

L 5.16

67/14
C

Johnson
B
To: J. McClelland

Date: October 8, 1942

From: Community Welfare

Subject: Quarterly Report

The Community Welfare Department has been active since the arrival of the first group of evacuees on August 27, 1942. The Department consists of one Caucasian and three evacuee social case workers, and one evacuee stenographer. Of the three evacuee workers, all ~~are~~ graduates of the University of California; one had two years of graduate work in social case work, one had one year of graduate work in social case work and one majored in psychology with special training in vocational and mental testing. Two of the workers had paid experience in California State and County Welfare Agencies. One spent ten months in Y. W. C. A. work in Los Angeles. The stenographer had worked in the California State Department of Social Welfare.

Our records show the following numbers and types of situations handled from August 27, 1942 to October 1, 1942:

Thirty-nine requests made by students wishing to attend colleges this year. The National Student Relocation Council was active on these cases, but procedures were explained to the students, checks were made on the applications, permits granted and travelling arrangements made when release authority was received. We have also talked with numerous students concerning local and trade schools. These contacts are not recorded in our files.

Twenty-six requests made by persons wishing to leave the center to live in other centers or in outside communities. The persons were interviewed and letters sent to the Regional Office explaining their situations.

Seventeen requests made by persons wishing to have friends or relatives in other centers transferred into this center. Letters were written on these requests also.

Two temporary leave requests have been recorded. This category covers persons wishing to visit friends, attend conferences, funerals, etc. These situations are explained by letter to the Project Director.

Five clothing issues from Assembly Centers were delivered to residents.

Two interviews were made, requested by outside Agencies.

Twenty-one letters from persons wishing to visit evacuees have been answered.

Fourteen service cases are being carried. These deal with family, insurance, health, and employment problems and will be continued over an indefinite period. The number of these cases will no doubt increase as the more immediate problems of housing and settling are diminished.

In addition to the above services, we have talked with numbers of visitors, coming to the center without passes, and wishing permission to enter and leave.

To J. McClelland--2--Quarterly Report (cont'd)--October 8, 1942

During part of September we assisted the Housing Department by hearing the statements of persons wishing to change their quarters in the Center.

Other matters continuously come to our attention on which records are unnecessary, but which require a certain amount of time and service.

Virginia Ramsland
Social Case Worker

VR:sn

WAR RELOCATION AUTHORITY

Granada Project
Amache, Colorado

* * * * *

PUBLIC WELFARE SECTION
Report for Quarter Ending March 31, 1943

I. Progress On Objectives Previously Outlined

In the report submitted December 30, 1942 for the Public Welfare Section, the following objectives for the department were outlined:

1. Perfection of the organization.
2. Acquiring an adequate staff.
3. Educating the community as to the function of this department.
4. Establishing relationships with other specialized agencies in the state to which certain cases can be referred, which are beyond our training or equipment to handle.

Some progress has been made and much remains to be done in relation to each of these objectives.

1. In regard to the first objective, individual case records have been set up on all cases, under a classification conforming loosely to the standards of Family Welfare Association of America.

Various rearrangements have been made in the physical set-up of the room allotted to the department. Our quarters are too crowded and too noisy to do adequate interviewing. With any expansion whatever, additional space will be imperative.

Another need of the department is some mode of transportation. We have one bicycle assigned for six case-workers. We have been successful on only one occasion in securing a car from the motor pool. In order to do their job thoroughly it is necessary for Case Workers to make regular visitations. We are often required to do more leg work than head work.

2. Regarding staff, the department is in a critical position. Three Case Work Aides were added. Two of these are leaving the Center. There is a question concerning the stay of the other, due to complications arising from her connection with the Presbyterian Board of Missions. In addition one Japanese Case Worker is likely to receive an employment offer at any time.

Steps are being taken to fill the vacancy of Associate Counselor, which person would supervise the case load and set up a training program as well as recruit additional case work aides. The chances for securing any such person seem to be none too good at this time. They would undoubtedly have been better had we been able to start recruiting for this position January 7, when it was authorized by W.R.A. The existence of this position was unknown to the Head of the department until the first of March.

To meet this staff problem, the following steps are recommended:

1. Complete recruiting of Associate Counselor.
 2. Retain Miss Elizabeth Evans, under some arrangement, as a Case Work Aide. Her Japanese language ability and her familiarity with Japanese custom makes her invaluable in the department.
 3. Take steps to recruit at least one qualified man from the C.P.S. Camps.
3. Some progress may be reported in educating the community as to the department's function. Meetings have been held with block managers on two occasions. A written statement concerning the functions of the department was presented to the block managers. These men have, on the whole, been understanding and cooperative.

Heads of other departments have been interviewed on various occasions concerning general relationships to the Public Welfare Section, or concerning specific problems.

Satisfactory cooperative relationships exist with the hospital and the schools. There are constructive opportunities opening up for working with both these organizations. Recently some 750 pamphlets published by the U.S.C.B. on child care have been placed, with the cooperation of the hospital and schools, in hands of residents.

Few points have been found for active cooperation between this department and the Community Activities Section.

Considerable concern is felt over the lack of an understanding between the Public Welfare Section and Internal Security in regard to handling cases involving juvenile delinquency. There is evident confusion in the handling of such cases where several departments have an interest. This confusion is likely to be dispelled only by direct administrative action. There is an obvious opportunity for much closer cooperation between all agencies on such problems.

4. Our contacts with state social work agencies continue to be strengthened.

One case involving illegitimacy has been very efficiently handled through the State Department of Child Welfare. (It is interesting to note that they have at this time two other similar cases, one from Heart Mountain and one involving a voluntary evacuee.) Miss Marie Smith, Director of that agency, visited the Center in January with several members of her staff.

At that time, various cases were discussed. The development of histories on these cases has been necessarily slow. However, three case summaries were sent for their study, and subsequently

two of the children studied were sent to La Junta to the Child Guidance Clinic. Reports on the latter cases have not yet been received. Another boy will probably be sent next month.

Miss Domoto, A Case Worker in this department, was in Denver recently on departmental business. While there, she was invited to appear before the staff of the State Public Welfare Department. Mr. Earl Kouns, State Director, was present in the meeting. Miss Domoto reports a very favorable reception.

She was also able to interview the director of the State Department for the blind and found this agency very eager to assist us in dealing with the problems of the blind.

The Department of Crippled Children is active in behalf of our people, as indicated below in this report.

II. Services Rendered

A. Case Load

A monthly case count will hereafter be available. The count for March appears below. This count does not include problems handled concerning clothing allowances only.

Count of Case Load for March

	Under Care		Incidental Service				Service Other Agencies			Totals
	P.A.	Service	Transfer	Visit	U.C.*	Other	Report Closed Case	O.T.I. **	Other	
Cases On Hand March 31, 1943	279	36	78	17	3	111	11	9	3	547
Cases Closed March 31, 1943	57	11	24	5	--	6	11	8	3	125
Case Forwarded to April	222	25	54	12	3	105	105--	-1	--	422

Total number visits with Client in homes	131
" " " " Collateral in homes	66
Total home visits:	197
" " interviews with Client in office	474
" " " " Collateral "	46
Total number office interviews:	520
Total Contacts:	717

* Unemployment Compensation

** Out of Town Inquiries- Red Cross, etc.

"Under Care" Cases, as differentiated from "Incidental Service" Cases, are those cases in which intensive study and treatment are undertaken probably over an extended period. All cases involving public assistance grants are considered as "Under Care". "Service" Cases are "Under Care" Cases not involving grants of money.

"Incidental Service" Cases are those cases in which some service is rendered but in which the treatment is essentially superficial. The time involved in incidental services is likely to be short. "Service to Other Agencies" is self-explanatory.

The 547 cases on hand, March 31, does not represent the entire load for March, since some cases were closed prior to that date.

The 717 contacts are from about March 6 to March 31.

Several observations of interest in connection with the case load may be made here:

1. The average number of cases per worker on March 31 was 91.1. Fifty to seventy-five cases is usually considered a full load for a worker to carry effectively. Obviously our individual case load should not be much greater. Hence the critical need for personnel.
2. Of the 717 personal contacts made with or for clients, 520 were in the office. Only 197 were home calls. Some question may be raised about the small number of home visits. On the basis of this figure we may say that our workers are probably not too well acquainted with the districts for which they are responsible.
3. The total number of cases on hand on March 31 represents approximately 8 percent plus of the Center population.
4. Of the 547 cases on hand on March 31, the largest number of cases are "Public Assistance" cases, being 279 or 51 percent. It may be assumed that the time consumed in handling these money grants is more than 51 percent.

Only 36 cases or 6.6% are those involving intensive study and treatment without Public Assistance.

Two questions arise from these figures:

- a. Could not the Public Welfare Staff be more constructively used than in dispensing money?
- b. Would it not be possible to develop a system under which many of these grants would be automatic?

B. Clothing Allowances

All clothing allowances through the month of December have been paid.

Work on clothing allowances is caught up, with the exception of recording the payrolls not yet received. Clothing allowances are still on a

quarterly basis. They should become current by the month by May 1.

All "95" cards are being checked against the census recently conducted by the Housing Department for possible errors in family composition.

The report for the months of October, November and December is as follows:

	<u>Total Number</u>	<u>Total Amount</u>
No. Families Approved Oct. to Dec. Inc. or Part of Period	1172	\$28,769.95
No. Individuals Approved Oct. to Dec. Inc. or Part of Period	2160	16,303.64
Total Allowance Approved: Oct. to Dec. Inc.		\$45,073.59

The figure \$45,073.59 for the second quarter is to be compared with \$78,278.65 for the first quarter. This is a drop of \$33,205.06.

The difference is largely due to the fact that clothing allowances were issued this quarter only to Heads of families or individuals who had worked 15 days in a given month instead of to all persons in the Center. Considerable disappointment and anxiety, and real hardship in many cases, was occasioned by the application of this rule. This is partially reflected in the increase in Public Assistance Grants.

A clearer reflection were the protestations made by visitors to the Public Welfare Section and by block managers.

Many families were deprived of clothing allowance for this period because of the arbitrary designation of family Heads at the time the Basic Family Cards were completed. There was considerable indignation over this fact. Many families, where the older son or daughter had been the active Head of the family for a long period before evacuation and now the only working member, were deprived of this allowance. They did not understand that a change had been made.

This latter condition has been remedied by allowing new family Heads to be designated and by working through the block manager to publicize this possibility more directly to people in their blocks.

Much pressure was exerted on the Public Welfare Staff in this connection. Considerable credit should be given these workers for handling this difficult and potentially explosive situation with poise and efficiency.

This situation again brings out vividly the validity of our previous contention that the clothing allowance procedure is inequitable. It would seem obvious that many are not receiving clothing allowance who need this

money. The procedure should be revised to provide an allowance for every person in camp, on the basis of a uniform budget granted to each resident here.

C. Public Assistance Grants

Number and Amounts of P.A. Grants for Jan., Feb., & March by Categories									
	MARCH			FEBRUARY			JANUARY		
	No. Persons	No. Families	Amount	No. Persons	No. Families	Amount	No. Persons	No. Families	Amount
Living Expenses (expense Clothing)			1402.82			529.91			
Clothing Only			3052.99			1184.52			
Total:	737	252	4455.81	341	107	1714.43	147	49	532.33
Travel	9	5	295.18	26	8	369.27		10	594.49
Optical	11	11	96.47	12	12	96.98		11	96.54
Totals:	757	268	4847.46	379	127	2180.68	147	70	1223.36
Renewals	338	112	2011.61	218	58	1228.97			

It is apparent that grants for travel and optical services are somewhat less for March than for February. The increase in grants for living expenses (\$4455.81 for March as against \$1714.43 for February) is accounted for largely by two factors:

1. The decrease in clothing allowances for the second quarter, a temporary factor. (Grants for clothing in March were \$3052.99 as against \$1184.52 in February)

In other words, while clothing allowances decreased by some \$33,000.00, public assistance grants increased only \$2741.38; thereby indicating continued reluctance to apply for Public Assistance.

2. The probable continued depletion of resources, which will likely be a continuing and increasing factor.

We have previously criticized the clothing allowance and the Public Assistance Grants because they involved an essentially relief procedure. We are becoming increasingly aware that the procedure is not only questionable, but that the budget for Public Assistance is probably insupportable in the light of actual expenses, and that accumulated resources of these people are suffering drastic depletion.

We are working on a study along the lines indicated in the schedule attached at the end of this report. The results of this study should shed further light at this point.

D. Crippled Children

A census of crippled children in the Center has been taken at the request of the hospital.

The results of this census are set forth in the chart which appears on the next page of this report.

Word has been received from Dr. Chapman, Director of the State Crippled Childrens Department, that funds have been approved for treatment of these cases. A clinic is to be held here April 12.

CRIPPLED CHILDREN IN GRANADA RELOCATION CENTER

		Age	Sex	Onset of disability	Idiot	Deformity of limbs	Vision Defect	Blindness	Deafness	Cleft palate	Harelip	Congenitally dislocated hip	Paralysis	Spastic	Burns	Immobilized or Incapacitated limbs	Bone & Joint infection	Hunchback	Mute	Previously treated	Never treated	Under treatment now	In school	Out of school
Delkai, Tom T.	16	M	9/42																					
Domoto, Miki	1-2/12	F	birth																					
Fuchizemi, Dorothy	17	F	1928																					
Fumatsu, Betty	12	F	1935																					
Fumatsu, Harry M.	14	M	8/37																					
Goto, Hiroe	18	F	birth																					
Hasegawa, Betty	15	F	birth																					
Kanagaki, Masaru	19	M	birth																					
Koga, Yutaka	18	M	1930																					
Kuroki, Aiko	20	F	4/29																					
Kuruma, Chizuko	10	F	birth																					
Mitobe, Nobu	13	F	birth																					
Mizukami, Shigeru	23	M	1923																					
Murotani, Sumio	20	F	birth																					
Sasachika, Hiroshi	4/12	M	birth																					
Shimada, Jack	10	M	1934																					
Sumi, Nobu	19	M	birth																					
Suyoeke, Hideo	9	M	birth																					
Tanaka, Akira	14	M	1941																					
Wada, Teruhisa	3	M	?																					
Yamaoka, Hideko	11	F	2/32																					
Murakami, Terry Mae	20	F	birth																					
Morita, Iida	21	F	9/42																					

Disability

Treatment Education

Treatment:

No. now under treatment	9
No. previously treated	17
No. never treated	1

No. of cases:

Cleft Palate	2
Harelip	1
Congenitally dislocated hip	1
Paralysis	2
Spastics	1
Burns	1
Immobilized or incapacitated limbs	2
Bone & joint infections	1
Hunchbacks	1
Vision defectives	3
Blind	2
Mutes	1
Idiots	1
Limb deformities	3
Deaf	1

Age Distribution:

Birth to 5	3
6 to 12	5
13 to 16	5
16 to 20	8
21 or over	2

Average age in which disability occurred	2.2 years
--	-----------

% cases incurred at birth	48%
---------------------------	-----

No. cases incurred at birth	10
-----------------------------	----

No. cases incurred since evacuation	1
-------------------------------------	---

Average length of disability	10.3 years
------------------------------	------------

E. Application for Transfer to Internment Camp

Families Interviewed For
Possible Transfer To Family
Internment Camp

Number of Families Interviewed:

Applications Forwarded to Washington	50	
" Completed but Not Forwarded	2	
Families Not Wishing to Apply	11	
" Undecided	<u>8</u>	
Total:		71

Classification of Applications Completed:

Classified "A" (Very Urgent)	26	
" "B" (Urgent)	11	
" "C" (Not Urgent)	<u>15</u>	
Total:		52

In no case, to our knowledge, is a child being left behind, who is under 18 years of age.

In several instances, dependents over that age are remaining; but in each case, private arrangements are being made.

COMPOSITION OF FAMILIES INTERVIEWED REGARDING
APPLICATION FOR TRANSFER TO FAMILY INTERNMENT CAMP

	FAMILIES INTERVIEWED				CHILDREN OF FAMILIES INTERVIEWED			
FAMILIES APPLYING	Total No. Families	No. Families No Children	No. Families with Children	Families of In-Laws	Total No. Children	Number Children Under 16	Number of Children Over 16 yrs.	
Grand Totals	<u>71</u>	<u>13</u>	<u>54</u>	<u>4</u>	<u>180</u>	<u>120</u>	<u>60</u>	
Total Families Applying	<u>52</u>	<u>13</u>	<u>37</u>	<u>2</u>	<u>131</u>	<u>91</u>	<u>40</u>	
"A" Class (Very Urgent)	26	11	15		51	72	10	
"B" Class (Urgent)	11		11		34	25	9	
"C" Class (Not Urgent)	15	2	11	2	45	24	21	
FAMILIES NOT APPLYING	Total Families Not Applying	<u>19</u>		<u>17</u>	<u>2</u>	<u>49</u>	<u>29</u>	<u>20</u>
Families Not Applying	11		10	1	21	13	8	
Families Undecided	8		7	1	28	16	12	

F. Grants for Industrial Employment

The Public Welfare Section has been directed to handle applications for grants under Administrative Instruction No. 45 (Revised) to families leaving the Center for employment.

The Fiscal Office has objected to these grants being handled from this office.

At the time this arrangement was entered into, we raised a question about this procedure, stating that this appeared to be logically a function of the Employment Division.

In view of the objections of the Fiscal Office, and in view of the heavy load this imposes on our staff, and in view of the many other tasks in the field of Social Welfare which we should be undertaking, we recommend that this function be delegated elsewhere.

G. Housing

Although the Housing Section has been officially transferred to the Public Welfare Section, it is being temporarily handled personally by the Chief of the Division of Community Services.

John J. O. Moore, Counselor
Public Welfare Section

General Costs:

Amount spent since arrival in Relocation Center on:

Actual Amount Spent

How Much Do You Feel
You Should Have Spent?

Clothing

Bedding

Insurance, legacies, etc.

Paint, hardware, light fixtures, etc.

Furniture, flooring

Building materials (lumber, wallpaper, etc.)

Gratuities (funerals, weddings, etc.)

Block dues

Expenses, not listed (please specify)

Totals:

Total from column A:

Total from column B:

Grand Total:

Total wage of Family

\$ _____

Income from other sources in camp (clothing allowance)

\$ _____

Total Family Income

\$ _____

How much have you spent since arriving in this Center
from reserves accumulated prior to evacuation?

\$ _____

Approximately how much did you spend in the assembly
centers from reserves accumulated prior to
evacuation?

\$ _____

FAMILY EXPENDITURES
in the Granada Relocation Center

Former Occupation: _____

[illegible]

510

GENERAL OBSERVATIONS AND RECOMMENDATIONS
GRANADA WELFARE SECTION
May 3 through 10, 1945
J. Lloyd Webb
J. Lloyd Webb
Welfare Consultant

I. RESETTLEMENT PLANNING BY WELFARE SECTION

Progress

The identification of family units expected to need public assistance when they resettle seems to be definitely determined and the number is approximately 275 family units. Some of these will be found able to make their own arrangements for support outside while additional family units will be referred from Relocation Division. But in general the number will probably be 300 or less.

Welfare Section has been active to help with these resettlement plans in about 260 cases. About 90 have progressed to the point that summaries of the preliminary plan have been sent to the area relocation offices for referral to County Departments of Public Welfare. The 170 units on which work has been done but preliminary plans not sent out are in advance stages of progress. It may be expected that the rate of sending preliminary plans to the area offices will pick up during the next two or three weeks.

The 15 family units needing help with plans because of public assistance requirements should be undertaken immediately and the welfare counseling staff is adequate to allow for prompt opening of activity on these cases. Furthermore, some system by ^{super} advisory methods of stimulating each counselor to have regular repeated contact with each of the families in process of planning should be developed. For example, if each junior counselor were asked to report weekly the number of home visits, office interviews, items of correspondence, and collateral conferences held in the interest of these families needing help with resettlement plans, the supervising counselor would know whether the counselor was working on the total load sufficiently and, if so, whether to look more carefully into the content of the contacts or if any delay is simply the result of inactivity. While it is hoped that the families themselves will seek the counseling help repeatedly until their plans are completed, so far many of the families and unattached persons have waited for the counselors to initiate discussions.

It would seem a reasonable goal to expect the preliminary plan to be written and sent to the area offices on each of the approximately 300 family units by July 15.

The accomplishment and status of work on resettlement planning for dependent families compares favorably with the progress at other centers with which the consultant is acquainted. There is no reason whatever for discouragement about accomplishments but there is every reason to work toward completion of preliminary planning at the earliest possible date. Even after preliminary plans are sent out, many will not be answered favorably and many will have to be revised or completely reworked.

Referral to Relocation Division

When the welfare staff has interviews or other active contact with families who are not designated as needing help because of dependency, the problem of their relocation planning is referred to the Relocation Office. Information obtained which is pertinent to the development of the family summary is transmitted by memorandum or telephone.

When preliminary plans are developed for families who will be dependent, these plans are submitted to the Relocation Office for approval. This relationship and procedure has been agreed upon but it would not seem necessary to submit these preliminary plans for approval until answers have been received from the Welfare Departments or other agencies in the field and the final plan is complete. It is suggested that consideration be given to delaying this referral to Relocation until a complete resettlement plan which will require no further activity by Welfare Section has been developed and accepted by the family.

Primary Responsibility for Plans

As indicated above, the Welfare office has assumed responsibility for about 275 units and these units are indexed in the Relocation office so that the Relocation office has no occasion to be bothered with work on these cases until Welfare has completed them and referred them as completed. Likewise, a certain number of cases involving patients who will need hospital or sanatorium care are designated in the Health Section and the Welfare office has the primary responsibility of the ~~Health Section~~ ^{dependent families}. There are certain family units, however, involving a bed patient and other members of the immediate family. In such cases, if the family members are expected to be dependent, the Welfare Section should assume some responsibility for helping them develop plans, but the Health Section might assume primary responsibility for referral and correspondence outside the center. This should certainly be done if the family members plan to relocate coincidentally with the bed patient as to locality and date of resettlement. If the family members will not need public assistance, they would be helped by the relocation advisors, but likewise the Health Section might assume primary responsibility for preliminary plans if the relocation is to be to one place at one time. If the bed patient is not to relocate with the other family members, it might be best to consider the patient a separate family unit, the Health Section assuming responsibility for the plans for such person, with the Welfare Section or Relocation Division, depending upon need for public assistance, helping the other members plan as a separate unit.

Quality of Preliminary Plans

A number of summarized preliminary plans have been reviewed and discussed with the counseling staff. They appear to be good and to have the information necessary. The organization of the material does not follow the outline recommended in Welfare Handbook 30.4.36 and 30.4.62; however, the outline in use seems to include practically all of the material suggested by the Handbook outline. It may be weak on social adjustment as such and some of the plans do not give as much description of the specific housing requirements as may be needed in the field. The date of transmission to the field should be shown on the material and this has been

started recently. There has been some confusion in forwarding these preliminary plans and some have been addressed to district relocation officers instead of to the Area Relocation Supervisor, Attention Relocation Adjustment Advisor.

Need for Field Office Viewpoint

In connection with the preliminary plans and the way they are written it seems highly desirable to get a more tangible idea of what is found most useful by the Relocation Adjustment Advisors. Several projects have undertaken to do this by sending counselors to the West Coast for work with the Area Supervisors. Such visits have been made by counselors from Manzanar, Poston, Gila River, Heart Mountain, Minidoka, and Tule Lake. The entire welfare staff here was counting on the results of the head counselor's visit to meetings to begin the week of May 14. These have been called off, but if such meetings are not rescheduled within the next two weeks it would seem worthwhile for the head counselor to make a trip to at least the San Francisco area to learn of the adequacy of preliminary plans sent from here and attempt, with the help of the Relocation Adjustment Advisor, to stimulate responses from the County Welfare Departments.

II. PUBLIC ASSISTANCE ADMINISTRATION

The amount of public assistance granted during the past three months has been constant. The only problems in this connection have been the technicalities of obtaining new applications for special or conditional grants or for monthly grants which need to be increased. This has been thoroughly discussed with the head counselor. Because the number of grants has not decreased in proportion to the decrease in total center population, the counselor has been advised to estimate only a slight reduction in public assistance load for the first quarter of 1946.

Recent suggestions received from the Washington Welfare Section suggest the issuing of special grants to families having inadequate wardrobes to relocate as part of their preparation to leave. If this is started it is possible that large numbers of applications may result unless some controlling standards are developed. Such standards might be of the following nature:

A simple analysis of the amount of the income received from center wages, clothing allowances and assistance grants could be made in terms of the average per capita income. Assuming that the average is \$10.00 per person it would be easy for the Welfare Section to check from the record on basic family cards, Forms 95, to determine if the total income in a family had averaged less than the average per capita rate determined and consider only those whose income has been below the average as eligible for a special grant for clothing. Likewise, a standard to determine the amounts of grants could be developed. For example, \$25.00 could be considered the maximum for an adult employable person, \$15.00 maximum for an adult living at home, \$15.00 maximum for school children, and \$10.00 maximum for other children.

An alternative method of handling this would be to determine the need in the instance of each individual application without guides other than the counselor's individual judgment. This will be satisfactory if applications are not numerous.

III. CLOTHING ALLOWANCE ADMINISTRATION

The issuing of clothing allowances has been done very successfully on a quarterly basis. It is agreed that beginning at this time those who leave during the month should be issued their final check at the end of the month rather than waiting until the end of a quarter. *In effect now*

The step in issuing clothing allowances requiring preparation of the clothing allowance order, Form 93, requires two to three times as much typing as the clothing allowance voucher, Form 77. It would seem that the voucher supported by the data on basic family cards, Forms 95, should be adequate for all record and auditing purposes. A teletype sent to the Director marked "Attention: Welfare and Finance Sections" on May 7 requested permission for Granada to eliminate this Form 93. If this typing detail is not eliminated appointed staff to handle clothing orders will be required when the two clerks now handling this work leave to resettle.

IV. WELFARE STAFF

The counseling staff seems to be adequate in numbers and ability to do the job ahead, even though there is a vacancy of one Junior Counselor position. The head counselor does not believe it would be practical to attempt to recruit additional counseling staff so the premium is being placed on keeping their staff and getting as much of the resettlement planning work done during the coming weeks as is possible.

The most critical shortage will be in terms of stenographic and typing workers. This is one reason for the request for streamlining clothing allowance orders mentioned above. There is one prospect for a CAF-4 stenographer who may be available about June 1. If school teachers were willing to do clerical work and were interested in staying, they could be detailed to the Welfare Section. It would be desirable to have two, or at least one such worker.

Original: Project Director ✓
cc: Assistant Project Director
Community Management

cc: Head Counselor

INCOMING EVACUEES
RECEPTION COMMITTEE

OUTLINE OF DUTIES

RECEPTION COMMITTEE

I. Members

John J. O. Moore	Welfare	Reception Hall
Ed. Baklor	Housing	So. Ad. Bldg.
James Hikido	"	6F-12-E
Lewis W. Fanslan	Registrar	Empl. Office
Walter Higuchi	Council	7F-6-D
John Azeka	"	12E-12-B
Minoru Matsuda	"	11F-8-B
Harry Nishijima	"	11H-3-E
Giichiro Mitani	Block Managers	11H-3-F
Kuhachi Ikuta	" "	12K-4-D
Yasutoshi Yoshizawa	" "	11K-12-A
Toshio Ninomiya	Newspaper	6F-4-D
Enoch Dumas	Schools	Elementary School (8H)
Lester Suzuki (Rev.)	Churches	7K-7-E
John Rademaker	Social Analysis	Reception Hall
W. Ray Johnson	At Large	Reception Hall
Shiro Abe	At Large	6G-1-C
Frances Shuck	Schools	8H School
Harlow Tomlinson	Int. Security	So. Ad. Bldg.
Yuri Demoto	At Large	6F-5-C
Dr. Robert Obi	Hospital	Hospital
Mrs. Ruth Hudson	Hospital	Hospital

RECEPTION COMMITTEE

II. Organization

Sub-Committees

Space-Ed Eskler, Co-Chairman

James Hikido, Co-Chairman

John Rademaker

Harry Nishijima

John Azeka

Minoru Matsuda

Registration--Lewis Fanslan, Co-Chairman

*Toshio Ninomiya, Co-Chairman

Kuhachi Ikuta

Frances Shuck

Harlow Tomlinson

Dr. Robert Obi

Mrs. Ruth Hudson

Hospitality--Enoch Dumas, Co-Chairman

Shiro Abe, Co-Chairman

Giichiro Mitani

Yasutoshi Yoshizawa

Walter Higuchi

Lester Suzuki

W. Ray Johnson

Yuri Domoto

*Also serving on publicity.

INCOMING EVACUEES
RECEPTION COMMITTEE

TIME TABLE

(As Adopted by Reception Committee, August 14)

Aug. 16 (Mon.)	Report to Block Managers
Aug. 17 (Tues.)	Report to Council No More moves within blocks
Aug. 21 (Sat.)	Survey of Housing completed
Aug. 27 (Fri.)	Deadline for sub-committee meetings
Aug. 28 (Sat. 2:30)	Committee Meeting Reports from sub-committees Plans completed
Aug. 30 (Mon.)	Reports to Block Managers
Aug. 31 (Tues.)	Report to Council
Sept. 10 (Fri.)	Block Managers and Housing to have completed discussions All moves within blocks completed
Sept. 11 (Sat.)	List of incoming families
Sept. 15 (Wed.)	Houses assigned
Sept. 18 (Sat.)	Houses cleaned and arranged
Sept. 18 (Sat. 2:30)	Final Committee meeting All plans completed and arrangements made for their execution
Sept. 21 (Tues)	First group arrives (500)
Sept. 26 (Sun)	Second group arrives (500)

SUB-COMMITTEE ON SPACE

I. Members

E. B. Baklor, Co-Chairman

James Hikido, Co-Chairman

John Rademaker

Harry Nishijima

John Azeka

Minoru Matsuda

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

This committee will be responsible for seeing that housing space is sufficient to care for the incoming group, is available and that units are assigned. The most important factor to keep in mind here is that every possible effort must be made to avoid causing more than one family (excepting single persons) to occupy the same unit.

The committee will be expected to work out its own program. The following specific steps will probably be necessary:

A. An order stopping all moves within blocks.

B. A housing survey to determine the available housing space.

Careful consideration will have to be given to family composition in this connection.

SUB-COMMITTEE ON SPACE

(Continued)

- C. In consultation with each block manager, decision regarding the number to be housed in his block, and the moves to be made within the block.
- D. Cooperation with the block managers in securing needed moves.
- E. Provision of adequate amounts of equipment: cots, blankets, mattresses, brooms, etc.
- F. Assignment of families to apartments.
- G. Placement of cots, mattresses and comforters in rooms after assignments are made.
- H. A complete census after the movement is completed.
- I. Disposition and protection of property left behind by persons on indefinite leaves.

In connection with the above, the committee will need the voluntary and whole-hearted cooperation of the Center residents. Every means should, therefore, be used, first, to make sure that Center residents know about the program; and second, that care be taken to make sure that those needing to move thoroughly understand and are reconciled to the move. Plans should therefore be told in detail to the Publicity Manager so that he can keep the Center residents informed and ready for each step as it occurs.

SUB-COMMITTEE ON REGISTRATION

I. Members

Lewis W. Fanslan, Co-Chairman

Toshio Ninomiya, Co-Chairman

K. Ikuta

Frances Shuck

Harlow Tomlinson

Mrs. Ruth Hudson

Dr. Robert Obi

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

This committee will be responsible for seeing that all incoming persons are properly registered. It will have charge of the program from the arrival of incoming persons at the Center until they are in their homes.

The committee will be expected to work out its own program. However, attention should be given to the following points:

- A. Place for registration properly set up.
- B. Issuing housing assignments previously made by housing office.
- C. Preparation of all necessary forms:
 - 1. Basic Family Card
 - 2. Employment interviews
 - 3. Receipt for housing equipment
 - 4. Etc.

- D. Medical check-up
- E. Distribution of baggage
- F. Direction of families and transportation of baggage to apartments
- G. Tags or other means of identification with the individual's name on it, to be worn by all officials and committee members working.

It should be remembered that first impressions are lasting impressions. The sub-committee on registration should make every effort to register a good first impression.

Factors most likely to contribute to this are:

1. Unhurried but efficient operation of the registration machinery.
2. Complete and detailed planning.
3. Unfailing courtesy.
4. Cheerfulness and warmth in greeting.
5. Avoidance as far as possible of regimentation and impersonalization. For instance, use names with Mr. or Mrs. wherever possible, provide privacy in medical examination, etc.

The committee should plan specifically to provide for these factors.

SUB-COMMITTEE ON HOSPITALITY

I. Members

Enoch Dumas, Co-Chairman

Shiro Abe, Co-Chairman

Giichiro Mitani

Yasutoshi Yoshizawa

Walter Higuchi

Lester Suzuki

W. Ray Johnson

Yuri Demoto

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

The reason for this committee is two-fold. First, it is simply the courteous thing to do to extend our hospitality to newcomers into the community. More important, however, is the fact that these persons are coming, not because they want to, but because they have to. This is the second move of this nature for them. They may, in addition, feel that they are crowding the people in this community. Also, they will have been on a long, hot train ride. Under these circumstances, it would seem imperative that we must go out of our way to help them adjust to their new surroundings.

Another important factor is that this Center should, with the changes taking place, become more than ever a relocation center. We want this new group to have a feeling from the beginning that we are genuinely interested in their future. The best way to accomplish this is to demonstrate our

interest in their immediate needs.

It is not at this moment apparent how directly or how soon the question of relocation should be pushed with this group. The sub-committee will want to consider all possibilities at this point with the Relocation Office in order not to overlook any "bets".

One thing does seem clear, however. Adjustment, or rehabilitation must precede actual movement in the direction of relocation. This rehabilitation begins with establishing confidence in the Center, its administration and its residents. From such confidence will come the confidence in themselves and the poise to venture into the new experiences of relocation. This process starts from the time they alight from the train.

The program of this committee will have to be built largely by the committee itself. The following are suggestions which may serve as a starting point.

1. Adequate preparation, by publicity of various kinds, of the Center residents so that a friendly attitude towards the newcomers will be generated.
2. A "snack" upon arrival on the grounds.
3. A simple brochure containing a map and essential information concerning the Center.
4. A committee of interested persons in each block to clean and prepare the living quarters for occupancy.
5. Arrangements for acknowledgments and introductions at the first meal in the dining hall. Perhaps a family could be assigned to act as host to each family coming in.

6. A reception for the adults and older children which would be attended by key members of the appointed personnel, the Council and Block Managers, with their wives. The program should include singing, short welcoming speeches, presentations of various phases of Center life, entertainment and refreshments.

7. Planning with various community groups for welcoming activities; namely, schools, churches, clubs.

Sept. 31 - 2, 6 10 Vannies

9- 190 Units Available Now

-01-

$$20 \times 16 - 58 \times 3 = 174$$

$$20 \times 20 - 69 \times 4 = 276$$

$$20 \times 24 - 63 \times 6 = 378$$

828

35 Bachlars

35

Can take in one

863

12/H44

B

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

WASHINGTON



12-9-44 copies to: Mr. Halliday
Mr. Bohon

November 29, 1944

Mr. James G. Lindley
Project Director
Granada Relocation Center
Amache, Colorado

Attention: Welfare Section

Dear Mr. Lindley:

We are replying to your letter of November 10 in which you raised questions about the interpretation of the provisions in the Administrative Manual, sections 50.3.11 through 50.3.18 and 50.3.23 A and B.

Regarding 50.3.15 and .15 A concerning the approval of travel for attending a funeral, the following comments may help you with these questions.

For question 1, we would suggest that members of the immediate family include those defined in Administrative Manual 30.4.53.

In using the rule referred to by question 2 it might be considered appropriate to apply this provision to the nearest living relative if such a relative had maintained a close family-like relationship to the deceased.

In a situation such as that described by your question 3, the reasons for restricting travel must be kept in mind. An important consideration justifying the restrictions upon authorizing travel relates to the limitations of facilities for travel during war time and the hazards to good public relations of evacuees traveling too much and in sizeable groups. The solution would probably be to have the family decide among themselves and designate the member who is to go and represent the family.

Your question 4 as to "unusual circumstances" cannot be concretely answered because such terminology is necessary to allow for the exercise of judgment in particular situations. An unusual circumstance might be one involving considerable property needing to be promptly disposed of or in another case the need to arrange for custody of minor children.

Your question 5 on the applicability of 50.3.15 is that a family member can be allowed to travel if the deceased member was in an institution on the west coast. Permission for traveling in

Mr. James G. Lindley - 2

November 29, 1944

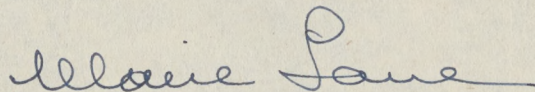
the restricted zone would have to be obtained from the Western Defense Command, transmitting the request through the Field Assistant Director.

Regarding your questions relating to 50.3.23 A and B, it is possible only to again emphasize that "unusual cases" suggest the possibility of a wide variety of situations which might necessitate the judicious use of discretion in each circumstance. The provision for approval by the Project Director suggests the possibility of Administrative procedures which insure the systematic review of cases in which a decision by the original official handling an application of an dissatisfied applicant may be had.

"Other factors", referred to in your question 2, should be regarded as those contributing to or supported by unusual circumstances as exemplified above.

The general nature of this instruction and the amount of discretion required in using it is recognized but if the need for limiting travel because of war conditions as well as budgetary factors is kept in mind, we believe that there will not be many cases which cannot be decided with fairness to the applying residents.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marie Lane".

(Mrs.) Marie D. Lane
Head, Welfare Section

WAR RELOCATION AUTHORITY

GRANADA PROJECT

OFFICE MEMORANDUM

To: Mr. Jacob Gerrild, Counselor
Mr. J. R. McFarling, Associate Counselor
Granada Relocation Center

From: Sara A. Brown, Associate Counselor

Subject: Efficiency Ratings

Date: May 11, 1944

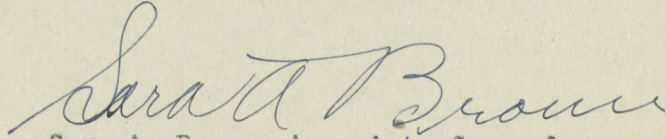
I have made a careful study of the recent "Efficiency Rating" as related to my professional responsibility as Associate Counselor and wish to go on record as appealing the procedure.

I recognize it is difficult for anyone not familiar with practical social work to evaluate the professional qualities of the day-by-day performance of any staff member. Therefore, I wish to call attention to the fact that the procedure in the case of Elizabeth Evans' efficiency rating not only failed to follow generally accepted standards but violated specific instructions set forth in our own "Efficiency Rating Manual". I support Miss Evans unreservedly in her appeal not only of the procedure but the final rating as a member of our staff. If a fair and accurate evaluation of our professional staff is to be made, at least two of the minimum essentials of good procedure are necessary.

In the case of Elizabeth Evans, I refer specifically to failure to follow instructions on page 2 of the Memorandum issued March 30, 1944 to the "Rating and Reviewing Officials" by the Efficiency Rating Committee. Quoting, "RATING OFFICIALS are urged to review and discuss their ratings with the individual employee concerned. These interviews between the supervisor and employee, as outlined in the Efficiency Rating Manual, should be held".

Again, please refer to failure to follow procedure specified in Section 6 of the Efficiency Rating Manual from which I quote as follows: "The rating official shall be the person who is immediately responsible for the work of the employee (first person in authority who has supervisory responsibilities), who either daily oversees, reviews, and checks, the work of that employee, or, who is most closely acquainted with his daily performance during the period of time for which the rating is made". From May 17, 1943 until April 1, 1944, Miss Evans was directly responsible to me as supervisor of our Case Work Staff.

Please accept this appeal of procedure in the spirit in which it is made, namely that in the Granada Center efficiency rating of all professional persons in the Welfare Section may have the benefit of sound procedure according to the best practice and specific instructions set forth by Civil Service.

A handwritten signature in cursive script, reading "Sara A. Brown". The signature is written in dark ink and is positioned above the typed name and title.

Sara A. Brown, Associate Counselor
Public Welfare Section

SAB:mm

cc: Mr. J. G. Lindley

Mr. H. F. Halliday

Miss Elizabeth Evans

Miss Selene Gifford

WAR RELOCATION AUTHORITY

WASHINGTON

June 7, 1943

TO: All Project Directors
Attention: Welfare Section

FROM: Selene Gifford *SG*

It is necessary for the Welfare Section in Washington to be in a position to furnish the Director with comparable information regarding the volume and type of individual and family problems coming to the attention of the Welfare Section at the centers for his use in connection with Congressional Committees and other Federal agencies and in planning and administering the program. Both quantitative and qualitative information is required.

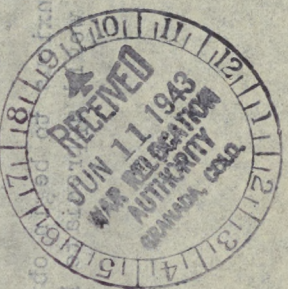
The information available in Washington as to the types of information the Welfare Sections are already recording and which they consider significant was analyzed. On the basis of this analysis we are proposing for consideration a monthly statistical report of services performed by the Welfare Section, supplemented by a summary analysis of selected items such as the sources of referrals, reasons for authorizing financial assistance, and reasons for closing records of families.

The proposed statistical report necessarily involves daily records from which the requested information may be obtained. In the opinion of this office a "desk card", "statistical card", or "register" is essential to obtaining this data. However, you have probably already established a system of records from which the data on the proposed report could be obtained. If so, it would not be necessary to make any change in this part of your record system unless you wish to do so.

Attached is a tentative draft of the proposed report and instructions for its use. Also attached is a suggested "intake analysis form" to be used in day to day recording. We would appreciate having as soon as possible your criticism and comments on the proposed program of obtaining information and the attached forms. Please feel free to make any comments, both as to content and form, of this report and its relation to your present organization and system of records.

We are anxious to begin obtaining this information as soon as possible. Accordingly, we would appreciate having your comments by July 1.





Accordingly, we

are submitting to you for your comment by July 1.

tion and system of records.

content and form, of this report and its relation to your present organization and the attached forms. Please feel free to make any comments, both as to your criticism and comments on the proposed program of obtaining information in past to day recording. We would appreciate having as soon as possible for its use. Also attached is a suggested "Fidelity Analysis Form" to be used

Attached is a tentative draft of the proposed report and instructions of your record system unless you wish to do so.

ained. If so, it would not be necessary to make any change in this part system of records from which the data on the proposed report could be obtained. However, you have probably already established a this office a "desk card", "statistical card", or "register" is essential from which the requested information may be obtained. In the opinion of

The proposed statistical report necessarily involves daily records since and reasons for closing records of families.

such as the sources of referrals, reasons for authorizing financial assistance the Welfare Section, supplemented by a summary analysis of selected items for consideration a monthly statistical report of services performed by agencies was analyzed. On the basis of this analysis we are proposing that the Welfare Section are already recording and which they consider.

The information available in Washington as to the types of information is required.

administering the program. Both descriptive and qualitative information Congressional Committees and other Federal agencies and in planning and of the Welfare Section of the centers for his use in connection with volume and type of individual and family problems coming to the attention

position to furnish the Director with comparable information regarding the It is necessary for the Welfare Section in Washington to be in a

FROM: Selene Gifford

Attention: Welfare Section
TO: All Project Directors

June 2, 1945

WASHINGTON

WAR RELOCATION AUTHORITY

✓ 10

Granada Project
Amache, Colorado

June 7, 1943

Miss Selene Gifford
Public Welfare Division of Community Services
War Relocation Authority
Washington, D. C.

Dear Miss Gifford:

In reply to your inquiry of June 2 regarding the study to ascertain family expenditure, may we say that this study has not yet been undertaken.

The schedule enclosed in the Public Welfare report was a preliminary draft. The study has been held up pending perfection of this schedule.

We are at this time in the stage of making a trial sampling on the base of this schedule. You will be able to discuss this matter further with the Counselor upon your visit to this Center.

Sincerely,

James G. Lindley
Project Director

JJOM:an

WAR RELOCATION AUTHORITY

WASHINGTON

June 2, 1943

Mr. J. G. Lindley
Project Director
Granada Relocation Center
Amache, Colorado

Dear Mr. Lindley:

In the quarterly report of the Public Welfare Section at Granada the Head Counselor refers to a study which the Section was working on to ascertain family expenditures. A schedule for use in the study was attached.

We are aware of the need for an evaluation of both the clothing allowances and the budget for public assistance. In this connection we would like to know whether this study has been completed. If so, we would appreciate a copy of the findings. It would be very helpful in this connection to know the method used, and how valid the Welfare Section considers the results.

Sincerely yours,

Selene Gifford

Selene Gifford
Public Welfare Consultant



WASHINGTON



our file

BULLETIN

Dr. A. B. Vodian, Optometrist, will be at 7 K - 6 E,
from 8:00 A.M. to 6:00 P.M., on Tuesday and Wednesday
of each week, starting Tuesday, October 6, 1942.

Appointments will be taken at the South Administrative
Building, Room 3, from 8:00 A.M. to 5:00 P.M. each week
day and 8:00 A.M. to 12:00 noon on Saturdays.

See Miss Togashi for appointments.

Community Services

Welfare

告示
眼鏡出張
日時 毎週火水ノ両日
来ル十月六日ヨリ
午前八時一六時
場所 7K 6E
診察希望者ハ南側ノ
アトビルディングルームニテ
診察時間ノ豫約ヲ
朝八時カラ五時マデ毎日
サタデーハ時カラ十二時マデ
受付ケマス。

Granada

RECEPTION COMMITTEE
M E E T I N G
September 4, 1943

not CA workfile

M I N U T E S

At the above meeting those present were:

Ed Eaklor	Harlow Tomlinson
James Hikido	Dr. Robert Obi
John Radamaker	Mrs. Ruth Hudson
Minoru Matsuda	Giichiro Mitani
John Azeka	Enoch Dumas
Lewis Fanslan	Yasutoshi Yoshizawa
Toshio Ninomiya	Walter Higuchi
Kuhachi Ikuta	Lester Suzuki (Rev.)
Yuri Domoto	

Reports were heard from the various committees as follows:

THE SUB-COMMITTEE ON SPACE:

Chairmen: Ed Eaklor and James Hikido

Mr. Eaklor reporting for his committee stated that 201 housing units are available, and that with crowding, approximately 880 people could be housed. We need, then, fifty to sixty more housing units.

Various ways of creating more housing space were discussed. Since the work of the housing sub-committee is so detailed, no specific recommendations could be made by the general committee. It was agreed that the most important thing that the committee can do is to create sentiment and inform the people in the Center concerning the shortage facing us, in order to encourage as much doubling up of families as possible.

Possibilities suggested in this connection were (1). moving families by force; (2). using recreation halls; (3). using part of the school block. It was pointed out in this connection that it is not the job of this committee to create more housing facilities, but to utilize the best way possible the units we have, and if other housing facilities are necessary this is an administrative problem.

It was further agreed that any use of force in moving people would be extremely undesirable. It was pointed out that the majority of moving to date has been done cooperatively and in a good spirit. There are only a few persons who are recalcitrant. Every method of persuasion should be used on these persons to bring about the necessary changes.

THE SUB-COMMITTEE ON HOSPITALITY:

Chairmen: Enoch Dumas and Shiro Abe

Dr. Dumas stating that reports were received from all organizations, contacted, and that all of them are willing to develop welcoming programs.

The block managers are setting up committees of six persons in each block to see that barracks are cleaned up in advance and to welcome new arrivals. Mr. Mitani reported from the Block managers.

The Reception date was again discussed in view of the advanced dates of arrival, and at Mrs. Hudson's suggestion, it was left to Oct. 7 since this date would probably clear us from the peak of the poliomyelitis epidemic. Dr. Obi and Mrs. Hudson state it is unnecessary to cancel the event. The Home-making department of the High School is to prepare the refreshments, and the Girl Reserves are to serve them. Mr. Johnson has assured the committees of funds for the purchase of refreshments.

The committee requested that no permits for conflicting events be granted for the evening of October 7.

The committee is arranging its own publicity for the Reception.

The handbook of Center information is nearing completion.

THE SUB-COMMITTEE ON REGISTRATION:

Chairmen: Toshio Ninomiya and Lewis Fanslan

The report of this sub-committee follows:

The first meeting of the registration sub-committee was held in the office of Lewis Fanslan on Sept. 1 at 2:45 p.m. to formulate plans for the induction of Tule Lake evacuees at Terry Hall. The following members of the committee were present: Lewis Fanslan, Toshio Ninomiya, Frances Shuck, Harlow Tomlinson, Dr. Robert Obi, Mrs. Ruth Hudson, and Mark Radcliffe.

Due to the fact that preliminary arrangements for the registration procedure were discussed on earlier dates between the chairmen of the sub-committee and its members, the meeting of September 1 merely outlined the exact duties which these people must perform both preparatory to the registration and at the time of its operation.

With detailed plans outlined the sub-committee felt that further such meetings will not be necessary until a day or two before the arrival of Tule Lake evacuees when the final arrangements based upon the time and more of their arrival could be made, provided, of course, that a sudden alteration of the movement schedule does not occur.

The following will describe the plan which has been agreed upon by the registering sub-committee as probably the most efficient method of handling the incoming evacuees.

The actual registration will take place at Terry Hall in Block 8H for the reasons that it is centrally located, it provides sufficient space, it is not in a residential block, and that the large open space surrounding the

flag pole would be a convenient place for unloading and sorting baggages. On the other hand, there is one objectionable feature of the selected location, namely, the presence of school children who will be subjected to the danger of passing trucks. Arrangements, however, are being made so that Mr. Terry will consent to dismiss school on Sept. 16 and 21.

The first step that must be taken to insure orderliness at registration is the roping off of certain areas in order to prevent congestion caused by curiosity-seekers and visitors. This matter will be properly handled by Mr. Tomlinson and the police department. Should no rope be available, enough policeman will be on hand to maintain order. It is extremely important that the registration hall be free of persons not directly participating in the registration procedures.

Fanslan, Tomlinson, Ninomiya and one representative from the Motor pool division will lay survey of Terry Hall and its surrounding areas on Monday morning, Sept. 6.

The exact arrangement of the tables in Terry Hall will depend somewhat upon the method of registration to be employed, and the latter upon the arrival date of a family listing from Tule Lake. The most efficient method would seem to be the laying of a long row of tables, diagonally and parallelly, from the southwest door (entrance) to the northeast door (exit). Several alleys or passage-ways would be provided so that the family-head can occupy one and the rest of the family the others, although both will travel at the same speed until the former is through with the required filing of forms. Thus, they will be kept together and make exits from the hall at the same time. The northwest and southeast doors will be blocked.

According to instructions from Washington, medical inspection, which probably will consist of a superficial throat, skin and eye examination, must be undergone by the inductees prior to taking any other step in registration. For this reason, a small medical booth enclosed by two or three screens of sufficient height will be placed immediately adjacent to the entrance door. It will be under the supervision of Dr. Obi, Mrs. Hudson and a medical secretary.

Guides proficient in both languages will be placed at strategic spots in the hall and at the doors to give instructions and to keep the inductees moving at an even pace. A public announcing system will be installed outside the exit door to direct passengers embarking upon trucks for their respective blocks.

Chairs and drinking water will be placed in the roped-in waiting spaces around the entrance and exit doors. Miss Shuck has been assigned the task of supplying water stands from the school buildings and Tomlinson will arrange benches in the waiting spaces. Terry Hall chairs will not be used.

It might be mentioned here that Mrs. Hudson has promised to supply approximately fourteen nurse-aides to look after the arriving women and children.

The distribution and sorting of baggages will probably consume more time

than the actual registration, however, by using the same system employed during the arrival of Santa Anita evacuees, namely, placing them in sections each denoted by segments of the alphabet such as A-E, E-H, H-L, etc, too much trouble is not expected in clearing the baggage space.

It is the opinion of the sub-committee that only the family heads should be present at the baggage area to do the necessary sorting while the rest of the family be sent ahead to their respective units. The reason for this is that the less people there are in the vicinity of moving trucks the less confusion and accidents there will be. Should this step be taken it will be necessary to provide both parties with a slip of paper containing their addresses.

According to Mr. Radcliffe, there will be approximately 1400 pieces of baggage for a group of 500 inductees. Since darkness will prevent efficient handling of such a load it will be necessary to use speed in distributing them to the units. The motor pool section has assured the sub-committee that enough trucks and personnel will be on hand. It may be possible to borrow some farm trucks.

Sufficient evacuee registrars can be obtained from the employment and reception hall offices and it might be added that the speed of the registration will be directly proportional to the number of workers. It is the suggestion of Mr. Fanslan that a temporary work slip be issued to voluntary workers not already on payroll.

Block managers will aid the induction procedure more by staying in their respective blocks.

Decorations or whatever means the hospitality sub-committee feels necessary to use in upholding the morale of the inductees will be left strictly up to its discretion and energy. It is the feeling of the registration sub-committee that its primary function will be to send the Tuleans through the hall "fastest and mostest", while at the same time, not forgetting the element of courtesy.

- - - - -

Since the committee meeting, the list of the first group of arrivals has been received, and assignments of houses to these families are being made.

Each of the committees is following through on its own schedule, and the plans are assuming concrete form.

No further meeting of the committee is contemplated at this time.

WAR RELOCATION AUTHORITY

MEMORANDUM

August 31, 1943

FROM: John J. O. Moore *J.J.O.M.*
SUBJECT: Change of meeting date.

TO: Ed Baklor
Lewis W. Fanslan
John Azeka
Harry Nishijima
Kuhachi Ikuta
Toshio Ninomiya
Lester Suzuki
W. Ray Johnson
Frances Shuck
Yuri Domoto

James Hikido
Walter Higuchi
Minoru Matsuda
Giichiro Mitani
Yasutoshi Yoshizawa
Enoch Dumas
John Rademaker ✓
Shiro Abe
Harlow Tomlinson
Dr. Robert Obi

Mrs. Ruth Hudson

Due to the fact that the arrival dates of the people coming from Tule Lake have been changed to Sept. 16 and 22, respectively, it will be necessary to move the date of our next general committee meeting up to Saturday, Sept. 4. The meeting will be at the Public Welfare office at 2:30 P.M. Please be on time.

In view of this change, it will be necessary for each of the sub-committees to speed its work. Will you please bring to the meeting a written report covering the following points?

1. Detailed plans.
2. Progress on specific arrangements made to carry out these plans, including the organizations or department and the specific person responsible for specific arrangements.
3. Dates and Times.

We should, by Saturday, have nearly complete all arrangements in detail.

Thank you for your cooperation to date.

JJOM:hh

INCOMING EVACUEES
RECEPTION COMMITTEE
SUGGESTED TIME TABLE

May 3 Committee meets

May 8 Report to Block Managers

May 9 Report to Council
No more moves within blocks

May 14 Survey of Housing completed

May 21 Deadline for sub-committee meetings

May 22 Committee meeting
Reports from sub-committees
Plans completed

May 25 Reports to Block Managers

May 23 Report to Council

May 31 Block Managers and Housing to have
completed discussions
All moves within blocks completed

May 31 List of incoming families

June 10 Houses assigned

June 14 Houses cleaned and arranged

June 14-15 Final Committee meeting
All plans completed and arrangements
made for their execution

June 17 First group arrives (500)
~~Second group arrives (500)~~

MEETING OF RECEPTION COMMITTEE

August 28, 1943 -- 2:30 P.M.

Public Welfare Office

REPORT OF MEETING

I. The following persons were present:

Ed Baklor	Mrs. Ruth Hudson
James Hikido	Enoch Dumas
John Azeka	Shiro Abe
Minoru Matsuda	Giichiro Mitani
Toshio Ninomiya	Yasutoshi Yoshizawa
Kuhachi Ikuta	Walter Higuchi
Frances Shuck	Lester Suzuki (Rev.)
Harlow Tomlinson	W. Ray Johnson

The following persons were absent; all for legitimate reasons known to the chairman of the committee:

John Rademaker	Lewis Fanslan
Harry Nishijima	Dr. Robert Ohi
Yuri Domoto	

Mr. Tomlinson and Mr. Johnson had to leave early for a meeting of the Segregation Board.

The chairman outlined the committee structure and functions along with progress to date as follows:

1. Our problem is to receive 1,000 people, making the necessary changes in as smooth a manner as possible.
2. This problem breaks down into two main jobs.
 - A. To make room in this Center for the additional people.
 - B. To extend hospitality to the new comers.
3. This job, since involving mutual interests of both evacuees and administration seemed to require a joint committee representing these mutual interests. The organization consists of:
 - A. The main committee.
 - B. Sub-committees:
 1. Space
 2. Registration
 3. Hospitality
 - C. Co-chairman of sub-committees: one evacuee and one appointed personnel.
4. Steps taken in getting the work of this committee under way were:
 - A. Presentation to and securing approval of general plans from, the council and block managers.

- B. Appointment of representatives on the committee from the council and block managers.
 - C. An initial meeting of the general committee.
 - D. Confirmation of appointment of committee members by the Project Director.
 - E. An outline covering all work of committee to date sent to all committee members after initial meeting.
5. At the initial meeting of the committee, the following steps were taken:
- A. The adoption of a schedule for this program of reception activity.
 - B. Approval of Co-chairmen for sub-committees.
 - C. A start on thinking through the functions of the sub-committees.

In conclusion the chairman asked that three things be kept in mind by all committee members.

- 1. The necessity of doing a thorough and complete job for the sake of the community and people coming into the community.
- 2. The importance of working out this problem through group action, which admittedly is a slower procedure, but which is probably more thorough and more efficient in the long run than any other type of action.
- 3. The chairman expects to report in full on the activity of this committee to the Project Director.

II. Reports from the sub-committees were requested.

A. Space Committee:

Chairmen: Ed Faklor and James Hikido

A preliminary series of conferences with block managers have been completed. One hundred and ninety vacancies in the 29 blocks have been created to date as follows: Small units, 58; medium units, 69; large units, 63. Although it was impossible to estimate accurately just how many persons these will house, it is likely that at present, we could take care of about 828 additional people. In addition there are vacancies for about 35 single men in bachelor quarters.

Formal notices have been given to all persons scheduled for moving.

Continued conferences will be held with block managers until there are enough vacancies to accomodate the total number of incoming persons. The committee strongly urged that a list of incoming people be secured from Tule Lake as far in advance of Sept. 21 as possible.

B. Hospitality Committee:

Chairmen: Enoch Dumas and Shiro Abe

The following program is being arranged.

1. A bulletin of Center information to be given out at time of registration. This bulletin, now being prepared, will include a map of the Center, a short welcome by the Project Director and chairman of the council, and several pages of information of interest and importance.
2. The school will be asked to arrange a special hospitality program for the children. Responsibility for this program is to be left with the school principals.
3. The Block Managers are to be asked to set up welcoming committees in the blocks. This committee is to see that apartments are in order before the new residents arrive; to make introductions to the block managers, and make families at home in the mess hall. A suggestion was made that some blocks will want to hold parties for the new people.
4. A note is being sent to church groups and other community groups asking that they can undertake some special welcoming events as a part of their group activity.
5. A reception for new people to take place October 7 at the High School Auditorium is proposed. At this reception certain key people will be introduced; there will be short items of entertainment; these features to be followed by simple refreshments. Money to support the reception is to be requested from the Recreation Department.

C. Registration committee chairman:

Chairmen: Lewis Fanslan and Toshio Ninomiya

This committee reported briefly but could not make a full report due to the fact that no committee meeting had yet been held. A meeting is scheduled for Thursday, September 2, 1943 at 2:30 o'clock. The functions of the sub-committee were discussed briefly by those present. It was their unanimous opinion that such depends upon the care with which the actual registration takes place. The committee requested that the sub-committee meet at the earliest possible moment and submit a detailed plan for the registration procedure.

III. Other Actions:

The above committee reports were adopted.

It was unanimously agreed to hold another general committee meeting Sat., Sept. 11 at 2:30 o'clock. This meeting was not originally scheduled in the time table.

SUB-COMMITTEE ON SPACE

I. Members

~~E. B. Baklor, Co-Chairman~~

John Ter Borg, Co-Chairman

Ben Okubo, Co-Chairman

~~James Hikido, Co-Chairman~~

John Rademaker

Harry Nishijima

Ray Yoshida

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

This committee will be responsible for seeing that housing space is sufficient to care for the incoming group, is available and that units are assigned. The most important factor to keep in mind here is that every possible effort must be made to avoid causing more than one family (excepting single persons) to occupy the same unit.

The committee will be expected to work out its own program. The following specific steps will probably be necessary:

A. An order stopping all moves within blocks.

B. A housing survey to determine the available housing space.

Careful consideration will have to be given to family composition in this connection.

SUB-COMMITTEE ON SPACE

(Continued)

- C. In consultation with each block manager, decision regarding the number to be housed in his block, and the moves to be made within the block.
- D. Cooperation with the block managers in securing needed moves.
- E. Provision of adequate amounts of equipment: cots, blankets, mattresses, brooms, etc.
- F. Assignment of families to apartments.
- G. Placement of cots, mattresses and comforters in rooms after assignments are made.
- H. A complete census after the movement is completed.
- I. Disposition and protection of property left behind by persons on indefinite leaves.

In connection with the above, the committee will need the voluntary and whole-hearted cooperation of the Center residents. Every means should, therefore, be used, first, to make sure that Center residents know about the program; and second, that care be taken to make sure that those needing to move thoroughly understand and are reconciled to the move. Plans should therefore be told in detail to the Publicity Manager so that he can keep the Center residents informed and ready for each step as it occurs.

SUB-COMMITTEE ON REGISTRATION

I. Members

Lewis W. Fanslan, Co-Chairman

Yamada

"

Kubota

"

Roy Yoshida

"

K. Ikuta

Frances Shuck

Harlow Tomlinson

~~Miss Nellie Parke~~

Other committee members should be added by the chairmen as they become necessary.

II. Duties

This committee will be responsible for seeing that all in-coming persons are properly registered. It will have charge of the program from the arrival of incoming persons at the Center until they are in their homes.

The Committee will be expected to work out its own program. However, attention should be given to the following points:

- A. Place for registration properly set up.
- B. Issuing housing assignments previously made by housing office.
- C. Preparation of all necessary forms:
 - 1. Basic Family Card
 - 2. Employment interviews
 - 3. Receipt for housing equipment
 - 4. Etc.

- D. Medical check-up
- E. Distribution of baggage
- F. Direction of families and transportation of baggage to apartments
- G. Tags or other means of identification with the individual's name on it, to be worn by all official and committee members working.

It should be remembered that first impressions are lasting impressions. The sub-committee on registration should made every effort to register a good first impression.

Factors most likely to contribute to this are:

1. Unhurried but efficient operation of the registration machinery.
2. Complete and detailed planning.
3. Unfailing courtesy.
4. Cheerfulness and warmth in greeting.
5. Avoidance as far as possible of regimentation and impersonalization. For instance, use names with Mr. or Mrs. wherever possible, provide privacy in medical examination, etc.

The committee should plan specifically to provide for these factors.

interest in their immediate needs.

It is not at this moment apparent how directly or how soon the question of relocation should be pushed with this group. The sub-committee will want to consider all possibilities at this point with the Relocation Office in order not to overlook any "bets".

One thing does seem clear, however. Adjustment, or rehabilitation must precede actual movement in the direction of relocation. This rehabilitation begins with establishing confidence in the Center, its administration and its residents. From such confidence will come the confidence in themselves and the poise to venture into the new experiences of relocation. This process starts from the time they alight from the train.

The program of this committee will have to be built largely by the committee itself. The following are suggestions which may serve as a starting point.

1. Adequate preparation, by publicity of various kinds, of the Center residents so that a friendly attitude towards the newcomers will be generated.
2. A "snack" upon arrival on the grounds.
3. A simple brochure containing a map and essential information concerning the Center.
4. A committee of interested persons in each block to clean and prepare the living quarters for occupancy.
5. Arrangements for acknowledgments and introductions at the first meal in the dining hall. Perhaps a family could be assigned to act as host to each family coming in.

6. A reception for the adults and older children which would be attended by key members of the appointed personnel, the Council and Block Managers, with their wives. The program should include singing, short welcoming speeches, presentations of various phases of Center life, entertainment and refreshments.

7. Planning with various community groups for welcoming activities; namely, schools, churches, clubs.

Hospitality

E. Dumas, Co-chairman

D. Mitomi, Co-chairman

Abe

Mrs. Ohama

Yoshizawa

Higuchi

Lester Suzuki
Kubashi Iwaka

SUGGESTED TIME TABLE

Suggested as follows:

Aug. 17 (Tues.) No more moves within blocks.

Aug. 21 (Sat.) Survey of housing completed.

Aug. 27 (Fri.) Deadline for sub-committee plans.

Aug. 28 (Sat.) Committee meeting.
Report from all sub-committees.
Tentative plans completed.

Aug. 30 (Mon.) Report to block managers.

Aug. 30 to
Sept. 10 (Fri.) . . Individual planning with each block manager.
Movements within blocks to begin.

~~Sept. 15~~ Deadline for all movements within blocks
to be completed.

Sept. 10 - 18 Rooms cleaned; houses assigned; houses
arranged.

Sept. 20 Final committee meeting.
Check all plans.

Sept. 21 Receive first contingent.

*Mon 16th announced to Block Managers Meeting
Council*

*Get from
when ready*

E. Stephens

*18th
as soon as
train is back
(Sept 11, approx) 15th*

*19 Fri
2:30 p.m.*

WAR RELOCATION AUTHORITY
GRANADA PROJECT
AMACHE, COLORADO

Memorandum

To: Walter Higuchi
John Azeka
Minoru Matsuda
Harry Nishijima
Giichiro Mitani
Kuhachi Ikuta
Yasutoshi Yoshizawa
Lester Suzuki
John Rademaker ✓
W. Ray Johnson
Ruth Hudson
Robert Obi
Yuri Demoto
Frances Shuck

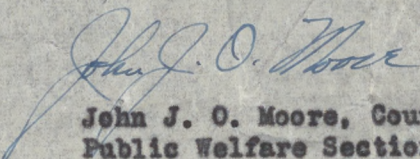
From: John J. O. Moore

Subject: Meeting of Reception Committee, Saturday, August
28, 2:30 p.m.

This is to remind you of the meeting on the above date. The meeting will be held in the Public Welfare Office, Reception building.

At this meeting, we will hear reports from the three sub-committees and make any necessary adjustments to coordinate the plans of each with the overall scheme.

From scattered reports that have come to me, it seems that the various sub-committees are making progress. Will you, however, please make it your personal responsibility to see that your sub-committee has all preliminary plans completed for a full report at Saturday's meeting.


John J. O. Moore, Counselor
Public Welfare Section

JJOM:ek

RECEPTION PROCEDURE

8:15 a.m.

CHECK UP

I. General

A. Meals

1. Mr. Wells plans to feed in
2. Will it be possible to find out in advance if they will be fed on train?

B. Transportation from train

1. In hands of Transportation Division
2. Questions
 - a. Order in which people will be brought from train? How many at a time?
 - b. Where should they be brought?
 - c. What disposition is to be made of baggage?
 - d. Will there be enough transportation to convey family with baggage to apartment?

C. Other?

II. Space

- A. All families in first group assigned?
- B. Number of vacancies left for second group?
- C. Have all necessary moves ordered been made?
- D. Have repairs on rooms been made?
- E. Blankets, cots, mattresses, brooms in apartments?
- F. Have belongings of persons on indefinite leave been placed in warehouse?
- G. Will inspection of rooms for cleanliness be made prior to Thursday?
- H. How will housing assignments be handled at registration?
- I. How will adjustments be made?
- J. Other?

III. Registration

- A. What building is to be used for registration?
Have arrangements been made for building?
- B. Who is responsible for:-
 1. Hoping off grounds?
 2. Loud speaker?
 3. Handling crowd outside building?
Boy Scouts; who responsible?
Police; who responsible?
 4. Arranging tables?
 5. Signs--to toilets, etc?
 6. Place for medical examination?
 7. Chairs and drinking water?
 8. Guides to quarters? Identification?
 9. Care of children
Water?
Chairs?
 10. Handling baggage?
- C. Registration of persons who have to be moved directly from train to hospital?
- D. Medical examination?
- E. Steps in registration--and persons responsible for each?
- F. Identification tags for workers in registration?

- G. Who else will be in line?
- H. Other?

IV. Hospitality Committee

- A. Is "welcome" brochure ready?
- B. Who will distribute and where?
- C. Have all blocks welcoming committees?
- D. Welcoming plans in Grades? High School?
- E. What clubs and churches are planning programs?
- F. Will there be any publicity? Outside of Pioneer?
- G. Progress on reception October 7.