39	0	0	23	7	8	1
6. Community Analysis	4					2	2
<u>TOTAL</u>	<u>4069</u>	<u>85</u>	<u>61</u>	<u>2267</u>	<u>1079</u>	<u>454</u>	<u>123</u>

In the addition to the above, there 225 working in the community Enterprise.
 Part time: 1 Male 10 Females; \$12: 5 males, 6 females; \$16: 66 Males, 74 females;
 \$19: 53 males, 10 females.

RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

Month Ending July 1943

EMPLOYMENT - 1

Center MANZANAR

LEAVE APPLICATIONS (This Month):

Received Granted Denied

Indefinite Leave With Clearance (Exclude Student Leaves)	<u>9</u>	<u>22</u>	<u> </u>
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>32</u>	<u>39</u>	<u> </u>
Student Leaves	<u>1</u>	<u>1</u>	<u> </u>
Seasonal Work Leaves	<u> </u>	<u>6</u>	<u> </u>
Short Term Leaves	<u> </u>	<u>11</u>	<u> </u>
Passes Other Than Short Term Leave	<u> </u>	<u>0</u>	<u> </u>

The above figures do not include those who returned to Manzanar on visits
PROJECT EMPLOYMENT (Evacuee): and left under original departure status.

Number Registered for work but Not Employed: Men None Women None Total None
& vacation

Part-Time Employees of WRA: Students 272 Apprentice & Trainee Other Total 272

Number Employed on Project

but Not Paid by WRA: Community Enterprises 237 Industrial Other

Number Not Registered

for Employment: Employable: Men 177 Women 187 Unemployable: Men 244 Women 172

HOURS OF WORK: Length of Standard Work Day 8 hrs. Length of Standard Work Week 44 hrs.
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members 0 No. Cases Handled This Month 0

Number of Cases Pending 0 Number of Cases Referred to Project Director 0

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$196.80 (July only)

Number Receiving Unemployment Compensation During Month: Men 21 Women 6 Total 27

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$3,770.37

Number Individuals for Whom Grants Made 48 Average Amount Per Individual 78.55

VOCATIONAL TRAINING: Number of Classes 42 Enrollment: Men 294 Women 621 Total 915
(Give type of training class and enrollment of men (M) and women (W) in each.)

<u>Bookkeeping</u>	M <u>30</u> W <u>26</u>	<u>Commercial Eng.</u>	M <u>5</u> W <u>6</u>	<u>Librarianship</u>	M <u>1</u> W <u>13</u>
<u>Accounting</u>	M <u>20</u> W <u>5</u>	<u>Journalism</u>	M <u>3</u> W <u>7</u>	<u>Agriculture</u>	M <u>5</u> W <u> </u>
<u>Shorthand</u>	M <u>75</u> W <u>174</u>	<u>English</u>	M <u>77</u> W <u>185</u>	<u>Tailoring</u>	M <u>3</u> W <u>103</u>
<u>Typing</u>	M <u>61</u> W <u>98</u>	<u>Spanish</u>	M <u>14</u> W <u>4</u>	<u> </u>	M <u> </u> W <u> </u>

In addition to the above classes there are approximately 770 receiving
vocational training on the job.

(OVER)

EVACUEE EMPLOYMENT AT PRO (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive	9	6	4	9	2	1	31
Fiscal	0	8	3	13	6	13	43
Legal	0	1	0	1	3	1	6
Community Government	2	1	30	19	36	1	89
Post Office	0	0	23	3	2	0	28
2. Employment	0	3	0	5	1	2	11
Placement	1	0	1	0	2	0	4
Leaves	0	3	1	4	0	3	11
Labor Relations	0	6	1	8	4	4	23
Statistics, Registration & Records							
3. Transportation and Supply							
Warehousing (Gen. P.C.)	1	1	9	13	4	5	33
Motor Pool	1	1	71	0	8	0	81
Mess Operations	0	1	3	0	3	1	8
a. Kitchen Help	9	7	845	547	115	2	1525
b. Waiting Service							
c. Steward (supply)	16	2	75	7	13	3	116
(Warehouse)							
4. Agriculture	0	0	3	1	7	0	11
Crop Production	32	0	103	48	8	2	193
Land Subjugation	0	0	0	0	16	0	16
Livestock Production	0	0	9	0	3	0	12
5. Public Works Off. & Whse.	3	1	13	8	11	1	37
Building Construction	12	0	126	0	19	0	157
Maintenance	10	0	187	0	28	0	225
a. Janitorial (inside)	0	0	70	16	0	0	86
b. Grounds Maintenance	0	0	56	0	1	0	57
c. Land Improvement	16	0	95	0	12	0	123
d. Public Utilities	0	0	76	0	2	0	90
6. Community Services	0	1	0	0	2	2	5
Education	14	4	55	41	29	39	182
Recreation	11	4	52	28	29	13	137
Public Welfare	5	4	38	61	10	14	132
Housing	0	0	72	6	5	0	83
Evacuee Property	0	1	20	5	9	2	37
7. Health and Sanitation							
Hospital	3	11	105	110	31	10	270
Other	0	4	1	16	5	0	83
8. Reports and Press	8	6	8	14	6	3	45
9. Internal Security	0	0	16	1	32	1	50
10. Fire Protection	0	0	34	1	17	0	52
11. Community Enterprises	6	16	68	83	54	10	237
12. Other (specify)							
Industrial	3	9	79	80	25	3	199
TOTALS	171	101	2352	1148	563	136	4471

RELOCATION
SUPPLEMENTAL REPORT

July, 1943

Relocation at Manzanar during July has dropped approximately sixty-six per cent in comparison with the peak months of April and May of 1943. This drop is not due to lack of resettlement opportunities but is due to reluctance on the part of the evacuees to accept relocation in preference to life at Manzanar.

Throughout this period, there has been a steady increase of direct and indirect publicity, advertisement of job offers, and of "call-in's". Education through similar methods may bring about a small increase but other methods seem required if any large-scale relocation is to be effected.

An analysis of those relocated shows that less than thirty per cent go out in family groups. The great preponderance of those going out are unattached persons between eighteen and twenty-five. In order to relocate on any significant scale, it will be necessary that family groups be interested.

In the opinion of the leave officer, his staff, and the administrative personnel evacuee committee on relocation, no large-scale relocation can take place until there is a marked change in the group thinking of evacuees toward relocation. Resettlement is at present frowned upon by center residents in general, and those who consider relocation are in disrepute. A policy of positive, direct, and vigorous action by the WRA designed to bring about a change in group thinking and possibly implemented by increased grants seems to be required if the population of Manzanar is to be appreciably reduced through relocation.

Until segregation is completed, relocation will probably continue to be low. After segregation has been completed, relocation may again, under the present policy, run around 100 a month from Manzanar.

WAR RELOCATION AUTHORITY
Manzanar, California

Mr. Brown
Ans File 727160
111

August 2, 1943

MEMORANDUM TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report, Employment Division for July

With this memorandum I am submitting the monthly report for July covering employment, records, registration, and statistics. The highlights of this report are:

	Full-time Regular Employees Paid by WRA	Paid by Community Enterprises	Part-time and School Vacation Workers	Total
June 30	3,923	225	146	4,294
July 31	3,984	237*	250	4,471

*Including 22 part-time and school vacation workers

The increase in the total number of workers employed on July 31 consists almost entirely of part-time and school vacation workers assigned to essential and seasonal work which includes 22 assigned to Community Enterprises. The total of 272 is comprised of 82 high school graduates and 190 high school under-graduates. The majority of them are supplementing summer schooling with part-time work. While all of them are doing work essential in project employment, they may also be considered as receiving practical training on a job, thus contributing their part to the war effort and developing normal work habits. Although their assignments cover practically all fields of project employment, many are assigned to Agriculture and Industry.

Terminations have been issued for approximately 90 full-time workers effective the first week in August, which should reduce the total number of full-time, regular employees paid by WRA to less than the June 30 figure. Agriculture shows a net increase of 63 workers, Public Works a net increase of 35 workers, and Industry a net increase of 28 workers during July. Mess Division recorded a net decrease of 16 workers. The Hospital and Family Welfare each had a net increase of 9 workers, and Community Enterprises 12. Internal Security had 7, Community Activities had a net decrease of 8 workers. All other net changes were less than 7. Sixty-one indefinite leave clearances, not including student or military leaves, and 6 seasonal leave clearances were granted during July. The Placement Office handled 1,013 individual transactions during the month, consisting of 359 assignments, 245 terminations, 201 job referrals, 93 transfers, 86 reclassifications, and 29 job registrations. The Placement Office also handled 27 unemployment compensation cases which were certified by the Hospital for compensation during July for total payments of \$196.80.

Mr. Ralph P. Merritt - Page Two

During July a complete new master index on 3 x 5 cards was established in the Placement Records Office, replacing a worn out file inherited from the WCCA. This file contains a card for every person in Manzanar, giving address, identification number, and age. For those of employable age, the card is occupationally coded and the work history is currently posted. This file is maintained in alphabetical order and constitutes the means of entry into the working and available files which are set up by projects and into the Form 12 file which is set up by the occupational code numbers of the United States Department of Labor Statistics.

In the Statistical Records and Registration Section intensive preliminary work continued in the gathering of records from all divisions and sections for the Review Boards on Segregation and Leave Clearance. All of this information is being summarized and tabulated in its relationship to registration answers to facilitate the work of the Review Boards. A roster was compiled of all individuals answering "No" to question 28 with complete face sheet and identifying information including all members of families and their answers to question 28. All of this involves a large amount of detail and of checking with file records. A great deal of the information carried into the summary sheets for 1,750 individuals is transcribed from a confidential and other file records. Progress was made toward the completion of the master index and central record files as well as the family record card file. The main problem here is to find time for transcribing and posting information to the card files.

Arthur H. Miller
Arthur H. Miller
Chief, Employment Division

ARM/y

cc Mr. R. L. Brown
Mrs. Adams
Mrs. Heath

Manzanar, California
July 31, 1943

MONTHLY STATISTICAL REPORT FROM PROJECT

EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>
1. Total number of resident of project (including those absent on temporary furlough)	9163	5164	3999
2. Employed on Project but not paid by WRA (Community Enterprises)	237	128	109
3. Away from Project on group employment furloughs.	405	360	45
4. Part time and vacation employment	250	165	85
5. Employable workers	626	270	356
A. 16 and 17 years old (Qualified for part time works)	(262)	(93)	(169)
B. 18 years and over (Qualified for full-time work but not registered for work)	(364)	(177)	(187)
a. No Manzanar work history for 2 months and more.	((177))	((64))	((113))
b. No work history at Manzanar	((66))	#((17))	# #((49))
c. Between assignments (Voluntarily unemployed)	((57))	((37))	((20))
d. Returned furlough workers	((56))	((55))	((1))
e. Leaving for Relocation and group leave. Declined to work while waiting.	((8))	((4))	((4))
6. Employed by WRA in project work (See Part B) (Not including Com. Enter. and part time workers)	3984	2793	1191
7. <u>(Total in labor force)</u>	<u>5502</u>	<u>3716</u>	<u>1786</u>

Recent arrivals

Housewives reporting special occupational skill or experience

A. Summary - Continued

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
8. Not employed in Project work	928	41	887
A. Housewives	(865)		(865)
B. Voluntarily unemployed, no work history at Manzanar, and refused employment.	(63)	(41)	(22)
9. Unemployables	2733	1407	1326
A. Invalids	(44)	(23)	(21)
B. Children 15 and under	(2317)	(1163)	(1154)
C. Retired for age	(115)	(78)	(37)
d. Poor Health	(237)	(135)	(102)
E. Outside Hospital and short time leave	(20)	(8)	(12)
10. (TOTAL NOT EMPLOYED AND UNEMPLOYABLE)	<u>3661</u>	<u>1448</u>	<u>2213</u>

July 1943

B. PROJECT EMPLOYMENT BY DIVISION OR SECTION
CASH ADVANCE CLASSIFICATION BY SEX

	<u>Total</u>	<u>Part time</u>		<u>\$16</u>		<u>\$19</u>	
		<u>Vacation</u>		<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
		<u>Male</u>	<u>Female</u>				
I. Project Administration							
1. Office	31	9	6	4	9	2	1
2. Community Government	89	2	1	30	19	36	1
3. Fiscal							
a. Fiscal Accounting	23	0	5	1	9	1	7
b. Cost Accounting	8	0	1	2	1	1	3
c. Property Control	33	1	1	9	13	4	5
d. Timekeeping	4	0	1	0	2	1	0
e. Procurment	8	0	1	0	1	3	3
4. Employ. Regis. & Record	49	1	12	3	17	7	9
5. Publication & Reports	45	8	6	8	14	6	3
6. Internal Security	50	0	0	16	1	32	1
7. Fire Protection	52	0	0	34	1	17	0
8. Legal Aid	6	0	1	0	1	3	1
9. Post Office	28	0	0	23	3	2	0
II. Public Works							
1. Building Construction	157	12	0	126	0	19	0
2. Building Maintenance	348	13	1	270	24	39	1
3. Ground Maintenance	57	0	0	56	0	1	0
4. Public Utilities	90	9	0	76	0	5	0
5. Land Improvement	123	16	0	95	0	12	0
III. Mess Operation							
1. Kitchens	1533	9	8	848	547	118	3
2. Warehousing & Distribution	116	16	2	75	7	13	3
IV. Industrial Work	199	3	9	79	80	25	3
V. Agriculture	232	32	0	115	49	34	2
VI. Motor Pool	81	1	1	71	0	8	0
VII. Community Services							
1. Hospital							
a. Hospital & Public Health	270	3	11	105	110	31	10
b. Dental	18	0	2	1	10	5	0
c. Special Diets	8	0	2	0	6	0	0
2. Education	182	14	4	55	41	29	39
3. Family Welfare	97	3	4	24	47	6	13
a. Housing	83	0	0	72	6	5	0
b. Children's Village	23	1	0	10	12	0	0
c. Clothing Distribution	12	1	0	4	2	4	1
4. Community Activities	137	11	4	52	28	29	13
5. Evacuee Property	37	0	1	20	5	9	2
6. Community Analysis	5	0	1	0	0	2	2
<u>TOTAL</u>	<u>4234</u>	<u>165</u>	<u>85</u>	<u>2284</u>	<u>1065</u>	<u>509</u>	<u>126</u>

In the addition to the above, there are 237 working in the community Enterprise.
\$12, 1 male, 4 females; Part time, 5 males, 12 females; \$16, 68 males, 83 females;
and \$19, 54 males, 10 females.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

Month Ending Aug. 1943

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):

Received Granted Denied

Indefinite Leave With Clearance (Exclude Student Leaves)	<u>31</u>	<u>27</u>	<u> </u>
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>49</u>	<u>45</u>	<u> </u>
Student Leaves	<u>1</u>	<u>1</u>	<u> </u>
Seasonal Work Leaves	<u> </u>	<u>3</u>	<u> </u>
Short Term Leaves	<u> </u>	<u>19</u>	<u> </u>
Passes Other Than Short Term Leave	<u> </u>	<u> </u>	<u> </u>

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 50 Women 63 Total 113

Part-Time Employees of WRA: Students 218 Apprentice & Trainee 7 Other Total 225

Number Employed on Project

but Not Paid by WRA: Community Enterprises 248 Industrial - Other -

Number Not Registered

for Employment: Employable: Men 187 Women 189 Unemployable: Men 310 Women 160

HOURS OF WORK: Length of Standard Work Day 8 Length of Standard Work Week 44 hrs.
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members 0 No. Cases Handled This Month 0

Number of Cases Pending 0 Number of Cases Referred to Project Director 0

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$200.42

Number Receiving Unemployment Compensation During Month: Men 20 Women 11 Total 31
\$2,491.61

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$2,293.74
\$67.91

Number Individuals for Whom Grants Made 41 Average Amount Per Individual \$23.82

VOCATIONAL TRAINING: Number of Classes 11 Enrollment: Men 182 Women 433 Total 615
(Give type of training class and enrollment of men (M) and women (W) in each.)

<u>Bookkeeping</u>	M <u>28</u> W <u>25</u>	<u>Librarianship</u>	M <u>1</u> W <u>13</u>	<u>Fingerprinting</u>	M <u>28</u> W <u>0</u>
<u>Accounting</u>	M <u>20</u> W <u>5</u>	<u>Shorthand</u>	M <u>41</u> W <u>151</u>	<u>Cosmetology</u>	M <u>0</u> W <u>58</u>
<u>Agriculture</u>	M <u>5</u> W <u>0</u>	<u>Tailoring</u>	M <u>3</u> W <u>103</u>	<u>U.C. Extension</u>	M <u>8</u> W <u>18</u>
<u>Com. English</u>	M <u>9</u> W <u>11</u>	<u>Typing</u>	M <u>39</u> W <u>49</u>	<u>Japanese</u>	M <u>4</u> W <u>6</u>

(OVER)

EVACUEE EMPLOYMENT AT PROJECT (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive	8	7	4	10	2	1	32
Fiscal	0	2	2	12	6	14	36
Legal	0	0	0	1	2	2	5
Community Government	4	0	18	18	33	0	73
Post Office	0	0	13	0	3	0	16
2. Employment							
Placement	0	1	1	4	2	1	9
Leaves	0	2	1	4	1	3	11
Labor Relations	0	3	2	13	3	5	26
Statistics, Registration & Records							
3. Transportation and Supply							
Warehousing (Gen. & P.O.)	12	1	16	13	7	5	44
Motor Pool	2	1	69	0	8	0	80
Mess Operations (office)	0	0	2	1	4	1	8
a. Kitchen Help	9	7	810	506	115	2	1449
b. Waiting Service							
c. Steward (supply) (warehouse)	13	1	71	6	13	3	107
4. Agriculture Office & Gen.	0	0	3	2	6	0	11
Crop Production	34	1	96	47	18	0	196
Land Subjugation	0	0	0	0	7	0	7
Livestock Production	0	0	22	0	4	0	26
5. Public Works Offices & Whse	2	1	10	9	9	2	33
Building Construction	8	0	114	0	19	0	141
Maintenance Building	9	0	194	1	31	0	235
a. Janitorial (inside)	0	0	84	12	0	0	96
b. Grounds Maintenance	0	0	59	0	1	0	60
8: Land Improvement	0	0	122	0	15	0	137
8: Public Utilities	0	0	173	0	15	0	188
6. Community Services	0	1	2	0	2	2	7
Education	14	4	23	29	31	45	146
Recreation	11	4	51	28	23	12	129
Public Welfare	3	2	33	46	10	10	104
Housing	0	0	67	6	5	0	78
Evacuee Property	0	1	22	5	9	2	39
7. Health and Sanitation							
Hospital	1	8	96	110	30	11	256
Other	0	2	1	17	6	0	26
8. Reports and Press	8	4	7	14	5	2	40
9. Internal Security	0	0	14	1	36	1	52
10. Fire Protection	0	0	36	1	17	0	54
11. Community Enterprises	7	19	70	90	51	11	248
12. Other (specify)							
Industrial	3	5	78	92	30	4	212
Total	148	77	2286	1099	569	140	4319

WAR RELOCATION AUTHORITY
Manzanar, California

72-100

September 2, 1943

MEMORANDUM TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report for August, Employment Division

I am submitting with this memo the monthly analysis for August of the employment status of all persons in Manzanar and the breakdown of employment by divisions and sections. Following are the highlights to be drawn from this report and a brief narrative report covering the general employment field and the regular and special work accomplished in the Statistical, Records, and Registration Section. The following tabulation shows the decrease in the number of workers employed from May 1 to September 1, 1943. There was a decrease of 421 in the number of full-time regular employees paid by WRA or 10 per cent between May 1 and September 1, and a decrease of 3½ per cent between August 1 and August 31.

	<u>Full-time Regular Employees Paid by WRA</u>	<u>Paid by Community Enterprises</u>	<u>Part-time and School Vacation Workers</u>	<u>Total</u>
May 1	4267	220*	187	4674
July 31	3984	237**	250	4471
Aug. 31	3846	248***	225	4319

* Includes 8 part-time workers

** Includes 22 part-time and vacation workers

*** Includes 26 part-time and vacation workers

If we were to deduct from the 3846 workers employed full time by WRA on August 31, the 212 in Industry, and the 28 in the Children's Village who are serving other Centers as well as Manzanar and the 110 additional seasonal workers in Agriculture and approximately 150 workers now employed in Building Construction, there would be only 3346 other workers remaining to carry on the administration, operation, and management of the Center as of August 31.

The largest reduction in personnel reported during August was in Mess Operation which effected a reduction of 85 workers. Community Management Division recorded a net reduction of 77 and Public Works and Maintenance Division effected a net reduction of 33. Community Government was reduced by 16 and the Mail Section by 12, while the Hospital shows a reduction of 14. Other changes in employment were minor and there were no increases except in the essential activities or those of a seasonal or special nature.

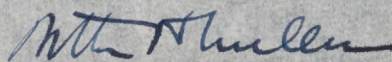
All of the 376 employable workers qualified for full time work

but not registered for work, with the exception of the 39 housewives reporting special occupational skills or experience, have been sent a special memo requesting that they report immediately to the Placement Office to register for work or to take suitable jobs which may be available now or in the future. This will clear up the question of those who are willing to work eight hours a day and those who refuse to work. The notice was not sent to those who have been terminated for refusal to work eight hours a day. They will not be offered any employment. The Family Welfare Office is being currently advised of all applicants for clothing grants who refuse to work or refuse to work eight hours a day.

The Placement Office handled 936 individual transactions during the month of August, consisting of 326 terminations, 201 assignments, 162 transfers, 111 job referrals, 68 reclassifications, and 68 registrations for employment. The occupational file on WRA Form 12 was completed and set up on the basis of occupational code numbers of the United States Department of Labor Statistics.

In the Records and Statistical Department a considerable amount of preparatory work for the summaries for the Boards of Review on Segregation was completed, consisting of a complete roster of all individuals with their members of their families who gave negative answers to question 28; lists for the appointment schedules and case dockets; the sending of individual notices to every person over 17 years of age, giving them their registration record and informing them what effect this would have on segregation and leave clearance; and drawing information from the files. In order to accomplish this, it was necessary to re-assign duties and re-organize the staff. Approximately 886 individual record summaries and case dockets with family relationships were prepared for the Boards of Review on Segregation. A continuous flow of record summaries was maintained to the Boards of Review in order to meet their scheduled hearings. As hearings progressed, the dockets were returned to this office for sorting, tallying, and tabulation and then forwarded to Community Welfare for further interview. To accomplish this great amount of work, the staff was increased by two appointed personnel and fourteen evacuee personnel. In order to keep ahead of the scheduled hearings, it was necessary to establish a night shift for practically the entire month. It was only by the advanced planning and careful organization of the entire staff and the flow of work that it was possible to accomplish the results.

In connection with the recruiting for membership in the WACS, it became necessary to develop a prospect list from those who had expressed interest under Question 27 during the February registration. To accomplish this, all of these registration records were searched, a list prepared, and notices sent out to 106 female citizens. This was all that remained of the 284 who expressed interest according to the tally after the registration. All of these special responsibilities were met in addition to the regular and routine flow of information into and out of this department.


Arthur H. Miller
Chief, Employment Division

Manzanar, California
August 31, 1943

MONTHLY STATISTICAL REPORT FROM PROJECT
EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>
1. Total number of resident of project (including those absent on temporary furlough and hospital, and short term leave)	9102	5156	3946
2. Employed on project but not paid by WRA (Community Enterprises)	248	128	120
3. Away from Project on Group Employ- ment furloughs.	394	350	44
4. Part time and vacation employment	199	141	58
5. Employable workers	715	318	397
A. 16 and 17 years old (qualified for part time works)	(226)	(81)	(145)
B. 18 years and over			
(1) Qualified for full-time work and registered for work	(113)	(50)	(63)
(2) Qualified for full time work but not registered for work	(376)	(187)	(189)
a. No Manzanar work history for 2 months and more	((185))	((77))	((108))
b. No work history at Manzanar	((51))	# ((12))	## ((39))
c. Between assignments (Volun- tarily unemployed)	((100))	((70))	((30))
d. Returned furlough workers	((25))	((22))	((3))
e. Leaving for Relocation and group leave; also Tulelake. Declined to work while waiting.	((15))	((6))	((9))
6. Employed by WRA in project work (See part B) (Not including Com. Enter. and part time workers)	3872	2734	1138
7. (Total in labor force)	5428	3671	1757

Recent Arrivals

Housewives reporting special occupational skills or experience.

A. Summary - Continued

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
8. Not employed in Project work	916	42	874
A. Housewives and girls needed at home	(853)	(0)	(853)
B. Voluntarily un-employed, no work history at Manzanar, and refused employment.	(63)	(42)	(21)
9. Unemployables	2758	1443	1315
A. Invalids	44	23	21
B. Children 15 and under	2318	1163	1155
C. Retired for age	141	103	38
D. Poor Health	236	145	91
E. Outside Hospital and short term Leave.	19	9	10
10. (TOTAL NOT EMPLOYED AND UNEMPLOYABLE)	3674	1485	2189

Mansanar, California
August 31, 1943

B. PROJECT EMPLOYMENT BY DIVISION OR SECTIONS
CASH ADVANCE CLASSIFICATION BY SEX

	TOTAL	Part time vacation		\$16		\$19	
		Male	Female	Male	Female	Male	Female
I. Project Administration							
1. Office	32	8	7	4	10	2	1
2. Community Government	73	4	0	18	18	33	0
3. Fiscal							
a. Fiscal accounting	18	0	0	1	8	1	8
b. Cost accounting	7	0	0	1	1	2	3
c. Property Control	44	2	1	16	13	7	5
d. Timekeeping	4	0	1	0	2	1	0
e. Procurment	7	0	1	0	1	2	3
4. Employ. Regis. Record	48	0	6	4	21	7	10
5. Publication & Reports	40	8	4	7	14	5	2
6. Internal Security	52	0	0	14	1	36	1
7. Fire Protection	54	0	0	36	1	17	0
8. Legal Aid	5	0	0	0	1	2	2
9. Post Office	16	0	0	13	0	3	0
II. Public Works Offices & Whse.	33	2	1	10	9	9	2
1. Building Construction	141	8	0	114	0	19	0
2. Building Maintenance	331	9	0	278	13	31	0
3. Ground Maintenance	60	0	0	59	0	1	0
4. Public Utilities	78	1	0	73	0	4	0
5. Land Improvement	147	9	0	122	1	15	0
III. Mess Operation Office	8	00	0	2	1	4	1
1. Kitchens	1449	9	7	810	506	115	2
2. Warehousing & Distribution	107	13	1	71	6	13	3
IV. Industrial Work	212	3	5	78	92	30	4
V. Agriculture	240	34	1	121	49	35	0
VI. Motor Pool	80	2	1	69	0	8	0
VII. Community Services							
1. Hospital							
a. Hospital VS Public Health	256	1	8	96	110	30	11
b. Dental	18	0	1	1	10	6	0
c. Special Diets	8	0	1	0	7	0	0
2. Education	146	14	4	23	29	31	45
3. Family Welfare	72	1	1	23	32	7	8
a. Housing	78	0	0	67	6	5	0
b. Children's Village	28	2	1	10	13	1	1
c. Clothing Distribution	4	0	0	0	1	2	1
4. Community Activities	129	11	4	51	28	23	12
5. Evacuee Property	39	0	1	22	5	9	2
6. Community Analysis	7	0	1	2	0	2	2
TOTAL	4072	141	58	2216	1009	516	129

In the addition to the above, there are 248 working in the community Enterprise.
\$12, 3 males, 4 females; Part time, 4 males, 15 females; and \$16, 70 males, 90 females,
\$19, 51 males, and 11 females.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

Month Ending Sept. 1943

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):

	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>32</u> <u>45</u>	<u>29</u> <u>40</u>	
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>4</u>	<u>5</u>	
Student Leaves			
Seasonal Work Leaves	<u>148</u>	<u>148</u>	
Short Term Leaves	<u>15</u>	<u>15</u>	
Passes Other Than Short Term Leave			

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 65 Women 87 Total 152

Part-Time Employees of WRA: Students 84 Apprentice & Trainee 1 Other - Total 85

Number Employed on Project

but Not Paid by WRA: Community Enterprises 246 Industrial - Other -

Number Not Registered

for Employment: Employable: Men 99 Women 56 Unemployable: Men 328 Women 212

HOURS OF WORK: Length of Standard Work Day 8 Length of Standard Work Week 44
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members - No. Cases Handled This Month -

Number of Cases Pending - Number of Cases Referred to Project Director -

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$160.00

Number Receiving Unemployment Compensation During Month: Men 16 Women 7 Total 23

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month 1990.50

Number Individuals for Whom Grants Made 37 Average Amount Per Individual 53.53

VOCATIONAL TRAINING: Number of Classes 11 Enrollment: Men 179 Women 647 Total 826
(Give type of training class and enrollment of men (M) and women (W) in each.)

Bookkeeping	M <u>16</u> W <u>19</u>	Fingerprinting	M <u>35</u> W <u>4</u>	Tailoring	M <u>3</u> W <u>103</u>
Accounting	M <u>18</u> W <u>5</u>	Librarianship	M <u>1</u> W <u>13</u>	U.C. Exten.	M <u>8</u> W <u>7</u>
Agriculture	M <u>5</u> W <u>0</u>	Shorthand	M <u>24</u> W <u>154</u>	Home Nursing	M <u>0</u> W <u>180</u>
Cosmetology	M <u>0</u> W <u>28</u>	Typing	M <u>69</u> W <u>134</u>		M <u>-</u> W <u>-</u>

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive	6		6	13	2	1	30
Fiscal	0	2	1	14	5	14	35
Legal	0	0	1	1	1	2	5
Community Government	1	0	19	16	21	0	67
Post Office	0	0	12	0	3	0	15
2. Employment							
Placement	0	0	0	0	0	1	1
Leaves	0	0	0	7	1	3	11
Labor Relations	0	0	1	14	2	4	21
Statistics, Reg. & Records							
3. Transportation and Supply							
Warehousing	0	0	12	13	4	5	34
Motor Pool	0	0	69	2	7	0	76
Mess Operations	0	0	2	1	4	1	6
a. Kitchen Help	3	4	755	498	112	1	1373
b. Waiting Service							
c. Steward (supply)	10	0	62	5	12	3	98
4. Agriculture							
Crop Production	0	0	72	47	14	0	164
Land Subjugation	1	0	0	0	6	0	6
Livestock Production	0	0	22	0	2	0	24
5. Public Works							
Building Construction	2	0	6	8	9	1	26
Maintenance	0	0	101	0	18	0	119
a. Janitorial (inside)	0	0	181	1	2	0	221
b. Grounds Maintenance	0	0	77	0	8	0	85
c. Land Improvement	0	0	125	0	8	0	151
6. Community Services							
Education	6	1	31	33	2	44	146
Recreation	9	5	47	24	19	14	118
Public Welfare	1	2	34	45	9	10	101
Housing	0	0	62	6	5	0	79
7. Health and Sanitation							
Hospital	1	7	72	125	20	13	247
Other	0	2	1	16	6	0	25
8. Reports and Press	2	3	3	15	7	3	33
9. Internal Security	0	0	17	1	30	1	49
10. Fire Protection	0	0	37	1	17	0	55
11. Community Enterprises	3	8	74	99	52	10	246
12. Other (specify)							
Industrial	0	0	71	88	33	4	196
TOTAL	61	35	237	1104	570	139	4046

WAR RELOCATION AUTHORITY
Manzanar, California

October 5, 1943

MEMORANDUM TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report for September, Employment Division

There is submitted with this memo the monthly analysis for September of the Employment status of all persons in Manzanar and the breakdown of employment by Divisions and Sections. Following are a few items of interest to be drawn from this report and a brief report of the regular work and special assignments in the Records and Statistical Section.

The following table shows a decrease of 552 or 13 per cent in the number of full-time regular employees paid by WRA in five months from May 1 to September 30 inclusive:

	Full-time Regular Employees Paid by WRA	Paid by Community Enterprises	Part-time & Vacation Workers	Total
May 1	4267	220*	187	4674
July 31	3984	237*	250	4471
Aug. 31	3846	248*	225	4319
Sept. 30	3715	246*	85	4046

* Includes 8 part-time workers in May
Includes 22 part-time and vacation workers in July
Includes 26 part-time workers and vacation workers in August
Includes 11 part-time workers in September

It is noteworthy that this decrease has been accomplished under the policy of the Project Director without detriment to any of the work being carried on at this Center and without creating a large unemployed "labor pool" in enforced idleness which might have endangered the peace of the community and would certainly have lowered its morale to a serious degree and reflected adversely in the relocation program. Included in the above figure of 3715 workers are a total of approximately 425 Industrial workers, seasonal agricultural workers, and crews engaged in building construction, leaving less than 3300 workers employed in actual project work.

During September Mess Division dropped from 1564 to 1479 for a net decrease of 85. Public Works Division showed a net decrease of 72 and Agriculture a net decrease of 39. Practically

all other departments showed slight net decreases. By observing the 8-hour work day and by economical use of manpower gradual reductions in personnel are being accomplished without curtailment of work.

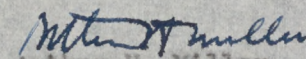
The Placement Office handled 1655 individual transactions consisting of 510 job referrals, 501 terminations, 286 assignments, 182 registrations, 128 transfers, and 48 reclassifications. It should be noted that termination notices for the greater part of the workers scheduled to leave for Tule Lake on October 9 had not been received or recorded as of September 30. There will be approximately 125 terminations for these workers coming in between the date of this report and October 9.

In the Records and Statistical Department, the summaries for the Boards of Review on Segregation were completed ahead of the block hearings scheduled by the Board. The returned dockets were sorted, tallied and tabulated and forwarded to Community Welfare. This and a vast amount of other work accomplished was made possible through the continuation of the night shift which has been responsible for the transcribing of records.

Leave clearance hearings necessitated the collecting, checking, and tabulating of a great deal of information and a great many records all of which have gone into the preparation of dockets for the Board of Review on Leave Clearance. Another large assignment has been the collection of records and typing of lists and transmittals for those being segregated to Tule Lake on October 9. Washington has also required a statistical report on segregation which involved the preparation of a complete roster with detailed breakdown of considerable information. Still another special report was required by Washington on all answers to Question 28 as originally given and as revised between the original date of registration in February to October 1.

Exceptional commendation and credit are due to Tommie Heath who has directed the flow and handling of this tremendous volume of work and devised systems and methods of handling it and to her staff of both appointed and evacuee personnel which has worked so diligently both day and night in the preparation of materials. The accuracy and promptness with which all of this great amount of detail has been carried through are especially noteworthy.

From the above brief review of work accomplished in this department in one month and its probable continuation and even increasing volume, it is apparent that not only additional workers and equipment are essential but that additional space will be required. Plans are now being worked out for the reorganization of space in the entire building and prompt action will be needed on requisitions and work orders as soon as the plans have been completed.


Arthur H. Miller
Chief, Employment Division

Manzanar, California
September 30, 1943

MONTHLY STATISTICAL REPORT FROM PROJECT
EMPLOYMENT DIVISION

A. Summary

	<u>TOTAL</u>	<u>MALE</u>	<u>FEMALE</u>
1. Total number of resident of project (including those absent on temporary furlough and hospital, and short term leave).	9043	5066	3977
2. Employed on project but not paid by WRA (Community Enterprises)	246	129	117
3. Away from Project on Group Employment furloughs.	526	480	46
4. Part time and vacation employment	85	58	27
5. Employable workers	559	273	286
A. 16 and 17 years old (Qualified for part time work)	(252)	(109)	(143)
B. 18 years and over			
(1) Qualified for full-time work and registered for work	(152)	(65)	(87)
(2) Qualified for full-time work but not registered for work	(155)	(99)	(56)
a. No Manzanar work history for 2 months and more	((36))	((20))	((16))
b. No work history at Manznar	((24))	*((13))	**((11))
c. Between assignments (Volun- tarily unemployed)	((60))	((46))	((14))
d. Returned furlough workers	((8))	((8))	((0))
e. Leaving for Relocation and group leave; also Tullake. Declined to work while waiting	((27))	((12))	((15))
6. Employed by WRA in project work (See Part B) (Not including Com. Enter. and part time workers)	3715	2581	1134
7. (Total in labor force)	5131	3521	1610

* Recent arrivals

** Housewives reporting special occupational skills or experience

A. Summary -Continued-

	<u>TOTAL</u>	<u>MALES</u>	<u>FEMALES</u>
8. Not employed in Project work	1043	48	995
A. Housewives and girls needed at home	(966)	(0)	(966)
B. Voluntarily unemployed, no work history at Manzanar and refused employment.	(68)	(45)	(23)
C. Private Employment	(9)	(3)	(6)
9. Unemployables	2869	1497	1372
A. Invalids	50	29	21
B. Children 15 and under	2329	1169	1160
C. Retired for age	183	133	50
D. Poor Health	293	159	134
E. Outside Hospital and short term leave	14	7	7
10. (TOTAL NOT EMPLOYED AND UNEMPLOYABLE)	<u>3912</u>	<u>1545</u>	<u>2367</u>

Manzanar, California
September 30, 1943

B. PROJECT EMPLOYMENT BY DIVISION OR SECTIONS
CASH ADVANCE CLASSIFICATION BY SEX

	TOTAL	Part-time vacation		\$16		\$19	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
I. Project Administration							
1. Office	30	6	2	6	13	2	1
2. Community Government	67	1	0	19	16	31	0
3. Fiscal							
a. Fiscal accounting	21	0	0	1	19	1	10
b. Cost accounting	3	0	0	0	1	1	1
c. Property control	34	0	0	12	13	4	5
d. Timekeeping	4	0	1	0	2	1	0
e. Procurement	7	0	0	0	2	2	3
4. Emply. Regis. & Records	41	0	0	2	25	5	9
5. Publications & Reports	33	2	3	3	15	7	3
6. Internal Security	49	0	0	17	1	30	1
7. Fire Protection	55	0	0	37	1	17	0
8. Legal Aid	5	0	0	1	1	1	2
9. Post Office	15	0	0	12	0	3	0
II. Public Works Offices & Whse.	26	2	0	6	8	9	1
1. Building Construction	119	0	0	101	0	18	0
2. Building Maintenance	306	8	0	258	1	39	0
3. Ground Maintenance	59	0	0	58	0	1	0
4. Public Utilities	71	1	0	67	0	3	0
5. Land Improvement	141	7	0	126	0	8	0
III. Mass Operation Office	8	0	0	2	1	4	1
1. Kitchens	1373	3	4	755	498	112	1
2. Warehousing & Distribution	98	10	0	68	5	12	3
IV. Industrial Work	196	0	0	71	88	33	4
V. Agriculture	201	1	0	95	47	58	0
VI. Motor Pool	78	0	0	69	2	7	0
VII. Community Services							
1. Hospital							
a. Hospital & Pub. Hlth.	247	1	7	72	125	29	13
b. Dental	17	0	1	1	9	6	0
c. Special Diets	8	0	1	0	7	0	0
2. Education	146	6	1	31	33	31	44
3. Family Welfare	73	0	0	21	36	7	9
a. Housing	79	0	0	68	6	5	0
b. Children's Vill.	26	1	2	13	8	1	1
c. Clothing Distribution	2	0	0	0	1	1	0
4. Community Activities	118	9	5	47	24	19	14
5. Evacuee Property	41	0	0	24	6	9	2
6. Community Analysis	3	0	0	0	1	1	1
TOTAL	3800	58	27	2063	1005	518	129

In addition to the above, there are 246 working in the comm. enter. \$12, 1 male, 1 fem. Part-time, 2 males, 7 fem.; \$16, 74 males, 99 fem.; and \$19, 52 males, and 10 fem.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R006
Approval Expires: 12/31/44

Monthly Report

PROJECT ATTORNEY

For Month Ending Sept. 1943Center Manzanar

LEGAL SERVICES TO PROJECT ADMINISTRATION: (Indicate briefly major matters handled during month, pending problems and developing situations.)

Leave clearance and Segregation
Land condemnation
Interpretations

LEGAL SERVICES TO EVACUEES: (1. General Cases; 2. Evacuee Property. Classify if Possible.

1. General:

Type of Case	Number	Type of Case	Number	Type of Case	Number
Contracts & Legal Documents	15	Probate & Guardianship	6	Claim for Money Due	18
Domestic Relations	18	Foreign Funds Control	32	Segregation	3
Selective Service	6	Internes	3	Complaints re Loss	4
Taxation	135	Notarization	80	Repatriation	3
Insurance	35	Claim for Damage	2	Immigration Bond	3
Real & Personal Prop.	35	Bank a/c/ Withdrawal	6	Injury Compensation	3
Cases Referred to Private Attorneys Outside:		Redemption of Bonds	12	Vital Statistics	2
Divorce	1			Social Security	4
				Condemnation	2
				A/C Payable	3
				Soldier's Dependency Allowance	1
				Miscellaneous	17

2. Evacuee Property Cases Referred by Evacuee Property Officer:

Type of Case	Number	Type of Case	Number	Type of Case	Number

Evacuee Property Cases Referred to Outside Attorneys:

PROJECT ATTORNEY STAFF:

Number of Attorneys 0 Additions This Month 1 Terminations 2
Clerical Employees 5 Others: (specify) _____

(OVER)

LEGAL SERVICES TO COMMUNITY GOVERNMENT: (Give brief statement of services performed, significant developments, pending problems and recommendations.)

LEGAL SERVICES TO CONSUMER ENTERPRISES: (Give brief statement of services performed, significant developments, pending problems, and recommendations.)

Taxation both Federal and State
Interpretation of Treasury License
Collection of bad debts

GENERAL COMMENT: (Use space below to comment on matters reported above or anything else of significance in connection with your work.)

Large amount of tax work for appointed personnel
Segregation and Leave clearance
Land Condemnation

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

Month Ending Oct. 1943

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):

	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>8</u>	<u>14</u>	
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>45</u>	<u>49</u>	
Student Leaves	<u>1</u>	<u>1</u>	
Seasonal Work Leaves	<u>1</u>	<u>1</u>	
Short Term Leaves	<u>17</u>	<u>17</u>	
Passes Other Than Short Term Leave			

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 40 Women 62 Total 102

Part-Time Employees of WRA: Students 87 Apprentice & Trainee 1 Other - Total 88

Number Employed on Project

but Not Paid by WRA: Community Enterprises 239 Industrial - Other -

Number Not Registered

for Employment: Employable: Men 89 Women 62 Unemployable: Men 303 Women 205

HOURS OF WORK: Length of Standard Work Day 8 hrs. Length of Standard Work Week 44
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members No. Cases Handled This Month

Number of Cases Pending Number of Cases Referred to Project Director

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$227.40

Number Receiving Unemployment Compensation During Month: Men 25 Women 8 Total 33

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$2377.47

Number Individuals for Whom Grants Made 51 Average Amount Per Individual \$46.62

VOCATIONAL TRAINING: Number of Classes 11 Enrollment: Men 179 Women 647 Total 826
(Give type of training class and enrollment of men (M) and women (W) in each.)

Bookkeeping	M <u>16</u> W <u>19</u>	Fingerprinting	M <u>35</u> W <u>4</u>	Typing	M <u>69</u> W <u>134</u>
Accounting	M <u>18</u> W <u>5</u>	Home Nursing	M <u>0</u> W <u>180</u>	Tailoring	M <u>3</u> W <u>103</u>
Agriculture	M <u>5</u> W <u>0</u>	Librarianship	M <u>1</u> W <u>13</u>	UC Extension	M <u>8</u> W <u>7</u>
Cosmetology	M <u>0</u> W <u>28</u>	Shorthand	M <u>24</u> W <u>154</u>	teacher training	M <u> </u> W <u> </u>

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive	5	2	5	13	3	1	29
Fiscal	0	0	2	14	4	16	36
Legal	0	0	1	2	1	2	6
Community Government	1	0	17	21	35	0	74
Post Office	0	0	13	0	3	0	16
Guayule	0	0	9	0	3	0	12
2. Employment	0	0	0	0	0	1	1
Placement	0	0	1	4	2	1	8
Leaves	0	0	1	6	1	3	11
Labor Relations							
Statistics, Regis. & Records	0	0	1	14	2	4	21
3. Transportation and Supply							
Warehousing Gen & P.O.	0	0	9	12	5	4	30
Motor Pool	0	0	68	1	6	0	75
Mess Operations Office	0	0	2	1	3	1	7
a. Kitchen Help	2	4	710	501	110	1	1328
b. Waiting Service							
c. Steward (supply) (Warehouse)	12	0	61	5	12	3	93
4. Agriculture Office & Gene.	0	0	0	1	3	1	5
Crop Production	2	0	68	40	45	0	155
Land Subjugation	0	0	0	0	7	0	7
Livestock Production	0	0	25	0	3	0	28
5. Public Works Office & Whse.	2	0	6	9	11	3	31
Building Construction	0	0	94	0	16	1	111
Maintenance Bldg.	6	0	190	2	30	0	228
a. Janitorial (inside)	0	0	77	10	0	0	87
b. Grounds Maintenance	0	0	57	0	1	0	58
c. Land Improvement	2	0	107	0	12	0	126
d. Public Utilities	2	0	56	0	4	0	72
6. Community Services	0	1	0	1	1	2	5
Education	6	5	23	33	24	44	135
Recreation	8	4	43	24	20	14	113
Public Welfare	1	2	30	48	9	9	99
Housing	0	0	65	5	5	0	75
Evacuee Property	0	0	23	6	10	2	41
7. Health and Sanitation							
Hospital	2	8	89	108	28	13	248
Other	0	1	1	19	5	0	26
8. Reports and Press	2	3	11	12	7	2	37
9. Internal Security	0	0	17	1	32	1	51
10. Fire Protection	0	0	28	0	17	1	46
11. Community Enterprises	1	7	69	98	55	9	239
12. Other (specify)							
Industrial	0	0	55	92	21	5	173
TOTAL	59	37	2044	1103	556	144	2943

SUPPLEMENTAL REPORT

Applications for indefinite leave did not increase, although interest in relocation appeared to mount, judging from reports received from the Leave Clearance Hearing Boards. Practically every individual interviewed during the first half of the hearings indicated an active interest in relocation and desire to relocate either now or "in the spring when it is warmer." Two hundred or more fishermen are available for relocation when suitable placement can be found for them AND EASTERN DEFENSE CLEARANCE CAN BE OBTAINED FOR THEM. Good possibilities for their relocation are being developed, but practically every family is held up by one or more member who originally answered "no" to the loyalty question. Leave Clearance is being recommended for about 90% of these. Applications for short term leave for the purpose of finding relocation opportunities have increased.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Month Ending Nov. 1943

Monthly Report

EMPLOYMENT - I

Center Manzanar, Calif.

LEAVE APPLICATIONS (This Month):

	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>28</u>	<u>21</u>	
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>21</u>	<u>23</u>	
Student Leaves			
Seasonal Work Leaves	<u>1</u>	<u>1</u>	
Short Term Leaves	<u>17</u>	<u>17</u>	
Passes Other Than Short Term Leave			

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 36 Women 60 Total 96

Part-Time Employees of WRA: Students 94 Apprentice & Trainee - Other - Total 94

Number Employed on Project
but Not Paid by WRA: Community Enterprises 228 Industrial - Other -

Number Not Registered
for Employment: Employable: Men 349 Women 107 Unemployable: Men 304 Women 194

HOURS OF WORK: Length of Standard Work Day 8 hrs. Length of Standard Work Week 44 hrs.
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members - No. Cases Handled This Month -

Number of Cases Pending - Number of Cases Referred to Project Director -

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$254.72

Number Receiving Unemployment Compensation During Month: Men 30 Women 12 Total 42

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$1,857.19

Number Individuals for Whom Grants Made 36 Average Amount Per Individual \$51.59

VOCATIONAL TRAINING: Number of Classes 9 Enrollment: Men 159 Women 457 Total 616
(Give type of training class and enrollment of men (M) and women (W) in each.)

<u>Accounting</u>	M <u>22</u> W <u>5</u>	<u>Librarianship</u>	M <u>1</u> W <u>13</u>	<u>U.C. Extension</u>	M <u>8</u> W <u>7</u>
<u>Bookkeeping</u>	M <u>16</u> W <u>19</u>	<u>Shorthand</u>	M <u>52</u> W <u>150</u>	<u>Teacher training</u>	M <u>-</u> W <u>-</u>
<u>Agriculture</u>	M <u>5</u> W <u>0</u>	<u>Typing</u>	M <u>72</u> W <u>122</u>		M <u>-</u> W <u>-</u>
<u>Cosmetology</u>	M <u>0</u> W <u>18</u>	<u>Tailoring</u>	M <u>3</u> W <u>103</u>		M <u>-</u> W <u>-</u>

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive	4	2	4	13	2	1	26
Fiscal	0	1	2	14	5	15	37
Legal	0	0	1	2	2	2	7
Community Government	1	0	17	20	33	0	74
Post Office	0	0	13	0	3	0	16
Guayule	0	0	11	0	3	0	14
2. Employment	0	0	0	0	0	1	1
Placement	0	0	1	4	2	1	8
Leaves	0	0	2	5	0	4	11
Labor Relations	0	0	1	15	4	5	23
Statis. Records & Regis.							
3. Transportation and Supply							
Warehousing Gen. & P.C.	0	0	10	11	7	3	31
Motor Pool	0	0	70	1	7	0	78
Mess Operations	0	0	2	1	2	1	6
a. Kitchen Help	1	1	702	497	114	2	1317
b. Waiting Service							
c. Steward (supply)	12	0	63	5	12	2	94
Whse.							
4. Agriculture Office & Whse.	0	0	0	1	4	0	5
Crop Production	0	0	24	10	50	0	64
Land Subjugation	0	0	0	0	10	0	10
Livestock Production	0	0	31	0	3	0	34
5. Public Works Office & Whse.	2	0	6	9	11	3	31
Building Construction	0	2	102	0	26	0	128
Maintenance Bldg.	7	0	200	1	33	0	241
a. Janitorial (inside)	0	0	81	10	0	0	91
b. Grounds Maintenance	0	0	58	0	1	0	59
c. Land Improvement	1	0	148	0	23	0	170
d. Public Utilities	1	0	68	1	2	0	74
6. Community Services	0	1	0	0	1	4	6
Education	7	7	16	34	26	42	132
Recreation	8	4	36	21	22	12	103
Public Welfare	2	6	28	47	9	11	103
Housing	0	0	65	6	6	0	77
Evacuee Property	0	0	25	6	9	2	42
7. Health and Sanitation							
Hospital	0	16	94	107	25	11	253
Other	0	4	0	17	6	0	27
8. Reports and Press	3	3	9	12	7	2	36
9. Internal Security	0	0	17	1	28	1	47
10. Fire Protection	0	0	33	0	17	1	51
11. Community Enterprises	1	5	72	83	56	9	228
12. Other (specify)							
Industrial	0	0	49	88	23	6	165
TOTAL	50	50	2058	1044	579	139	3920

WAR RELOCATION AUTHORITY
Manzanar, California

December 4, 1943

MEMORANDUM TO: Mr. Ralph P. Merritt
Project Director

SUBJECT: Monthly Report for November, Personnel Section
Evacuee Employment

I am submitting with this memo the monthly analysis for November of the employment status of all evacuees in Manzanar and the breakdown of employment by divisions and sections. Following is a tabulation of the number of workers employed on the last day of each month from April 30 to November 30.

	Full-time Regular Employees Paid by WRA	Paid by Community Enterprises	Part-time & Vacation Workers	Total
April 30	4,267	220*	187	4,674
May 31	3,998	225*	129	4,352
June 30	3,923	225*	146	4,294
July 31	3,984	237*	250	4,471
Aug. 31	3,846	248*	225	4,319
Sept. 30	3,715	246*	85	4,046
Oct. 31	3,616	237*	88	3,943
Nov. 30	3,598	228*	94	3,920

* Includes 8 part-time workers in April, 17 in May, 22 part-time and vacation workers in June and July, 26 in August, 11 part-time workers in September, 8 in October, and 6 in November.

Although the net decrease in the total number of full-time workers employed by WRA between October 31 and November 30 was negligible, there was absorbed during this period 67 new assignments, half of which were for workers returned from work group leave whose jobs had been unfilled during their absence. There were 34 assignments in Public Works, 5 each in the Fire Department and Hospital, and 3 in the Motor Pool in addition to a scattering of 1's and 2's throughout the organization.

Mess Operation, including food warehousing and distribution, shows a net decrease of 11; and Community Activities, a net decrease of 10. Agriculture made a seasonal decrease of 82 workers of whom 48 (Irrigation Crew) were transferred as a group to Public Works subject to seasonal return to Agriculture next March. Several sections plan to make substantial reductions in personnel on December 31 to bring their personnel table in closer alignment with the Washington pattern of job allocations, titles, and ratings. It is anticipated that on January 1 the total number of full-time workers paid by WRA will be less than 3,500. In terms of percentage, there

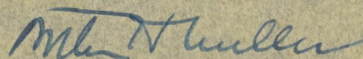
were 3,598 full-time workers employed by WRA or 43.59% of the total resident population (8,488) as of November 30. By excluding from these figures the Industrial workers, the Children's Village, those in classified jobs not filled by appointed personnel, and those employed in seasonal and emergency work such as building and installation construction and heating, we find that 37% of the total resident population was employed in regular Center operation.

It is interesting to note that of the \$1.20 per day per evacuee which was established by Washington as the maximum over all budget cost, 26 $\frac{1}{3}$ ¢ per day is the labor cost per day per evacuee according to the tentative figures of the Budget and Accounts Section. This figure is slightly in excess of the figure on which I have been working without access to the budgetary breakdown. Based on employment figures which I have available, I figured we were operating on 25 $\frac{1}{2}$ ¢ per day. The difference is probably accounted for in labor turnover during the month, whereas I have been basing my figures on month-end employment.

During November the Placement Office handled 626 individual transactions which is about 30 per cent below average, indicating a proportionate reduction in labor turnover. Transactions consisted of 191 terminations, 146 assignments, 111 transfers, 84 job referrals, 74 registrations, and 47 reclassifications.

On November 30 there were 60 women and 36 men, or a total of 96 employable workers 18 years of age or over registered for work but not assigned. Practically all of these have very limited work qualifications in many cases due to age. Also on November 30 there were 156 employable workers 18 years of age and over not registered for work. These consist of 264 just returned from seasonal work leave, 100 unemployed between assignments, 52 with previous work history who have not been employed for two months or more, and 24 consisting of 11 recent arrivals and 13 housewives with special occupational skills. There are also 871 housewives voluntarily unemployed who have no work history at Manzanar and have consistently refused employment, 277 unemployed because of poor health, 155 aged, and 48 invalids.

During November considerable help was given to various departments, realigning job titles and rates to correspond with the Washington schedule and in studying and developing job descriptions to meet the Washington schedule and to justify requests.


Arthur H. Miller
Personnel Officer

AHM/y

Manzanar, California
November 30, 1943

MONTHLY STATISTICAL REPORT FROM PROJECT
EMPLOYMENT DIVISION

A. Summary

	TOTAL	MALE	FEMALE
1. Total number of resident of project (including those absent on temporary furlough and hospital, and short term leave.)	8692	4854	3838
2. Employed on project but not paid by WRA(Community Enterprises)	228	129	99
3. Away from Project on Group Employment furloughs.	204	166	38
4. Part time employment.	94	49	45
5. Employable workers	794	485	309
A. 16 and 17 years old (qualified for part time work)	(242)	(100)	(142)
B. 18 years and over			
(1) Qualified for full time work and registered for work.	(96)	(36)	(60)
(2) Qualified for full time work but not registered for work.	(456)	(349)	(107)
a. No Manzanar work history for 2 months and more	((52))	((27))	((25))
b. No work history at Manzanar	((24))	*((11))	**((13))
c. Between assignments (Volun- tarily unemployed)	((100))	((44))	((52))
d. Returned furlough workers	((264))	((259))	((5))
e. Leaving for Relocation and group leave; also Tulalake. Declined to work while waiting.	((16))	((8))	((8))
6. Employed by WRA in project work (See Part B) (Not including Com. Enter. and part time workers.)	3598	2509	1089
7. (Total in labor force)	4918	3338	1580

*Recent Arrivals.

** Housewives reporting special occupational skills.

A. Summary -continued-

	TOTAL	MALE	FEMALES
8. Not employed in Project work	949	46	903
A. Housewives and girls needed at home	(871)	(0)	(871)
B. Voluntarily unemployed, no work history at Manzanar, and refused employment.	(65)	(43)	(22)
C. Private Employment	(13)	(3)	(10)
9. Unemployables.	2825	1470	1355
A. Invalids	(48)	(28)	(20)
B. Children 15 and under	(2327)	(1166)	(1161)
C. Retired for age	(155)	(118)	(37)
D. Poor Health	(277)	(147)	(130)
E. Outside Hospital and short term leave.	(18)	(11)	(7)
10. (TOTAL NOT EMPLOYED AND UNEMPLOYABLE)	3774	1516	2258

Manzanar, California
November 30, 1943

PROJECT EMPLOYMENT BY DIVISION OR SECTIONS
CASH ADVANCE CLASSIFICATION BY SEX

	TOTAL	Part time		\$16		\$19	
		Male	Female	Male	Female	Male	Female
I. Project Administration							
1. Office	26	4	2	4	13	2	1
2. Community Government	74	1	0	17	20	36	
3. Fiscal							
a. Fiscal Accounting	21	0	0	1	9	1	10
b. Cost Accounting	4	0	0	1	0	1	2
c. Property Control	31	0	0	10	11	7	3
d. Timekeeping	3	0	0	0	2	0	1
e. Procurement	9	0	1	0	3	3	2
4. Employ. Regis. Record	43	0	0	4	24	6	9
5. Publication & Reports	36	3	3	9	12	7	2
6. Internal Security	47	0	0	17	1	28	1
7. Fire Protection	51	0	0	33	0	17	1
8. Legal Aide	7	0	0	1	2	2	2
9. Post Office	16	0	0	13	0	3	0
10. Quayule	14	0	0	11	0	3	0
II. Public Works Offices & Whse.	31	2	0	6	9	11	3
1. Building Construction	128	0	0	102	0	26	0
2. Building Maintenance	332	7	0	281	11	33	0
3. Ground Maintenance	59	0	0	58	0	1	0
4. Public Utilities	74	1	0	68	1	4	0
5. Land Improvement	170	1	0	146	0	23	0
III. Mess Operations Office	6	0	0	2	1	2	1
1. Mess Kitchens	1317	1	1	702	497	114	2
2. Warehousing & Distrib.	94	12	0	63	5	12	2
IV. Industrial Work	165	0	0	48	88	23	6
V. Agriculture	113	0	0	55	11	47	0
VI. Motor Pool	78	0	0	70	1	7	0
VII. Community Services							
1. Hospital							
a. Hospital & Pub. Health	253	0	16	94	107	25	11
b. Dental	16	0	1	0	9	6	0
c. Special Diets	11	0	3	0	8	0	0
2. Education	132	7	7	16	34	26	42
3. Family Welfare	72	0	0	21	35	6	10
a. Housing	77	0	0	65	6	6	0
b. Children's Village	28	2	6	7	11	1	1
c. Clothing Allowance	3	0	0	0	1	2	0
4. Community Activities	103	8	4	36	21	22	12
5. Evacuee Property	42	0	0	25	6	9	2
6. Community Analysis	6	0	1	0	0	1	4
TOTAL	3692	49	45	1986	959	523	130

In the addition to the above, there are 228 working in the Community Enterprises.
\$12, 1 male, 1 female; part time, 0 males, 4 females; \$16, 72 males 85 females;
and \$19, 56 males, 9 females.

FAIR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Month Ending Dec 194 3

Monthly Report

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>20</u>	<u>26</u>	<u> </u>
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>31</u>	<u>37</u>	<u> </u>
Student Leaves	<u> </u>	<u> </u>	<u> </u>
Seasonal Work Leaves	<u>3</u>	<u>3</u>	<u> </u>
Short Term Leaves	<u>9</u>	<u>9</u>	<u> </u>
Passes Other Than Short Term Leave	<u> </u>	<u> </u>	<u> </u>

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men Women Total

Part-Time Employees of WRA: Students Apprentice & Trainee Other Total

Number Employed on Project
but Not Paid by WRA: Community Enterprises Industrial Other

Number Not Registered
for Employment: Employable: Men Women Unemployable: Men Women

HOURS OF WORK: Length of Standard Work Day Length of Standard Work Week
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members No. Cases Handled This Month

Number of Cases Pending Number of Cases Referred to Project Director

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month

Number Receiving Unemployment Compensation During Month: Men Women Total

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$2,506.55

Number Individuals for Whom Grants Made 34 Average Amount Per Individual \$77.22

VOCATIONAL TRAINING: Number of Classes Enrollment: Men Women Total
(Give type of training class and enrollment of men (M) and women (W) in each.)

<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>
<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>
<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>
<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>	<u> </u> M <u> </u> W <u> </u>

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration							
Executive							
Fiscal							
Legal							
Community Government							
Post Office							
2. Employment							
Placement							
Leaves							
Labor Relations							
3. Transportation and Supply							
Warehousing							
Motor Pool							
Mess Operations							
a. Kitchen Help							
b. Waiting Service							
c. Steward (supply)							
4. Agriculture							
Crop Production							
Land Subjugation							
Livestock Production							
5. Public Works							
Building Construction							
Maintenance							
a. Janitorial (inside)							
b. Grounds Maintenance							
6. Community Services							
Education							
Recreation							
Public Welfare							
Housing							
7. Health and Sanitation							
Hospital							
Other							
8. Reports and Press							
9. Internal Security							
10. Fire Protection							
11. Community Enterprises							
12. Other (specify)							

Relocation Division
For Month Ending December, 1943

Indefinite leaves were issued to sixty-three individuals during the month of December in spite of the fact that all transportation was frozen for evacuees during the last half of the month by order of the Office of Defense Transportation. An increase is thereby shown in interest in relocation.

All indications point to a considerably speeded program during the spring of 1944, but this will not assume proportions of large scale relocation. It can be expected that between 150 and 200 persons will be granted indefinite leave per month for several months.

MONTHLY-REPORT--EMPLOYMENT

Due to circumstances beyond our control there will be a delay in submitting the monthly report of project employment for the month of December which gives the employment status of all project activities as of December 31.

On December 20, 1943, we began in the Employment Office a complete rewrite of all work assignments for every person employed in Manzanar in order to bring project employment in line with the Washington organization chart of job titles and ratings and with the third quarter budget which Mr. Hooper submitted at the Denver conference for approval by Washington. This meant a vast amount of typing, detail work, and checking in the writing of some four thousand work assignments in quintuplicate. It was also essential that this be accomplished in the minimum amount of time so that the January timekeeping records could be set up on the basis of authorized assignments immediately after January 1, 1944.

To accomplish this, the existing placement file for the month of December had to be processed into the new schedule and consequently was dissolved and became non-existent for record purposes. It is anticipated that the rewrite will be completed by January 8, but it will be impossible to restore the employment picture as of Dec. 31 as required in the monthly report broken down into detail of rates of pay, sex, and number of workers by project activities. It will be possible, however, to make the report as of the day the rewrite is completed and the employment setup is established and stabilized in accordance with the Washington organization chart and budget requirements.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Monthly Report

Month Ending Jan. 1944

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):

Received Granted Denied

Indefinite Leave With Clearance (Exclude Student Leaves)	<u>53</u>	<u>44</u>	<u> </u>
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>29</u>	<u>28</u>	<u> </u>
Student Leaves	<u>2</u>	<u>2</u>	<u> </u>
Seasonal Work Leaves	<u>13</u>	<u>13</u>	<u> </u>
Short Term Leaves	<u>18</u>	<u>18</u>	<u> </u>
Passes Other Than Short Term Leave	<u> </u>	<u> </u>	<u> </u>

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men 156 Women 98 Total 254

Part-Time Employees of WRA: Students 45 Apprentice & Trainee 2 Other Total 47

Number Employed on Project

but Not Paid by WRA: Community Enterprises 229 Industrial Other

Number Not Registered

for Employment: Employable: Men 251 Women 164 Unemployable: Men 312 Women 204

HOURS OF WORK: Length of Standard Work Day 8 Length of Standard Work Week 44
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members No. Cases Handled This Month

Number of Cases Pending Number of Cases Referred to Project Director

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month \$276.88

Number Receiving Unemployment Compensation During Month: Men 25 Women 13 Total 38

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$2,769.50

Number Individuals for Whom Grants Made 72 Average Amount Per Individual \$38.32

VOCATIONAL TRAINING: Number of Classes 10 Enrollment: Men 173 Women 297 Total 570
(Give type of training class and enrollment of men (M) and women (W) in each.)

<u>Accounting</u>	M <u>3</u> W <u>1</u>	<u>Cosmetology</u>	M <u>0</u> W <u>16</u>	<u>Typing</u>	M <u>67</u> W <u>119</u>
<u>Bookkeeping</u>	M <u>16</u> W <u>19</u>	<u>Librarianship</u>	M <u>0</u> W <u>18</u>	<u>U.C. Extension</u>	M <u>8</u> W <u>7</u>
<u>Cabinet Making</u>	M <u>38</u> W <u>0</u>	<u>Shorthand</u>	M <u>30</u> W <u>123</u>	<u>Teacher Tr.</u>	M <u> </u> W <u> </u>
<u>Cooking</u>	M <u>3</u> W <u>8</u>	<u>Tailoring</u>	M <u>8</u> W <u>86</u>		M <u> </u> W <u> </u>

(OVER)

EVACUEE EMPLOYMENT AT PROJECT (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration	_____	_____	_____	_____	_____	_____	_____
Executive	_____	_____	_____	_____	_____	_____	_____
Fiscal	_____	_____	_____	_____	_____	_____	_____
Legal	_____	_____	_____	_____	_____	_____	_____
Community Government	_____	_____	_____	_____	_____	_____	_____
Post Office	_____	_____	_____	_____	_____	_____	_____
2. Employment	_____	_____	_____	_____	_____	_____	_____
Placement	_____	_____	_____	_____	_____	_____	_____
Leaves	_____	_____	_____	_____	_____	_____	_____
Labor Relations	_____	_____	_____	_____	_____	_____	_____
3. Transportation and Supply	_____	_____	_____	_____	_____	_____	_____
Warehousing	_____	_____	_____	_____	_____	_____	_____
Motor Pool	_____	_____	_____	_____	_____	_____	_____
Mess Operations	_____	_____	_____	_____	_____	_____	_____
a. Kitchen Help	_____	_____	_____	_____	_____	_____	_____
b. Waiting Service	_____	_____	_____	_____	_____	_____	_____
c. Steward (supply)	_____	_____	_____	_____	_____	_____	_____
4. Agriculture	_____	_____	_____	_____	_____	_____	_____
Crop Production	_____	_____	_____	_____	_____	_____	_____
Land Subjugation	_____	_____	_____	_____	_____	_____	_____
Livestock Production	_____	_____	_____	_____	_____	_____	_____
5. Public Works	_____	_____	_____	_____	_____	_____	_____
Building Construction	_____	_____	_____	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____	_____	_____	_____
a. Janitorial (inside)	_____	_____	_____	_____	_____	_____	_____
b. Grounds Maintenance	_____	_____	_____	_____	_____	_____	_____
6. Community Services	_____	_____	_____	_____	_____	_____	_____
Education	_____	_____	_____	_____	_____	_____	_____
Recreation	_____	_____	_____	_____	_____	_____	_____
Public Welfare	_____	_____	_____	_____	_____	_____	_____
Housing	_____	_____	_____	_____	_____	_____	_____
7. Health and Sanitation	_____	_____	_____	_____	_____	_____	_____
Hospital	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
8. Reports and Press	_____	_____	_____	_____	_____	_____	_____
9. Internal Security	_____	_____	_____	_____	_____	_____	_____
10. Fire Protection	_____	_____	_____	_____	_____	_____	_____
11. Community Enterprises	_____	_____	_____	_____	_____	_____	_____
12. Other (specify)	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Manzanar, California
January 31, 1944

DIVISIONAL BREAKDOWN OF EVAUCSEE EMPLOYMENT AT PROJECT

PROJECT MANAGEMENT	TOTAL	PART TIME		\$16		\$19	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Town Hall	74	1	0	17	20	36	0
Legal	6	0	0	1	1	2	2
Reports	29	1	1	9	10	7	1
Relocation	14	0	0	2	6	3	3
Guayule	18	0	0	14	1	3	0
OPERATIONS							
Ass't Proj. Director Office	1	0	0	0	1	0	0
Agriculture	127	0	0	64	22	41	0
Motor Transport	71	0	0	65	1	5	0
Fire Dept.	51	0	0	33	0	17	1
Industry	166	0	0	52	87	22	5
Engineering (Maintenance)	513	4	0	449	18	40	2
Engineering (Construction)							
Regular Work	243	3	0	190	9	40	1
Emergency Work							
Weed clearing & Fire Prot.	53	0	0	52	0	1	0
Main Water Supply Improve.	102	0	0	102	0	0	0
Irrigation Field Laterals							
(lapsed time from Agric.)	47	0	0	35	0	12	0
ADMINISTRATIVE MANAGEMENT							
Ass't Proj. Director Office	19	4	2	4	7	0	2
Postal Service	15	0	0	12	0	3	0
Budget and Accounts	27	0	0	6	8	1	12
Cost Accounting & Prop. Control	63	0	1	18	16	20	8
Evacuee Property	40	0	0	25	6	8	1
Records & Statistics	22	0	0	1	14	3	4
Personnel Management	14	0	0	1	8	2	3
Supply							
Procurement	8	0	1	0	2	2	3
Ration Bd. & Typewriter Repr.	4	0	0	1	2	1	0
Mess							
Mess Office	2	0	0	0	1	0	1
Mess Storehouse	55	0	0	41	3	9	2
Kitchens	1028	0	0	513	351	163	1
COMMUNITY MANAGEMENT							
Ass't Proj. Director Office	1	0	0	0	0	0	1
Community Analysis	6	0	1	0	0	1	4(2p.t.)
Health & Security	288	1	13	102	139	26	7
Community Activities	61	0	1	21	15	17	7
Internal Security	48	0	0	6	1	40	1
Education	114	0	5	17	31	24	37
Welfare							
Family Welfare	39	0	0	8	22	3	6
Housing	40	0	0	13	24	3	0
Clothing Allowance	7	0	0	1	5	1	0
6 children's Village	43	1	5	15	15	3	4
TOTAL	3459	15	30	1890	846	559	119

There are two \$12 apprentices under Education; 1 male and 1 female.

In addition, there are 229 working in the Consumer's Enterprise who are not being paid by the WRA.

PERSONNEL MANAGEMENT SECTION

ADMINISTRATIVE MANAGEMENT DIVISION

In submitting the information for the reverse side of Monthly Report Form "Employment" Form WRA 122 Revised, we have revised the breakdown to conform with the Washington organization chart and superimposed the tabulation on the form.

In January we completed the rewriting of all of the work assignments to conform with the Washington schedule of job titles and ratings in accordance with the third quarter budget as submitted by the Finance Department. A clean sweep was made by rewriting every individual work assignment at the Center. It is noteworthy that of the 3,459 total evacuee workers employed as of January 31, 202 were engaged in emergency work for fire protection and water supply and 45 part-time workers were assigned to in-service training or a total of 247. It is noteworthy that if this number were deducted from the total of 3,459, it would leave 3,212 employed in regular full-time project operating duties, the lowest number ever employed in this Center and only 300 more than the quota established by Washington for employment after segregation. It is anticipated that segregation will be completed by the end of February.

In the Appointed Personnel Office Mr. Daniel Cox reported for duty as Personnel Transactions Officer replacing Elsie Eades, who resigned December 15, 1943.

WAR RELOCATION AUTHORITY

Budget Bureau No.: 13-R002
Approval Expires: 6/30/44

Month Ending Feb. 1944

Monthly Report

EMPLOYMENT - I

Center Manzanar

LEAVE APPLICATIONS (This Month):

	Received	Granted	Denied
Indefinite Leave With Clearance (Exclude Student Leaves)	<u>60</u>	<u>58</u>	
Indefinite Leave Without Clearance (Exclude Student Leaves)	<u>24</u>	<u>23</u>	
Student Leaves	<u>1</u>	<u>1</u>	
Seasonal Work Leaves	<u>20</u>	<u>20</u>	
Short Term Leaves	<u>24</u>	<u>24</u>	
Passes Other Than Short Term Leave			

PROJECT EMPLOYMENT (Evacuee):

Number Registered for work but Not Employed: Men _____ Women _____ Total _____

Part-Time Employees of WRA: Students _____ Apprentice & Trainee _____ Other _____ Total _____

Number Employed on Project
but Not Paid by WRA: Community Enterprises _____ Industrial _____ Other _____

Number Not Registered
for Employment: Employable: Men _____ Women _____ Unemployable: Men _____ Women _____

HOURS OF WORK: Length of Standard Work Day _____ Length of Standard Work Week _____
(List exceptions made to standard work hours and reason for such exception.)

FAIR PRACTICE COMMITTEE: Number Committee Members _____ No. Cases Handled This Month _____

Number of Cases Pending _____ Number of Cases Referred to Project Director _____

UNEMPLOYMENT COMPENSATION: Amount Paid in Benefits During Month _____

Number Receiving Unemployment Compensation During Month: Men _____ Women _____ Total _____

TRANSPORTATION GRANTS: Total Amount of Travel Grants Authorized This Month \$4,540.06

Number Individuals for Whom Grants Made 68 Average Amount Per Individual \$66.77

VOCATIONAL TRAINING: Number of Classes _____ Enrollment: Men _____ Women _____ Total _____
(Give type of training class and enrollment of men (M) and women (W) in each.)

_____	M _____ W _____	_____	M _____ W _____	_____	M _____ W _____
_____	M _____ W _____	_____	M _____ W _____	_____	M _____ W _____
_____	M _____ W _____	_____	M _____ W _____	_____	M _____ W _____
_____	M _____ W _____	_____	M _____ W _____	_____	M _____ W _____

(OVER)

EVACUEE EMPLOYMENT AT PROJ (End of Month Figures):

	\$12 Scale		\$16 Scale		\$19 Scale		Total
	Male	Female	Male	Female	Male	Female	
1. Project Administration	_____	_____	_____	_____	_____	_____	_____
Executive	_____	_____	_____	_____	_____	_____	_____
Fiscal	_____	_____	_____	_____	_____	_____	_____
Legal	_____	_____	_____	_____	_____	_____	_____
Community Government	_____	_____	_____	_____	_____	_____	_____
Post Office	_____	_____	_____	_____	_____	_____	_____
2. Employment	_____	_____	_____	_____	_____	_____	_____
Placement	_____	_____	_____	_____	_____	_____	_____
Leaves	_____	_____	_____	_____	_____	_____	_____
Labor Relations	_____	_____	_____	_____	_____	_____	_____
3. Transportation and Supply	_____	_____	_____	_____	_____	_____	_____
Warehousing	_____	_____	_____	_____	_____	_____	_____
Motor Pool	_____	_____	_____	_____	_____	_____	_____
Mess Operations	_____	_____	_____	_____	_____	_____	_____
a. Kitchen Help	_____	_____	_____	_____	_____	_____	_____
b. Waiting Service	_____	_____	_____	_____	_____	_____	_____
c. Steward (supply)	_____	_____	_____	_____	_____	_____	_____
4. Agriculture	_____	_____	_____	_____	_____	_____	_____
Crop Production	_____	_____	_____	_____	_____	_____	_____
Land Subjugation	_____	_____	_____	_____	_____	_____	_____
Livestock Production	_____	_____	_____	_____	_____	_____	_____
5. Public Works	_____	_____	_____	_____	_____	_____	_____
Building Construction	_____	_____	_____	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____	_____	_____	_____
a. Janitorial (inside)	_____	_____	_____	_____	_____	_____	_____
b. Grounds Maintenance	_____	_____	_____	_____	_____	_____	_____
6. Community Services	_____	_____	_____	_____	_____	_____	_____
Education	_____	_____	_____	_____	_____	_____	_____
Recreation	_____	_____	_____	_____	_____	_____	_____
Public Welfare	_____	_____	_____	_____	_____	_____	_____
Housing	_____	_____	_____	_____	_____	_____	_____
7. Health and Sanitation	_____	_____	_____	_____	_____	_____	_____
Hospital	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
8. Reports and Press	_____	_____	_____	_____	_____	_____	_____
9. Internal Security	_____	_____	_____	_____	_____	_____	_____
10. Fire Protection	_____	_____	_____	_____	_____	_____	_____
11. Community Enterprises	_____	_____	_____	_____	_____	_____	_____
12. Other (specify)	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

RELOCATION DIVISION
SUPPLEMENTAL REPORT
MONTH OF FEBRUARY, 1944

The eighty-two leaves issued during the month of February represents a small increase over the month of January of this year and an increase in approximately 25 % from February over a year ago. Relocation received an impetus through the granting of 258 clearance to a number of individuals for whom leave hearings has been required. Relocation was retarded through news of the draft and the movement of segregants that was completed at Manzanar on February 26, with a total of 1876 being sent to Tulelake.

Probably as a direct result of the draft announcement, eleven applications were cancelled out just a day or two prior to the scheduled departure of the individual.

Eleven leaves were issued to persons away from the center on seasonal leave. This represents approximately 14% of the total and demonstrates, to an extent, the effectiveness of seasonal leave as a stimulant to relocation. The more limited seasonal leaves now permitted may reduce the number of persons who convert from seasonal to indefinite leave. It would be difficult to determine whether this reduction is offset by an increased number taking indefinite leaves without first having seasonal leave.

WAR RELOCATION AUTHORITY
EVACUEE PERSONAL SERVICES REPORT

Manzanar

Center

Month of Feb. 19 4

SECTION A. EVACUEE POPULATION AND EMPLOYMENT - End of Month Figures

	Male	Female	Total	Male	Female	Total
1. Total Population *(see footnote)			3574	3574	2910	6484
2. Unemployable (as defined below)						
(a) No. of persons 17 yrs. and under	1017	1021	2038			
(b) No. of persons 65 yrs. and over	166	28	194			
(c) No. of persons 18 to 64 yrs. inclusive, unemployable due to physical disabilities	138	124	262			
(d) No. of persons 18 to 64 yrs. inclusive, unemployable due to family responsibilities	3	605	608			
(e) Total Unemployable				1324	1778	3102
3. Remainder of Population (Estimated Employable)				2260	1122	2282
4. Total Evacuees Employed				2066	918	2984
5. Number Registered but not Employed				82	62	144
6. Employables not registered.				102	152	254

SECTION B. ASSIGNMENTS, TRANSFERS AND SEPARATIONS BY ACTIVITY

Activity	Assign- ments	Transfers		Separations						Total
		From	To	Initiated by Worker			Initiated by WRA			
				Reloca- tion	Ill- ness	All Other	With Cause	Termi- nation of Job	All Other Title	
Project Director	17	3				14				14
Legal Division			1						1	1
Reports Division	3	2	1	2					1	3
Relocation Division	2	1	1			1				1
Community Mgt. Division										
Ass't Project Director	1								5	5
Internal Security				1					8	9
Health	19	4	4	3	1	3			33	40
Education	7			1	2	3			3	9
Welfare	7	2		3	1	3			4	11
Community Analysis										
Community Activities	2					2				2
Business Enterprises	11	1	5		1	2			33	36
Community Government										
Operations Division										
Ass't Project Director										
Agriculture	5	2	1		1	3			13	17
Industry	14	24	21	3	2	1			28	34
Engineering	69	33	34	4	4	23			241	272
Fire Protection	6	1	1		1				17	18
Motor Trans. & Maint.	2	2	3	3					21	24
Admin. Mgt. Division										
Ass't Project Director	12		1						13	17
Supply	51	5	10	9	8				249	266
Finance	8	5	4		1				213	14
Office Services	6	7	3	1					2	3
Statistics	1		1	3					6	9
Personnel Management									3	3
Evacuee Property	3								32	2
TOTAL	246	92	92	33	22	55			696	806

*Number of persons physically present

SECTION C. EVACUEE EMPLOYMENT BY ACTIVITY - End-of-Month Figures

	\$12 Rate		\$16 Rate		\$19 Rate		Total
	Male	Female	Male	Female	Male	Female	
Project Director	0	0	0	1	0	0	1
Legal Division	0	0	1	2	2	1	6
Reports Division	2	2	8	7	4	1	24
Relocation Division	0	0	2	5	3	3	13
Guayule	0	0	13	1	2	0	16
Community Management Division							
Assistant Project Director	0	0	0	0	0	1	1
Internal Security	0	0	4	1	32	1	38
Health	2	12(1\$12)	89	123	26	9	261
Education	1	1	13	27	15	34	91
Welfare	1	5	51	44	9	8	118
Community Analysis	0	1	0	0	1	4(2pt.)	6
Community Activities	0	1	25	13	15	7	61
Community Government	1	0	14	20	34	0	69
Operations Division							
Assistant Project Director							
Agriculture	1(1\$12)	0	53	3	33	0	90
Industry	0	0	50	75	20	3	148
Engineering	3	2	607	26	70	1	709
Fire Protection	0	0	29	0	11	1	41
Motor Transport & Maintenance	0	0	47	1	6	0	54
Administrative Management Division							
Assistant Project Director	0	0	1	2	1	1	5
Supply	0	2	406	312	153	6	879
Finance	0	1	20	20	18	17	76
Office Services	4	3	12	4	3	1	27
Statistics	0	0	1	7	3	2	13
Personnel Management	0	0	1	5	2	3	11
Evacuee Property	0	0	18	3	8	2	31
Total Paid by WRA	15 (1 \$12)	30 (1 \$12)	1465	702	471	106	2789
Business Enterprises	5(5\$12)	5 (2\$12)	61	69	49	6	195
Total Employed	20(6\$12)	35 (3\$12)	1526	771	520	112	2984

SECTION D. FAIR EMPLOYMENT PRACTICE COMMITTEE

Number of Committee Members	0
Number of Cases Pending from Previous Month	0
Number of New Cases During Month	0
Number of Cases Settled During Month	0
Number of Cases Pending End of Month	0
Number of Cases Appealed to Project Director	

SECTION E. IN-SERVICE TRAINING (Apprentices)

Unit Name	No. in Training
Health	1
Agriculture	1
Business Enterprise	7

In addition to the above apprentices there are 284 assigned to in service training at the regular \$16.00 rate in mess, Engineering, Industry and Hospital.

NARRATIVE REPORT OF EVACUEE EMPLOYMENT

FOR MONTH OF FEBRUARY, 1944

The new monthly report form (WRA 312) "Evacuee Personal Services report" devised by Washington for use in all centers was received during February and was put into effect for the February report. Section A of the new form has been in use at Manzanar since September, 1942, as a more complete breakdown and submitted in a monthly report to the Project Director. Section B has been maintained for more than a year at the assignment desk and submitted with the monthly report to the Project Director as a record of placement transactions. Section C has also been submitted to the Project Director as a monthly report and revised from time to time in accordance with changes in the organization chart. We have added Paragraph 6 to Section A giving the number of employables not registered for work. This includes those unemployed between assignments, recent arrivals, those anticipating leaving in a short time for relocation, and those voluntarily unemployed.

As a result of the segregation which took place the last week in February, 709 workers who were employed on February 1 were terminated during the month. This was approximately 38 per cent of the total number of persons who left Manzanar for Tule Lake. The post-segregation organization chart established by Washington went into effect at midnight February 29 and all work assignments will be rewritten to conform with this organization chart and the established job code numbers. There were 299 individual transactions recorded in the Employment Office during February in addition to those recorded under Section B. These consisted of 144 job registrations, 136 job referrals, and 19 reclassifications. This makes a total of 1105 individual transactions during the month. Except in filling of key and highly skilled positions, it is not anticipated that any difficulty will be experienced in meeting assignment schedules to replace workers who left for Tule Lake. Relocation has also drqwn heavily on skilled and key workers.