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WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver, Colorado

May 12, 1943

FIELD INSTRUCTION NO. 21

TO: All Relocation Officers

FROM: Harold S. Choate
Relocation Supervisor

SUBJECT: Offers of Employment File;
Application for Employment File

1. Offers of Employment File

Enclosed is a small supply of Offers of Employment Cards and cross index cards. The Offer of Employment Card is the same one used by the United States Employment Service and is adaptable to the use of our field relocation offices. These cards should not be used for seasonal agricultural employment.

All offers of employment of all types, for year-round work, shall be submitted to Relocation Centers in duplicate and should have the approval of the Relocation Officer, and, when advisable, certification of the appropriate United States Employment Service office, after which they shall be forwarded to a Relocation Center.

If it is an Offer of Employment described under paragraph No. 4 of Field Staff Memorandum No. 16, it is to be sent to the Relocation Supervisor instead of to a Center.

Prior to submission to the United States Employment Service or to a Relocation Center, Offer of Employment cards should be filled out by the Relocation Officer. These cards will be filed by occupation. The cross index cards will be filed alphabetically.

At the top of each card, write the name of the Relocation Center to which the offer was submitted and the date on which it was sent.

When offers are filled, the names of the evacuees who reported for work, together with the date of arrival, should be entered on the card.

Page two
Field Instruction No. 21

2. Applications for Employment File

On April 20, we forwarded to you Field Staff Memorandum No. 20, with which we enclosed a small supply of application for employment cards and cross index cards.

When applicants come to your office and desire your aid in seeking employment for them for which they are qualified, a card should be filled out by you during the interview with all pertinent facts of the applicant's experience and qualifications.

Applications received by mail should be acknowledged and cards filled out.

Application cards are to be filed by occupation. Cross index cards are to be filed alphabetically.

When an applicant is referred to an employer, or given employment, the proper notations should be made on the card.

Attachment.

Midland Savings Building
Denver, Colorado

May 5, 1943

FIELD INSTRUCTION NUMBER 22

(Field Staff Memorandum No. 16)

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Handling of Employment Offers

HSC

We are enclosing Field Staff Memorandum No. 16 which was held up for a few days while we checked procedures with the regional War Manpower Commission.

As you no doubt know, the recent Farm Labor Bill signed by the President appears to give the Agricultural Extension Service entire authority in recruiting and placing farm labor. However, in practice this may be worked out in conjunction with the U. S. Employment Service. We had expected that there would be a new procedure developed between the U. S. Employment Service and the Agricultural Extension Service (county agents) for handling seasonal agricultural employment offers.

This has not been done as yet. We are, therefore, sending this staff memorandum to you at this time with the anticipation that it will be modified within the next two or three weeks when a working arrangement has been developed by the Regional and State Farm Extension Service Offices. This procedure may permit the continuance of the instructions and endorsement by the U. S. Employment Service in the attached memorandum or they may provide for joint endorsement by County Agents and U. S. Employment Service Manager, or they may provide that the Extension Service is to handle the entire recruitment and placement of agricultural workers and, of course, endorsement of employment offers.

HSCChoate:ah

cc: O. Leon Anderson
Warren R. Bennison
Harold S. Choate
James H. Curtis
~~Marie B. Groskey~~
James W. Fennell
Thomas W. Holland
~~Alice M. Huse~~

~~Eleanor Ireland~~
~~Bonnie R. Keavney~~
Roland A. King
G. Fred Lane
Rex Lee
N. Harold Mundell
~~Sadame Nomi~~
Harold M. O'Braun

Ruth M. Pitman
Margaret S. Reef
Harold M. Routh
Donald R. Sabin
~~Hatsuyo Sato~~
~~A. Lorraine Sheberg~~
Vern Wolfley
George A. Wright
File Copy

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver, Colorado

May 12, 1943

FIELD INSTRUCTION NO. 23

TO: All Relocation Officers

FROM: Harold S. Choate
Relocation Supervisor

SUBJECT: Indefinite Leave Applications and Extensions of Seasonal
Leave

I. Indefinite Leave Applications

Enclosed for your use are two copies of Form WRA-26, forty copies of WRA-126 (Rev.), and eight copies of WRA-130.

Form WRA-126 (Rev.) are to be used in taking leave clearance applications from persons on group work leave who were out of the relocation centers on group work leave when the recent general leave registration was taking place and who have not already applied for leave clearance at the project or through members of the staff of the War Relocation Authority.

Four copies of the application should be taken and sent to the relocation center from which the evacuee came. In the few remaining cases of persons on group work leave from assembly centers who have not already applied for leave clearance, copies of Form WRA-26 will also need to be made out and sent to the projects with the copies of WRA-126 (Rev.).

For aliens, the following question should be substituted for question 28 on Form WRA-126 (Rev.):

"Will you swear to abide by the laws of the United States and to take no action which would in any way interfere with the war effort of the United States?"

Two copies of Form WRA-130, Application for Indefinite Leave, should be sent to the project from which the evacuee came with copies of an offer of employment or a statement from you that the applicant is employed or has other means of support. The project director may then issue indefinite leave under the Authority of Supplement 7 of Administrative Instruction No. 22 (Revised) if the applicant has leave clearance, or meets the conditions established in Supplement 9 to Administrative Instruction No. 22 (Revised).

In other words, if the evacuee on group work leave has previously applied for leave clearance somewhere on some authorized form, only the application for indefinite leave (Form WRA-130) need be taken. If the evacuee on group work leave has not previously applied for leave clearance on some authorized form, it will be necessary to have copies of both WRA-126 (Rev.) and Form WRA-130 filled out and sent to the projects.

II. Extensions of seasonal leave

Our Washington office has informed us that we wish to get away from the use of the old mimeographed copies of leave forms such as WRA-135 as rapidly as possible, and substitute the new forms with photographs. (Forms 135 Rev. and 135A).

In extending group work leaves issued last fall, the Relocation Officer should write on the former leave document the extension date (no longer than twenty days), and sign his name.

He should then write to the Project, giving them up-to-date information on the evacuee's job and informing them that you are requesting immediate issuance of indefinite leave, as provided in Administrative Instruction 22, Supplement 7, Section IV-C-1. If the evacuee is on a different job, the relocation officer should make out Form WRA-130 to send with his letter.

He should inform the project director that he has extended leave for not more than twenty days, which he has written on the present permit, and that he requests the issuance of indefinite leave to be given priority. Indefinite leave should be mailed by the project to the evacuee, who should inform the Relocation Officer of its receipt.

If the project director informs the relocation officer that for any reason the project cannot comply with our request to immediately issue indefinite leave, the relocation officer should request that the project issue the new form for seasonal leave.

We are enclosing one copy of Form WRA-135a (Revised) and one copy of Form WRA-135 (Revised). These cards are for your information only, and are charged out to you by number. You may show them to law officers or any officials who should know their appearance. Not all evacuees arriving will have this new form at present, but the projects are substituting them for the old forms as soon as possible.

Attachments

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver, Colorado

May 18, 1943

FIELD INSTRUCTION NO. 24

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Memoranda on Wage Rates and Reference to FBI in Connection with Leave Clearance. Developing Year Round Employment.

I. Statements Regarding Wage Rates in Connection with Offers of Employment for Evacuees.

Attached please find a memorandum which we have recently received from Washington on the above subject. This is an extremely important memorandum and we are therefore calling it particularly to your attention for your future guidance.

II. Reference to the Federal Bureau of Investigation in Connection with Leave Clearance Granted to Evacuees.

We are also attaching a memorandum from Washington on the above subject. Upon reading this memorandum I am sure you will immediately see the point that is raised and guide your future references to leave clearance and the FBI in accordance therewith.

III. Developing Year Round Employment.

We wish to suggest to you in your approach to the question of year round employment that you try to avoid raising the issue of permanent settlement which is apt to happen if you use the term "permanent employment" rather than "year round employment."

It is obvious that the question of permanency is one which must be approached with caution and indirection rather than to raise the issue for the snipers to shoot at. Actually the decision of evacuees to remain in a given area is something that may be determined by numerous factors which can not even be guessed at this particular time. These factors will include the community sentiment, the ability of the individual to make a place for himself, the personality and actions of the evacuees themselves, and other factors which will determine the degree to which evacuees may become a genuine part of the community.

In my opinion it would be much better for you not to raise the issue by asking for reaction of persons toward "permanent relocation", unless you know the person questioned is liberal and sympathetic in his views generally. Judge for your self the temper of the community in its reaction to individuals who have been there, or who propose to go there for year round employment. Also, gauge the temper of the community by the reactions of persons you trust, and how large the opposition element appears to be. As a matter of fact, I strongly urge you to use the term "year round employment" rather than "permanent employment." There is quite a difference in the psychological reaction a person will have to the one term that will not be raised by the other.

I think the best way to approach this question of year round employment is to let it be known in your talks and discussions that there are evacuees who have the training and skill to satisfactorily fill other community needs such as the mechanical trades, building trades, clerical, selling, etc. If you mention this frequently, I feel rather sure that there will be a natural development in the form of interested inquirers. You can stimulate longer term employment by your talks and by working closely with those Employment Service men who are genuinely cooperating with you in the program.

Try to prevent, insofar as you can, any group or organization going specifically on record as being against year round employment in the community. Again I refer you to Field Staff Memorandum No. 10 on this subject.

In general, let's not be overly cautious in approving employment offers, because there might be some opposition to evacuees. Unless the community is quite hostile, take a bit of a chance. We will never be able to guarantee that there may not be some difficulties or hostility in any given community. If there is a reasonable chance that the evacuee can make a go of things, let him come out and "take a crack at it".

Attachments - 2

COPY

WAR RELOCATION AUTHORITY
Washington

MEMORANDUM

To: Project Directors and Relocation Supervisors.

Subject: Statements regarding wage rates in connection
with offers of employment for evacuees.

There is a rather wide-spread impression that the War Relocation Authority endeavors to set wage, housing, and other standards in connection with the employment of evacuees outside the relocation centers. Members of Congress, prospective employers coming into the Washington Office, and others are frequently surprised when they learn that this is not the case.

I wish to reemphasize that the War Relocation Authority is not a wage-fixing agency, and that the staff of the Authority should exercise care to see that no oral or written statements are made about the employment of evacuees which could be misinterpreted.

It is our expectation that the wages offered to evacuees will be those prevailing in the locality for each particular type of work, and statements may be made to this effect. It is also permissible, in response to specific requests for information, to state the facts about the wages being offered to evacuees in a particular locality for various types of work; or to refer persons inquiring to official figures on prevailing wages such as those on farm labor which are published monthly by the Department of Agriculture. Particular care should be exercised with respect to areas where prevailing wage standards tend to be low to insure that no statement about national averages or the wage rates in offers of employment received at a particular project give the impression that the War Relocation Authority is suggesting rates for evacuees higher than those prevailing for local people. Suggestions as to wage levels below which it is assumed that evacuees will not accept employment should not be made.

The basic operating policy of the War Relocation Authority is that loyal citizens and residents of this country residing in relocation centers should as quickly as possible resume their normal place in American life. Their status with respect to wages and employment conditions is no different than that of anyone else.

/s/ D. S. Myer

Director

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver, Colorado

May 18, 1943

FIELD INSTRUCTION NO. 25

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Files

Attached is an outline of the filing system used in this office, for whatever assistance it may be to you in setting up the field station files.

Effective immediately, will you please place a subject at the beginning of every letter, following the attached file plan as closely as possible, so that the filing in the Denver office as well as in the files of the field offices will be more efficiently handled. We shall follow the same system in this office.

It will not be necessary to place a subject on letters regarding evacuees, as such correspondence is placed in the Case File, under the evacuee's name.

It is a good policy to include only one subject in each letter; however, whenever more than one subject is included, please type as many file copies as there are subjects. When more than one evacuee is named in a letter, there should be a copy to be filed in each case file.

On all correspondence from the field stations to the Denver office and to projects or Washington, two copies should be sent to the addressee, the original and one white file copy.

Attachment - 3 pages

FILES

I. CASE FILE

(Filed alphabetically by name of evacuees)

II. EMPLOYMENT

1. Cancellations

(Offers which have been cancelled)

2. Employment General

3. Employment Information

4. Inquiries

5. Projects

6. Special Offers

(Individual employers with whom there has been an abundance of correspondence, such as CP&I, Otto Lumber Co., etc.)

7. Transmittals

III. SUBJECT FILE

1. Community Sentiment

(Filed by State and by Relocation Officers' territory)

2. Correspondence with Relocation Officers (by name)

3. Cooperative Agencies

(Filed by name of agency, such as OWI, Civil Service, FSA, OEM, etc.)

4. Education

5. Forms

6. Memoranda

(Field Instructions, Staff Letters, etc.)

7. Miscellaneous

7. Miscellaneous

- a. Aliens and Internees
- b. Appointments
- c. Automobiles
- d. Census
- e. Commuting
- f. Conferences
- g. Evacuee attitudes
- h. Evacuee reports
- i. Housing and Sanitation
- j. Look Magazine
- k. Occupational Inventory
- l. Occupational titles and codes
- m. Office organization plans
- n. Parolees
- o. Publicity
- p. Public laws
- q. Public Proclamations
- r. Reports
- s. Restricted areas
- t. Telegraphic notifications
- u. Transcripts of telephone conversations
- v. Transportation of evacuees
- w. Travel
- x. Wage Scale
- y. War Letters

IV. WASHINGTON FILE

- 1. Aliens and Internees
- 2. Community Sentiment
- 3. Cooperating Agencies
- 4. Employment (evacuees)
- 5. Leave
- 6. Military Service for Japanese
- 7. Organization
- 8. Personnel
- 9. Public Relations - Publicity
- 10. Travel - Evacuees
- 11. Correspondence re: Administrative Instructions
- 12. Memoranda to Project Directors from Washington

V. FORMS AND INSTRUCTIONS

(Filed by number)

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver, Colorado

May 19, 1943

FIELD INSTRUCTION NO. 26

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Travel Vouchers

For our convenience in estimating future travel authorizations, and to prevent delay in payment of your travel vouchers, will you please mail your travel vouchers for each month to reach this office on or before the fifth of the following month.

WAR RELOCATION AUTHORITY
Midland Savings Building

Denver, Colorado
May 19, 1943

EH:HSC

FIELD INSTRUCTION NO. 27

To: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor
Denver, Colorado

H. Rex Lee, Relocation Supervisor
Salt Lake City, Utah

Subject: Aid and Assistance from the U. S. Employment Service

Attached hereto you will find a copy of a covering letter and Regional Operations Bulletin No. 4 recently sent by the Regional Office of the War Manpower Commission to all local and state offices of the U. S. Employment Service in Montana, Wyoming, Colorado, Utah and Idaho.

Please read this thoroughly and carefully as it is the result of joint agreements between the Washington and Regional Offices of the War Relocation Authority and the War Manpower Commission.

We feel that this should aid you considerably in securing the active cooperation of all U.S. Employment Service offices in developing year-round employment for evacuees.

If you find that U.S. Employment Service personnel in their local offices are not cooperating with you in making referrals or in advising you of potential job opportunities which evacuees might be able to fill in industries other than agriculture, please advise this office. We shall then look into the matter and try to secure the more active cooperation of the office in question in referring non-agricultural job opportunities and in more closely complying with the letter and spirit of the bulletin.

After reading this material carefully, if the procedure is not clear, we shall expect you to write for clarification or suggestions. Again we call to your attention the fact that this bulletin applies only in Region XI of the War Manpower Commission which includes the states of Montana, Wyoming, Colorado, Idaho and Utah. We hope to have similar bulletins covering cooperation between War Relocation Authority and the U.S. Employment Service in states outside Region XI of the War Manpower Commission.

We are also enclosing a copy of the occupational inventory of residents of Granada referred to in the covering letter.

Enclosures - 3

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In Reply Refer To
XI:Cl

Office for Emergency Management
WAR MANPOWER COMMISSION
221 Equitable Building
Denver, Colorado

To Be Treated As An Original Memorandum

May 18, 1943

To: All Area Directors, Region XI
War Manpower Commission

From: John E. Gross
Director of Operations
Region XI

Subject: Regional Operations Bulletin, Clearance No. 4 - Cooperation with the
War Relocation Authority in its Program for Placement of Residents
of War Relocation Centers

We are enclosing a supply of the subject bulletin, as well as supply of Occupational Inventory covering the skills of residents of the Granada Relocation Center, Amache, Colorado.

The purpose of the Occupational Inventory is to give local office personnel a general idea of the wide variety of occupational skills which may be represented in any one of the ten Relocation Centers throughout the Nation. As pointed out in the bulletin, Occupational Inventories of this same general type covering the skills of residents of other Relocation Centers will later be forwarded direct to local offices of the USES by War Relocation Authority headquarters in Washington.

We wish particularly to call your attention to the importance of diligent care on the part of local office personnel in the endorsement of orders routed to War Relocation Centers. It is of utmost importance that before such orders are forwarded to the War Relocation Authority, they be carefully reviewed in order that adherence to specifications under Paragraph 2, Page 2, be assured.

Colorado - Mr. L. A. West
Idaho - Mr. A. J. Tillman
Montana - Mr. O. C. Lampert
Utah - Mr. Joseph S. Mayer
Wyoming - Mr. James W. Morgan
cc -- Mr. Harold S. Choate

Office For Emergency Management
WAR MANPOWER COMMISSION
221 Equitable Building
Denver, Colorado

May 18, 1945

Regional Operations Bulletin, Clearance No. 4

To: All State Administrative Offices
All Local Offices

From: John E. Gross
Director of Operations
Region XI

Subject: Cooperation with the War Relocation Authority in its Program for
Placement of Residents of War Relocation Centers

The purpose of this bulletin is to provide for giving information to interested employers on the availability of qualified workers of Japanese ancestry who wish to take employment outside relocation centers maintained by the War Relocation Authority, in which they now reside. Until further notification, this procedure is effective only in those parts of Oregon, Arizona and Washington, which are not included in Military Area No. 1, and in the States of Nevada, Utah, Idaho, Wyoming, Montana, Colorado, North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Kentucky and Ohio.

This procedure does not supersede previously authorized arrangements (USRS Operations Bulletin B-72) for employment of residents or groups of residents of relocation centers on limited leave from such centers for seasonal farm work; it applies primarily to employment of such workers as may be released permanently.

Attached is a statement prepared by the War Relocation Authority on "Employment of persons from Relocation Centers" which describes the relocation centers and the policy under which residents are given indefinite leave to take employment. It will be noted that, in addition to the activities of the Employment Service, field offices of the War Relocation Authority and committees set up in certain communities will also participate in promoting the employment of these workers, and may refer employers to local offices for review of current inventories.

1. Occupational Inventories of Available Residents of Relocation Centers

The War Relocation Authority in Washington will distribute to War Manpower Commission headquarters and Regional Offices, and to State and local United States Employment Service Offices in the above-listed States, Occupational Inventories of residents of relocation centers. A preliminary inventory covering 25% of the workers (see sample attached) will be distributed in two or three weeks. In about two months, a complete tabulation will be distributed.

Not all person represented in the inventories will be approved for employment outside the relocation centers after investigation and check with the records of the Federal Bureau of Investigation. The small minority not approved, however, will not materially distort the occupational distribution indicated on these inventories for each of the relocation centers.

A supplementary line item inventory of individuals having essential skills will also be distributed from time to time. An illustrative page of this line item inventory is also attached. All persons represented on the line item inventory will have been approved for employment outside the centers prior to such listing, and, therefore, will be available for immediate placement.

2. Exposing Inventories to Appropriate Employers

Local offices shall regard War Relocation Authority inventories as representing a reserve source of labor to be brought to the attention of employers under the following conditions:

- a. that importation of these workers would not cause displacement of local labor or create competition with locally available workers who are qualified to meet employers' specifications;
- b. that local orders are on hand for which applicants represented in the inventories are qualified;
- c. that such orders are for jobs of 3 or more months' duration;
- d. that such orders offer wages and working conditions not less favorable than those prevailing for similar jobs in the community;
- e. that such orders were placed by responsible employers insofar as the local office can determine in accordance with established policies for clearance of labor.

In recommending these workers to employers, it should be explained that individuals who are permitted to accept employment on indefinite leave will have been investigated and will be free from suspicion.

3. Referring Interested Employers to the War Relocation Authority

Any employer who wishes to negotiate for the employment of individuals represented on these inventories shall be advised to proceed as follows after the local office has taken the order and has determined that the order is acceptable in regard to provisions of 2 and 6 below:

- a. The employer may correspond directly with the employment officer at one or more relocation centers where qualified workers apparently reside, describing the qualifications of applicants he would consider and describing the job openings for which he wishes to recruit. In this case the War Relocation Authority employment officer will advise qualified applicants to submit their qualifications to the employer, or will himself do so. If no qualified applicants are available or interested, the WRA employment officer will so inform the employer.

- b. If it is more convenient for the employer, he may write to a field office of the War Relocation Authority, giving the same information. In this case, the field office will arrange for individuals residing at various centers to submit their qualifications to the employer or, if no applicants are available or interested, will so inform the employer.
- c. If an employer, or a group of employers jointly approached by the local office, are interested in a pooled interview at a relocation center, a representative of the employer or group of employers may write to the employment officer at the center, requesting an appointment for the pooled interview.
- d. If an employer is not prepared to negotiate directly as suggested above, but is interested in pursuing the possibility further, he may get in touch with the nearest field office of the War Relocation Authority in order that arrangements may be made for personal discussion with a representative of that office.

A list of relocation centers and Regional field offices of the War Relocation Authority is attached, as well as a list of local Relocation field offices throughout the Region.

4. Exchange of Information between Local USES office and War Relocation Authority

In confirmation of recommendations made to employers in accordance with 3, above, the local office shall transmit to the appropriate relocation center or local field office of the War Relocation Authority, a copy of the order against which the recommendation was made, including notation of the local office address. This confirmation will constitute assurance that the conditions under 2, above, have been met. Where there is no local Relocation field office serving the territory, the order may be sent to the Regional Relocation field office in Denver or Salt Lake City.

The employment officers at War Relocation Centers will subsequently report to local offices by memorandum identifying employers with whom placements resulted from local office action, and the names of the persons placed. Placements may then be reported as local (not clearance) placements. Copies of the reports on placements by Relocation Center Employment Officers to local offices will be transmitted to the headquarters of the War Relocation Authority in Washington. Summaries of these reports will be available to War Manpower Commission headquarters.

5. Transportation

The War Relocation Authority will assist in paying transportation for workers taking jobs that are not purely seasonal in nature if they do not have sufficient cash resources to pay transportation to the employer's place of business.

6. Community Reactions

The War Relocation Authority is canvassing most areas in the States in which this procedure will apply, to insure that residents of relocation

centers will not be taking employment in areas in which community sentiment would be so hostile as to lead to disturbance of the peace. In the course of this canvass, field representatives will visit local USES offices after clearance through appropriate War Manpower Commission regional offices. Local office managers shall cooperate in furnishing such community information, and unrestricted labor market information, as may be pertinent and available.

Residents of relocation centers will be released to accept employment in a given area only after the War Relocation Authority has made the proper investigation and authorized clearance in the area, either before or after the applicant received his offer of employment.

Before applying the above procedure, it is suggested that local office managers contact the nearest War Relocation Authority local field office to determine whether advance community clearances have been effected, or after acceptance of a specific order, to request that an investigation be made of the suggested employment for the purpose of securing advance clearance before the offer is sent to a Relocation Center.

7. Employment in War Industries

By arrangement with the Provost Marshall General's Office in the War Department, residents of relocation centers are being investigated by the War Department for eligibility to work in plants having war contracts in advance of securing such employment. Relocation Centers will have lists of the residents who have been thus investigated and given eligibility for work in war plants by the War Department, and will not refer to employers seeking to employ persons on such contracts any resident of a relocation center who does not have such eligibility.

Additional Instructions

In case an employer has need of workers of specific training or skills, but none are available and it is felt that there is a possibility that a Relocation Field Officer might interest the employer in the hiring of persons of Japanese ancestry, the employer's name, as well as his needs, may be referred to the nearest local Relocation Field Officer or to the Relocation Supervisor in Denver or Salt Lake City, in order that contact with such employer may be made by a representative of the War Relocation Authority.

Attachments

WAR RELOCATION AUTHORITY

Washington

April 28, 1943

EMPLOYMENT OF PERSONS FROM WAR RELOCATION CENTERS

The People

There are in the ten relocation centers of the War Relocation Authority about 100,000 persons of Japanese ancestry who were evacuated from the military zones on the Pacific Coast (the entire State of California, Western Washington and Oregon and Southern Arizona). Two-thirds of these people are United States citizens, one-third aliens. The average age of the citizen is about twenty years; of the aliens fifty-seven years. The citizen group has grown up in this country and has been educated in American schools. The general educational level among the citizens is as high as that of any group in the country. More than 40,000 of these people were gainfully employed in 1940. Table I attached gives the industrial and occupational distribution of gainfully employed persons of Japanese ancestry in California, Washington, and Oregon at the time of the 1940 census. The total figure in the table is somewhat high because several thousand persons of Japanese ancestry voluntarily left the evacuated area in the early spring of 1942 to take up residence elsewhere, and therefore have never lived in relocation centers.

Relocation Centers

These evacuated people are now residing in ten relocation areas of the War Relocation Authority. A list of these relocation areas and the number of evacuees in each is attached to this statement. On each relocation area, which usually consists of several thousand acres of public land, emergency housing of a type similar to temporary army barracks has been provided. These communities within relocation areas are known as relocation centers. Under the administration of a small staff of the War Relocation Authority at each relocation center, the evacuated people carry on production and services necessary to the operation of these communities such as the growing, preparation and serving of food; operation of community services such as police and fire protection, hospitals, and education; the maintenance and servicing of housing accommodations; and the manufacture of some commodities for use in the relocation centers. Wages paid for evacuees employed on the project are at the rate of twelve, sixteen or nineteen dollars a month, in addition to housing, subsistence, medical care, and an allowance for clothing. These relocation centers were established when it became apparent that the voluntary and uncontrolled migration of these people from the Pacific Coast Area within a very short period of time would not be workable and would cause misunderstanding and alarm in the local communities to which they migrated.

Employment Off the Relocation Centers

The War Relocation Authority has encouraged the reemployment of these evacuated people off the relocation centers. During the fall of 1942 about 10,000 evacuees, principally single young men, were employed in the harvest in the agricultural areas of several western states, from eastern Oregon to North Dakota and Nebraska and from Southern Colorado to the Canadian line in Montana. About 2,000 of this number were employed in year-round agricultural jobs; the others have returned to relocation centers for the winter months.

An increasing number of evacuees are going out into year-round employment in all occupations under regulations which have been established by the War Relocation Authority with the approval of the Departments of War and Justice and the endorsement of the War Manpower Commission. There are four requirements for the employment of evacuees off the relocation centers on "indefinite leave":

1. An investigation of the individual and his loyalty to the United States by the War Relocation Authority and a check with the records of the Federal Bureau of Investigation.
2. A definite offer of employment or evidence of other means of support.
3. A check by the War Relocation Authority on the community to which the applicant will go to determine that sentiment in the community is not such as to be likely to cause any public disturbance.
4. Agreement by the applicant to inform the War Relocation Authority of changes of address and employer.

When these requirements are satisfied and the applicant is granted indefinite leave from the relocation center, his status is the same as any other person or employee, except that he may not go back into the evacuated area without authorization from the military and the requirement that he keep the War Relocation Authority informed of changes of address and of employer. Thus the employer has no special responsibilities and may discharge an evacuee just like any other employee. Likewise an evacuee may resign one position and take another. It is expected that evacuees will be paid the wage prevailing in the locality for the type of work in which he is engaged.

Procedure for Employment of Evacuees

Employers interested in the employment of evacuees may proceed in any one of three ways.

1. They may visit or write to one of the seven offices of the War Relocation Authority or the employment officer at one of the ten relocation centers. The addresses of the field offices and relocation centers appear in the attached list.

2. In eastern Oregon and Washington, and in Nevada, Utah, Idaho, Wyoming, Montana, Colorado, North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Kentucky and Ohio employers may go to the local office of the United States Employment Service to look over the occupational inventory of residents of various relocation centers. Employers may then write directly to the employment officer at the projects where qualified applicants reside and request that these particular applicants or others be requested to communicate with the employer.

In submitting an initial offer or inquiry on the employment of evacuees to a field office or relocation center of the War Relocation Authority, it will be helpful if prospective employers will furnish information on wages and conditions of employment and the qualifications desired in the prospective employees. This will enable the Authority to put qualified applicants in touch with prospective employers with a minimum of correspondence.

Transportation

The War Relocation Authority will assist in paying transportation for workers taking jobs that are not purely seasonal in nature if they do not have sufficient cash resources to pay transportation to the employer's place of business.

Employed Workers of Japanese Ancestry 14 years
Old and Over, By Major Occupation Group, in-
dustry Group, and Sex, For California, Oregon
and Washington; 1940

Major Occupation Group and
Industry Group

	Total	Male	Female
Major Occupation Group			
Employed (except on public emergency work)	48,691	35,940	12,751
Professional workers	1,157	756	401
Semiprofessional workers	230	187	43
Farmers and farm managers	7,001	6,594	407
Proprietors, managers, and officials, except farm	5,491	4,668	823
Clerical, sales, and kindred workers	5,512	3,429	2,083
Craftsmen, foremen, and kindred workers	924	844	80
Operative and kindred workers	3,517	2,280	1,237
Domestic service workers	3,541	1,257	2,284
Service workers, except domestic	3,393	1,954	1,439
Farm laborers (wage workers) and farm foreman	8,307	7,361	946
Farm laborers, unpaid family workers	4,832	2,117	2,715
Laborers, except farm	4,383	4,235	148
Occupation not reported	403	258	145
Industry Group			
Employed (except on public emergency work)	48,691	35,940	12,751
Agriculture, forestry, and fishery	22,813	18,549	4,264
Agriculture	22,027	17,785	4,242
Forestry (except logging) and fishery	786	764	22
Mining	12	10	2
Coal mining			
Crude petroleum and natural gas production	6	5	1
Other mines and quarries	6	5	1
Construction	96	96	
Manufacturing	1,978	1,306	672
Food and kindred products	769	347	422
Textile-mill products	34	15	19
Apparel and other fabricated textile products	152	37	115
Logging	60	55	5
Sawmills and planing mills	365	363	2
Furniture, store fixtures, and misc. wooden goods	66	56	10
Paper and allied products	31	27	4
Printing, publishing, and allied industries	327	258	69

	Total	Male	Female
Chemicals and allied products	73	63	10
Petroleum and coal products	11	11	
Leather and leather products	10	5	5
Stone, clay, and glass products	5	5	
Iron and steel and their products	12	11	1
Nonferrous metals and their products	8	7	1
Machinery	11	11	
Automobiles and automobile equipment	12	12	
Transportation equipment, except automobile	6	6	
Other and not specified manufacturing industries	36	27	9
Transport, communication, and other public utilities	706	684	22
Railroads (inc. r.r. repair shops) and railway express. Service	431	427	4
Trucking service	177	179	7
Other transportation	78	70	8
Communication	4	3	1
Utilities	16	14	2
Wholesale and retail trade	11,472	8,451	3,021
Wholesale trade	2,190	1,859	331
Food and dairy products stores, and milk retailing	4,972	3,741	1,231
Eating and drinking places	2,082	1,295	787
Motor vehicles and accessories retailing, filling stations	187	173	14
Other retail trade	2,041	1,383	658
Finance, insurance, and real estate	656	491	165
Business and repair services	411	397	14
Automobile storage, rental, and repair services	292	285	7
Business and repair services, except automobile	119	112	7
Personal services	8,336	4,592	3,744
Domestic service	4,744	2,421	2,323
Hotels and lodging places	1,335	816	519
Laundering, cleaning, and dyeing services	1,478	968	510
Miscellaneous personal services	779	387	392
Amusement, recreation, and related services	251	202	49
Professional and related services	1,326	801	525
Government	126	42	84
Industry not reported	508	319	189

PRIMARY, SECONDARY AND TERTIARY OCCUPATIONAL CLASSIFICATIONS
FOR MALE RESIDENTS
IN A SAMPLE OF APPROXIMATELY 25 PERCENT OF THE TOTAL PROJECT POPULATION
RELOCATION PROJECT

OCCUPATIONAL CODES AND TITLES	TOTAL			CITIZENS			ALIENS		
	Pri.	Sec.	Ter.	Pri.	Sec.	Ter.	Pri.	Sec.	Ter.
TOTAL OCCUPATIONAL CLASSIFICATIONS	1533	539	30	805	326	9	728	213	21
Fully Qualified	1438	404	24	713	203	4	725	201	20
Entry	95	135	6	92	123	5	3	12	1
Professional & Managerial Occupations	189	80	8	116	53	3	73	27	5
Fully Qualified.....	166	41	4	93	20	0	73	21	4
0-01 Accountants & Auditors.....									
0-02 Actors & actresses.....									
0-03 Architects.....									
0-04 Artists, sculptors, & teachers of art.....									
0-06 Authors, editors, & reporters.....									
0-08 Clergymen.....									
0-11 College presidents, professors, & instructors.									
0-13 Dentists.....									
0-16 Engineers, civil.....									
0-17 Engineers, electrical.....									
0-19 Engineers, mechanical.....									
0-22 Lawyers & judges.....									
0-23 Librarians.....									
0-25 Pharmacists.....									
0-26 Physicians & surgeons.....									
0-27 Social & welfare workers.....									
0-30 Teachers, primary school, & kindergarten..									
0-32 Teachers & instructors, n.e.c.....									
0-38) Professional occupations, n.e.c.....									
0-39)									
0-41 Aviators.....									
0-43 Decorators & window dressers.....									

SAMPLE FORMAT

WAR RELOCATION AUTHORITY
WASHINGTON

Date _____

Page 1

OCCUPATIONAL INVENTORY OF RESIDENTS OF WAR RELOCATION CENTERS HAVING ESSENTIAL SKILLS

FOR USE OF WAR RELOCATION AUTHORITY AND WAR MANPOWER COMMISSION

Name	Center and Address	Occupation- al Title & Code No.	Sex and Age	Citi- zen	Family Status	Comments, (Experience, Training Work, Abilities, Preferred Place of Employment, Etc.)
PROFESSIONAL AND MANAGERIAL OCCUPATIONS:						
Doe, John	Manzanar 96-432	Civ. Engineer 0-16.01	Male 29	Yes	Single	Has had 4 months experience with State of Calif. Highway Department as Senior Engineer. Graduate of Univ. of Calif. in Civil Engineer- ing and Sanitary Engineering.

S A M P L E F O R M A T

RELOCATION CENTERS OF THE WAR RELOCATION AUTHORITY

Center	Mail Address	Telephone Number	Approximate number of Evacuees including Women and Children
Colorado River	Poston, Arizona	Parker 461	18,000
Manzanar	Manzanar, Calif.	Independence 671	10,000
Gila River	Rivers, Arizona	Casa Grande 190	13,000
Tule Lake	Newell, Calif.	Tule Lake, Calif.	15,000
Central Utah	Delta, Utah	Delta 1031	8,000
Minidoka	Hunt, Idaho	Jerome 017	9,000
Heart Mountain	Heart Mountain, Wyoming	Cody 725	10,000
Granada	Lamar, Colo.	Lamar 331	7,000
Rohwer	McGehee, Ark.	790	9,000
Jerome	Jerome, Ark.	Dermott 240	9,000

Regional Relocation Field Offices of the War Relocation Authority

City	Address	Area Covered
Chicago, Illinois	226 West Jackson Blvd.	Minnesota, Wisconsin, Illinois, Indiana, and Eastern North Dakota
Denver, Colorado	Midland Savings Bldg.	Yellowstone Valley in Montana, rest of Wyoming, all of Colorado, Nevada, New Mexico, Western Nebraska, Western Kansas, Western North Dakota, and South Dakota west of the Missouri River.
Salt Lake City, Utah	318 Atlas Building	Idaho, Nevada, Utah, all of Washington, Oregon and Arizona outside of evacuated area, most of Montana, and the following five counties in Wyoming: (Teton, Lincoln, Uinta, Sublette and Sweetwater).
Cleveland, Ohio	Union Commerce Bank Building	Michigan, Ohio, West Virginia and Kentucky.
Kansas City, Missouri	1509 Fidelity Bldg.	Balance of Nebraska and Kansas, all of Iowa and Missouri, and South Dakota east of the Missouri River.
Little Rock, Arkansas	Pyramid Building	Texas, Oklahoma, Arkansas, Louisiana, Mississippi, Alabama and Tennessee.
New York, New York	Room 1410, 50 Broadway	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida (coterminous with Eastern Defense Command.)

List of Relocation Field Officers of the War Relocation Authority
Showing Counties Served

Counties Under Jurisdiction of War Relocation Authority
Regional Office, Denver, Colorado

MONTANA

BILLINGS

O. Leon Anderson
Relocation Officer
Room 323, Stapleton Building
Billings, Montana

Golden Valley
Husselshell
Rosebud
Treasure
Yellowstone

Big Horn
Sweetgrass
Stillwater
Carbon

SIDNEY

(Office not yet open. At present, direct all correspondence to Billings)

Daniels
Sheridan
Roosevelt
McCone
Richland
Dawson

Prairie
Wibaux
Custer
Fallon
Powder River
Carter

WYOMING

WORLAND

Vern Wolfley
Relocation Officer
Room 10, Pulliam Block
Box 444
Worland, Wyoming

Park
Big Horn
Sheridan
Hot Springs
Washakie

Johnson
Fremont
Natrona
Converse

COLORADO

GREELEY

W. R. Bennison
216 Park Place Bldg.
827-8th Avenue
Greeley, Colorado

Jackson
Grand
Larimer

Boulder
Weld

Carbon, Albany, and Laramie Counties, Wyoming

STERLING

Roland A. King
Relocation Officer
401 Federal Building
Sterling, Colorado

Logan
Morgan
Sedgwick

Phillips
Yuma
Washington

DENVER

Harold S. Choate
Relocation Supervisor
204 Midland Savings Bldg.
Denver, Colorado

Gilpin
Clear Creek
Summit
Park
Jefferson
Douglas
Denver

Adams
Arapahoe
Elbert
Lincoln
Kit Carson
Cheyenne

PUEBLO

James M. Fennell
Relocation Officer
432 Colorado Building
Denver, Colorado

Lake
Chaffee
Fremont
Teller
El Paso
Crowley
Otero
Las Animas

Pueblo
Huerfano
Costilla
Conejos
Rio Grande
Alamosa
Saguache
Custer

GRAND JUNCTION

Harold R. Routh
Relocation Officer
Box 202
Grand Junction, Colorado

Moffatt
Rio Blanco
Eagle
Pitkin
Gunnison
Montrose
Ouray
San Miguel
San Juan
Dolores

Routt
Garfield
Mesa
Delta
Hinsdale
Mineral
Montezuma
La Plata
Archuleta

Kiowa, Bent, Prowers, and Baca Counties, Colorado

Inquiries for these counties may be directed to:

Mr. Walter Knodel, Sr. Employment Officer
Granada Relocation Center
War Relocation Authority
Amache, Colorado

(3)

Counties Under Jurisdiction of War Relocation Authority
Regional Office, Salt Lake City, Utah.

UTAH

SALT LAKE AREA OFFICE, 234 Atlas Building, Salt Lake City.

H. Rex Lee, Relocation Supervisor
William B. Rawlings, Relocation Officer
William C. Moore, Relocation Officer
Charlotte C. Jolley, Office Manager

SALT LAKE CITY

Henry Harris, Jr.
Relocation Officer
234 Atlas Building
Salt Lake City, Utah

Le Grand B. Ward,
Associate Relocation Officer

Box Elder	Cache
Rich	Weber
Davis	Morgan
Summit	Daggett
Tooele	Salt Lake
Nasatch	Utah
Duchesne	Uintah

Oneida, Franklin and Bear Lake in Idaho

Lincoln, Sublette, Uinta, Sweetwater in Wyoming

RICHFIELD

James L. Jennings
Relocation Officer
30 Main Street
Richfield, Utah

Juab	Carbon
San Pete	Hillard
Emery	Grand
Sevier	Beaver
Piute	Wayne
Iron	Garfield
San Juan	Washington
Kane	

IDAHO

IDAHO FALLS

W. Wendell Palmer
Relocation Officer
Room 1, Federal Building
Idaho Falls, Idaho

Edward V. Berman
Associate Relocation Officer

Lemhi	Custer
Clark	Fremont
Jefferson	Madison
Teton	Butte
Bingham	Bonneville
Power	Bannock
Caribou	

Teton County in Wyoming

TWIN FALLS

Chester L. Link
Relocation Officer
14 Fidelity Bank Building
Twin Falls, Idaho

Ernest J. Palmer
Associate Relocation Officer

Custer	Camas
Blaine	Gooding
Lincoln	Minidoka
Jerome	Twin Falls
Cassia	
Elko in Nevada	

BOISE

Frank H. Regan
Relocation Officer
203 Idaho Building
Boise, Idaho

Gilbert L. McMillan
Associate Relocation Officer

Adams	Valley
Washington	Payette
Boise	Gem
Canyon	Ada
Elmore	Owyhee

Malheur, Baker, Grant, Wheeler, Harney, Lake, Klamath, Deschutes, Crook
Jefferson and Wasco Counties in Oregon.

MONTANAHELENA

Ray B. Haight
Relocation Officer
Placer Hotel Building
Helena, Montana

Lincoln	Flathead
Sanders	Lake
Mineral	Missoula
Powell	Lewis & Clark
Granite	Ravalli
Beaverhead	Deer Lodge
Jefferson	Broadwater
Meagher	Wheatland
Silver Bow	Madison
Gallatin	Park

HAVRE

Murray E. Stebbins
Relocation Officer
Hill County State Bank Building
Havre, Montana

Glacier	Toole
Liberty	Hill
Blaine	Phillips
Valley	Pondera
Teton	Chouteau
Cascade	Judith Basin
Fergus	Petroleum
Garfield	

WAR RELOCATION AUTHORITY
Midland Savings Building
Denver, Colorado

May 20, 1943

FIELD INSTRUCTION NO. 28

To: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor

Subject: Employment of Japanese-Americans in Army Posts and
Establishments; Procedures relating to Civil Service
Employment

Enclosed you will find a memorandum from the Director on the subject of employment of American citizens of Japanese ancestry in Army Posts and Establishments; a memorandum from Robert W. Frase relating to Civil Service Employment for Citizen evacuees and a copy of U.S. Civil Service Commission Circular Letter No. 3982 on Civil Service policy and procedure regarding utilization of American citizens of Japanese origin.

Please thoroughly familiarize yourself with the contents of the enclosed memoranda so that evacuees in your district can receive the fullest advantage of employment opportunities under Federal Civil Service procedures and either Civil Service or non-Civil Service employment opportunities for Japanese-Americans in Army posts and other War Department establishments in your area.

None of the material in this field instruction pertains to aliens.

You will note that the memorandum on employment in War Department establishments required the Commanding Officer to request permission from Washington before employment. At the same time the Commanding Officer writes to Washington for approval, you should send the same information with the name of the evacuee's center directly to Robert W. Frase, Assistant Chief, Employment Division, War Relocation Authority, Barr Building, Washington, D. C. This will considerably expedite securing approval where that can be given.

If you have a number of employment opportunities in your district and there are no available evacuees in your district, it would be advisable to send the information about the employment possibility to one or more projects after you have determined that there is housing available and the community sentiment will be reasonably satisfactory. Suggest to the project that two or more persons be recruited for each position available. If a large number are desired, it would be better to split the offer and send an offer for a part of the total wanted to each of two or more projects.

The recruitment of more than one person is advisable because some of them may not secure approval of the War Department Board in Washington. If a large number of evacuees is desired, it would

be advisable for the personnel officer of the War Department establishment to proceed to the center to interview the prospective employees prior to sending the names of qualified persons to Washington for War Department clearance and approval.

If evacuees in your district are interested in securing employment with a War Department establishment, write to Robert Frase in Washington stating the name, date and place of birth of the applicant, the name of his project and his qualifications and type of work in which he is interested. Advise Mr. Frase that the evacuee in question wishes to be approved for employment by the War Department.

It is not advisable to do this unless you know of some available employment or the evacuee is interested in a specific position in a location outside your district. There is no guarantee that securing the approval of the War Department will result in early placement.

In connection with Civil Service employment, please notice that it is necessary that the evacuee have leave clearance in writing from the project director. This must be secured in all cases in view of our recent speeding up of issuance of indefinite leaves prior to actual receipt of leave clearance, (i.e. some persons on indefinite leave left their centers prior to receiving leave clearance.)

On any other matter where you need to write to Washington, address Thomas W. Holland, Chief, Employment Division, War Relocation Authority, Barr Building, Washington, D. C.

WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

5/10/43

TO: Project Directors and Relocation Supervisors.

SUBJECT: Employment of American Citizens of Japanese Ancestry in Army Posts and Establishments.

This memorandum summarizes the contents of a letter from the Adjutant General to various military commanders throughout the United States on this subject, dated May 3, 1943, file reference AG-291.2 (5-3-43) OB-S-F-M.

1. Previous War Department instructions regarding employment of American citizens of Japanese ancestry have been amended to permit employment of such individuals, except with respect to prohibited zones within the military areas now or hereafter established by the Western Defense Command. Insofar as the prohibited zones within the military areas now or hereafter established by the Western Defense Command are concerned, the previous instructions shall remain in full force and effect.

2. The employment of civilian employees of Japanese ancestry in Army establishments, including departmental and field service employees, is now authorized under the following conditions:

a. The applicant must be an American citizen.

b. Prior to employment, the Commanding Officer of any post or establishment seeking to employ any American citizen of Japanese ancestry must request permission in letter form directed to the Provost Marshal General, Washington, D. C., stating the name and the date and place of birth of the applicant and the type of work to be performed. Upon receipt of request, the Provost Marshal General will, if a questionnaire (Form DS3 304A or WRA 126, rev.) has not already been accomplished, forward a questionnaire in triplicate for execution by the applicant, analyze the answers thereto, and make appropriate check of the records of government intelligence agencies and such investigation as may be necessary.

c. The War Department will:

(1) transmit the investigation report, if any, and a copy of the questionnaire to the Commanding Officer of the post or establishment seeking to employ the applicant, and

(2) state whether it has any objections to the employment of the applicant in posts or establishments of the War Department, and will also state whether applicant's employment may be unrestricted or limited as to type and classification of work.

3. The provisions of this order are not applicable to persons of Japanese ancestry presently employed by Army posts and establishments in specialized services.

4. There was attached to this order a copy of Circular letter No. 3982, issued by the Civil Service Commission on March 27, 1943, which sets forth procedures to be followed by the Commission in recruiting and examining subject individuals for Federal employment, the provisions of which are in addition to the requirements of paragraph 2 above. The Civil Service Commission Circular letter is being amended to read "Japanese-American Joint Board" at some points where Eastern Defense Command appears.

Relocation officers and Project Directors in communication with Army posts and establishments about employment of evacuees will need to be familiar with this procedure, and be prepared to furnish the information on the evacuees proposed to be employed which the Commanding General needs to send in his letter to the Provost Marshal General. The chances of approval of employment in Army Posts and establishments are greater for evacuees for whom the Japanese-American Joint Board has already recommended indefinite leave, and selections for such employment should be made from among this group of evacuees wherever possible.

Director

COPY

WAR RELOCATION AUTHORITY
Washington

MEMORANDUM

To: H. Rex Lee, Harold Choate, Harold Fistere, E. H. Leker,
Elmer L. Shirrell, E. B. Whitaker

From: Circular Letter No. 3982 of the U. S. Civil Service
Commission relating to Civil Service employment for
citizen evacuees.

There are attached several copies of Circular Letter No. 3982 of the United States Civil Service Commission, dated March 27, 1943, relating to Civil Service employment of American citizens of Japanese ancestry now residing in relocation centers of this Authority.

I believe that on careful reading, the procedure outlined in this circular is self-explanatory. This circular places citizen evacuees on the same basis as other persons for the vast majority of Federal jobs. I should like, however, to draw your attention to several points of particular significance for your work.

1. Civil Service appointments are limited to persons who have been granted leave clearance by the Director after check with the records of the FBI.
2. Applications for Civil Service appointment from persons with leave clearance will be forwarded to the representative of the Commission in the Civil Service Region where the relocation centers are located. (Section A. under Examining). This means that for areas outside of the Civil Service regions which include relocation centers - such as Chicago, Cleveland, Detroit, or Minneapolis - it will be necessary for Federal agencies wishing to appoint evacuees to secure applications through their local Commission representative from a western Commission Regional Office. For example, a Federal agency in Chicago wishing to employ evacuee stenographers would go to the Chicago office of the Commission, which would in turn request the Denver or Seattle Regional Office of the Commission for the papers of eligible evacuees.

Page two
MEMORANDUM

3. Paragraph B under Certification places an important responsibility upon relocation supervisors and officers. Evacuees will not be certified for Federal employment by the Civil Service Commission Regional Directors unless a relocation officer has advised them that community sentiment in the proposed place of employment is satisfactory. You should immediately get in touch with the Commission's Regional Director serving your area and arrange to inform them of the places where community sentiment is satisfactory.
4. Evacuees who are already on current Civil Service Registers or who have reinstatement status will not need to take another Civil Service examination at the relocation centers. Therefore there should be a group of evacuees almost immediately available for Civil Service employment - people who are on Civil Service registers who have already received leave clearance.

There is attached for your information a list and a map showing the Civil Service Commission's Regional Directors and the areas they serve.

Robert W. Frase /s/

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver, Colorado

May 20, 1943

FIELD INSTRUCTION NO. 29

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Money granted at projects for relocation assistance to
evacuees departing on indefinite leave

Many relocation officers have had difficulty with evacuees failing to report on the job for which they had secured indefinite leave; moving around from one job to another with no sense of responsibility to original or later employers, hence stirring up unfriendly attitudes on the part of employers and others in those communities; going into cafes, barber shops, etc., in large groups, rather than small groups which do not attract so much attention; paying little or no attention to War Manpower Commission regulations and stabilization orders; displaying a lack of knowledge of the locality and its customs; etc.

For these reasons, Washington is considering a general instruction to projects to mail the relocation assistance grant for initial subsistence (usually in the maximum amount of \$50.00 per person) to the relocation officer in whose district the evacuee's employment lies. This will give the relocation officer the opportunity to make sure that the evacuee arrives at his job, and to discuss thoroughly with the evacuee the responsibilities which go along with the restoration of his privileges as a citizen (or alien).

The relocation officer will also have the opportunity to tell the evacuee about local situations, customs, places to avoid, any hostile sections in the area, etc.

At the present time, Granada is the only project which has put this plan into effect. It is, therefore, likely that you will receive letters from Granada enclosing checks or informing you that checks are being mailed in your care for evacuees proceeding into your district. In such events, you will please follow the suggestions herein with regard to talking to the arriving evacuees prior to delivering his relocation assistance check to him.

You are not privileged to withhold the check except under extraordinary circumstances, and then only until you can get in touch with this office for advice.

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

May 28, 1943

FIELD INSTRUCTION NO. 30

TO: Relocation Officers, Denver and Salt Lake Areas

FROM: Harold S. Choate
Relocation Supervisor, Denver

H. Rex Lee
Relocation Supervisor, Salt Lake

SUBJECT: War Manpower Commission Stabilization Orders.

There has been considerable confusion in the minds of evacuees, relocation officers, and employers concerning the status of evacuee workers in respect to the War Manpower Commission freeze orders. On May 12th Region 11 (States of Colorado, Idaho, Montana, Utah and Wyoming) of the War Manpower Commission, put into effect a stabilization order which affects the status of virtually all employees. Recently a conference was held between the Relocation Supervisors involved and Regional War Manpower Commission officials to discuss the application of the stabilization order to evacuee workers.

Evacuees on indefinite or seasonal leave are subject to the regulations of the order the same as any other worker. Our entire relocation program has been based on the premise that evacuee workers should be accorded the same rights and privileges as any other American. By the same token, the evacuee must accept the same responsibilities.

A copy of the stabilization order is attached. While it may differ slightly from the stabilization orders put into effect in other states and regions, it will be helpful as a guide to relocation officers whose districts fall within another War Manpower Commission Region. Stabilization orders affecting the other states will be sent to you as soon as possible.

It is suggested that you study the stabilization order carefully and if you have any question concerning it, write this office or consult with the nearest War Manpower Commission representative. It is further suggested that you start an educational campaign among the evacuees in your district to acquaint them with the rights and responsibilities which they have under this order.

Many evacuees might be concerned at taking a temporary job in agriculture, whereas their training lies in something else. It should be noted that this order provides that even though a worker be employed in an essential industry such as agriculture, he may be released by the War Manpower Commission to accept employment in another industry if the new employment more fully

utilizes his skills and training, provided that (1), the industry is on the list of thirty-five essential industries (list attached), or (2), if the industry into which he wishes to transfer has been designated by the War Manpower Commission as locally essential. (You may obtain a list of these locally designated essential industries from your nearest USES official.) Also, under Section IV-A, Paragraphs 1 to 3, you will note that if a worker is unemployed for seven days or more, or that he is being employed for a substantial period at less than full time that he is entitled to a statement of availability.

This stabilization order does not prevent an agricultural worker from leaving one job to accept another job in agriculture in the same region or other regions. However, in order to obtain better employment relations and satisfactory public attitudes, you should, in all cases, discourage an evacuee from leaving any particular employment before his offer expires, provided the conditions are satisfactory. Evacuees must be made to realize that if they leave any job without just cause before their agreement is fulfilled, regardless as to whether they are subject to a freeze order, that they are jeopardizing the Relocation Program and that eventually it will be to their disadvantage.

In employment in essential industries other than agriculture, workers may not move from one job to another without a statement of availability from their employer or the United States Employment Service.

You will have many evacuees making application to you for indefinite leave to accept another job, or you may have evacuees applying for travel permits to go to other areas to accept jobs. In no case, should you grant such permits or recommend the granting of indefinite leave to accept a particular job until the evacuee has obtained a referral card or statement of availability for the particular job in question from the appropriate U. S. Employment Service or War Manpower Commission representative. This, of course, does not apply to transfers within agriculture.

The War Relocation Authority is very anxious to see that evacuees comply with these stabilization orders and you should do everything possible to advise evacuees of their obligations under this order. However, the actual enforcement of this order is the responsibility of the War Manpower Commission through its local USES offices, and you have no legal right to attempt enforcement.

If a Japanese feels that a decision has been in error at any step of the plan he may appeal in accordance with the regular War Manpower Commission appeals procedure. These appeals should be filed at the nearest local USES office.

While we are anxious to see that evacuees comply with these orders, we are also anxious to see that there is no discrimination in their application to evacuees. If you believe any decision or interpretation by the USES or WMC representative is incorrect or unfair, you should forward it once to the Relocation Supervisor the facts in the case so that he can review it, and if he deems it advisable, take it to the Regional War Manpower Commission representative for appeal.

Field Instruction No. 30

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In a number of instances we have found that certain employers have taken advantage of the evacuees by telling them that they were frozen on the job when this was not the case. With the wide-spread dissemination of the fact that these workers are under the War Manpower Commission stabilization orders, there are likely to be other cases where the stabilization orders will be used by certain employers in the same manner. You should be very careful to see that these orders are not used unfairly against the evacuees in your district.

This memorandum has been checked and approved by the Regional Office of the War Manpower Commission.

Attachments

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver, Colorado

May 20, 1943

LIST OF ESSENTIAL ACTIVITIES

(As Approved by the War Manpower Commission)

The list of essential activities below does not give the full definition of the operations and types of industry included under each main heading. If a Relocation Officer is not sure whether a given industry is or is not included in the list of essential activities he should consult the War Manpower Commission's "List and Index of Essential Activities" dated December, 1942 which should be available in any U.S.E.S. Office.

1. Production of Aircraft and Parts.
2. Production of Ships, Boats and Parts.
3. Production of Ordnance and Accessories.
4. Production of Ammunition.
5. Agriculture and Commercial Fishing.
6. Processing of Food.
7. Forestry, Logging and Lumbering.
8. Construction.
9. Coal Mining
10. Metal Mining.
11. Non-metallic Mining and Processing and Quarrying.
12. Smelting, Refining and Rolling of Metal.
13. Production of Metal Shapes and Forgings.
14. Finishing of Metal Products.
15. Production of Industrial and Agricultural Equipment.
16. Production of Machinery.

List of Essential Activities

Page - 2

17. Production of Chemicals and Allied Products and Essential Derivatives Thereof.
18. Production of Rubber Products.
19. Production of Leather Products.
20. Production of Textiles. (Chiefly for use by the military and Certain Industrial uses)
21. Production of Apparel. (For the Armed Forces and work clothing)
22. Production of Stone, Clay and Glass Products.
23. Production of Petroleum, Natural-Gas and Petroleum and Coal Products.
24. Production of Finished Lumber Products.
25. Production of Transportation Equipment.
26. Transportation Services.
27. Production of Materials for Packing and Shipping Products.
28. Production of Communication Equipment.
29. Communication Services.
30. Heating, Power, Water Supply and Illuminating Services.
31. Repair Services. (Consult description in War Manpower Commission index at U.S.E.S. Office)
32. Health and Welfare Services.
33. Educational Services.
34. Governmental Services.
35. Technical, Scientific, and Management Services. (Consult description in War Manpower Commission index at a U.S.E.S. Office)

LIST OF NONDEFERRABLE
ACTIVITIES AND OCCUPATIONS (Non-essential Industries)

P

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ALL OCCUPATIONS IN THE FOLLOWING ACTIVITIES ARE NONDEFERRABLE:

Manufacturing of the following products:

(Fabric Products)

Curtains, draperies, and bedspreads
Pleating, stitching, tucking, and embroidery
Trimmings, stamped art goods, and art needlework

(Glass Products)

Cut, beveled, and etched glass
Outware
Glass Novelties
Mosaic glass
Stained, leaded, ornamented, and decorated glass

(Jewelry and Metal-Plated Products)

Costume jewelry and novelties
Jewelers' fixings and materials
Jewelry
Jewelry cases
Lapidary work (nonindustrial)
Ornamental gold and silver leaf and foil (nonindustrial)
Silverware and plated ware (nonindustrial)

(Miscellaneous)

Decorative feathers, plumes, and artificial flowers
Frames, mirror and picture
Greeting cards and picture post cards
Signs and advertising displays

Service:

Automobile-rental service
Dance, music, theatrical, and art studios and schools
Gambling
Interior decorating
Night clubs
Parking lots
Photographic studios
Turkish baths, massage parlors, clothing rental, porter service,
and social-escort services.

Wholesale and Retail Trade:

Antiques	Florists
Beer, wines, and liquors	Jewelry
Custom tailors and furriers	Novelties
Candy, confectionery, and nuts	Tobacco

Non-Essential Activities

Page 2

ALL OF THE FOLLOWING OCCUPATIONS ARE NONDEFERRABLE REGARDLESS
OF THE ACTIVITY IN WHICH THEY MAY BE FOUND:

Bar Cashier
Bar Boy
Bartenders
Bath House Attendants
Beauty Operators
Bellboys
Bootblacks
Bus Boys
Butlers
Charmen and Cleaners
Cosmeticians
Custom Tailors
Custom Furriers
Dancing Teachers
Dishwashers
Doormen and Starters
Elevator Operators (Passenger and Freight--excluding industrial freight elevators
used in connection with production)
Elevator Starters (Passenger and Freight)
Errand Boys (including Messengers and Office Boys)
Fortune tellers (including Astrologers, Clairvoyants, Mediums, Mind Readers,
Palmists, etc.)
Gardeners
Greenkeepers
Groundkeepers
Housemen
Hair Dressers
Lavatory Attendants
Messengers, Errand Boys, Office Boys
Newsboys
Night Club Managers and Employees
Porters (other than those in railroad-train service)
Private Chauffeurs
Soda Dispensers
Ushers
Valets
Waiters (other than those in railroad-train service)

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

June 11, 1943

FIELD INSTRUCTION NO. 31

TO: All Relocation Officers

VERY IMPORTANT

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Lists of Evacuees

This office will make up a list of all evacuees on seasonal leave or on indefinite leave in the Denver territory as of June 15. Within a few days after that date, we shall send to each Relocation Officer a list of all evacuees shown by our records to be in the area served by his office.

Will you please check the list we send you against the records and lists you have in your office, and send us a letter outlining any corrections, changes or additions that should be made in our office, based upon the information you have.

Each Relocation Officer will, of course, add to his records any names on our list which do not appear in his records.

The list which will be sent to you immediately after June 15 is the first in a series of semi-monthly lists which will be made up in Denver showing all arrivals and departures. Our list will be based upon information received between the first and fifteenth, and between the sixteenth and last day of each month, inclusive, and will be sent to you twice monthly. Any changes or correctional information should be sent by each Relocation Officer to Denver within five days after receipt of the new information.

Effective June 15, each Relocation Officer will follow the same procedure as the Denver office. On June 15, please start a separate file of incoming evacuees who arrive between the sixteenth and last day of June. Forward this list to Denver the last day of the month, promptly.

As soon as your list is completed, the cards or forms indicating arrival during this period may be inserted in the alphabetical list of evacuees already in your territory. A new file will then be started for arrivals and departures for the next half-month period.

As we have previously informed you, a separate file should be kept for persons who have returned to the project or moved into another district. This information will be secured from advice of arrival forms from projects, information from Denver, or from the Relocation Officer's own investigation and information.

WAR RELOCATION AUTHORITY
MIDLAND SAVINGS BUILDING
Denver, Colorado

August 27, 1943

FIELD INSTRUCTION NO. 31
Amendment Number 1

To: All Relocation Officers

From: Harold S. Choate, Relocation Supervisor

HSC

Subject: Submission of semi-monthly lists of arrivals and departures.

We have been considering certain changes in the procedure of our census or address file and the sending out of the supplemental lists. However, at the present time, pending further instruction, we wish to make only one change and that pertains to the lists that the Relocation Officers have been sending in twice a month.

Until further notice, it will not be necessary to send in the list of arrivals and admissions in your area. We ask, however, that when the supplemental list is sent to you from our office that you check each name carefully and make note on the original copy of the list any discrepancies which you find. Also please add to this list any names which you find we have not included that should be included for the period. Please send the original list back to us not later than five days after you receive it so that we can make the corresponding changes in our records as quickly as possible; the carbon copy of the list is for your records. We also ask that in adding names to the list sent you that you be careful to indicate whether the person is on seasonal or indefinite leave and the date of such leave as well as the employer's name and address.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

FIELD INSTRUCTION NO. 31

Amendment No. 2

September 4, 1943

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECTS: I. Evacuee address file
II. Advice to Washington of changes of address for workers on Seasonal Leave

I. Evacuee Address File

Our two months' experience with the original procedure set up by Field Instruction No. 31 has showed us several ways in which we can cut down work in the field offices as well as in this office. We have not had the number of requests from Intelligence Agencies for addresses of evacuees that we had anticipated. Therefore, we feel we can relax Denver office requirements a little. This instruction is intended to simplify the handling of the evacuee address files in the field as well as in Denver.

I believe that most of you realize that we look to the Field Office for the final word on the location of any evacuee on Seasonal Leave who may be residing in your district. However, let me repeat and make absolutely clear that each Relocation Officer will be held fully responsible for knowing the location of each evacuee on Seasonal Leave in his district. When addresses of evacuees are requested, we will use the files in Denver to determine the district in which the evacuee is residing and will write or wire the appropriate Relocation Officer for exact and up-to-date information on the evacuee's present address.

To aid you in securing evacuees' most recent mailing addresses, you have recently mailed address cards and a letter to all evacuees on Seasonal Leave to secure their current addresses. To supplement this, we suggest that you develop a definite understanding with each of the sugar companies or other large employers as well as the County Agents and the U. S. Employment Service whereby those persons will notify you whenever they move an evacuee or a group of evacuees to a new employer or when they discover that evacuees with whom they have contact have changed addresses.

We must stress the necessity of your using the form "Advice of Movement of Evacuees", every time an evacuee leaves your district to go

to another district or to his project, or accepts indefinite leave elsewhere. Please re-read Information Bulletin No. 8 covering the use of this form. Even though evacuees may leave your district without your prior knowledge, you should use this form to advise the Project Director or Relocation Officer as soon as you learn of the departure. The "Advice of Evacuee Movement" form should be mailed daily and not accumulated until the end of the week. In all instances, a duplicate copy of this advice should be sent to this office and a triplicate made and sent to B. R. Stauber (see Subject II below). This will serve as notice of change of address and neither the forwarding Relocation Officer nor the Officer receiving the "Advice of Movement", form will need to send any other information or card to Mr. Stauber.

The above paragraphs relate specifically to evacuees on Seasonal Leave since you are held much more strictly accountable for the location of seasonal workers than for those on indefinite leave. The Denver Office will advise you of changes of evacuee addresses on indefinite leave as we receive this information from Washington or from the evacuees.

Instead of the present method of advising us by semi-monthly reports of all changes of address and new arrivals and departures, your semi-monthly report is now to be used to advise the Denver Office of arrivals in your district of any evacuees for whom you have received no departure or admission advice. We will no longer send you semi-monthly lists of arrivals and departures of evacuees as shown in our records.

Effective September 6 and thereafter, we will forward to you the original departure and admission advices from the projects within one or two days after their arrival in this office. We will take off the information from these advices and transfer it to cards which will be added to our files. As soon as this information is transferred, the advice will be forwarded immediately to the appropriate relocation officer.

From time to time we will ask you to give us a complete list of all evacuees in your district, probably every four to six weeks. We will notify you one week in advance that we wish such a list prepared. This will be used for checking against our files.

II. Advice to Washington of Changes of Address for Workers on Seasonal Leave

In accordance with the new leave handbook, the Washington Office requests information on arrivals in each district of evacuees on Seasonal Leave as well as later changes of address. Effective at once, as soon as you receive an arrival card or change of address card from an evacuee, you will take this information and incorporate it in your files, then forward the card you have received to Mr. B. R. Stauber, Relocation

Planning Officer, War Relocation Authority, Barr Building, Washington, D. C. Write the word "Seasonal" in red ink on the upper left hand corner and drop this card in the mail. In doing this, be sure you cross off your address and insert Mr. Stauber's address before mailing.

Please make a list of arrivals or changes which came to your attention between August 1 and the time you get this Instruction. Send this list to B. R. Stauber with a copy to this office before September 18.

We are making up a rubber stamp with the word "Seasonal" and another rubber stamp with Mr. Stauber's name and address to make this easier and quicker for you to do. These arrival cards and change of address cards should be forwarded at least once a week. (This will allow a few days during which you may receive a departure advice for the same evacuee which you will want to use for your basic address file and against which you will want to check the address on the arrival card.) In all possible instances, we recommend that you use the departure advice as the basis of your address file rather than to make up a new address card.

In cases where you do not receive an arrival card or change of address card, as soon as you discover this information make up an arrival or an address change card and mail it to Mr. Stauber after correcting your own records.

Please write at once requesting clarification of any points in this Instruction that are not clear to you.

Fennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

September 25, 1943

FIELD INSTRUCTION NO. 31

Amendment No. 3

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Evacuee Address Files in Field Offices and Denver
Regional Office

You have all received Administrative Instruction No. 76. It is presumed that in the future projects will not send the Denver office information on departure of citizens or aliens for seasonal work leave. This will mean that the Denver regional address file will have to be kept up to date by information from field offices. We will continue to send you copies of all departure or admission advices received from the projects, in the manner set forth in Field Instruction No. 31, Amendment No. 2.

In addition, we will expect you to keep us advised of all new arrivals or departures in your district by means of semi-monthly reports (paragraph 3, Page 2, Amendment No. 2, Field Instruction No. 31). This list should include the names of any evacuees for whom you have received departure or admission advices from the project. You will not need to include the names and addresses of evacuees when departure or admission advices were received directly from the Denver office.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

June 12, 1943

FIELD INSTRUCTION NO. 32

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Domestic Offers

For some time it has been apparent that an excessive amount of time is required to handle all domestic offers which are forwarded to projects. Since the supply of trained or experienced domestics is virtually exhausted, employers' offers are held at projects for indefinite periods and usually returned unfilled.

In many instances, when domestic offers are filled, persons with no training or experience accept the jobs. Such individuals make unsatisfactory employees, unless employers know in advance that training will be required. In such cases, also, the employee must be interested in learning domestic work. If they are not, they frequently resign to accept other employment, leaving a feeling of bitterness behind them.

For these reasons, we believe that all Relocation Officers should discourage employers seeking domestic help. It may be well, however, to keep a file of domestic offers, which may be referred to persons who come to your office seeking domestic work, or to evacuees who write to you from projects advising of their interest in this type of employment.

Attached is copy of a letter which the Denver Relocation Office forwarded to all projects on May 24. Replies from Poston and Rohwer laud this plan. Other projects have not been heard from. On June 10 a follow-up letter was sent.

If you approve this method of procedure, and believe it would save time and effort for you, we suggest that you write similar letters relative to your territory.

We shall appreciate your advising us of any action you take along these lines.

Attachment

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver 2, Colorado

May 24, 1943

Memorandum

TO: All Project Directors

FROM: James H. Curtis
Relocation Officer

We are now in a position to submit to Relocation Centers a few of the better domestic offers we are receiving from Denver families. In view of the limited supply of persons qualified and interested in this type of employment, we are offering a plan which we believe will be to your advantage as well as ours.

When you have single evacuees or couples desirous of re-locating in Denver, and interested in and qualified to do domestic work, we shall appreciate your advising us and sending us a brief personal history of such persons, including their work experience. We shall then send you an offer or offers.

We are certain that we can place all qualified persons who seek domestic employment in Denver. We do not, however, want anyone to use such employment as a stepping stone to other types of work. The people we are interested in are those who intend to remain in domestic work, and who will remain with the same employer for at least a reasonable length of time.

We shall appreciate your advising us if this plan meets with your approval.

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

June 21, 1943

FIELD INSTRUCTION NO. 33

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Requests for pamphlets and other informational material from Chambers of Commerce and other local agencies.

In any future requests for informational material, you will please be guided by the following two memoranda. The first is to relocation supervisors from Robert W. Frase; the second, to project directors from Dillon S. Myer, Director.

I. The attached Director's memorandum to Project Directors is self-explanatory. There have also been unfavorable reactions from letters sent to Chambers of Commerce and other local agencies where relocation officers have written for informational material without first making a personal contact. We suggest that such requests not be made without personal contact or personal knowledge of the organization to which the requests are directed.

II. I understand that at a good many projects relocation libraries of pamphlets and other informational material on various localities are being built up. This information is undoubtedly useful and serves a real need.

I should like to suggest, however, that such material not be requested directly from Chambers of Commerce or other local agencies by the project staff, and that evacuees also be discouraged about writing directly. Instead, the appropriate relocation officers should be requested to secure this material. They are in a position to make personal contacts and explain the work of the Authority in making such requests. Requests made by members of the project staffs and by evacuees have caused misunderstanding and suspicion on the part of some local agencies, which would not have occurred had a personal contact and explanation been made by a relocation officer.

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

July 13, 1943

FIELD INSTRUCTION NO. 34

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Annual Leave

The regulations on taking of annual leave by Federal employees provide as follows:

"An employee will be charged annual leave for any normal absence on a day on which he would otherwise work and receive pay when such leave has been requested from his supervisor in advance and has been granted. When the request for leave has not been made in advance of the absence, but a satisfactory explanation has been given by the employee, the absence may be charged to annual leave. An employee will be charged with annual leave for absence requested in advance and taken on a Saturday afternoon, Sunday, or holiday occurring within his tour of duty. If the explanation for the absence without prior authorization is not satisfactory, the employee will be placed in leave without pay status."

Except in case of emergency, it is expected that each member of the staff will comply with this regulation and receive approval in advance of taking annual leave whether for vacation or other purposes. Except in emergencies, a maximum of six days annual leave will be taken at one time during the summer and fall, until our program is more fully under control. Anyone taking annual leave contrary to these regulations will do so on his own time.

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

July 20, 1943

FIELD INSTRUCTION NO. 35

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Weekly Report, effective week beginning July 26, 1943

As I told you at our conference last week, I have been feeling that while we knew very well the work some of you were doing, lack of knowledge on my part may have resulted in sometimes not giving credit where credit was fully due.

To remedy this situation, as well as to be able to give you all possible assistance and suggestions, we have decided to set up a system of weekly reports beginning July 26. In this way we hope to keep in closer touch with you and your problems and your activities.

Each Relocation officer will be expected to send in a report of his activities each Saturday for the previous week (unless a field trip or emergency keeps him away from the office, in which case the report should be mailed by the following Tuesday). If there is more than one relocation officer in an office, each man should make a report of his own activities, problems and unusual occurrences, and the relocation officer in charge of the office should make the summary report and analysis of the progress and problems of the district.

The weekly report should cover the following points, preferably in the same order given here for ease in comparing with previous reports:

1. Field Trips made and report of work done, including calls made on employers, evacuees, others, and any group talks given.
2. Activity in vicinity of office, including calls made, and speeches given to organizations.
3. Name, title, address and attitude of influential people or groups interviewed. (Indicate those to whom follow-up letters should be written to build up value of your call.)
4. Tell of any new developments in sentiment, job offers or problems, and any unusual occurrences in the district.
5. Evacuee relations: What problems evacuees are encountering, and what problems or difficulties you are having with evacuees.
6. Employer relations: Same things as evacuees, above.

7. Summary statement of general trends, progress, analysis of problems and the outlook.
8. Any questions you would like answered, or suggestions of changes in regulations or WRA procedures that you think beneficial for the good of the program and your work.
9. Copies of any general letters sent to evacuees, employers, individuals and organizations.
10. Statistics

Report in duplicate to be sent on attached form, original for Denver, duplicate for your files.

The statistics can usually best be kept by the office secretary, who can easily make a check mark in the blank space during the day as action is taken, totaling these check marks at the end of the week before you attach the copy for Denver to your report. A supply of these blanks will be mailed you as soon as made up.

RELOCATION FIELD OFFICE STATISTICS

Week of _____

Reporting Office _____

Employees visiting office _____

Evacuees visiting office _____

No. Employment offers received: I Seasonal _____

II Indefinite _____

III TOTAL _____

Evacuees Arriving in District

Seasonal _____

Indefinite _____

Total _____

Evacuees Departing from District

Seasonal

Indefinite

Total

To Centers

To other districts

Number evacuees in district: Seasonal _____

Indefinite _____

Total _____

Number evacuees placed in
new jobs: Seasonal _____

Indefinite _____

Total _____

Number Evacuees changed from seasonal to indefinite leave _____

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

July 24, 1943

FIELD INSTRUCTION NO. 36

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Year Round Work for Evacuees on Seasonal Leave and
"Application for Year-Round Private Employment" forms

You will recall our conversation during the conference about our plans to secure data on the experience and qualifications of evacuees on seasonal leave whom you can interest in applying for indefinite leave. I mentioned a form which we expected to have printed for this purpose based upon a form in use in the middle west. We are enclosing _____ copies of this form which has just been lithographed and is titled "Application for Year Round Private Employment".

We wish to have you keep a supply of these forms with you at all times and every opportunity you get to talk to individuals who are interested in indefinite leave, you will give them three copies of this form with two sheets of carbon paper so that they can fill out an original and two copies.

When they have filled out and signed the form you should look it over carefully to see that it is completely filled out, in order that we will have a full picture of the evacuee and his background.

Although there is no particular space marked for this, you should ask them to indicate first, second, and third choices for relocation, as well as more than one choice for type of work they want to secure.

After the evacuee has filled out the form you are to sign your name at the bottom of the second page after writing in the line above the date on which the applicant will be available. By available, we mean the time when he will have completed the agreement upon which his seasonal leave was based or the time when he will be available in accordance with the War Manpower Commission regulations. Or when he may become unemployed through no fault of his own.

When you return to your office with these forms, you should keep the third copy for your file and for your reference in case of inquiries either from within your district or from outside; the first and second copies should be mailed at once to this office, which will serve as a clearing house for placement of evacuees on leave in year round employment.

Our aim in this program is to try to place men on seasonal leave in the Denver territory on jobs that have developed elsewhere in the Denver territory except in Denver and Northern Colorado. (As you know, you must discourage as completely as possible people on seasonal or on indefinite leave coming into Northern Colorado.)

For those evacuees who can be placed in this territory, or who are willing to go to the mid-west, the Great Lakes Region, or the east, we will have many job openings at about the end of the harvest season. The Relocation Supervisors in Chicago, Cleveland, and New York have all indicated that they will make available to evacuees on seasonal leave in the Denver and Salt Lake territories the choicest jobs which they have and which would otherwise be sent to the projects.

In other words, we will now have a positive reward available for those evacuees who have done a good and conscientious job on seasonal leave, and we wish to encourage them in every way to accept indefinite leave in the mid-west and east instead of returning to the projects.

We hope you will give as much attention as you possibly can to developing interest on the part of the evacuees to accept indefinite leave while in the field and in getting these application forms filled out and mailed to us as rapidly as possible.

Finally, we request that you write at once asking for clarification of this instruction or the handling of the questionnaire and ask any questions about the whole program which are not clear in your mind.

Final Note: Do not fail to endorse and sign your name to each of these forms after the evacuee has filled it in.

If you need additional copies of the "Application for Year Round Private Employment" form, please make your request ten days in advance of your need.

Enclosures

WAR RELOCATION AUTHORITY

Application for Year-around Private Employment

Name _____

Date _____

Present Address

Birth Date _____ Country of Birth _____

City and State _____

Height _____ Weight _____ Sex _____

Center and Address _____

Citizen of U.S.? _____ If alien give

Type of work wanted: _____

date of entry into U.S. _____

Date you will be available _____

Social Security No. _____

Do you speak _____ read _____ write _____ English?

Draft Status _____

Do you speak_____ read_____ write_____ Japanese?

Marital Status _____

Are you on Seasonal Leave? _____

SHOW EDUCATION BELOW---If part time training is included, clearly indicate:

Type of School	Location--city and state or country if not in USA	From Year	To Year	Kind of Course and Major Subjects	Graduated Yes---No
Elementary					
High					
Business or Trade School					
University-- give name					Degree
Other Education or Training	Where Served			Trade and Industry	Completed?
Apprenticeship					

List below your regular employment, showing last jobs first. List WRA jobs. Show self-employment and prolonged periods of unemployment

[illegible]

If you seek work as a domestic, are you experienced as a cook?_____, with children?_____,
care of grounds?_____, serving at table?_____, laundress?_____, general housework?_____.

If you take shorthand, give present speed _____ Typing speed_____.

List tools you own in business or trade _____

If you hold a business or professional license, give type, State in which valid and expiration date
_____. List any farm, factory or office machines which you can operate

List any machines which you can repair or service _____

Can you drive an automobile?_____ To what professional, technical or union organizations do
you belong?_____ If you have supervised other workers, give number
and describe your work briefly. _____

Is your health good_____ fair_____ poor_____? List any physical defects or infirmities you may
have _____

How do these affect your work? _____

Have you ever been bonded?_____ Ever had bond refused? _____

Use the space below to describe any special fitness which you may feel that you have for the partic-
ular job for which you are applying _____

Your signature _____

This form is supplied to you by the War Relocation Authority to aid you in telling the employer as much
as you can about your qualifications for the job for which he is to consider you. The information asked
above is the minimum most employers need to make a decision. A personal letter to accompany this form
is desirable but not entirely necessary. Since in most cases you cannot give the employer the benefit
of a personal interview, make your application as complete as possible. If a small photograph or snap-
shot is available, it will be helpful to enclose it. The employer should not be asked to return such
a photograph.

Relocation Officer's Endorsement: Date applicant will be available _____

Signed _____

Leon Anderson

WAR RELOCATION AUTHORITY

Midland Savings Building
Denver 2, Colorado

July 27, 1943

FIELD INSTRUCTION NO. 37

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor *HSC*

SUBJECT: Employment of Citizens of Japanese Ancestry by the War Department in Army Camps or other Installations and in Defense Plants.

Donald Sabin has called to my attention certain difficulties encountered by Relocation Supervisors in the middlewest and east in connection with the employment of Japanese-Americans in defense plants and in War Department installations. These difficulties arose through failure to acquaint the district or the plant security officer (under the provost marshal general) who is responsible for the internal security of the country as represented by conditions within the district, the area, or the plant.

In other words, arrangements were made with the employer or personnel manager for the employment of Japanese-Americans, and in some cases the employment had actually commenced, before the matter had been brought to the attention of the responsible security officer. In some of these instances the security officer refused to approve the employment, thus leaving the evacuees high and dry and, of course, very unhappy.

From the above you can see that it will be highly advisable, in order to prevent a lot of wasted time and unhappy situations, for you to have ascertained either directly or indirectly whether or not the employment of evacuees meets with the approval of the responsible security officer.

In those cases where you have already taken steps toward securing Japanese-Americans in compliance with the desires of commanding officers or personnel officers (such as at Camp Carson, Colorado, the Provo South Dakota Arsenal, and Ft. Robinson, Nebraska), I would suggest that at your earliest opportunity you discuss this with the man with whom you have been dealing, and suggest to him that he acquaint the district or local security officer with his plan to employ Americans of Japanese descent who have been approved by the joint board at Washington. If the security officer approves, there will be no further difficulty. If he does not approve, this will give you an opportunity to see him, identify evacuees and their background, and explain the program to him and try to secure his approval.

Field Instruction No. 37

Page 2

In other cases where you think there will be employment but you have not already commenced negotiations for the employment of Japanese-Americans, it would be well for you to make the contact with the district security officer first.

For your information we are giving you herewith a list of district security officers and the area under the jurisdiction of each man. We will secure the names of those officers responsible for Montana, Texas, and New Mexico in the near future and will then forward this information to the appropriate Relocation Officers.

Enclosure

DISTRICT SECURITY OFFICERS IN THE DENVER TERRITORY, AND THE AREA UNDER THE
JURISDICTION OF EACH OFFICER

Colorado - Lt. Colonel Jesse P. Marshall (Jurisdiction over entire State)
401 Insurance Building
Denver Colorado

Wyoming - Lt. Colonel Raimon G. Walters (Jurisdiction over entire State)
47 Post Office Building
Cheyenne, Wyoming

Nebraska - Lt. Colonel William J. Kunzmann (Jurisdiction over States of
South 1401 First National Bank Building Nebraska and South Dakota)
Dakota Omaha, Nebraska

North Dakota - Lt. Colonel J. J. Schmidt (Jurisdiction over entire State
375 New Post Office Building of North Dakota)
Minneapolis, Minnesota

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN
UNION

1201

SYMBOLS

DL=Day Letter

NL=Night Letter

LC=Deferred Cable

NLT=Cable Night Letter

Ship Radiogram

A. N. WILLIAMS
PRESIDENTNEWCOMB CARLTON
CHAIRMAN OF THE BOARDJ. C. WILLEVER
FIRST VICE-PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

VA506 68 GOVT NL=WUX DENVER COLO 4

LEON ANDERSON W RELOCATION OFFICER 328 STAPLETON BLDG=

BILLINGS MONT=

1943 AUG 4 PM 7 57

THIS WIRE CANCELS THAT PART OF FIELD INSTRUCTION NO 37 DATED JULY 27 CONCERNING EMPLOYMENT OF EVACUEES IN ARMY CAMPS OR OTHER WAR DEPARTMENT INSTALLATIONS EXCEPT DEFENSE PLANTS. WASHINGTON ADVISES ME SECURITY OFFICERS NEED BE CONSULTED ONLY CONCERNING EMPLOYMENT IN DEFENSE PLANTS. OTHERWISE COMMANDING OFFICER OF ARMY CAMPS AND OTHER WAR DEPARTMENT INSTALLATIONS SECURES APPROVAL FOR EMPLOYMENT DIRECT FROM PROVOST MARSHAL. ATTACH THIS WIRE TO INSTRUCTION NO 37=

HAROLD S CHOATE RELOCATION SUPVR.

WAR RELOCATION AUTHORITY
Midland Savings Building
Denver 2, Colorado
July 28, 1943

FIELD INSTRUCTION NO. 38

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Development and Handling of Employment Offers to be sent to Tule Lake

A relocation crew will start operations in Tule Lake about August 2. This crew will consist of relocation officers from each relocation supervisor's territory, and will be headed by Mr. Harold James, of the Washington office, working in close cooperation with the Tule Lake staff. Mr. James will be generally responsible for the recruiting for positions in the various sections of the country.

We will send a relocation officer from this district who will represent the Denver territory at Tule Lake for about two weeks in mid-August, and he will be specifically charged with explaining and describing the job opportunities, and telling something about the country in which the relocation openings lie. The relocation officer who will go to Tule Lake will most likely be Leon Anderson.

In order that our Denver territory representative may do a good job of presenting these opportunities, he must have the full cooperation of each relocation officer, and the fullest possible description of each job which he is presenting to the residents of Tule Lake. This means that each of you must do several things.

First, scour your territory to develop all possible job offers; and second, have these job offers reduced to written and signed offers of employment, with a full description of pertinent factors in an accompanying letter telling anything further about the employment and working conditions, the town or area, community sentiment, etc., which will enable our representative to fully acquaint and interest persons in the work and in the area.

The relocation of evacuees from Tule Lake is the biggest thing which WRA will be doing during the next two months. It is vitally important that we each contribute our share of relocation opportunities. It is equally important that we do the work now and have the job offers available at once, so that the residents of Tule Lake will have some time to consider and accept these positions during the months of August and September. All

employment offers in our territory must be sent to Tule Lake, with the exception of offers for which you have already lined up men who are on seasonal leave .

To summarize, we wish you to take the following steps:

1. Secure written offers of employment for all types of year-around work from employers who will employ acceptable applicants between August 15 and October 15 (the approximate time by which Tule Lake must be empty of citizens and aliens eligible for relocation).
2. Write a brief description of the community or county, including any other pertinent information about the work and its conditions, or the area, which you believe will be helpful to the man who is presenting the employment offer at Tule Lake.
3. As fast as you secure these employment offers, mail them to me in Denver. All employment offers immediately available should be in my hands Saturday, August 7, if possible, but not later than Monday, August 9. Do not wait until these stated dates to send your employment offers. We want as many as possible in this office by August 5, so that our representative at Tule Lake will have something to work with at once. Among these offers should be included available positions at Ft. Robinson, Nebraska, the Provo Arsenal in South Dakota, and Camp Carson, Colorado, to present to evacuees at Tule Lake who may be cleared by the joint board at Washington for employment by the War Department. Generally speaking, however, there will not be many evacuees cleared and available for the War Department, so most of our employment opportunities must be dug up from among civilian employers.

We will write you at a later date, after our representative has arrived at Tule Lake, telling you his name, and requesting that you forward all employment offers developed while he is at Tule Lake. After he leaves Tule Lake, the offers should be addressed to Harold James at Tule Lake.

Do not send any seasonal offers of employment at this time. If a method of handling these is developed, and there are persons on the project interested and available for seasonal work, you will be advised at a later date.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

9 file
2.58

July 31, 1943

FIELD INSTRUCTION NO. 39

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

HSC

SUBJECT: Indefinite Leave Permit Cards and Handling of Applications
for Indefinite Leave from Evacuees now on Seasonal Leave

In accordance with our statement at the time of the Relocation Officers Conference, Washington has sent this territory a number of indefinite leave cards for citizens and for aliens. We are, therefore, forwarding to each relocation officer in the field a number of these cards, based upon the estimated need we think he will have. Attached to this Instruction you will find a page indicating the number of cards for citizens and the number of cards for aliens sent to each field station, and listing the serial numbers of the cards enclosed.

As we told you at the conference, these cards should be kept in the safest place in each office, and should be guarded with great care, as each relocation officer is definitely charged with the responsibility of accounting for each card sent to him.

The best way to keep exact track of these cards is to type on a sheet of paper (making two carbon copies) the information following, so that after each numbered card you will have a record of its disposition. The first column should be the serial number of the card. The second column should carry the name of the evacuee to whom the card is issued. The third column should show his address at time of issuance, and the fourth column, the name of the project from which the evacuee came. In addition, I think it would be well to have further columns indicating the date you mailed the card to the project for signature, the date received back from the project, and the date you actually gave it to the evacuee.

You must be positive to issue citizen's indefinite leave permits only to citizens. Also, set up a separate sheet for the cards for citizens and the cards for aliens.

We do not have any extra cards here in Denver. Therefore, it will be necessary for you to anticipate the date by which you will need additional cards and give us at least two weeks to secure more for you from Washington. In case of an emergency, we might be able to dig up a small number, but try to avoid such an emergency.

Since we have not as yet been able to get the transcript of the discussions at the Relocation Conference, we will repeat here the essential steps in the handling of these indefinite leave permits.

After you have received the application for indefinite leave, and approved same, you should go to the post office with the applicant, have him finger-printed there and have his photograph attached to the card. Then send the indefinite leave card, with Form 130 and your letter of transmittal and recommendation for indefinite leave, to the evacuee's project, requesting immediate approval, the affixing of the photograph on the card, the signature of the project director on the card, and the return to you of the indefinite leave card for transmission to the evacuee at the appropriate time.

Please remember our word of caution about making positive that you have the right man before you send in an indefinite leave card. Ask the evacuee to show you his alien identification card, or if a citizen, his birth certificate or passport, or something else of the sort. Also, to double check, ask him questions about his family and background, such as the name and birth place of his mother, his last address before evacuation, where his father was born, etc. Put the answers to these questions in your letter of recommendation to the project director so that they can check their records to be sure there is no error or confusion of identity.

When you fill out the Form 130, but the evacuee does not have a specific employer, simply put down your recommendation that he be approved for indefinite leave, with any additional statements such as that he is being sent to Chicago, or is being accepted in a hostel somewhere. The important thing to include is: "I recommend indefinite leave," and sign your name underneath that statement.

Attachment - 1

Procedure where Evacuee was not in Project at time of Registration

First: Send Form 130 and Indefinite Leave Permit to Project as outlined above.

Second: Send telegram to Robert Frase, Washington, as follows: "Instruct (Name) Project to issue indefinite leave to (Name of Evacuee) of (Address) who left on seasonal work leave prior to general leave registration."

Copy of Washington's instruction to the project will be sent you; you will, therefore, know whether to follow up with wire to Washington or to the Project if leave is not received.

Fennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

August 4, 1943

FIELD INSTRUCTION NO. 40

TO: All Relocation Officers
FROM: Harold S. Choate
Relocation Supervisor
SUBJECT: Direct Mail

HSC

Recently there was sent to you from the Washington Office a series of articles which refuted statements against the WRA which came out in Dies Committee Hearings. We suggest that you send this literature out to the following organizations and individuals in your district:

1. Newspapers
2. Radio Stations
3. Organizations
4. Churches
5. Key persons

A personal letter from you should accompany all this material.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

August 6, 1943

FIELD INSTRUCTION NO. 41

TO: All Relocation Officers
FROM: Harold S. Choate
Relocation Supervisor

It will be helpful to us if you could send us the names of all newspapers and radio stations in your district.

We are called upon to provide such lists to agencies who are cooperating with the War Relocation Authority Program. In addition, we may have occasion to use such lists in this office.

Thank you for your cooperation.

Harold S. Choate
Relocation Supervisor

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver 2, Colorado

August 13, 1943

FIELD INSTRUCTION NO. 42

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: 1. Use of Indefinite Leave Permit Cards in your Possession
2. Conservation of Travel Funds

1. We recently mailed to all Relocation Officers a supply of indefinite leave permit cards. These cards should be used only for those who have been on seasonal leave and have applied to you for indefinite leave after the receipt of these cards. In other words, they should not be used for persons who previously applied for indefinite leave and whose requests have been sent with the requisite forms to the Projects. It is presumed that the Projects will make up their own indefinite leave cards in such cases.

2. In view of our recent letter advising you of the stringency of travel funds we wish to suggest that in many instances you may be able to use the local or long distance telephone when you have a relatively simple transaction to consummate in an outlying community to which you would ordinarily travel by auto. You can often transact business by telephone as effectively, and much more economically, than by making a trip by automobile. You will, of course, use your own best judgment in such matters; but consider whether it is possible to let a telephone call or two do the work instead of making a trip.

WRA-135 (Rev.)

UNITED STATES WAR RELOCATION AUTHORITY
Citizen's Leave Permit for Work Group

THIS IS TO CERTIFY THAT

a _____ States Citizen residing within _____

Relocation Area is allowed to leave such area on
_____, 19____, to go to _____

and is required to return to such area not later than
_____, 19____, unless he
is issued a written extension of leave. This leave is subject
to the terms of the regulations of the War Relocation
Authority relating to issuance of leave for departure from a
relocation area and subject to any special conditions or
restrictions set forth on the reverse side hereof.

16005

(Project Director)

16-33267-1

This leave is issued subject to the following restrictions:

Travel is not permitted outside the counties listed below without the authorization of the War Relocation Authority official stationed at

Changes of address within the listed counties must be reported to the same official.

Counties of:

RIGHT INDEX

WRA-135 a (Rev.)

UNITED STATES WAR RELOCATION AUTHORITY

'Leave' Permit for Work Group

THIS IS TO CERTIFY THAT

residing within -----

Reloc. Area is allowed to leave such area on -----
-----, 19____, to go to -----

and is required to return to such area not later than -----

-----, 19____, unless he
is issued a written extension of leave. This leave is subject
to the terms of the regulations of the War Relocation
Authority relating to issuance of leave for departure from a
relocation area and subject to any special conditions or
restrictions set forth on the reverse side hereof.

2655

(Project Director)

16-33267-1

This leave is issued subject to the following restrictions:

Travel is not permitted outside the counties listed below without the authorization of the War Relocation Authority official stationed at

Changes of address within the listed counties must be reported to the same official.

Counties of:

RIGHT INDEX

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

Fennell

August 19, 1943

FIELD INSTRUCTION NO. 43

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor

SUBJECT: Material to be Mailed to Evacuees on Seasonal Leave

We are attaching hereto one copy of each of four items that are to be mailed to each evacuee on seasonal leave in your district. Under separate cover we are sending you 475 copies of each of these four items. This number is based upon the number of evacuees which you showed were in your district on seasonal leave in your report for the week ending July 31, plus twenty-five extra copies.

We realize, of course, that additional evacuees may have arrived in your territory and that this number may not be adequate; therefore, you must advise us at once of the number of additional copies of each item which you need to complete the mailing to every evacuee on seasonal leave now in your district, plus one copy which is to be given to each evacuee who arrives in your district up to and including August 31. After August 31 any evacuees arriving will have received the "Instructions to Evacuees on Seasonal Work Leave," so our distribution of the instructions will no longer be necessary.

However, we do request that you send the copy of the letter signed by me to each evacuee who arrives on seasonal leave after August 31. You should also enclose the post card when you mail that letter.

We want each evacuee to know who you are and where you are located. That is the reason we are sending these to you for mailing. It will be necessary for you to stamp your office address in three places; first, on the return post card; second, on the bottom of the "Instructions to Evacuees on Seasonal Leave;" and third, on the envelope.

The items should be enclosed in the following order: (1) Letter signed by Choate; (2) Instructions to Evacuees; (3) Statement on Segregation. The card can be inserted when the three letters have been assembled.

It is of the utmost importance that this take precedence over any other work in your office at the present time, except important correspondence. We are most anxious to have these letters in the hands of all evacuees during the week of August 23.

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver 2, Colorado

August 16, 1943

I M P O R T A N T

To all evacuees on seasonal leave:

It is important that you read the enclosed information material very carefully, but first let me tell you some good news. Have you been thinking about permanent relocation? If you have, your questions will be pretty well answered by the new plan now in operation.

The whole procedure of securing employment and accepting indefinite leave has been simplified and you may now relocate on indefinite leave in agreeable surroundings and under satisfactory conditions just as soon as your present employment contract is completed.

Does that sound interesting? I am assuming that this information strikes a responsive chord and I am, therefore, suggesting that you see your nearest Relocation Officer and let him assist you; or you may indicate your interest by checking "yes" on the enclosed address card.

During the latter part of this fall, when you will be finishing your seasonal work contract, good job offers from all areas will be sent to Relocation Officers and will be available to you. This plan will give you priority in choice of available job opportunities in the mountain states (except northern Colorado), the middlewest, and the east. Relocation Officers will now accept your application for indefinite leave and will have it ready for you when you are ready to go, which makes the whole thing very convenient for you.

The Relocation Officer whose address appears on the envelope will gladly give you all possible assistance. Ask or write him for copies of our form, "Application for Year Around Employment," to fill out.

Further suggestions for your guidance: 1. All male evacuees are required by law to keep the local Selective Service Board with which they are registered informed of their address and carry their Classification Card (ESS Form 57) on their person at all times. If you have only your initial Selective Service Certificate (DSS Form 2), you should write your local board for a Classification Card (DSS Form 57). Police, sheriffs, and F.B.I. are constantly picking up those who do not have these cards. 2. Always carry your leave permit with you. 3. By all means fulfill your present employment contract. 4. Fill out and return the enclosed address card as soon as possible.



Enclosure

Sincerely,

Harold S. Choate

Harold S. Choate
Relocation Supervisor

WAR RELOCATION AUTHORITY
Washington, D. C.

INSTRUCTIONS TO EVACUEES ON SEASONAL WORK LEAVE

1. Travel is restricted to the district stated on the leave form. Any travel outside the district shown on your leave card must be approved in advance by the Relocation Officer.

If you are an alien, observe also Department of Justice regulations on travel. The Project Director shall notify the U. S. Attorney of the judicial district to which you are going, but if you change your address, mail a card, furnished you by the Project office, to the F.B.I. and the Alien Registration Division of the Immigration and Naturalization Service. Before you return to the Center or move to any other locality, secure travel permission from the United States Attorney. These requirements are in addition to the WRA regulations governing citizen's travel and should be strictly followed.

2. Any change of address must be immediately reported to the Relocation Officer. Cards will be supplied for such purpose.

3. Unemployment. Promptly notify the U. S. Employment Service, the County Extension Agent, or the Relocation Officer of actual or expected unemployment that other jobs may be secured when available.

4. If your leave expires before your contract is finished or you secure a new job tending beyond the date of the leave, ask the Relocation Officer for an extension of the seasonal leave, or preferably an indefinite leave. Only the Relocation Officer is empowered to extend a seasonal leave. The Project Director has no such authority.

5. Return to Centers before completion of the contract is discouraged. If there is real necessity for you to return to the center for a visit or otherwise before the expiration date of the leave or completion of your contract you must first apply to your Relocation Officer who will carefully investigate the application and if circumstances justify your return he will certify his findings to the Project Director and you will be re-admitted. Without such certification you may be denied admittance by the Project Director. Unauthorized return will be made a part of your project record and if the Relocation Officer certifies that such return was not justified, he may recommend that no seasonal or indefinite leave hereafter be granted without review and approval from the Washington Office.

Should you return to a Relocation Center, you will be required to surrender your leave card unless you are admitted as a visitor in which case you will be required to pay for your food and lodging.

6. Assistance and Other Welfare Services. The WRA will not be responsible for medical or other assistance to evacuees outside of relocation centers. However, if you become financially unable to meet your needs, you may make application for assistance at the local public welfare agency in the community in which you are working. If there is more than one local welfare agency in the community, the Relocation Officer will advise you as to which agency will take your application. Arrangements have been made by the Social Security Board with public welfare agencies to provide such emergency assistance to evacuees who may be financially unable to provide for their own needs.

7. Evacuees on leave are subject to the stabilization orders of the War Manpower Commission. Anyone contemplating changing employment should check with the United States Employment Service to make sure such a change can be made legally under W.M.C. regulations.

8. Evacuees on seasonal leave who break any of the leave regulations subject themselves to investigation and the possible cancellation of further leave privileges. Evacuees refusing to cooperate with Relocation Officers by not complying with WRA leave regulations or who by their actions jeopardize the relocation program may be sent to the Leupp Center instead of their own Center. If you break a leave regulation you not only jeopardize your own chances for successful relocation but you injure the entire relocation program. If in doubt about any question, communicate with your nearest Relocation Officer, who will be glad to assist you.

9. The name and address of the Relocation Officer supervising the District you will be working in is:

季節的労働の爲外出する立退者への指令

華府 戦時轉住局

旅行は外出許可證に指定された地方に限らる。指定地方以外の旅行は轉住係官の許可を要する。

非市民即ち米國々籍なき者は前記の規定の外に同省の旅行規程を遵守すべし。各轉住所長は外出者の行先の合衆國領事へ通知するが住所を變更した場合には各自轉住所事務所の與へた葉書でFBI及移民局外人登録部に通知すべし。轉住所帰還又は他の地方に轉住する前に必ず當地の合衆國領事より旅行許可を得べし。此の規則は前記の轉住局の市民旅行規定の外に餘分のものとして厳重に遵守すべし。

一 住所の變更は直ちに轉住係官に通知すべし。之に必要な葉書は當局より供給される。

二 失業は實際の又は將來豫期される失業の場合、直ちに他に就職口を得る迄、合衆國職業紹介所、郡出張係官或は轉住係官に通知すべし。

三 労働契約が未だ完遂されないうちに、外出許可期限が終了した場合、又は期限以上に及ぶ新な職に就いた場合は、轉住局に季節的外出許可の期限延長を申請すべし。季節的外出許可延長は轉住係官の権限であつて、所長は同様な権限を有せず。

四 労働契約終了前中途帰還する事は謹むべし。訪問は他の理由で中途帰還を必要とするは、轉住係官に申請せば、委細調査の結果正當とあれば所長は推薦の上認められ再び再帰所し得る。此の申請認可なくして入所を許可されずあるべし。認可無き再帰は係官が不正當と見做した場合、個人の轉住所記録に記入し以後華府轉住局の再調査及認可無しに季節的或は無期限外出許可を與へらる。概に推薦する事が出来る再び再帰所し居るを定めんとする場合、外出許可證を返却せねばならぬ。なほ訪問者と見做され費用即ち食料宿泊料を支拂はねばならぬ。

五 轉住局は外部に移住した立退者の医療、其の他の援助を與へる責任を負はず。財政困窮に遭遇した場合は居住地の社会事業部に扶助を乞ふべし。若し其の地二つ以上の社会事業部がある場合は轉住係官が何れに申込むべきかを忠告する。社会保険局と地方の社会事業部との間に財政的に困窮して居る立退者に緊急扶助を與へる取極めがなされて居る。

六 外出中の立退者は戦時人力委員会の安定令を遵守すべきである。職業を變更を企圖する者は先づ轉住局規定に違反して變更する事が出来るかと合衆國職業紹介所に問ひ合はせて確かめるべきである。

七 短期外出して居る立退者にて規定に違反した場合は、當局の調査を受け上轉住権及他の特權の喪失を招くのである。外出規定を守らないうち當局との協力を拒む者又其の行為によつて轉住政策を危くする者は、自分の轉住所ではなく、ルツプ收容所に送られる。外出規定違反の結果は單に自己の再轉住の機会を危くするのみならず、再轉住政策の全体を損する事になる。凡て轉住に關して不當のある場合は、最善の轉住係官に問ひ合はせて、援助を受けるべし。係官は喜んで問ひ合はせて居る。

八 就職する所の地方を監督する轉住係官の姓名住所は次を記する。

WAR RELOCATION AUTHORITY
Washington

TO ALL PERSONS ON SEASONAL LEAVE:

The War Relocation Authority has announced its plans for carrying on a program of segregating persons in relocation centers on the basis of national loyalties. Director Dillon S. Myer issued the following statement of the reasons for segregation:

"The War Relocation Authority is responsible for the welfare of all the people who live in relocation centers. The execution of this responsibility is made more difficult by the fact that some of the relocation center residents have indicated that they are neither loyal to this country nor sympathetic to its war aims, while the great majority have indicated that they wish to be Americans. The War Relocation Authority has an obligation to each of these groups, and it also has an obligation to safeguard and further the national interest.

"After long and serious deliberation, the decision has been made that the responsibilities of the War Relocation Authority can best be fulfilled if a separation is made between those who wish to follow the American way of life and those whose interests are not in harmony with those of the United States."

As announced by Director Myer, the segregation plans call for transferring to Tule Lake all those persons who are not eligible for leave clearance, and for transferring those now in Tule Lake who are eligible for leave clearance to other centers or permitting them to relocate. After segregation is completed, Tule Lake will include only people who are not eligible for leave and those who voluntarily go there, or remain there, in order to be with other members of their family who are not eligible for leave. The privilege of leave will not apply to people in the Tule Lake Center. All other centers will be composed entirely of persons who are eligible for leave.

Persons who have applied for repatriation or expatriation and have not withdrawn their applications will be designated to live in Tule Lake Center without further formality. Individual hearings will be held for several other groups, including those who refused to register at the time of the general registration in February and March; those who refused to answer the loyalty question; those who answered "No" to the loyalty question or who qualified their answers; those who later changed their answers to "Yes;" those who had applied for repatriation or expatriation but withdrew their applications before July 1, 1943; those with unfavorable records with the intelligence agencies of the government; and those about whom there is other information casting doubt on the loyalty of the individual.

These hearings are to be held in order to insure that no one who wants to be an American shall be denied the privilege of living as an American and contributing to the national war effort.

The hearings to determine who will be segregated already are being held in the relocation centers, and the actual movement of people is expected to take place over a period of approximately six weeks, starting about September 10.

You may rest assured that the decisions as to who should be segregated will

be made with all fairness, and that the actual movement will be made with as little inconvenience as possible to the people who are to be transferred.

There are some persons out of the centers on seasonal leave who have not received leave clearance and who will be asked to appear for hearings. If you are one of these you will receive written notice. Only a few will be concerned with further hearings.

It is to be hoped that the proposed transfer of some of the residents of the relocation centers will not influence you to do anything other than stay with the job on which you are working and fulfill your contract. If your family is to be moved to Tule Lake, and you personally have been granted leave clearance, there is no need for you to move to Tule Lake. At the end of the contract period, if you desire to join your family in Tule Lake, you may apply for permission to do so, but you should realize that people living in Tule Lake will not be granted leave. If you formerly lived in the Tule Lake Center and your family is to be transferred to one of the relocation centers, you of course will be privileged to return to the new center at the close of your contract, if you do not wish to apply for indefinite leave before or at the time you complete your agreement.

An evacuee on seasonal leave may apply for indefinite leave and have his family join him (1) immediately, using his present seasonal job as a temporary stop and later going to a more permanent location, or (2) his dependents can stay in the center until he is ready for them but not later than the end of October. Evacuees on seasonal leave may not return to the center except under certain conditions which will be explained to you by your Relocation Officer, whose address appears on the envelope enclosing this letter.

Your employer probably agreed at the time of the contract with you to provide return transportation. If your family has been moved during segregation to another and more distant center so that your travel to the other center would involve additional expense to the employer, you will have to pay the extra travel expense back to the new project, but you will be reimbursed by WRA for this extra travel cost when you arrive at the new project. However, should you decide to go to the new center before your contract has been completed, neither WRA nor your employer will assume any responsibility for your transportation.

Since only a small proportion of the relocation center residents will be denied leave clearance and so will be segregated, it is unlikely that your family will be affected. It is probable that you can serve them and yourself best by sticking to your job. In any case, do not alter your plans until you have discussed the matter thoroughly with the WRA Relocation Officer for your area.

WAR RELOCATION AUTHORITY

NOTIFICATION OF ADDRESS

NAME _____

INDIV. NO. _____ ALIEN REG. NO. _____

(FOR ALIENS ONLY)

STREET OR RFD _____

CITY _____ COUNTY _____ STATE _____

EMPLOYER'S ADDRESS _____

ARE YOU INTERESTED IN INDEFINITE LEAVE? YES () NO ()

(PLEASE CHECK ONE OF ABOVE)

WAR RELOCATION AUTHORITY

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300

OFFICIAL BUSINESS

Fennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

August 21, 1943

FIELD INSTRUCTION NO. 44

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor *HSC*

SUBJECT: Card for notification of evacuees' receiving indefinite leave

We are sending you herewith 40 copies of a card which you may use to advise evacuees when you have received their indefinite leave permits.

We think this card will be an aid in that you will not have to write a separate letter each time you wish an evacuee to come in to receive his indefinite leave permit.

Thompson

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

September 4, 1943

FIELD INSTRUCTION NO. 45

TO: All Relocation Officers

FROM: Harold S. Choate
Relocation Supervisor HSC

SUBJECT: Main directives for fall activity of Relocation Officers

After talking to several Relocation Officers and reading some of the reports, it occurs to me that it would be advisable to state the main goals which each Relocation Officer should try to attain this fall.

I am, therefore, listing below those things which you should plan to stress in planning your work. Although these are numbered, it would be hard to say which is actually first in importance because local situations will alter the order of importance and the amount of time which may be devoted to each type of activity.

I. Persuade individual evacuees now on seasonal leave to change to indefinite leave while they are still in the field, instead of returning to the Projects. Plan to personally visit each evacuee as soon as possible and also to make another contact later in the fall--in late October or November--especially where the evacuee has indicated some interest. Your goal should be to transfer 50 per cent of those on Seasonal Leave to Indefinite Leave. Your effort should be to convince evacuees to take out indefinite leave to:

1. Accept year around positions in your district.
2. Accept positions elsewhere in the Denver territory.
3. Accept positions, or go to hostels, in the middle west or the east.

II. Develop year around jobs in your district into which you can place evacuees now in the field on seasonal leaves. If you are unable to secure an evacuee in your district for any job, you will send the employment offer to Denver where we will try to fill it from "Applications for Year Around Employment" sent in from other districts. Do not neglect to develop job opportunities in the cities and towns in your district.

III. Satisfactorily handle problems, labor relations and employment of evacuees while on seasonal leave; in other words, keep

these evacuees busy, and happy in their work, as well as you can. If you do, they are more likely to take indefinite leave.

IV. Development of favorable public opinion, understanding of the relocation program, tolerance and fair treatment of evacuees through continuous talks to or before influential individuals, newspapers, civic groups, churches, schools, etc., along the lines previously discussed. Get stories on relocation into newspapers and give or secure radio talks or discussions.

Your feeling of a job well done should be based on how well you are achieving these four major objectives. Your value to the War Relocation Authority and our judgment of your ability will be largely determined by your success and effectiveness along these lines.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

September 7, 1943

FIELD INSTRUCTION NO. 46

TO: All Relocation Officers

FROM: Harold S. Choate
Relocation Supervisor

SUBJECT: Expenditures

It has come to our attention that from time to time Relocation Officers contract for some service, or make some charge to the government, without prior approval from this office.

In all circumstances, except in case of dire emergency, approval must be obtained from this office, and we shall in turn make arrangements with Central Administrative Services before government money is spent or contracted. This applies to typewriter repair, automobile repair, parts or anything of that sort, as well as freight or express or any other contractual services.

We shall appreciate close observance of these instructions.

Fennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

September 11, 1943

FIELD INSTRUCTION NO. 47

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor *HSC*

SUBJECT: I. Lists of Firms employing evacuees, and lists of unions accepting evacuees as members

II. Furnishing lists of names and addresses of evacuees to private organizations

- I. Lists of firms employing evacuees, and lists of unions accepting evacuees as members.

Robert Frase, after consultation with all Relocation Supervisors, has advised us that they agree that a list of well-known firms employing evacuees should be prepared and furnished to all Relocation Officers. I think it will be very helpful to you to be able to mention the names of well-known firms in various parts of the country who are employing Japanese-Americans.

I made the further suggestion to Mr. Frase that a list of local unions accepting evacuees as members should be compiled, as this would be very helpful to all of us in working with unions whenever a union is directly or indirectly interested in evacuees coming into their field of activity, or where you wish to get union acceptance of evacuee members, or where the evacuees are coming into the district where the union is located. Mr. Frase has requested that this also be compiled. This instruction is to request that you compile these lists for your district as soon as convenient for you to do so.

The employer list should state the name of the employer and his headquarters, and local address; the type of business; the number of evacuees employed, and in what capacity.

The union list should give the exact official name of the union, as well as the union's local number, and whether or not you know that state or national officials of the same union have given written or oral

approval. The union list should also show the number of evacuees accepted to work in its jurisdiction; whether for full membership or by working permit, and whether the union has agreed to do the placement for us or whether they expect us to do the placement with employers and will then accept those evacuees, and whether or not there has been any limitation placed on the number of evacuees who will be accepted.

A report should be made covering your district, enclosing the lists, to reach this office not later than Wednesday, September 22.

II. Furnishing lists of names and addresses of evacuees to private organizations.

It has been reported to me by one or two Relocation Officers that private organizations having Japanese and Japanese-Americans among their membership have approached Relocation Officers, and in some instances have secured, lists of evacuees in certain cities or towns in their area.

Under no circumstances should any lists of evacuees, with or without their addresses, be given to any non-governmental organization. We absolutely cannot be put in the position where it may be judged that WRA is aiding a private organization by supplying lists of evacuees. It does not matter whether or not we approve the aims and purposes of the organization.

If any organization requests such lists, refer that organization to this office, with the information that it is against the policy of WRA to furnish such lists. In this connection, you will please refer to Field Staff Memorandum No. 19 (which you should have in your Field Instruction File), where the third paragraph of page 2 has given you the general directions on questions of this sort. This Instruction is to clarify this previous Instruction so that it will be clearly understood that lists of evacuees are not to be given to any private organization or to any government agencies other than law-enforcement agencies, and except for FBI or army or navy intelligence, lists are to be given only after approval has been received from the Relocation Supervisor.

We also feel that it is important that no private agency to whom you may have already furnished such lists retain the list or letter of transmittal. If you have given such lists, you will please write immediately to the organization, stating that the list was sent to them in error or through misunderstanding of WRA policy, and requesting the return of the list and the letter of transmittal.

Tennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

FIELD INSTRUCTION NO. 48

September 15, 1943

TO: All Relocation Officers

FROM: Harold S. Choate, Relocation Supervisor *HSC*

SUBJECT: I. Handling of Applications for Indefinite Leave;
Lost Indefinite Leave Permits

II. Itinerary when on Field Trips

III. Advance Reports on Labor Shortages and Labor Surplus

IV. Contact with Eastern Relocation Supervisors and Relocation Officers

V. Use of Projector and Film Strip and Lecture Entitled,
"The Wrong Ancestors." *AO*

I. Handling of Applications for Indefinite Leave; Lost Indefinite Leave Permits

This is to particularly call your attention to the necessity of handling all applications for indefinite leave in accordance with the Leave Handbook, 60.7.

If you do not go to the post office with an evacuee who is having his fingerprint impression placed on the card, you will want to be particularly careful to identify the person applying for the indefinite leave by asking various questions about his personal history. At the Projects there is probably no chance for a slip-up between the identity of the person applying for leave and the person whose fingerprint appears. While it is not likely that this will occur in the field, I do not think we can be too careful in following each of the instructions and in making positive that we do not have any "phony" identifications.

You will occasionally have an evacuee come to you and ask you for a new indefinite leave permit because he has lost his old permit. You will be expected to aid him in securing a new permit, but again, you cannot be too cautious in inquiring into the circumstances surrounding the claimed loss, securing a full statement of the circumstances and what efforts have been made toward finding the lost permit, including information as to whether or not he has reported his loss to the police. This

information should be forwarded in your letter to the Project, which would enclose the new card, fingerprints, and photographs, as provided for in the Leave Handbook.

II. Itinerary when on Field Trips

A number of times recently we have tried to get in touch with a Relocation Officer by telephone on urgent business and have been unable to reach him for hours or even days. In the future, each Relocation Officer will make sure that he has left with his secretary a close itinerary of his trip, with information as to certain places where he may be reached in each city or community. The secretary to the Relocation Officer will be expected to ask for this itinerary and have it on hand before the Relocation Officer leaves the field office, except on an emergency night call, when this is impossible. This itinerary might include the name of a farmer on whom you expect to call, an employment service office, county agent, newspaper, etc. We never know when some urgent matter might come up requiring immediate contact with the field man.

III. Advance Reports on Labor Shortages and Labor Surplus

Please keep this office informed of prospective labor shortages and prospective need of evacuees for seasonal work in your district.

We also wish to have you keep us informed as to prospective surplus of evacuees, even though for relatively short periods, when more than a few evacuees are involved. The purpose of this request is so that we may be able to bring together the evacuee who is about to be unemployed for a period of time in your district and the employer in need of help in another Relocation Officer's district. If we can be successful in doing this we will not only help the evacuees keep steadily employed, but will contribute to the most efficient utilization of man power in agricultural and other production. While this has been done in the past to a certain extent, it has not been consistent, and we have sometimes missed an opportunity to bring an evacuee and employer together.

IV. Contact with Eastern Relocation Supervisors and Relocation Officers

In connection with our efforts to develop the interest of evacuees and effect their successful placement in the east and the midwest, you will need a great deal of information. However, to save your time, as well as that of officers in the eastern territories, we wish you to adopt the following procedure:

We will make the contact with the Relocation Supervisors and secure general information on the area and employment possibilities. This will be made up into a Field Information Bulletin and will be sent to you as soon as we can do so. Therefore, the field Relocation Officer should not write to Relocation Supervisors and Relocation Officers asking for general information about a community or area.

On the other hand, when you have an individual evacuee whom you wish to place in a specific community, you may feel free to write directly to the Relocation Supervisor or Relocation Officer involved. This would apply to cases where you wanted information as to the date the evacuee might expect hostel facilities to be available; opportunity for housing for the individual; or an inquiry respecting a specific type of employment or job for the evacuee concerned.

We are now working on a program to furnish information to you and to evacuees on relocation possibilities in the middlewest. As soon as the details have been worked out you will be informed as to the expected procedure.

V. Use of Projector and Film Strip and Lecture entitled "The Wrong Ancestors."

Some time ago we believe you received a copy of the lecture, "The Wrong Ancestors." This was intended to tell a brief story of the War Relocation Authority program which you could give before interested groups of citizens in connection with the film strip depicting life on the Project and various phases of evacuation and relocation.

We will be able to send you the projector, film strip, and copy of the lecture for your use in bringing the story of evacuation and relocation before groups of forty to fifty people. Please let us know at least two weeks in advance of your need so that we can properly route the projector and film strip without any unfavorable results. We only have one projector, but in many cases some of you may be able to procure a 35 millimeter projector from the county agent. This will save the bother of packing and shipping the projector from Denver. It is not a motion picture film, and cannot be run in a motion picture projector.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

FIELD INSTRUCTION NO. 49

October 14, 1943

TO: All Relocation Officers
FROM: Harold S. Choate
Relocation Supervisor *HSC*
SUBJECT: Count of Evacuees by Projects and by Counties

Please make a count of the evacuees in your district as of October 23, divided as follows:

I. Project of origin

- (a) Those on Seasonal Leave
- (b) Those on Indefinite Leave

II. County^{IES} in which they are now located

- (a) Those on Seasonal Leave
- (b) Those on Indefinite Leave

Please note that this count should be made uniformly as of October 23. We think you can make this count and get the results to us by Monday, November 1 without any difficulty.

Report made 11/29, 1943.

WAR RELOCATION AUTHORITY

204 Midland Savings Building
Denver (2), Colorado

October 15, 1943

FIELD INSTRUCTION No. 49A

TO: All Relocation Officers
FROM: Harold S. Choate, Relocation Supervisor
SUBJECT: Evacuee Census Files in Field Offices and Denver
Regional Office

HSC

This Field Instruction supersedes all other Field Instructions, Information Bulletins or Memorandums pertaining to census files and methods of keeping census records. Many changes in forms and procedures have been made during past months, and other minor changes now seem desirable if we are to have a system which is simplified and on a basis of full cooperation between the Regional Office and Field Offices.

There is a necessity for a Field Office file to be set up in such a way that it may work best with the Denver Regional file and all other Field Office files. If all Field Office files are set up on the same system, many causes of errors will be eliminated.

First we are going to give you a picture of the Denver file which will give you our reasons for suggesting certain procedures in the field; and you can see how these procedures dovetail in with the system used in the Regional Office.

The Denver Regional census file is maintained for one specific purpose. It is being handled as a locator file. If we wish to know the location of any evacuees, the records in our census file will show the local area in which they reside.

This file is not concerned primarily with Post Office addresses. It is assumed that if communication with an evacuee is required, such communication will be handled through the Field Office.

October 15, 1945

There are two of these files, one showing the names of evacuees on indefinite leave, which is not accurate since we have no means whereby we can keep it up to date other than occasional changes sent by Washington. This file gives only a general idea of the number of evacuees in the area, and from this file we usually are able to locate an evacuee on indefinite leave when required to do so.

The seasonal leave file is assumed to be accurate. There are naturally minor discrepancies because a file of this character could not be absolutely accurate.

The census file in Field Offices should be kept on the same basis, one file of indefinite leaves, which should be kept as accurately as convenient and the other file of seasonal leaves, which should be kept as accurately as possible.

The difference between the Field Office seasonal leave file and the Regional Office seasonal leave file is the requirement that the seasonal leave file in the Field Office be kept up to date as to Post Office address, employer, kind of employment, and any other pertinent information which might be considered desirable or necessary.

Since the Projects are following Administrative Instruction No. 76 concerning departure and admission advices, we must necessarily set up plans to handle these with the least possible duplication of effort. Departure advices on indefinite leaves are furnished only to the Regional Office. The information contained in departure advices for indefinite leaves will be entered in the Regional file and the departure advice sent to the Field Office.

Departure advices for seasonal leaves will be sent by the Projects to Field Offices only. Upon receipt of seasonal leave departure advices, the Field Office will enter the necessary information on cards for the Field Office file and forward the seasonal leave departure advice to the Regional Office.

A supply of 100 cards is being sent to you for this purpose. Please request a new supply of cards at least five days in advance. These cards were prepared for use by both the Regional Office and the Field Offices for making records of departure advices prior to forwarding such advices. When a departure advice for seasonal leave is received in the Field Office, the information thereon will be entered on one of the cards mentioned above. The office handling this transaction will use that card as a file copy, and will forward the original departure advice to the Regional Office. Likewise, when the Regional Office receives a departure advice for persons on indefinite leave, the information thereon will be entered on one of the cards and the original departure advice will be sent on to the Field Office.

October 15, 1943

Therefore, the Regional file will contain cards which show indefinite leave information and the original departure advices on seasonal leaves. The Field Office files will contain cards showing seasonal leave information and the original departure advices showing indefinite leave information.

The responsibility for maintaining the addresses of persons on seasonal leave remains with the Field Office. All address changes within the Field Office area will be noted on the cards in the census file.

In the event of an evacuee on seasonal leave transferring from one field area either to another field area or to another regional area, the following form will be used:

SPECIAL TRAVEL PERMIT

If the movement is within the region and to another local area, a Special Travel Permit will be issued in sextuplicate - the original for the evacuee, the 1st carbon copy for the Washington Office, the 2nd carbon copy to the point of destination, the 3rd carbon copy to the Project, the 4th carbon copy for the Denver Regional Office, and the 5th carbon copy for the Field Office file.

If the point of destination is within the Denver Regional Area, the copy for the point of destination should be sent to the Field Office which supervises that district. If the point of destination is outside the Denver Regional Area, the copy for the point of destination should be sent to the Relocation Supervisor supervising that region.

The Special Travel Permit has a space entitled, "Special Restrictions." A notation should be made in this space for both citizens and aliens to the effect that the travel permit is not valid unless attached to the seasonal leave permit issued to the same person. The Relocation Officer should assume the responsibility of securely stapling the Special Travel Permit to the seasonal leave permit.

When an evacuee on seasonal leave returns to a relocation center to take up his residence, a Special Travel Permit should be issued in quintuplicate - the original for the evacuee, the 1st copy for the Washington Office, the 2nd copy to the Project, the 3rd copy for the Denver Regional Office, and the 4th copy for the Field Office file.

If an evacuee is making a visit into another area or to a relocation center and is to return to his place of residence, only three copies of the Special Travel Permit should be made - the original for the evacuee, the 1st copy to the Relocation Officer supervising the area of destination, or to the relocation center, and the 2nd copy for the Field Office file.

October 15, 1943

This system of handling the census files is not infallible, and errors will creep in; therefore, each Field Office will occasionally become aware of evacuees in his area for whom he has not received advice from Projects or Relocation Officers. If the time of residence has been of sufficient length to assume that no such advice can be expected, then the Field Office will send such information to the Regional Office along with his regular weekly statistical report.

Admission advices are sent from the Projects to Relocation Supervisors. Such information will be incorporated in the regional file and these advices will then be sent to Field Offices for clearance of Field Office files.

The distribution of the forms mentioned in this Field Instruction is assumed to inform Washington of all changes in which they are concerned. Therefore, change of address cards, form WRA-148, no longer need be transmitted to Washington. However, please use the stamp "Seasonal" on Washington's copy of the Special Travel Permit wherever applicable.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver (2), Colorado

October 15, 1943

TO: All Field Stenographers
FROM: Harold S. Cheate, Relocation Supervisor
SUBJECT: Preparation of Special Travel Permits

HSC

We have discovered that in making five or six copies of the Special Travel Permit as prescribed in Field Instruction No. 49, it is advisable to make the first and second carbon copies on onion skin paper and the original and remaining copies on the regular Special Travel Permit form in order that all copies will print clearly.

These onion skin copies can then serve as the copy to be sent to the Denver Regional Office and for your Field Office file.

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

*Fennelly
Mundell*

FIELD INSTRUCTION NO. 50

October 25, 1943

TO: All Relocation Officers

FROM: Jesse H. Lewis
Acting Relocation Supervisor *JHL*

SUBJECT: Transportation and Subsistence Grants

Effective immediately, evacuee travel assistance grants for the purpose of relocation will be limited to train fare plus \$3.00 per day subsistence en route and \$5.00 per day for five days after arrival at destination. Subsistence grants may be made prior to departure if necessary.

The \$100 limit on grants per family has been removed. The needs test is modified so that resources in cash may be up to \$100 per person. The manner in which applications are to be handled is as discussed at the conference, October 12th. Applications for grants will be submitted on the forms recently sent you which are to be changed to suit each case. Transportation grants will be furnished by purchase of railroad ticket on regular TR forms. When tickets are purchased strike out the words "Office for Emergency Management" and insert instead "War Relocation Authority." Also, strike out "Denver, Colorado" and insert instead the name and address of the Relocation Center from which the evacuee came. Transportation will be issued only after you have received authority from the Project Director.

While the new grant procedure provides for the delivery of the subsistence grant prior to departure, we do not consider that such payment is necessary in most cases and delivery of the \$25 subsistence grant and the \$3.00 per day subsistence en route per person could be delivered through the Relocation Officer at the point of destination. Such procedure would make it possible to handle transportation arrangements through wire approval from the Project Director. The time and place of payment of the subsistence grant will be left to your discretion.

We believe that Project Directors will recognize the necessity for prompt disposal of all applications coming in from the field, and in each instance where an evacuee is transferring into permanent employment and on indefinite leave we are inclined to believe that there will be little difficulty in securing immediate approval of applications for transportation and subsistence grants.

Fennell

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

November 6, 1943

FIELD INSTRUCTION NO. 51

TO: All Relocation Officers

FROM: Jesse H. Lewis
Assistant Relocation Supervisor *JHL*

SUBJECT: Correction of Error, Field Instruction No. 49A

Through error, two Field Instructions were given the same number, No. 49. The No. 49 Instruction, entitled "Evacuee Census File, Field Offices and Denver Regional Office," will now be known as No. 49A. Please correct the number accordingly.

JHLewis/lr

Anderson
11/12/43

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

FIELD INSTRUCTION NO. 52

November 10, 1943

TO: All Relocation Officers

FROM: Harold S. Choate
Relocation Supervisor

SUBJECT: Experience of Evacuee Farmers in 1943

HSC

As a result of my recent trip to the Arkansas projects, I am convinced that one of the most effective means of developing interest on the part of farmers in the projects in relocating on farms is to be able to give them information on evacuees who farmed in 1943.

During the next month or two you will be in the field a great deal both in connection with the return movement of seasonal leave evacuees and locating share-crop and lease opportunities for farmers for 1944. While you are in the field on these two missions, it will not be very difficult for you to locate evacuees who have been farming under share-crop or lease arrangements in 1943. Please talk to them and make notes as you move through the field so that you can send us information about these farmers' experiences in 1943. This information, to be uniform, should include as much of the following information as you can secure:

- (1) Evacuee's name and address, and either his project, assembly center or former California (nearest town) address.
- (2) Total number of acres farmed in 1943.
 - (a) Lease basis or rental basis?
 - (b) Share-crop arrangement?
- (3) List of crops planted in 1943, and number of acres of each.
 - (a) Approximate profit or loss on each crop.
 - (b) Over-all summary of year's experience, total profit or loss and whether evacuee satisfied with operations.
- (4) Any particular difficulties or good experiences of the year either in connection with farming operations or reception and treatment by the community.
- (5) Plans for farming in 1944.

You will, of course, find that some evacuees will feel that this is none of your business and others will be very cooperative. Do not press the point in any case, merely explain to them that what you want is a general picture as to whether they get along well or not so that we can pass on this information to evacuees in the projects who cannot decide whether or not they can get along if they leave the project to take up farming.

Anderson
12/1/43

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

November 24, 1943

FIELD INSTRUCTION NO. 53

TO: All Relocation Officers

FROM: Jesse H. Lewis
Acting Relocation Supervisor *JHL*

SUBJECT: Names of Probable Relocates

In a recent report from the Billings, Montana Office, Relocation Officer, C. Leon Anderson, stated his intention of contacting at some later date some of the evacuees now returning to the Centers who have stated their intention of accepting indefinite leave after making a visit with families still located at Centers.

Plans are now being considered for the new relocation program which will include the services of a Relocation Planning Division at Relocation Centers, and it is being considered possible that Relocation Officers in the field will be assigned for some relocation work within the Relocation Centers. In view of that possibility, it is suggested that you make a record of names and address of those who have stated their intention to relocate and if at a later date you are required to assist in the promotion of relocation by visiting Relocation Centers you would have a list which would be invaluable to you because these men, undoubtedly, would be first-rate prospects for relocation.

By contacting such men at the Centers you would probably have the opportunity of taking the whole family into your consideration for relocation, and through your acquaintance with one member of the family who is already relocation-minded your possibility of success with the family would be greater than it would otherwise.

If it develops that Relocation Officers from this area, other than yours, are assigned to relocation teams to visit Centers in the interest of relocation, such a list as described above would be equally as valuable to these Relocation Officers. It is suggested that names be recorded in your office from this date until December 10, and at that time if you have not made use of the list that you send the same to the Denver Office in order that it might be distributed in some manner so that it could be put to proper use.

Make lists from travel permits issued.

Anderson
12/16/43

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

December 13, 1943

FIELD INSTRUCTION NO. 54

TO: All Relocation Officers

FROM: Jesse H. Lewis
Asst. Relocation Supervisor *JHL*

SUBJECT: Procedures for Seasonal Workers from Tule Lake

Below is a copy of a telegram received from the National Director today. Please be governed accordingly--

"PLEASE ADVISE ALL RELOCATION OFFICERS OF FOLLOWING PROCEDURES FOR SEASONAL WORKERS FROM TULE LAKE--

SEASONAL WORKERS FROM TULE LAKE ARE NOT PERMITTED TO GO TO TULE LAKE FOR VISITS OR TO SECURE PERSONAL PROPERTY. PROJECT DIRECTOR WILL SHIP ANY SUCH PROPERTY TO EVACUEE AT PROJECT TO WHICH HE IS PROCEEDING. ARRANGEMENTS FOR SUCH SHIPMENT TO BE MADE WITH TULE LAKE BY RELOCATION OFFICER.

DUE TO EXTREME CONGESTION MINIDOKA AND SOME OTHER PROJECTS RELOCATION OFFICER MUST IN ALL CASES SECURE ADVANCE APPROVAL FROM PROJECT DIRECTOR FOR EVACUEES ADMISSION BEFORE ISSUING TRAVEL PERMIT EVEN THOUGH EVACUEE SAYS HE IS REJOINING FAMILY TRANSFERRED TO NEW PROJECT. IN REQUESTING APPROVAL STATE EVACUEES REASON FOR REQUEST. NO SEASONAL WORKER FROM TULE LAKE MAY PROCEED TO TULE LAKE FOR RESIDENCE UNLESS HE IS /1/ A MEMBER OF THE IMMEDIATE FAMILY OF A SEGREGEE AT TULE LAKE. EVEN IN SUCH CASE YOU MUST FIRST SECURE APPROVAL FROM TULE LAKE. /2/ A REPATRIATE OR NEGATIVE REGISTRANT WHO DID NOT RETRACT PRIOR TO THE DATES SPECIFIED IN MANUAL SECTION 110.3.1. WE ARE REQUESTING TULE LAKE TO FURNISH YOU WITH NAMES OF ALL PERSONS IN THESE CATEGORIES. NO SEASONAL WORKER FROM ANOTHER CENTER MAY PROCEED TO TULE LAKE FOR RESIDENCE UNLESS HE IS A MEMBER OF THE IMMEDIATE FAMILY OF A SEGREGEE AT TULE AND YOU HAVE APPROVAL FROM TULE LAKE."

WAR RELOCATION AUTHORITY
204 Midland Savings Building
Denver 2, Colorado

Fennell

November 6, 1943

FIELD STAFF MEMORANDUM

TO: All Relocation Officers

FROM: Jesse H. Lewis
Assistant Relocation Supervisor *JHL*

SUBJECT: Availability Statements for Men Moving Eastward

It has come to our notice through correspondence with eastern relocation officers that it would be advisable to arrange for availability statements for men moving eastward. Certain available employment in the east definitely requires availability clearance. In some instances men who have gone east have lost some time waiting for this matter to be adjusted.

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