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WAR RELOCATION AUTHORITY
Community Analysis Section

Memorandum

July 9, 1943

To: WRA Staff Members
From: John F. Embree
Subject: Community and Project Analysis Series

For your information the Community Analysis Section has been issuing two series of papers: (a) The Community Analysis Series dealing with general problems, and (b) The Project Analysis Series dealing with subjects specific to a given project.

Papers so far issued in these two series are given below, and if you wish copies of any they can be supplied.

In addition, one confidential document concerning the subject of registration has been issued (June, 1943).

Community Analysis Series

1. Dealing with Japanese-Americans, October 1942
2. Causes of Unrest at Relocation Centers, February 1943
3. Japanese Groups and Associations in the United States, March 1943
4. Notes on Japanese Holidays, April 2, 1943
5. Evacuee Resistances to Relocation, June 1943

Project Analysis Series

1. Army Registration at Granada, March 19, 1943
2. Registration at Manzanar, April 3, 1943
3. Registration at Topaz, Feb. 14-17, 1943
4. The Fence at Minidoka, April 1943
5. Preliminary Evaluation of the Resettlement Program at Jerome Relocation Center, May 1943
6. Report on an Unorganized Relocation Center, June 1943 (Minidoka)
7. Notes on Some Religious Cults at Topaz, June 1943
8. Factors Influencing Low Enrollment in Certain Adult Education Courses, July 1943 (Tule)

WAR RELOCATION AUTHORITY

Washington

July 24, 1943

To: All Project Directors
Attention: Superintendents of Education

Many films are now being reviewed by the Community Management Division, which will in due time be routed to the Relocation Committees as a part of Education for Relocation. Some of these can well be used by the schools as a part of their visual education program. Other available films, which are not scheduled for Relocation Programs, might be of importance for the schools. Before planning the schedule, we want to know whether the schools have available a sixteen millimeter sound projector. Also it is important to know whether you have a special room which can be darkened and in which films can be shown during the day. If you have no such room, is it possible for you to show films at night to special groups, such as science or agriculture classes?

ROBERT E. GIBSON
Education Adviser
on Curriculum

Distribution: E

OM-76



WAR RELOCATION AUTHORITY

Washington

July 24, 1943

To: All Project Directors
Attention: Superintendents of Education

In order to be greater assistance in your curriculum development, I would like your program of class and activity schedules and description of courses in your schools for last year. If you have already made any changes for next year, I would like these also. Please report any outstanding curriculum activities.

I have been spending some time lately in the library of the U. S. Office of Education going over curriculum materials. They have practically a complete set of all the latest programs of curriculum development in the United States. I am making an annotated listing of the best of these which I shall send to each of you. Some of these we shall try to secure for our Washington Office for circulation to project schools to be used in curriculum workshops. If there are good programs of curriculum development, which you are unable to secure and would like us to secure for you, please inform us.

ROBERT E. GIBSON
Education Adviser
on Curriculum

Distribution: E

OM-78



WAR RELOCATION AUTHORITY

Washington

*Bennett
O'Malley
Luplau
Iki*

July 28, 1943

To: Administrative Heads of WRA

Subject: Assistance to evacuees granted indefinite leave from Tule Lake in lieu of removal to another center.

Evacuees granted indefinite leave from Tule Lake in lieu of removal to another relocation center are eligible for:

1. Subsistence and transportation assistance provided under Administrative Instruction No. 45 without regard to a statement of need.
2. Transportation of personal and household effects as provided under Administrative Instruction No. 78 without regard to the limitation of one free move.

Richard Bannan
Acting Director

WAR RELOCATION AUTHORITY
WASHINGTON

August 5, 1943

MEMORANDUM

To: Project Directors

Subject: Individualized relocation efforts by relocation officers for specific individuals or families.

Our basic procedure for assisting evacuees interested in relocation to get in touch with employment opportunities has been for relocation officers to send such opportunities, or job offers, to one or more relocation centers. It was necessary to start in this way because in the beginning employment opportunities were not easily developed, and job offers had to be secured where they could be found. The job offer system has been supplemented by the hostel arrangement in some cities, and invitations by relocation officers for particular individuals or individuals with certain types of experience to come to an area for placement.

All of these methods will continue to be used, but we should like to see a higher percentage of people go to a relocation office on the invitation of a relocation officer for interviews with employers and placement after arrival. This procedure is generally much more satisfactory from the point of view of both the employer and the employee. Relocation officers are in a position to arrange for temporary housing accommodations in connection with this plan.

It would also be very helpful to the entire relocation program, and more efficient as well, to equip the relocation officers with a better knowledge of the skills and the family responsibilities of particular evacuees who are definitely interested in relocation. Relocation officers now put in a good deal of time developing opportunities for which there are no takers at the relocation centers. This is not only a waste of effort, but the disappointment of prospective employers has an adverse effect on the relocation program.

Several project directors have suggested that the relocation plans of evacuees be canvassed in one way or another at the projects, and that the projects then supply a particular relocation officer

with information on specific individuals and specific families who are interested in relocation in that area. Central Utah has been following this practice for several weeks. At Granada a relocation survey has been made of all families eligible for leave. This survey will produce general statistical information for the guidance of relocation officers in routing job offers to Granada; and also furnish a basis for requests to particular relocation officers to look for opportunities for specific individuals and families.

An additional advantage of seeking relocation opportunities for interested families instead of employees for job offers, is that the relocation officers can then secure employment for all employable persons in a family in the same locality. In fact, this can be carried still farther and relocation opportunities can be secured for groups of families in the same locality.

When relocation officers are requested to find relocation opportunities for specific individuals or families, they will need a good deal of information on occupational background and personal history. It is suggested that the multilithed form used by the Chicago office, "Application for Private Employment by Relocation Center Resident", be used for this purpose. Additional supplies of this form are being distributed to the projects. Whenever evacuees write directly to relocation officers or employers, they should also enclose a copy of this form.

In line with this general policy, relocation officers will be sending fewer job offers to the projects. Instead, there will be more general descriptions of employment and relocation opportunities in each area; more invitations to individuals, families, and certain occupational groups to come to a particular area for placement after arrival; more specialized effort in developing relocation opportunities for specific individuals and families; and more assistance to evacuees already on indefinite leave in securing relocation opportunities for their families, relatives, and friends.

Thomas W. Holland

Thomas W. Holland
Chief, Employment Division

cc Relocation Supervisors



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WAR RELOCATION AUTHORITY

Washington

Shepard

September 1, 1943

Subject: Hotel Reservations

- I. The Field Assistant Director in San Francisco has expressed his willingness to secure hotel reservations for members of the staff stopping in that city, provided sufficient advance notice is given. San Francisco is crowded, and reservations cannot usually be secured less than a week in advance; a longer notice is preferable. If an itinerary is unavoidably altered it is easier to change an existing reservation than to make a new one.
- II. The staff is reminded that communications on hotel reservations are personal business; inclusion of such matter in an official telegram will cause GAO to disallow it.
- III. The U. S. Hotel Reservation Bureau, 812-14 Woodward Building, Washington, D. C., telephone Executive 2203, will arrange, without expense, hotel reservations in any part of the United States for travelers out of Washington. Complete information regarding rooms, rates, etc., is on file at the above-mentioned Bureau.

R. S. Myer
Director

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WAR RELOCATION AUTHORITY

WASHINGTON

September 17, 1943

MEMORANDUM

TO: ALL PROJECT DIRECTORS

FROM: John W. Clear
Acting Supply Officer

Dr. Stitts, in charge of Milk Programs for the War Food Administration, advises that if we should have difficulty in obtaining adequate milk supply for our Centers, dried whole milk is available and that this be used as a probable solution of our problem.

Should the Quartermaster Depots fail to meet your requirements of this product, please advise this Office.



WAR RELOCATION AUTHORITY
Washington

October 8, 1943

*Childs ✓
C. Powers
C. St. John*

MEMORANDUM

TO: All Project Directors
Attention: Chief Project Steward

SUBJECT: Project Stewards Report to Chief Project Steward

In order to insure uniform types of inspections in Mess Operations at all projects, the enclosed Daily Inspection Report for Associate and Assistant Stewards should be put into effect immediately.

The Chief Project Steward should, by the information secured from his assistants, be able to have accurate knowledge in writing as to all matters relative to Mess Operations, and can take proper steps for correction.

It is recognized that due to the many administrative details, etc., the Chief Project Steward must depend upon his assistants for such information and the purpose of these reports is to secure such information as is pertinent to good mess operations. Warehousing and rationing should be especially stressed, the protection and security of food stores being of vital importance now more than ever.

He should insist upon strict adherence to all items, and judge his assistants' efficiency by the reports submitted and harmonious results obtained.

R. S. Meyer
Director

OM-406



WAR RELOCATION AUTHORITY
Washington

October 25, 1943

MEMORANDUM

TO: All Project Directors
Attention: Chief Project Stewards

SUBJECT: SUGGESTIONS FOR WARTIME EATING

1. Keep a list of the seven basic food groups in your kitchens and mess halls. Follow it when you plan and when you REQUISITION. SUBSTITUTE within groups.
2. Don't plan to serve meat, fish, or poultry -- eggs and cheese all the same day.
3. DON'T WASTE. Try foods new to you. Serve fresh foods first. CONSERVE CANNED SUPPLIES. Use BREAD CRUMBS IN STUFFINGS, BONES IN SOUP, LEFTOVERS of MEAT or VEGETABLES IN STEWS. WATCH THE PEELINGS. COOK POTATOES IN SKINS.
4. HELP CUT DOWN WASTE. HANDLE FRUITS AND VEGETABLES WITH CARE.
5. START A CLEAN PLATE CLUB IN YOUR MESS HALLS. SERVE SMALLER PORTIONS. "EAT IT ALL".
6. SAVE FATS by serving fewer Fried foods.
7. Spread the LOAD. Include all different mainstay foods in WEEKLY MEAL PLANS: Eggs, Fish, Cheese, Beans, Poultry, Meat.
8. Don't REQUISITION FOOD WHICH REQUIRE RATION POINTS JUST TO USE your allowable quota.

Frank W. Harding

Frank W. Harding

Please Post in all Kitchens and Mess Halls

OM-472

WAR RELOCATION AUTHORITY

Washington

October 26, 1943

To Members of Congressional Delegations of California, Oregon, Washington.

Several members of Congress from western states recently have expressed interest in the settlement and acquisition of land by persons of Japanese ancestry in eastern Oregon, especially in Malheur County. A W.R.A. staff member cooperating with local residents and officials of Malheur County recently has assembled information on the Japanese in Malheur County and we are pleased to submit a brief summary for your information.

POPULATION

Malheur County, 1940 Census	19,740
Japanese population, October 1, 1943:	
pre-Pearl Harbor (approximate)	137
voluntary evacuees (approximate)	600
seasonal workers	636
evacuees relocated from relocation centers	217
total	1,590

ACREAGE OF LAND

Total tillable acreage	153,536
Acreage owned by persons of Japanese ancestry	645 acres
Acreage purchased since December 7, 1941	182 acres
Number of purchasers	2
Land operated by persons of Japanese ancestry (estimated by County Agricultural Agent)	7,000 acres
Percentage of tillable land operated by persons of Japanese ancestry	4½%

By way of explanation, it should be noted that the so-called "voluntary evacuees" are persons of Japanese ancestry who left the zone of exclusion between March 2 and March 29, 1942, and evidently took up residence in Malheur County at that time. None of these persons ever has been in a relocation center.

The seasonal workers are in the area at the specific request of farm operators who were in need of workers to plant, cultivate, and harvest their crops. These workers for the most part will return to the relocation centers when the current season's work is completed.

Roland Barrow
Acting Director

B

January 16, 1944

To: Division Chiefs and Section Heads
From: James G. Lindley, Project Director
Subject: Evacuee Employment List, Third Quarter, Fiscal Year.

In considering the evacuee personnel employment requests of Granada Relocation Center, the Washington office has made drastic cuts in the number of positions to be made available. Approximately 450 less positions have been assigned than were requested by the Project Director. In reviewing the allotments locally, it has been found that there are instances in certain sections where the quota requested has been allotted, where service might well be given with less personnel. It has been found also that in some other sections it may be necessary that additional evacuee personnel be obtained to maintain the proper service.

All Division Chiefs and Section Heads are requested to study and review their personnel requirements to the end that the quotas set by Washington can be met. Where that is impossible, it will be necessary to request additional allotments from Washington. In this case reasons why the allotted quota cannot be met must be given as well as full justification for asking for additional personnel. A report from each Section Head and Division Chief must be on the desk of the Project Director before Wednesday morning (January 19). For purposes of this review, part-time positions must be counted as the equivalent of one full-time position for each part-time job.

It is requested that in sections where the number of personnel requested was allowed, further study be given to ascertain the possibility of downward revision in schedule. In this manner it is possible that other sections vitally in need of more help might secure some additional employees. In considering this, it is important that the number of positions allotted by Washington in grades "B" and "C" be kept in mind and also that the 15% limitation on number of "C" positions also be observed as required. There can be no deviation from titles and grades as established by the Washington office, unless justification can be given for the position.

The Personnel Management Section will co-operate with and assist all section heads and division chiefs in reviewing this problem. Immediate action is imperative.

James G. Lindley
James G. Lindley
Project Director

WAR RELOCATION AUTHORITY
WASHINGTON

January 8, 1944

Memorandum to: Project Directors

Subject: Standard Evacuee Employment List
Third-Quarter, Fiscal Year.

In preparing the evacuee personnel budget for the third quarter we have had two objectives:

- (1) to provide the basic uniformity of personnel organization required for administration of a coordinated program; and
- (2) to permit the maximum flexibility possible within this basic organizational pattern.

To achieve the first objective the following guide lines have been established. Most of these have been in effect for the last two quarters but merit review at this time.

(1) Standard positions have been established to be used on all centers. Attached with this memorandum is a revised list of the titles of these positions, their code numbers, and their salary rates. This list is to be considered authoritative and supersedes any previous releases. The titles listed should be used in all official correspondence, personnel actions, etc. Position descriptions have been prepared for these positions or are in the process of preparation. Evacuees may be employed only in positions provided for on this list.

(2) A ceiling has been set as to the total number of evacuees who may be employed on each center. This ceiling may not be exceeded without prior approval from Washington.

(3) Allotments of funds for OI.3 have been made on an activity basis and are subject to the same requirements as all other allotments to centers.

(4) The number of \$19 positions on each center is limited to 15% of the total number of evacuee positions.

Within these limitations the centers have been authorized to make certain determinations.

(1) Unless otherwise specified, each center may determine the number of each type of authorized position it requires. The recommendations included on the list of authorized positions may be varied from without prior approval as long as no definite restriction has been placed on the individual position. To assist in determining centers' needs we have provided certain advisory standards of employment such as the number of janitors per block, the number of cooks per mess hall, the number of pupils per teacher, etc. These standards were used

in evaluating third-quarter requests and will be the yardsticks for subsequent allotments.

(2) Recommendations for establishment of positions not included on the authorized list may be submitted to the Washington Office. These should be accompanied by descriptions and justifications.

(3) A 15% margin of adjustment between activities is permitted for 01.3 allotments as for all other allotments.

Major Organizational Changes: In reviewing the schedules you will notice that the Mess Operations Unit and the Education Section have been reorganized this quarter. The new Mess Organization was discussed by Chief Project Stewards at the Gila meeting with Mr. Harding, head of the Washington Mess Operations Unit. Several of the budget requests submitted by the centers did not conform to the new organization; however, we have in all such cases converted requests to the standard organization. Wherever possible, we have approved center recommendations making only such changes as were required to maintain necessary uniformity.

In the case of the Education Section, we have prepared a completely new organization knowing that the new procedure permits you to make such adjustments as may be required. Allotments are based on uniform application of standards which are being transmitted in detail to the Education Section.

The new organization provides for the establishment of the new position of Classified Teacher. Heretofore we have limited the \$19 rate to teachers who qualify for certification in the state. However, under the new organization a limited number of positions may be established at the \$19 rate for teachers having two years of college and training including at least 12 semester hours of approved education courses or their equivalent. Please note that the experience requirements for this position must be adhered to strictly and that the Classified Teacher must carry the same load as an appointive teacher.

The new education organization also places the vocational training work in a sub-unit in the Education Section separate from the adult education program.

It should be noted that although the schedule designates all clerical assistants in Education Section as Clerk-Stenographers, this was done merely to simplify the list. The center is expected to determine whether a Clerk-Stenographer, a Clerk-Typist or a Clerk is required.

Messengers, Heavy Power Equipment Operators, and Secretaries: The Messenger Service function has been centralized in the Office Services Section. This should be brought to the attention of all divisions, so that they will understand why no messengers have been authorized for individual organizational units.

The salary for the Heavy Power Equipment Operator has been raised from \$16 to \$19. However, the description for this position indicates that the only positions which may be classed as Heavy Power Equipment Operators are those concerned with draglines, motor patrol vehicles, bull dozers, and Caterpillar type tractors. All other equipment operators not specifically provided for including truck drivers must be paid at the \$16 rate.

The policy has been set that no additional \$19 secretarial positions shall be authorized. In the future, the only \$19 secretarial positions will be those in which an evacuee is filling a position which could be authorized as an appointive position; i.e., the secretary to one of the Assistant Project Directors, the Internal Security Officer, the Attorney or the Counselor. All other stenographic positions shall be compensated for at the \$16 rate. However, to permit this change to become effective with the least possible disruption of present relationships, we are authorizing the continuation of present incumbents in presently established \$19 secretarial positions. Upon termination of the present incumbents these positions shall be abolished and Clerk-Stenographer positions at \$16 shall be substituted in their places.

Clerical Specifications: All typing and stenographic positions and the more unspecialized clerical positions have been uniformly titled as Clerk-Typists, Clerk-Stenographers and Clerks and have been assigned a number in the 900 series. In the future, there will be only one Clerk-Typist description, and one Clerk-Stenographer description, and one general Clerk description for use in all divisions. The 900 number indicates that these are specifications for center-wide use. From time to time, additional positions will be added to the specification series and you will be notified accordingly. This is a step in the direction of simplifying evacuee position classification and providing for more freedom in assignment of duties. It will be largely the responsibility of the Personnel Management Section with the cooperation of the various divisions to determine where typists and stenographers are required and to establish such positions.

Change in Code Numbers: To coordinate the evacuee position code with the position control code system the Personnel Management Section code has been changed from 4-g to 4-f and the Evacuee Property Section code has been changed from 4-h to 4-g.

Change in Title: The title of the position in the Welfare Section formerly known as Counselor has been changed to Senior Counseling Aide. This was done to eliminate confusion with the title of the appointive Counselor.

Appointive Positions Which May Be Filled By Evacuees: We have discontinued the use of the term "classified" to distinguish positions which are identical with those authorized for appointive personnel. In the future, all such positions will be given numbers in the 800 series. In doing this we should like to clarify the use of appointive positions for evacuee personnel.

There are two conditions under which appointive positions may be filled by evacuee personnel.

(1) If a position has been authorized for an appointive incumbent but no Civil Service employee has been appointed it may be filled by an evacuee meeting the minimum qualifications without prior authorization from Washington unless specific instructions have previously been issued to the contrary. Unless otherwise indicated by special notice or by listing on the authorized schedule the salary rate for such a position will be \$19. No charge will be made against the evacuee personnel ceiling in this case. Should such employment require a transfer of funds from 01.1 to 01.3 a request to the Washington Office will ordinarily be considered favorably.

(2) Positions identical with appointive positions which have been given an 800 number and listed on the evacuee schedule may be used in the same manner as any other authorized evacuee position. The duties of these positions will conform to those described for appointive positions of the same title. Such positions must be charged against the evacuee personnel ceiling.

Where the center feels that an appointive position which has not been authorized for evacuee employment should be so authorized, it should send a recommendation and justification to that effect to the Washington Office. If the recommendation is accepted an 800 number will be assigned, and the position will be established on the authorized schedule.

Apprentice Positions: No positions have been included in the authorized evacuee position list at the \$12 rate. All positions listed are full grade positions requiring mastery of the duties involved. However, a separate allotment has been made to continue the vocational training program outlined in Memorandum No. 5 issued by the Vocational Retraining Committee October 26, 1943. This allotment, both of funds and positions, is separate from and in addition to allotments made for regular evacuee personnel requirements.

Authorized Evacuee Position List: Attached is a list of all authorized evacuee positions, their code numbers, salary rates and recommendations as to the number of each to be established on your center. It will be followed as soon as possible by a detailed explanation of revisions of your requests and by descriptions for new positions. We suggest that the list and the explanations be discussed by the Personnel Management Section with the Divisions involved, so that they may be informed as to Washington's policies and recommendations. This suggestion is in response to comments that information submitted to the Administrative Management Division is not always transmitted to other Divisions concerned.

The total number of positions entered on the last sheet of the list is your evacuee personnel ceiling for the third quarter. In some cases this varies somewhat from the figure given you in the third-quarter allotment document. Where this is the case the total on the attached list supersedes the previous figure.

We welcome any suggestions you may have concerning this quarter's evacuee personnel budget. We are making every effort to

provide a system of evacuee personnel management that will meet all the operating requirements of the Authority.

/s/ LELAND BARROWS
EXECUTIVE OFFICER

WAR RELOCATION AUTHORITY

April 1, 1943

TO: Community Services Chiefs
FROM: John Provinse
RE: Community Analysis Program

This memorandum is to inform you of certain developments in the organization of the Community Analysis program. We hope shortly to have much more complete and specific information.

1. Community Analysis Reports

There have been issued so far two Community Analysis Reports, the first entitled Dealing with Japanese-Americans, the second entitled Causes of Unrest at Relocation Centers. The third Community Analysis Report, entitled Japanese Groups and Associations in the United States, is now in preparation and should reach you shortly.

An important aspect of the Community Analysis work is the effective distribution of these, and subsequent reports. We believe that Report No. 1 has had a wide distribution, but if members of the appointed staff at the centers have not seen it, we would appreciate your bringing it to their attention. Extra copies may be obtained from this office if they are needed.

The second report has had the same distribution as Administrative Instructions, but we are now preparing to send additional copies to your project so that within a few days copies should reach all administrative and professional staff members.

One hundred and fifty copies of the third report will be sent to each project, with a covering memorandum to the director urging him to effect distribution to all professional and administrative members of the staff. This distribution policy will be followed with future reports in the numbered series.

One additional report has been prepared by the Community Analysis Section, a special report on Army Registration at One Relocation Center. This report has had a very restricted circulation, but we are including one copy for your information.

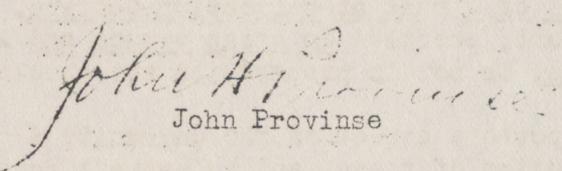
2. The Size of the Community Analysis Staff

For budgetary purposes it has been necessary to estimate the number of evacuee employees in Community Analysis at five workers. This estimate is tentative, and our expectation is that at some projects a larger number may be employed, while at others fewer may be needed. The exact number must depend on local conditions and can be worked out by you in cooperation with the Community Analyst.

3. Documentation Versus Community Analysis

Also included for your information are two copies of a letter sent by Mr. Baker to all reports officers. Since this letter deals largely with the distinction between the documentation program and the Community Analysis program, we feel it may be of interest to you. The second copy is included for the use of the Community Analyst when he arrives on the project. In this connection we also wish to call to your attention Supplement No. 1 to Administrative Instruction No. 56, dated March 26, 1943, which specifically transfers certain former documentation functions to Community Analysis.

As a matter of expediency it is probably desirable that you arrange with the reports officer for him to carry on the documentation program until the Community Analyst arrives and his staff can be organized to take over the designated functions.


John Province

Copy to Project Director and to Community Analyst

Helvin

6

November 8, 1943

REVISED LIST OF SCHOOLS APPROVED FOR STUDENT RELOCATION

Supplement 6

Adrian College, Adrian, Michigan
Burroughs Training School, Detroit, Michigan
Capital University, Columbus, Ohio
Cazenovia Junior College, Cazenovia, New York
Illinois State Normal University, Normal, Illinois
Ottawa University, Ottawa, Kansas



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RESOLUTION OF CALIFORNIA STATE BOARD OF AGRICULTURE

December 20, 1943

Whereas, it will be the responsibility of military authorities to determine the duration of that period of military necessity on the grounds of which they decided early in 1942 to evacuate persons of Japanese ancestry from the Pacific Coast,

Therefore, be it resolved, that if and when the military authorities shall decide that military necessity no longer requires that persons of Japanese ancestry shall be excluded from this state, the California State Board of Agriculture, in the light of that decision will use its influence to assure that race prejudice shall not jeopardize the lawful participation of this or any other group in the agricultural life and industry of the state.

Sub 2

Colorado River

WAR RELOCATION AUTHORITY
Washington, D. C.

3860732, 1944

To: All Reports Officers
From: John C. Baker, Chief, Reports Division

The following editorial which appeared in the Salt Lake Telegram of April 6, 1944 contains some ideas which should be brought to the attention of evacuees generally. You may want to arrange for having it reprinted in the project Newspaper.

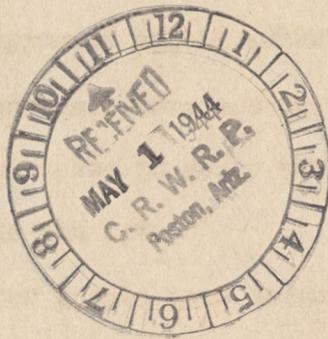
OPPORTUNITY TO PROVE PATRIOTISM

Leaders of the Japanese community in Salt Lake City, who are certainly interested in maintaining the best possible public feeling toward members of that group, might well give some attention to impressing their fellow Japanese-Americans with the need for the most careful compliance with wartime rationing regulations.

Recently two instances of serious noncompliance with these regulations came to light in the news columns. In one case a Japanese was denied gasoline for his passenger automobile, using coupons issued for a truck. In another, two Japanese women were turned over to OPA authorities by police who said they had purchased 90 pounds of stolen butter from juveniles, without, of course, giving ration stamps in exchange for it.

Admittedly there are many cases in which American citizens are violating rationing regulations. But those Americans who do so are not considered patriotic, loyal Americans. Rationing offers Japanese-Americans a splendid opportunity to demonstrate their loyalty and patriotism -- even to the point of showing up some other Americans -- by going all the way in accepting wartime limitations and cooperating to the fullest extent in every phase of the nation's effort to insure victory.

OM-1077



WAR RELOCATION AUTHORITY

Washington

File

October 2, 1944

To: All Project Directors

Attention: Engineering Section
Personnel Management Section

The attached statement of the duties and relationships of personnel in the Engineering Section is based upon the number of employees allowed for the fiscal year 1945. (See charts recently mailed to each center).

The limitations placed upon personnel for the Authority definitely limit the number available for each office. This restriction, therefore, makes it seem advisable to define clearly the duties of each staff member. The Senior Engineer should be familiar with the job description of each individual in the section, and should acquaint each supervisor with his duties and responsibilities by presenting copies of standard job descriptions or otherwise. Each employee should also be acquainted with all lines of authority and responsibility within the section. Standard Position Descriptions are for the assignment of duties and are not the limitation of duties and responsibilities of each employee.

Care should be taken to make a concise definition of the duties of each employee. Such duties need not be confined necessarily to those included on the job description, but unnecessary overlapping of duties and responsibilities should, of course, be avoided.

There may be special cases when positions listed and described in the attached statement are not required or where positions are required of a special nature that are not included. Special consideration should be given to the preparation of the job description and the establishment of line of responsibility when this condition arises.

This material is being furnished as a guide but is not issued in handbook form since no handbook has been issued for the Engineering Section.

John A. Province
Acting Director

OM-1610

ENGINEERING SECTION

Senior Engineer P-5

Responsible to the Assistant Project Director in charge of the Operations Program for the program of the Engineering Section. Will prepare and keep current a construction and maintenance program in accordance with the need of the particular center as directed by Manual Section 40.3. Will prepare a budget estimate for each quarter and will coordinate the engineering program with that of other WRA sections insofar as practicable. Will be responsible for the preparation of all reports and the completion of other records required and will maintain working files in his office, recording all activities of the section including a complete record of each project undertaken by the Engineering Section. The incumbent will be responsible for conducting a training program that will acquaint all regular employees in the Engineering Section with the general program, the WRA policy and to equip the staff members better to instruct and train evacuee supervisors, foremen and workmen to the end that the efficiency and production of this section can be maintained at the highest possible standard.

Office Engineer P-3

Responsible to Senior Engineer for the preparation of plans, specifications and material estimates. Will set up and maintain current records of all projects. Will be in charge of the office for the Construction and Maintenance Section. Will cooperate with the fiscal and supply sections in recording material requirements and use and in supplying project cost data required by the fiscal section. Will be responsible for maintaining current statistical records of all buildings and utilities including name of manufacturer and serial number of all utility equipment.

Irrigation, Drainage and Roads Engineer P-4

This position will be used only if there is an extensive irrigation, drainage and roads program. The incumbent will be responsible for organizing crews and carrying out any program of construction required to provide roads, drainage and/or irrigation projects. Will be responsible for the orderly training of evacuee foremen, skilled workmen and laborers and in giving foremanship instructions to all supervisory employed personnel in the section that will enable them to continue orderly training on the job.

Irrigation Drainage, Roads Superintendent CAF-9

Will be filled only on projects where the amount of work justifies the additional supervision. At centers where the construction program is completed or very small, this position will replace the engineer in full charge of construction and maintenance. Will be responsible for the assignment of equipment. Will assist in establishing training required for the section.

Chief Foreman, Construction, CPC-10, Irrigation Drainage, Roads

Will supervise and train evacuee crews on irrigation, road and drainage work and in the maintenance of projects and their operation.

Foreman, Construction CPC-8, Irrigation, Drainage and Roads

Will be filled only at centers where the volume of construction work justifies the need. Will train and supervise several crews of evacuee workmen and skilled workmen in the construction of structures, and the operation and care of equipment.

Construction and Maintenance Superintendent CAF-11

Responsible to the Senior Engineer for the construction, maintenance, operations and janitorial program. Will prepare an outline of the program by quarters at the beginning of the fiscal year and make the necessary adjustments from time to time that are required to keep this program current. Will consult with his staff members concerning this program and will ascertain that each individual is acquainted with his duties and responsibilities and that each staff member has laid out the work program for which he is responsible. Each staff member will be instructed in the technique of training evacuee foremen and workmen and will be given the assistance required to lay out and otherwise organize his work in an orderly manner. Will be responsible for having all supervisory employees and evacuee foremen properly instructed in the technique of instructing foremen and crews to the end that full utilization of manpower and equipment is obtained. Will prepare the necessary reports including a monthly narrative report of the activities of the section.

Assistant Construction and Maintenance Superintendent CAF-9

Will assist the superintendent in conducting the general program with specific responsibilities as delegated by the Construction and Main-

tenance Superintendent. Will assist with the preparation of the work program and budget. Will direct the activity of foreman assigned him and will be responsible for setting up well-organized training procedures to be applied by the supervisors under his direction in order to provide a backlog of trained evacuee workmen and supervisors who are qualified to fill vacancies that occur in the various crews. Will prepare a program in writing for the various crews under his supervision and keep this program current. Will prepare reports and records required by WRA or otherwise.

Utility Operations Superintendent CPC-10

Responsible to the Construction and Maintenance Superintendent or his assistant. Will be assigned duties as outlined on the job description. Emphasis will be placed on the training program. This training should be well organized and administered in an orderly manner. Will be assisted by one Pump Foreman Operator CPC-8. Will prepare operating reports as required.

Chief Foreman, Construction CPC-10

Will be under the supervision of the Construction and Maintenance Superintendent or his assistant. This position will be filled only on centers having a sizeable construction program or where the volume of other work justifies filling the position. The incumbent will be familiar with the construction program and with current plans for carrying out the program.

Foreman Refrigeration CPC-10

Responsible to the Superintendent of Construction and Maintenance or his assistant. Duties will conform to the job description. Emphasis will be on training evacuees in the repair, maintenance and operation of refrigeration units and in developing an awareness in other staff members of the importance of care in operation and maintaining all refrigeration equipment and in reporting needed repairs and other problems pertaining to the efficient operation of equipment. Will work closely with the procurement unit to assure an adequate stock of fast moving repair parts and tools, but will avoid the accumulation of surplus parts stock.

Foreman Electrician CPC-10

Responsible to the Construction and Maintenance Superintendent or his assistant with full responsibility for selecting evacuee foremen and

training crews to carry on the electrical maintenance and construction program and to train service crews to inspect and service all electrical motors in use at the center. Will be responsible for establishing and maintaining a servicing record of all motors and will post a check sheet or card at each motor that records the date of the last servicing and inspection and that indicates the next date servicing and inspection is required. Will work in cooperation with the Refrigeration Foreman to the end that refrigeration equipment is properly maintained and serviced.

Foreman Maintenance CPC-9

Responsible to the Superintendent of Construction and Maintenance or his assistant. With direct responsibility for the conduct of the janitorial program. Will assist in making selection of foreman and will be responsible for recruiting (through the usual channels) and training janitorial personnel as required for the care of all public buildings, heating equipment and water heating units in public buildings. (Where it is not possible or logical to fire such equipment with personnel employed in the unit or building or by residents). Will train and administer crews of workmen required for cleaning buildings, distributing janitorial supplies, and other supplies in accordance with a prescribed schedule. Will work in cooperation with other department personnel in ordering supplies and will approve the distribution of all supplies. Will assist in the keeping of current records of janitorial supplies on hand at all times and adjust estimates each month to prevent the accumulation of excessive stocks of such supplies. Will cooperate with the supply section in the maintenance of records required, to the end that surplusses and shortages are prevented. Will assist the construction and maintenance superintendent in preparing all budget estimates for janitorial supplies.

Foreman Carpenter CPC-8

One carpenter foreman will be in charge of the combined carpenter shop and will organize and train evacuee workmen in the operation of equipment and tools. Will select and instruct one evacuee to assist in the supervision of this shop and the laying out of work. This shop will manufacture furniture for the center and do all mill and cabinet work required by the Engineering Section. Will maintain a reasonable inventory of lumber and other supplies and will prepare quarterly budget estimates for additional materials required in accordance with requirement of the shop operating program.

At centers where more than one carpenter foreman is needed, foremen will be assigned duties by the construction and maintenance superintendent or his assistant. Because of the size

of the construction or maintenance program such foremen will be in charge and responsible for the conduct of evacuee supervisors and crews of evacuee workmen. Will organize a training program to improve production and to prepare replacements of skilled workmen and will take other steps necessary to promote interest in the work. Will make reports required for records and otherwise assist with the overall program.

Foreman Plumber CPC-8

Will be assigned duties by the Construction Superintendent or his assistant. The job description will be generally observed with the addition of other miscellaneous duties as required in carrying out the program. Will organize crews under the supervision of a carefully selected and trained evacuee to carry on plumbing work required in connection with new construction and maintenance. Will organize training for all evacuee workmen. Will assist in the preparation of material and budget estimates. Will prepare reports of the plumbing activity and keep records as required.

Foreman Mechanic CPC-8

Will be assigned duties by the superintendent of construction and maintenance or his assistant. The number of positions established will be governed by the size of the construction and maintenance program. The standard chart will show two (2) positions. These employees will organize and train evacuee foremen and crews and will supervise their activities on construction and maintenance work such as the repair of utility lines and equipment, pumping equipment, stoves, buildings, fences, roads and streets (within the center) heating plants, boiler plant, hot water boilers and other work as assigned. A constant program of training evacuee workmen in the various skills and in the use of tools and their care will be maintained. Methods of caring for tools will be stressed because of the diversity of work and the large variety of tools required. The care of tools will be a special problem. The incumbents will assist in the preparation of material and budget estimates. Will be assigned other duties as required.

Foreman Pump Operator CPC-8

Will be under the supervision of the Utility Operations Superintendent with direct responsibility for training pump operators and service men. Will post a service chart or card at each pump that will indicate the last date or hour the pump was serviced, describe the service required

and indicate the day or hour service will be again required. Will record all service jobs on a daily or weekly report, prepare estimates for the budget of operating supplies. Will assist the maintenance staff in making repairs and will report in writing repair jobs required or anticipated. Will assist the superintendent of operations in planning and carrying out the operations program and in the training of evacuee supervisors, operators and service men.

Foreman Construction CPC-8

Under the supervision of the Chief Foreman, Construction, and responsible for organizing evacuee construction crews for instructing evacuee foremen and workmen in the various construction and/or maintenance tasks in accordance with established training policy.

Operations Analyst CAF-5

Responsible to the office engineer for obtaining and keeping up to date pertinent information regarding the engineering program at the center, that this information be used in supporting requests for approval of new construction. To keep a close check on costs of projects in operation. Prepare reports, charts, tables and statistics from the entire staff of the engineering section concerning all engineering work.

Prepare War Production Board applications in connection with W.P.B. 617 and other forms, to familiarize himself with W.P.B. instructions, limitations and orders which pertain to the engineering activities. Gather and assemble data required by the Washington engineering office.



Colorado River
(750)

DEPARTMENT OF THE INTERIOR
War Relocation Authority
Washington, D. C.

October 10, 1944

To: All Project Directors

Attn: All Reports Officers

We are sending you a Japanese-language translation (mimeographed) of a letter recently received by a young Nisei girl from her soldier brother in Burma, together with some excerpts, also in Japanese, from another letter written by a Caucasian American soldier who relates some interesting information about the Nisei writer. The gist of both letters is given in issue No. 7 of the Reference Service bulletin, which we are also sending to you.

These letters, in our opinion, should be given the widest possible circulation in the relocation centers -- especially the Japanese texts. We would like to suggest that you give serious consideration to featuring them in your project newspaper, even if extra pages are needed to carry them. The message in the Nisei soldier's letter is one that should be passed along in some manner to every evacuee who has not yet reached a decision to relocate.

Arnold M. Serwer

Arnold M. Serwer
Acting Chief
Reports Division

OM-1517

296

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Washington, D. C.

Reference Service No. 8

October 11, 1944

Quotations, Statements, Paragraphs and Ideas for the WRA Staff

A GLIMPSE INSIDE JAPAN

(Excerpts from letters written by a Nisei sergeant and his soldier comrade of the Pacific fighting zone.)

The first excerpt which follows is from a letter written recently by Sgt. G., an American boy of Japanese ancestry who volunteered from a WRA relocation center and fought with Merrill's Marauders against the Japanese in Burma. This letter was written to his sister. The name of the sergeant, whose fighting record amply demonstrates his Americansim, is withheld because his parents have close blood relations in Japan who could be subjected to reprisals by the Japanese militarists.

Commenting that "the Japanese aren't such good fighters as the world thought they were," Sgt. G. writes:

Right now I'm in an American hospital recovering and recuperating from my third attack of malaria, double hernia, and intestinal ulcer. I had an operation for the latter and am doing fine now. We were in Burma for four months fighting the Japs in the jungles and mountain sides and as a result we chased the Japanese completely out of Northern Burma. I had walked 860 miles, climbed hills that you practically had to crawl up, crossed and recrossed rivers 49 times. It rains quite a bit in Burma and at times I slept wet, wet all day for weeks at a time. And I'm telling you it really rains in Burma!! Sometimes the sky was cloudy and when we couldn't get an Air drop of food we had to go without food for 3 days. We found "warabi"* and "Takenoko"*** so we Nisei's didn't have too much trouble---besides we could get rice off the Chinese. We Nisei's had plenty of work to do and it was very important work so we were kept constantly busy for 24 hours a day. Due to censor regulations I cannot tell you about it.

I questioned many Japanese prisoners and found out that the Japanese Army is rapidly deteriorating from lack of supplies and ammunition. The Americans have cut the Japanese Supply Line in many places so that they have a hard time doing anything. One prisoner who recently left Japan from a Monoc Division told me that things in Japan, food, clothing, recreation, and all sorts of conditions are very bad. That the crime wave in Japan is terrible due to shortages of many essential things to living. He told me that returning Japanese to Japan from America had most of their household equipment such as irons, waffle irons, heaters, radio's, ice refrididares, bed springs and mattresses, and etc. were all confiscated by the Japanese Government as needs for War Production.

OM-1613

Also that the returning Japanese were treated with contempt because they didn't do their part in the attempt to crush America. The prisoner knew all of these things because his brother had returned to Japan on the exchange ship and told of many shameful incidents that they went through. Now you know how suspicious the Japanese are of one another in Japan - well the prisoner states that it is worse now due to the Fifth Column activities in Japan. It is such that if one family gets into a fight with another he reports to the Japanese Kenpei that such and such a family is doing many queer things and as a result they are sent to jail and undergo many cruel treatments. Such is the inside of Japan today.

These statements made by this prisoner set me to thinking very seriously about your Mother and Dad. Also for your sake I would want you to enter a real American school and live the American way. The life you are leading now, is not the thing for you. You must live in America-- 'cuz you are All American by heart. Dad and Mother must realize this and they do know it deep down in their hearts. Yes, Japan is a country of the past-- her history ended on December 7th, 1941.

Dad and Mother took great pains in bringing me up--and I do admit that I did give them a very hard time of it too. I have much that I owe them for and I want you to tell them that I would like to be given the chance to repay them by taking care of them and sending you to school.

- * Vegetable dish made out of shoots of certain grasses found in the Orient.
- ** Bamboo Sprouts.

WE OF THE MERRILL'S MARAUDERS

A Comrade of Sgt. G. in Merrill's Marauders, another sergeant who is not a Japanese American, earlier wrote a letter to the United States which praised the fighting qualities of Japanese Americans in the outfit and described the courage and character of Sgt. G. in particular.

This second sergeant wrote:

We, of the Merrill's Marauders (or otherwise known as the Burma Raiders) wish to boast of the Japanese Americans fighting in our outfit and the swell job that they put up. Every Marauder knows these boys by name if they don't know ours--that is due to the courage and bravery shown by them.

One of our platoons owes their lives to Sgt. G., a Japanese American. "Hank" (We call him "Horizontal Hank" because he's been pinned down so many times by Jap machine-gun fire) guided the machine-gun fire on our side which killed every Jap on that side. The boys who fought alongside of Hank agree that they have never seen a more calm, cool, and collected man under fire. He was always so eager to be where he could be of the most use and effectiveness and that was most always the hot spot. We asked Hank in the hospital, being his first time in battle, if he was scared or not. He answered, "You're darn right I was scared."

That's "Horizontal Hank" all over, always humorous and a smile for every guy. And yet while the other boys boast of the number of Japs they got, he doesn't talk very much about the three he has to his account. He usually changes the subject by saying, "Honorable ancestors much regret meeting Merrill's Marauders."

I hope I haven't given the impression that I'm trying to glorify him. Many of the boys, and myself especially never know a Japanese American or what one was like-- now we know and the Marauders want you to know that they are backing the Nisei 100 per cent. It makes the boys and myself raging mad to read about movements against Japanese Americans by those 4-F'ers back home. We would dare them to say things like they have in front of us.

At one time during battle when our platoon was assigned to the Chinese, Sgt. G. was always surrounded by the Chinese who insisted he was Chinese and not Japanese. Many a humorous tale is told by Horizontal Hank on that point--the boys then just step in and pointing to him would say. "He's an American", "And no truer words were spoken."

ワシントン轉住局

◎ビルマ戦線 より一兵士の 書簡

次に掲ぐる書簡は

メーリル侵略軍とし

て知らるる有名な米

國遠征軍に従軍し

てビルマ戦線に奮

戦せる二世兵士より

テキサス州クリスタル

市の米國司法省管

轄の收容所に在りて

日本行き歸國を申

請せる両親と共に住

んで居る妹に宛てた

ものである。

同兵の二人の兄弟

は日本に在り、若し

同兵の米國軍に從

軍せるを日本官憲

にて探知せる時は

機あるを憂慮して
本文は匿名とす。
開戦当時彼等は
尚ほ日本に在りて勉
學しつゝあつたもので
ある。
六月十九日 某軍曹
拜啓(妹マリアン)

遠征軍に参加してメ
ーリル侵略軍(日本
軍と戦ふべくビルマに
遠征して非道中に忙
しかつたからであります。
マリアンや日本軍は
世界の人が思つて居
る程強くないと私は
思つて居ります。

私は唯今アメリカ病
院に入院して第三回目
のマラリヤに犯され且
つ二重脱腸と腸潰
瘍の切解手術をう
けましたが経過良好
で快方に向ひつゝある
處であります。

私は四ヶ月に亘つて
ビルマ戦線に密林
や山岳地帯で日本軍
と戦ひました。ビルマ
では豪雨が降つて
時には濡れたまま、二
週間もそのまゝ眠つ
た事もあります。実
際ビルマの降雨は
ひどい大雨です。

我が二世兵士はた
くの仕事をし、大切
な軍務に服して居ま
したから一晝夜四時
間も続けざまに忙が
しつたが、それは軍
務に依つて話すわけに
はあきません。

米軍は其の補給線を
敷き所遮断してしま
つたので日本軍は何
もせず、随分困つて
居ることあります。
最近日本の近衛師
團から戦地に來て捕
虜となつた一兵の語
る處に依ると、日本
も食料や衣服類
その他興業物等は
乏しくなつたので犯
罪活動が險悪な状
態に在るとその兵
士も申してゐました。

又お前さんの爲にも
本當の良學校に入
学させてアメリカ式
の生活をさせてやり
たいと私は望んでゐ
ます。今のお前さん
の生活は、前途に望
みがない。お前さん
は心中完全な
アメリカ人だから
住まなうもアメリカ
に住まなうも
ねばなりません。西
親たちも之をよく自
覺して心の奥底で良
く之を知つて居る
筈です。本當に日本
は己の過去の國家
となつてしまつて、
其の歴史も千九百
四十一年の十二月
七日を

もって終ってしまったのであります。

私たちの両親は私

を大きくする為めに

骨を折ってしれま

た。又私も随分親

達に厄介をかけし

たことを告白いたし

ます。ですから私は

親達に刀貝ふ處が

多くありますので其

の因に服ゆる為めに

老後を静かに養育

機会を與へられ且

お前さんを良い学校

で迎学させ度々望ん

で居る事を、お父さん

やお母さんに御告

げ下さい。ですから早

くみんなで決定したと

ころを私に至急御

知らせ下さい。

(中略)

マリオンや、あなた

今度ももう本當の

叔母さんになった事

を御憐れですか。キ

ャー

ロールジーンといふ小

名

まへはお好きです

か。ジーン(軍曹の

妻)は赤ん坊の寫真

を贈りましたでせう

か。私は毎日其の寫

真が来るのを待つて

居る處であります。

お父さんとお母さん

は一人の孫娘のお

ぢいさんと、おばあ

さんになつたのだと聞

いて、どんなに感じた

て、ありませうか。

ベビーはともきれ

いな娘です。よー、ジ

ーンがふのにはキヤ

ールは本當によく

私に似て居るとい

は本當に似て居る

ります。ですから私

は本當に似て居る

ります。ですから私

は本當に似て居る

ります。ですから私

は本當に似て居る

ります。ですから私

は本當に似て居る

ります。ですから私

は本當に似て居る

ももつと美人になら

ねばならないから

私に給料の八割

をさいてジーンとベ

ビーに送金して居

ます。キヤール、ジ

ーンに何でも良いもの

を買つてやる事が出

来るやうに。私は娘

の子を見る為めに早

くホームに歸り度

いと望んで居ります。

お前さんも私と同

じ様にキヤール、ジ

ーンが生れた知らせを

聞いて驚いた事で

せう。

若しも私が本當

に卒業運でしたら、お

前さんが思つて居る

より早く歸還が出

来るでせう。それは

今度私は外國語

士官候補生学校

の教官に推薦され

て居るのでありま

す。若しも萬事

よし

よし

都合よく行けば、任

命をうけてすぐに

飛行機便で歸つ

てまゐります。それ

には一週間足らず

で行かれます。せう

ホームまで歸るの

にまる三日位の飛

行でせうと思つて居

ります。さう出来

れば本當にうれし

いでせう。ですから

私の為めに祈つて

下さい。

マリオン(妹)よ、

もうあまり長く

起床して居たので

看護婦から叱り

れましたよ。十五分

位は起きて居て宜

しいといふのもう四

十五分にもなりまし

た。お医者さん

は私が再び全快し

て健全になる迄に

は六ヶ月は安静加

療を要すると命

じたのであります。

よし

ではこれで擲筆

いたします。早にお

返事を下さい。今

度こそはすぐ返事

をあげる約束

いたしますから。

さよなら

兄より

マリオン様

ビルマに於けるメリ

ル、マルター(侵略軍

軍に従軍して奮戦

中なる一白人軍曹曰

(米國人)よりの手紙

抜萃。

我等メリル侵

略軍は我が軍に参

加して非常によい

戦功を樹てた日

系軍を誇りとし

て皆員讚したい。

我々マルター侵略

軍の白人の兵士等

は日系兵士の勇氣

のあるのと勇取で

あることに依つて、彼

等

等

等

等は我々の名前

を知らないから

が我々の方では

彼等の名まへを

良く知て居る。

大部分の白人の

兵士等も殊に私

は日系市民がどん

なものであるかを

知らなかつた。慶

が今度は彼等の

如何なるものであ

るかを知らぬはま

た。

だから我々マル

ター軍は一百パー

セントニ世を擁

護して居ることを

皆さんに知て戴

き度い。

故國アメリカで

々下(フオアエフ、

不台格)になつた

やうな連中が日

系市民に對して

反討運動を起

こして居る様な記

事を讀んで我々

等

は激昂して居る。

我々の前では日系

市民のことに付

てはとやうや二は

せない」と。

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

205.1

Washington, D. C.

October 12, 1944

To: Project and Relocation Reports Officers
Mr. T. E. Frayne
Mr. Earl O'Day

Subj: Supplementary Information on War Department Releases.

With the enclosed copies of three different War Department future releases, a note seems to be in order to explain the procedure we propose using to get the fullest possible advantage from news of this kind.

The War Department has two Army reporters in the field assigned to the Japanese American unit in Italy. This is the result of an arrangement with the WRA. They turn out an enormous amount of copy every week. When it gets to Washington the War Department selects some of the best stories to be issued as advance releases. The War Department makes them available to the wire services. All these releases are originally seen by WRA in rough form and are cleared by us. We also attempt to set the priority of one story over another, which will account for the fact that an increasing number of these releases deal with mainland Nisei.

Although we establish a priority and urge the War Department to release no more than two of these stories a week, we cannot always hold the Army to that schedule. This will explain how it happens you are getting three releases all dated within a three-day period. Beginning with these three releases we are increasing the number of copies you will receive.

We have asked the War Department to set the dates of these stories further ahead than in the past to prevent the releases getting to you too late. At the same time, an attempt is being made to speed up WRA mailing. Most of the steps to streamlining handling were planned several weeks ago, but it has taken a little time to work out the details with the War Department.

One important thing to remember is the fact that we had to work out a plan involving a great many stories and write an initial general instruction which each reports officer would have

to adapt to his own situation. On one occasion, for example, the War Department sent us 55 different stories to be cleared. We suggested using only 20 and spacing them out at the rate of two a week the better stories of the remainder to be worked up into the Fighting Nisei series.

You have received the Fighting Nisei series for exclusive news development by the WPA. In a very short time, possibly beginning next week, we will put release dates on these stories and will hold them down to one Fighting Nisei release a week.

When dealing with such large numbers of different releases here in Washington, some of them containing local development possibilities such as local names, some having enough general human interest to warrant publication in many places, and others of value to you only as source material for speeches, the only instructions that can be developed for their exploitation are general suggestions which you will want to tailor to your own needs. (It is suggested that you check with the August 10 letter sent under the Director's signature, Subject: Advance News Releases From Other Federal Departments. You might also want to check the attached note which has been sent to you with each of the Fighting Nisei releases.)

For your information, we have been trying to get the War Department to tell the story of the Nisei fighting in the Pacific. Stories about these boys are coming out all the time through unofficial sources. We have asked the War Department to put out official releases on decorations awarded to Nisei, their casualties, and exploits. The War Department restrictions against Army releases about the Nisei in the Pacific have been severe, here in Washington. On the other hand the Army seems to have no particular objection to permitting these stories to get out from the fighting zones, or even from the WPA in Washington, or from points elsewhere in the country. We hope to win this point of releases on the Pacific fighting, and in fact we need to win it if we are to protect loyal Japanese and Japanese Americans from the emotional developments that will follow the end of the European war and national concentration upon victory in the Pacific.

If you want any further information on the above points, or have any comments, criticisms or suggestions, please let us have them as soon as possible.

Arnold M. Serwer
Arnold M. Serwer
Head, Information Section

DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
Washington, D. C.

FILE

October 26, 1944

TO: Project Reports Officers
Relocation Area Supervisors
San Francisco
Property Offices

SUBJECT: Press Digest

This letter is enclosed with your copy or copies of the daily news digests for the week ending October 25, 1944. Each week you will receive the same number of copies.

As promised in my letter of September 26, regarding necessary changes in our method of handling material formerly covered in the old "Weekly Press Review," a permanent procedure has now been developed under which the field may be kept advised of the press coverage and handling of news affecting WRA. I hope that you find the new procedure satisfactory.

There were several factors involved in the decision which scrapped the old "Weekly Press Review." It had grown cumbersome to the point where few people were reading it in full and it consumed an inordinate amount of time in preparation. But aside from the personnel problem involved, it added an indefensible burden to our limited duplicating facilities. The major factor, however, was the need to comply with the national and WRA policy of conserving paper wherever possible.

The steps in the new procedure follow: The "Daily News Digest," under that new name will come to you weekly in collections of six daily reviews, covering the period between Thursday through the following Wednesday. Each Wednesday's daily digest will be headed by section identified as "The Week's Highlights," which will single out an important story in each of the daily digests clipped to it.

As you may conclude from the first paragraph of this letter, the number of copies distributed has been greatly reduced. This will necessitate careful routing of the copies furnished each office or center. It is hoped that the mechanics of this matter will be given sufficient consideration to assure that WRA personnel most concerned with the agency's national problems have a chance to see the daily news digests promptly and in the order of their responsibility.

An effort is being made to obtain selected clippings by air mail from a number of the Nation's larger newspapers. I am sure that this faster coverage, together with further technical improvements, will

OM-1667

make it possible for the Daily News Digest to fill your needs more adequately than did the Weekly Press Review.

Sincerely,

M. M. Tozier
Chief, Reports Division

Relocation Area Supervisors:

District Relocation offices are receiving one copy each.

Colorado River

*Editor
Res. Division
Miss Brown*

UNITED STATES DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
WASHINGTON

June 11, 1945

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TO: Project Directors

ATTENTION: Reports Officers

It has come to our attention recently that at some projects the term "Japanese American" (appearing in releases from the field offices) has been edited for project newspaper or relocation bulletin use and the term "Nisei" substituted by the Project Reports Officer or by project editors.

Where this has been done, an erroneous impression has been created since the field office in question used the term to include all evacuees rather than just the citizen group. Actually our usage of the term "Japanese Americans" has not been uniform within WRA. Some of us have used it to designate only Nisei while others, like this particular field office, have employed it as a blanket term for all persons of Japanese descent who reside in this country.

Good arguments can be advanced in favor of either definition, and I don't believe we need to settle the question definitively. Generally speaking, however, I would say that the term "Japanese American" is most appropriately used in releases for the outside public since there are a great many people who are even now unfamiliar with "Issei" and "Nisei." In releases for center consumption, I think we should use these latter terms plus the over-all designation "evacuee" to cover the total group.

M. M. Tozier

M. M. Tozier
Chief, Reports Division

OM-3180

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON

387

The District Director
Phoenix, Arizona

It has been my pleasure to receive your letter of the 15th instant regarding the proposed acquisition of the 100-acre tract in the Phoenix area. The proposed acquisition is being considered by the Bureau of Land Management and the Bureau of Reclamation.

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[Handwritten signature]
Special Agent in Charge

