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C O P Y

PART V

*Beatt. Excerpt from Walker
Analysis of Salt Lake
City Sentiment*

RECOMMENDATIONS AT THE PROJECT LEVEL

The immediate and thorough indoctrination of all project personnel with an understanding and sympathy for the relocation program is indispensable. Project personnel was hired and trained at a time when it was generally believed that the projects would operate for the duration. Individuals working at the project level have developed vested interests in the continuance of project operations on the present scale. Bulletins or circular letters or general project meetings with the director will not be sufficient to reorient the individual members of the project staff. I suggest that flying squads of national personnel be organized to spend several days at each project in intensive and small conferences with the project staffs. Our problem at the project is not unlike the problem of selling and then training a sales force in the introduction of a new product.

It is not necessary to reemphasize the importance of pushing the development of a backlog of processed applicants for reemployment at each project.

Some project directors and division chiefs need a little more assistance in reaching an understanding of the policy that the measurement of community acceptance is not a project function.

One of the most valuable services the project can perform in the reemployment program is pre-release counseling. Every evacuee who expresses an interest in relocation should have access to a variety of occupational information compiled from many sections of the country as well as information regarding possibilities of community adjustment in many localities. Perhaps the school system can collaborate with the employment officer in the development of this counseling service. The forums, discussion groups, and panel discussions which are already being developed at various projects should be encouraged as very valuable methods of adjusting evacuees to the problems which they will encounter after their release. It might be helpful to provide the projects with suggested material for use in groups of this sort.

The project's school system in general and adult education department in particular should be pointed definitely toward preparing evacuees for relocation. Perhaps adult education supervisors could be usefully called in to meet with representatives of the Employment Division.

There should be the closest collaboration between the Division of Community services and the Employment Division in the reorientation of the project program around reemployment.

RECOMMENDATIONS FOR NATIONAL EMPLOYMENT POLICY

The dispersion of released evacuees is absolutely necessary if we are to avoid developing a catastrophe post-war minority program; if we hope to obtain any reasonable degree of national understanding of the racial problems symbolized by the Japanese evacuation; if Japanese labor is to make its maximum contribution to the war effort; and if a serious threat to the internal security of the country is to be avoided (within the last two or three weeks, both Naval Intelligence and G 2 have been making inquiries in Salt Lake City about the concentration of Japanese here).

If the program of dispersion is to succeed, it must be primary - - we cannot hope to successfully disperse evacuees released to work in temporary concentrations because of the greatly augmented political pressure that would be utilized by the employers who would be deprived of labor they had once obtained.

I therefore feel that evacuees should be retained in the project until opportunities for dispersed relocation become available. Pressure from employers will make this policy increasingly difficult. It is also apparent that the Americanism of the evacuees deteriorates during their detention in the projects.

Speed consequently is of the utmost importance if the reemployment program is to succeed. In my judgment it would be folly to release evacuees to communities in which considerable advance work had not been done by WRA (and not by our voluntary collaborations from the religious groups or the JACL). This is particularly true in the case of trade union relationships.

I therefore suggest that the highest priority be given the employment and training of a group of community investigators and that everything possible be done to facilitate their clearing a substantial number of middle-western, southern or eastern communities in the immediate future.

PART VII

COMMUNITY INVESTIGATION PROCEDURE

The following is a sample procedure which may be useful as a very general guide to personnel engaged in community investigation.

A list of the most influential and powerful people in each of several areas of community life should be compiled before any substantial number of calls are made. The following areas are suggested for use as a check list:

Church

Professional groups (lawyers, physicians, etc.)

Bankers

Business executives, other than large employers

Large employers

Trade association executives (including Chamber of Commerce, Clearing House Association, etc.)

Agriculture (including not only leaders of various farm groups, but State and Federal agricultural officials)

Patriotic organizations

Educational leaders

Social service and group work executives

Public officials and political figures

Press and radio executives

Leaders of women's groups

Leaders of the Japanese community (if any)

This list can ordinarily be compiled by talking with a few well-informed people such as newspaper publishers, political leaders, labor officials, or social scientists. By checking names with two or three informants, it should be possible within a day or two to refine a reliable list of key people.

The second step will usually be to interview individuals selected from this list. This selection should be made with care to see that all of the areas of community activity are represented. In most cities 40 or 50 interviews should provide an adequate picture of the total community. The functions of the interview are to locate and direct interest, interpret WRA policy and Japanese-American problems, and develop community leadership for our purposes.

It has been found that very informal small meetings are useful in crystallizing the thinking of individuals who have been interviewed. People are likely to talk more freely at dinner with six or eight of their associates than in a conference with a representative of the government. Support crystallized and stated in meetings of this kind seems to be more enduring than support proffered in two-way conferences.

The advisability of organizing formal committees to supplement the activities of WRA should be weighed carefully. A publicized committee serves as a target at which opponents of Japanese relocation may shoot promiscuously. In many cases more effective results may be obtained by working with a few key individuals. It may also be that men of the calibre necessary for the achievement of our purposes would be unwilling to serve on a formal committee but would be glad to assist us in a more informal way.

It is possible that after the relocation program has been fairly well defined in the given community it will seem advisable to set up one or more functional committees for very specific purposes, such as assisting in locating jobs of housing, or promoting the dispersion of Japanese among diverse religious activities. Such committees should not be led to believe that they are responsible for any over-all advisory functions. They will doubtless have to be comprised of YM and YWCA workers, Friends, ministers and other kinds of professional leaders. These people obviously are not capable of performing the functions which we look for in the activities of the people named in Part III.

On the basis of individual conferences and small meetings the investigator should be in a position to make some fairly definite statements about the degree of community acceptance which presently exists or might reasonably be developed. Listed below are several criteria which may be helpful in this connection.

Criteria for Measuring Community Acceptance

1. Substantial acceptance by the rank and file of workers, particularly in unorganized industry.
 - a. Good relationships with Union officials are a vital means to end.
2. Availability of a thoroughly reliable nucleus of key people powerful enough to exert a major influence in a critical situation.
3. The judgement of these key people as to whether or not sufficient community acceptance exists.
4. The frequency of anti-Japanese incidents.
5. The increase or decrease of Jim Crow prohibitions (in Salt Lake City a Japanese cannot sit on the main floor of a moving picture theater.)
6. Increase or decrease of agitation for discriminatory legislation.

- 7
7. Opportunity for equal participation in educational and extra-curricular school program (In Salt Lake City Japanese students are not permitted to participate in operettas, student body organizations or basket ball - - this is rationalized by the Superintendent of Schools as a necessity brought about by a fictitious curfew).
 8. Availability on an unrestricted basis of health and welfare services.
 9. Opportunity for equal and unsegregated participation in group work programs.
 10. Opportunity for unsegregated participation in church activities.
 11. Opportunities for professional people.
 12. Trend of press attitude.

Saturation Criteria aside from Community Acceptance

1. Housing - - the saturation point is certainly lower if a ghetto situation exists than if Japanese within the community are inclined to and permitted to disperse.
2. Extent of tendency to establish a dual wage scale.
3. Existence and rate of accumulation of other racial minority problems.
4. Potentiality of post war economic opportunity.
 - a. Elasticity of land distribution.
 - b. Ability of economy to absorb normal population increase.
 - c. Probability of development of new industries capable of conversion to peace-time production.
 - d. Probability of extension of cultivated area.
 - e. Pre-defense relief picture and its causes - - a very ambiguous factor.
 - f. Degree of importation of other and more assimilable war labor.
 - g. Degree of dependence on war activity.

Sent to Mr. Holland who has sent it
to Mr. Nye recommending it become a
policy in the labor.
July 27, 1942 G.C. *Empl*

**SUGGESTED STANDARDS FOR EMPLOYMENT OF CHILDREN AND YOUNG
PERSONS UNDER THE JURISDICTION OF THE WAR RELOCATION
AUTHORITY**

It is important that the War Relocation Authority set up standards to be followed in the employment of children and young persons under its jurisdiction. By the action of the Government, they have been removed from the legal safeguards formerly given them in regard to employment, and it becomes the responsibility of the Authority to assure them a reasonable minimum of protection. They are in effect wards of the Federal Government. Youth employment standards are an essential element in a resettlement program if it is to develop the capabilities of this younger generation and equip them for effective citizenship.

Minimum standards are suggested, first, for those who are employed within a relocation area, and, second, for those who may be placed outside the area.

For employment within a Relocation Area

Opportunities for employment within the relocation area will be necessarily restricted and will lack the diversity found in a normal community. It is understood such opportunities will probably be limited to employment in cooperative enterprises, such as in a cooperative store, or in the establishments to be operated or services to be maintained by the Authority itself. It is understood also, that it is planned to combine a school and work program, under which the young persons work part-time and attend school part-time.

In view of the fact that the War Relocation Authority will deal with similarly constituted groups in a number of different States, it would seem desirable that it put into effect the same standards for all the various areas. These standards should, in general, be as high as those recommended by recognized agencies familiar with the needs of children and youth.

In suggesting such desirable standards, the Bureau does not, of course, refer to leisure-time or school activities, such as a school garden project or hand crafts. They should, however, apply to all work which is comparable to actual employment for private employers outside the areas, whether in agriculture, trade, manufacturing or personal service, even though this work may be carried on as part of a combined school and work program.

The standards suggested below are, in general, higher than those set by State law in the seven States in which War Relocation projects are planned, (Arizona, Arkansas, California, Colorado, Idaho, Utah, Wyoming); they are however a composite of those established in the more progressive State child labor laws, in the child-labor provisions of the Fair Labor Standards Act, those recommended by the White House Conference of 1940, and those proposed by the International Association of Governmental Labor Officials, the official organization of State and Federal labor administrators.

In addition to the standards suggested below, employment should not be permitted contrary to the age and hour standards established by the child labor law in the State in which the area is located.

Minimum age

- 16 in any employment during school hours
- 16 in factories
- 14 outside school hours in nonfactory employment

NOTE: A 16-year minimum age for employment during school hours in general employment, and in manufacturing and mining occupations at any time is established by the child-labor provisions of the Fair Labor Standards Act. Fourteen States have also established a basic 16-year minimum age for factory employment. It is the age at which minors are placed in Cooperative Diversified Occupations programs administered by the Trade and Industrial Education Service in the United States Office of Education.

The 14-year minimum age for work outside school hours in all nonfactory employment parallels that set by the Fair Labor Standards Act for similar types of work outside school hours, except in agriculture, which is exempted from the Federal standard during periods when the child in question is not legally required to attend school. However, the Thomas Bill, S. 2057, now pending in Congress proposes to amend the Fair Labor Standards Act in this respect, putting agriculture on a par with other nonfactory occupations. The Sugar Act of 1937 establishes a minimum age of 14 for employment as one of the labor standards with which producers of sugar beets and sugar cane must comply in order to receive benefit payments under the act. Fourteen is also the minimum agreed upon as a matter of policy for the employment of boys in connection with summer work by the agricultural experimental farms operated by the United States Department of Agriculture.

Hazardous occupations

18 in occupations declared particularly hazardous by the Chief of the Children's Bureau for the employment of minors 16 and 17, under the Fair Labor Standards Act, or in other occupations recognized as hazardous for minors under 18 years of age. Up to

the present time, the following occupations have been declared hazardous by the Chief of the Children's Bureau:

- Motor vehicle driver and helper
- Operation of power driven woodworking machines
- Work in sawmilling and logging
- Work in coal mines
- Work in or about plants manufacturing explosives
- Work involving exposure to radioactive substances.

For additional information regarding these occupations see Folder 27 attached.

Maximum hours of work and night work

8 hours a day, 40 hours a week, 6-day week for minors under 18
 Provision for lunch period
 Combined hours of work and school for minors under 16 years of age not to exceed 8 a day
 Night work prohibited between 7 p.m. and 7 a.m. for minors under 18 or an equivalent span of 12 hours.

Physical examinations

An examination by a physician to determine physical fitness should be given children and young persons under 18 before they are placed in employment.

Administrative provisions

For convenience of administration it is suggested that before employment of a minor under 18 years of age is permitted, he obtain an age card issued by the school superintendent of the War Relocation Authority project, based on a birth certificate or the census record now being taken by the War Relocation Authority, and issued only if the physical examination above required shows that the young person is physically fit to perform the intended work. Such card should be kept on file at the place of work during the young person's employment.

For employment outside a Relocation Area.

No child under 16 years of age should be placed in employment away from their families outside a relocation area and in development of conditions under which placements will be made, special consideration should be given to protection of minors up to 18 years of age. The immaturity and inexperience of the young workers under 18 years of age makes it especially important that placement of such young persons should be of suitable character, with due regard, insofar as possible to their abilities and interests, and under conditions that will safeguard their health and wellbeing. Provision should be made also for following the young worker's progress and helping him adapt to and meet the difficult situations which must confront this particular group of young workers.

Before a young persons under 18 is placed outside a relocation area he should be given a physical examination to determine that he is physically fit for employment.

An employer with whom a young persons under 18 is placed should agree to comply with the law of the State in which the minor is placed as to child labor or other labor standards relating to employment, such as minimum age for employment, requirement of employment or age certificates, hours of work, night work, lunch periods, minimum wages, safety and sanitation.

The employer should also comply with the Fair Labor Standards Act, if he is subject to this act. This act includes in addition to provisions regulating wages and hours for all workers, the following minimum age standards:

- 16 for work during school hours
- 16 for work in manufacturing or mining occupations
- 18 in occupations found and determined hazardous by the Chief of the Children's Bureau. (See occupations listed under Hazardous occupations above, and in Folder 27, attached.)
- 14 outside school hours in nonmanufacturing and nonmining occupations under conditions determined by the Chief of the Children's Bureau as not detrimental to schooling, health, and wellbeing.

Care should be exercised in the placement of heads of families with children under 14 years of age that dependence is not placed by their employers on the labor of such children. This is particularly important in the field of agriculture, in which child labor abuses are widespread. Every effort should be made by the Authority to insure that the employment of children under 14 will not result from placements made by it. As indicated above, the Sugar Act of 1937 includes a prohibition of employment of children under 14 years of age and a maximum 8-hour day for children between 14 and 16 years of age, in the production, cultivation or harvesting of sugar beets or sugar cane. Where young persons are placed outside the area and away from their families for employment in agriculture, in groups, the conditions of their work and their living arrangements should be subject to special supervision. Suggestions as to appropriate safeguards are contained in the forthcoming report of a Conference on supervision and employment conditions for young workers in wartime agriculture, called by the Children's Bureau June 18-19, 1942. A copy of the report will be available shortly.

Hazardous Occupations
Subject to a Minimum Age of 18 Years
under the
Fair Labor Standards Act of 1938

Folder No. 27

U. S. DEPARTMENT OF LABOR
CHILDREN'S BUREAU
JUNE 1941



Hazardous Occupations

Subject to a Minimum Age of 18 Years

under the

Fair Labor Standards Act of 1938

1. How Does the Fair Labor Standards Act Protect Young Workers from Hazardous Employment?

By establishing a minimum age of 18 years for employment in occupations that the Chief of the Children's Bureau finds and declares to be particularly hazardous for the employment of minors 16 and 17 years of age.

2. What Occupations Have Been Declared Hazardous?

So far, orders have been issued declaring the following occupations to be particularly hazardous:¹

Explosives-Manufacturing Occupations

All occupations in or about any plant manufacturing explosives or articles containing explosive components. [Order No. 1, effective July 1, 1939.]

1. The term "plant manufacturing explosives or articles containing explosive components" means the land with all buildings and other structures thereon used in connection with the manufacturing or processing of explosives or articles containing explosive components.

2. The terms "explosives" and "articles containing explosive components" mean and include ammunition, black powder, blasting caps, fireworks, high explosives, primers, smokeless powder, and all goods classified and defined as explosives by the Interstate Commerce Commission in "Regulations for Transportation by Rail of Explosives, etc.," as amended, Docket 3666, issued pursuant to the Act of March 4, 1921 (c. 172, 41 Stat. 1444, U. S. C., title 18, sec. 382).

¹ The definitions of terms included in this folder are from the texts of the orders.

Motor-Vehicle Occupations

The occupations of motor-vehicle driver and helper. [Order No. 2, effective January 1, 1940.]

1. The term "motor vehicle" shall mean any automobile, truck, truck-tractor, trailer, semitrailer, motorcycle, or similar vehicle propelled or drawn by mechanical power and designed for use as a means of transportation but shall not include any vehicle operated exclusively on rails.

2. The term "driver" shall mean any individual who, in the course of his employment, drives a motor vehicle at any time.

3. The term "helper" shall mean any individual, other than a driver, whose work in connection with the transportation or delivery of goods includes riding on a motor vehicle.

Coal-Mine Occupations

All occupations in or about any coal mine, except the occupation of slate or other refuse picking at a picking table or picking chute in a tippie or breaker, and occupations requiring the performance of duties solely in offices or in repair or maintenance shops located in the surface part of any coal-mining plant. [Order No. 3, effective September 1, 1940.]

1. The term "coal" shall mean any rank of coal, including lignite, bituminous, and anthracite coals.

2. The term "all occupations in or about any coal mine" shall mean all types of work performed in any underground working, open-pit, or surface part of any coal-mining plant that contribute to the extraction, grading, cleaning, or other handling of coal.

Logging and Sawmilling Occupations

All occupations in logging and in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill, except the following:

1. Work in offices or in repair or maintenance shops.

2. Work in the operation or maintenance of living quarters.

3. Work in timber cruising, surveying, or logging-engineering parties, provided that no work in the construction of roads or railroads is performed.

4. Work in forest protection, such as clearing fire trails or roads, piling and burning slash, maintaining fire-fighting equipment, constructing or maintaining telephone lines, or acting as fire lookout.

5. Work in the feeding or care of animals used in logging.

[Order No. 4, effective August 1, 1941.]

1. The term "all occupations in logging" shall mean all work performed in connection with the felling and bucking of timber into logs or converting of timber into poles, piles, ties, bolts, or similar products; the collecting, loading, transporting, or unloading of such products in connection with logging; the constructing and maintaining of roads, railroads, flumes, or camps used in connection with logging; the moving and installing of machinery or equipment used in logging, and other work performed in connection with logging. The term shall not include work where pulpwood only is logged nor work performed in timber culture, timber-stand improvement, or in emergency fire-fighting.

2. The term "all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill" shall mean all work performed in or about any such mill in connection with converting logs into rough lumber; converting logs, bolts, or scrap wood into laths, shingles, or cooperage stock; storing logs, bolts, or scrap wood; or storing, drying or shipping of lumber, laths, shingles, cooperage stock, or other products of such mills. The term shall not include work performed in the planing-mill department or other remanufacturing departments of any sawmill.

Woodworking-Machine Occupations

Occupations involved in the operation of power-driven woodworking machines, including:

1. The occupation of operating power-driven woodworking machines, including the feeding of material into such machines, of helping the operator to feed material into such machines, or of having direct control or supervision over the operation of such machines.

2. The occupations of setting up, adjusting, repairing, oiling, or cleaning power-driven wood-working machines.

3. The occupation of off-bearing from circular saws and from guillotine-action veneer clippers.

[Order No. 5, effective August 1, 1941.]

1. The term "power-driven woodworking machines" shall mean all fixed or portable machines or tools driven by power and intended for cutting, shaping, forming, surfacing, nailing, stapling, wire stitching, fastening, or otherwise assembling, pressing, or printing wood or veneer.

2. The term "off-bearing" shall mean the removal of material or refuse directly from a saw table or from the point of operation. Operations not considered as off-bearing within the intent of this order include (a) the removal of material or refuse from a circular saw or guillotine-action veneer clipper where the material or refuse has been conveyed away from the saw table or point of operation by some mechanical means or by a gravity chute, and (b) the following operations when these do not involve the removal of material or refuse directly from a saw table or from the point of operation: The carrying, moving, or transporting of materials from one machine to another or from one part of a plant to another; the piling, stacking, or arranging of materials for feeding into a machine by another person; and the sorting, tying, bundling, or loading of materials.

3. Where Can Further Information be Obtained?

From the Children's Bureau, U. S. Department of Labor, Washington, D. C.

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS
GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C.

Occupations Involving Exposure to Radioactive Substances

Any work in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound, (b) self-luminous compound is made, processed, or packaged, (c) self-luminous compound is stored, used, or worked upon, or (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged.

[Order No. 6, effective May 1, 1942.]

1. The term "self-luminous compound" shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element.

2. The term "workroom" shall include the entire area bounded by walls of solid material and extending from floor to ceiling.

C O P Y

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EMPLOYMENT DIVISION

May 13, 1943

Summary Report on the Functions of the
Employment Division

Quarter ending March 31, 1943.

The following objectives of the Employment Division have been developed and crystalized during the quarter ending March 31, 1943:

1. The relocation of all loyal evacuees through a procedure of indefinite leave.
2. The selection, placement and replacement of an occupationally qualified labor force at the Projects to maintain the essential services and render the Projects self sustaining.

The following procedures have been utilized to implement the program of the Division:

1. Setting up Relocation Offices in key areas across the country to establish contact between employers and evacuees at the Projects, clear on matters of public opinion, and be nominally concerned over the adjustment of relocated evacuees into their new environment.
2. With the assistance of the United States Army, the registration of all evacuees for the purpose of, (a) recruitment of volunteers for the Japanese combat team, and, (b) availability and eligibility of all evacuees for employment in agriculture and industry.
3. Establishment of a joint board representing the War Department, Navy Department and the War Relocation Authority to pass on eligibility for employment in war industry.
4. Strengthening the placement and leaves procedures at the Projects and liaison work between the Projects and Relocation Offices.
5. Decentralization of much of the mechanics of leave from the Washington office to the Projects and field Relocation Offices.

The following Administrative Instructions, supplements and memorandums have been sent to the Relocation and Project offices by the Director:

Administrative Instruction #22 Revised, Supplement Nos. 3 through 8. (Subject: Issuance of Leave for Departure from a Relocation Area).

Administrative Instruction #43, Revised, (Subject: Assistance to Evacuees Granted Indefinite Leave for the Purpose of Accepting Employment).

Administrative Instruction #87 (Subject: Vocational Retraining Program).

~~Administrative Instruction~~

U. S. Civil Service Circular #3982. (Subject: Policy and procedure regarding utilization of American citizens of Japanese origin in War Relocation Centers). Dated Mar. 27.

Memorandum to Project Directors dated Mar. 5, 1943. (Subject: Investigations in Connection with Applications for Leave Clearance).

Memorandum to Project Directors dated Mar. 18, 1943. (Subject: Hostals and "hospitality" arrangements).

Memorandum to Project Directors dated Mar. 31, 1943. (RE: Circumstances under which evacuees given indefinite leave may be re-admitted to Relocation Centers).

Advanced copies of Administrative Instruction #22 Revised Supplement 9 - mailed to all Projects Mar. 30, 1943 (Subject: Issuance of Leave for Departure from a Relocation Area - RE: Circumstances under which Project Directors may issue indefinite leave).

The following is a breakdown of the number of employees in the Employment Division by section:

Washington Office

Chief of Division:	Thomas W. Holland
Ass't. Division Chiefs:	
Relocation - Rural:	Donald R. Sabin
Relocation - Urban:	Robert Frase
Project Employment:	Davis McEntire

Barr Building

Administrative Employees:	<u>10</u>
Clerical " .:	<u>4</u>

Riggs Nat'l Bank Bldg. (Leaves Section)

Administrative Employees: 3

Clerical " : 43

Relocation Offices

Denver, Colorado: Harold S. Choate, Relocation Supervisor
Midland Savings Building, Denver, Colo.

Administrative Employees: 14
Clerical " : 10

Kansas City, Mo: Edward H. Laker, Relocation Supervisor
1509 Fidelity Bldg., Kansas City, Mo.

Administrative Employees: 8
Clerical " : 4

Salt Lake City, Utah: H. Rex Lee, Relocation Supervisor
318 Atlas Building, Salt Lake City, Utah.

Administrative Employees: 16
Clerical " : 14

Chicago, Ill.: Elmer L. Shirrell, Relocation Supervisor
226 West Jackson Blvd., Chicago, Illinois.

Administrative Employees: 19
Clerical " : 17

Cleveland, Ohio: Harold S. Fisters, Relocation Supervisory
Union Commerce Building, Cleveland, Ohio.

Administrative Employees: 7
Clerical " : 9

New York City, N. Y.: Robert Cullum, Relocation Supervisory
Room 1410, 50 Broadway, New York City, New York.

Administrative Employees: 3
Clerical " : 3

Little Rock, Arkansas: E. B. Whitaker, Relocation Supervisor
and Assistant Field Director
Pyramid Building, Little Rock, Arkansas

Cities Where Relocation Offices are Maintained:

(See Pages 4, 5, 6, & 7 of this report).

Project Employment Offices:

Minidoka	-	Appointive Personnel	<u>2</u>
Tule Lake	-	" "	<u>4</u>
Manzanar	-	" "	<u>3</u>
Jerome	-	" "	<u>3</u>
Rohwer	-	" "	<u>3</u>
Gila River	-	" "	<u>3</u>
Colorado River	-	" "	<u>6</u>
Heart Mountain	-	" "	<u>4</u>
Central Utah	-	" "	<u>3</u>
Granada	-	" "	<u>3</u>

Number of Persons Reported Leaving Centers on Seasonal Work Leave and Indefinite Leave - Quarter Ending March 31, 1943.

<u>Center</u>	<u>Seasonal Work Leave</u>			<u>Indefinite Leave</u>		
	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>
Central Utah	14	9	123	53	26	52
Colorado River	*	0	57	*	64	62
Gila River	0	6	8	*	22	42
Granada	*	32	235	*	9	89
Ht. Mountain	43	17	125	42	30	39
Jerome	0	0	0	18	9	61
Manzanar	2	6	29	107	55	76
Minidoka	49	70	156	86	52	83
Rohwer	0	0	16	3	20	60
Tule Lake	24	45	265	17	32	31

TOTALS	132	185	1014	326	319	595

*Unreported

(January figures obtained from Project monthly report)

(February & March figures from WRA Statistical Div. Washington)

Summary of quarterly reports submitted from the Projects.

The quarterly reports from the several Projects followed a similar pattern and stressed principally the developments in the relocation program and incidentally the growing problems of Project placement and staffing in the face of the accelerated relocation of key and technical evacuee personnel. Points stressed in the order of their occurrence follow:

1. Indefinite Leaves: Gradual acceleration of leaves due to increased volume and quality of jobs offered evacuees through relocation offices.
2. Seasonal Leaves: Some activity in the seasonal leave program took place during this quarter. It may be noted from the table of leaves that a total of 1,331 workers left Projects on this type of leave, principally for agricultural work. A few crews left for railroad labor during this quarter under seasonal leave procedure. Principal activity in the seasonal leave program, however, centered around preparations by Relocation Officers and Project personnel for the summer and fall harvest when the figure of 10,000 evacuees that participated in the harvest last fall may be substantially exceeded.
3. Student Relocation: At the beginning of the year, granting of student leaves was a responsibility of the Washington Community Services Division; however, the work incident to the checking of individual records (Forms 26) by the Federal Bureau of Investigation was carried on by the Employment Division. As soon as the general leave procedure set forth in Administrative Instruction No. 22 was put into effect, it became apparent that considerable confusion would arise if the employment leaves were handled by one office and the student leaves by another. Consequently, during the latter part of January the decision was made to consolidate all leave clearance work in the Employment Division.

The Community Services Division continues to be responsible for securing War and Navy Department approval of the use of educational institutions for the relocation of Japanese-American students. During this period, 115 schools were approved, bringing the total to 452 which have been approved by both the War and Navy Departments.

Student leaves are included in figures on indefinite leaves, Page 8 of this report. (Total number of student leaves issued for this quarter - 468).

4. Registration - favorable and unfavorable aspects of the military registration on relocation and Project placement. It was generally stressed that the end result was on the credit side of the ledger and stimulated interest, reassured many evacuees of the government's sincerity and interest in their problem, brought the Authority a deeper insight into problems of loyalty and other influences affection total relocation, and above all effected public opinion to a more favorable acceptance of evacuees into new communities.
5. Camouflage Net Factories: The camouflage net factories got under way at the Poston and Gila Projects and agreements satisfactory to workers and management were reached on wages and working conditions. Production skyrocketed under the piece work scale agreed upon. Policy has been announced by the Director that no new developments of this nature will be undertaken.
6. Project Employment: As a result of the conflicts raised by total registration, a number of problems affecting Project employment were experienced. Some work stoppage occurred at several Projects but at others work went on as usual. An accelerated leave program has drained away many key evacuee employees and some skills are now noticeably harder to replace. The placement offices have started to recheck secondary and tertiary skills to fill vacancies in essential services left open by workers leaving for outside employment. Transfers from less critical services to fill vacancies in more critical ones are increasingly frequent. A general tightening of selection and placement procedures, noticeably weak in certain Centers, is necessitated by the increasing responsibilities placed on the Project employment divisions due to the increased tempo of the leaves program.

Summary:

In summary, it may be said that this quarter was devoted largely to formulating procedures, orientation of relocation personnel and in general preparing for the full realization of relocation as the principal objective of the Authority. The Employment Division expanded from a small administrative division at the first of the year into a large operating division on a national scale by the end of the quarter. Most of the Relocation Officers spend a few weeks on one or more Projects to become better acquainted with the evacuees and their immediate problems, and to better understand the mechanics of the Project employment set-up.

This quarter developed a realization among staff members that relocation must be pushed aggressively both from the Projects

and in the field if any large number of people are to be successfully relocated.

Plans for the Quarter Ending June 30, 1943.

The general plans are to continue to utilize every available instrument to encourage relocation of evacuees so that their skills and occupational values may not be lost to the nation's war effort and so that they may again enter the normal streams of American life. More attention must be paid to studying and answering the numerous objections to relocation; this will be the responsibility of the Project staffs of the Division and the Washington office. Also, the problem of adequately staffing the essential services at the Projects and the efficient use of available manpower must be met. It is anticipated that the trend during the coming quarter will be toward strengthening and assisting the Project phase of the program.

Donald R. Sabin
Acting Chief
Employment Division

HJAMES:SA

Revised
9-16-44

Suppl

PROCEDURE FOR W. R. A. FIELD OFFICERS
IN RECRUITING EVACUEES FOR ARMY ORDNANCE DEPOTS

The following procedure will be followed by War Relocation Authority field officers in assisting the army ordnance department in recruitment of Japanese and Japanese-Americans for work at various ordnance depots.

It is the stated policy of the War Relocation Authority and the ordnance department that WRA evacuees will be considered only if they are family men and will move their families to the depot, either from the WRA center or elsewhere if they have already relocated outside the center. The ordnance department has also agreed to accept evacuees only after certification by the WRA. In the field this will be provided as outlined below.

Therefore, any applicant for work at any depot will first be questioned concerning his family. His family status will also be checked with the center where he was in residence. In a restricted district, his leave will also be checked to see that he has relocated in the district legitimately. If he is qualified and indicated that he is willing to relocate at an ordnance depot, the mechanics of recruitment will be as follows:

INDEFINITE LEAVE

Accept or assist the evacuee in completing eight copies of the Personnel Security Questionnaire, PMGO No. 58, and three copies of the short Civil Service Application Form No. 60.

Efforts should be made to channel the indefinite leave worker to the depot assigned to his center, particularly if his family is still in the center. This is not mandatory, however, for indefinite leave workers unless they left the center after recruitment started on September 15, and the leave was taken for the obvious purpose of evading the channeling of workers from the centers.

Teletype the name and family number of the applicant to E. G. Arnold, Washington, D. C., as follows:

62270

"(Name of depot) -- Name, family." For example,

"Tooele depot clearance -- John Yamamoto, FN46983."

Airmail six copies of the Personnel Security Questionnaire directly to:

Major Clarence R. Harbert, CMP
Chief, Japanese American Branch, Office PMGO
1825 Munitions Building
Connecticut Avenue
Washington, D. C.

These steps should be taken without waiting for word from the center concerning his family. In the meantime, the evacuee should also be advised to obtain his referral card and certificate of availability from the War Manpower Commission.

If the individual's present position is such that he cannot bring his family out because of tight housing, discrimination, low wage, etc., the Relocation Officer may make representation to the War Manpower Commission for his release even though he is in essential activity at the present time.

When the evacuee is cleared from the center, as to family, etc., a copy of the Personnel Security Questionnaire, two Civil Service Application Forms and his WMC referral card should be forwarded to the depot personnel officer, together with a covering letter, outlining the status of the individual, when he will be able to report for duty, etc. The third copy of the Civil Service Application Form may be given to the evacuee.

The depot, on receiving PMG clearance from Washington, will notify the WRA office concerned, which will contact the individual and advise him to report for work, teletyping this information to the depot personnel officer.

If the evacuee is rejected, the notification process will be the same in order that he may be informed of his status.

WRA Field Officers will also assist voluntary evacuees, that is, persons of Japanese ancestry who have never been in a WRA center, to apply for work in army ordnance depots. It will be necessary for these individuals to also fill out the

VOLUNTARY EVACUEES

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Personnel Security Questionnaire and Civil Service Application Forms. The procedure for clearance will be the same with the exception that the individual's present address and pre-Pearl Harbor address should be provided in the teletype to Mr. Arnold's office in Washington. The teletype should also indicate that the evacuee is voluntary and not a WRA charge.

SEASONAL LEAVE

Evacuees who are on seasonal leave will be considered and treated as center residents and channeled to the respective depot allocated to that center by the War Department and WRA.

However, WRA field officers working in areas in which there are a number of seasonal leave workers, will do everything possible to initiate recruitment in the field through distribution of material supplied by the depots and through personal and group talks with the evacuees.

Should evacuees wish to make application in the field, while on seasonal leave, WRA officers will take eight copies of the Personnel Security Questionnaire and three copies of the Civil Service Application Form. The usual clearance teletype will be directed to Mr. Arnold in Washington. The PSQ's and Civil Service application should be sent to the personnel office of the depot concerned together with a covering letter, advising when the man will be available, generally at the conclusion of his seasonal leave contract. A copy of this letter will be sent to the relocation center concerned. The Relocation Division within the center will then follow the usual channels in assisting the family relocation.

If the evacuee wishes to process in the field, converting to indefinite leave, and go directly to the ordnance depot, the Relocation Officer will assist him in obtaining indefinite leave in the usual manner. His clearance, in this case, will also be handled as outlined above and the evacuee should understand that processing of his family for indefinite leave will start simultaneously at the center and that they will be expected to relocate with him when he moves to the depot. The



Relocation Officer will take necessary follow-up steps with the center to see that this is carried through.

It is understood that no evacuee will be certified to the ordnance depot for employment until his seasonal work contract has expired or been terminated in a manner satisfactory to all concerned.

The covering letter to the ordnance depot involved will be considered the certification of the field officer's approval.

Army Ordnance Dept. offers excellent jobs.

オーストラリア州のトニー・ウィリアムは「ソート」の
陸軍倉庫品倉庫に、今初めて無き素敵な
る働き。数回家族を募集す。

陸軍省軍需課長、前週より為將校共
ソートの「監督」ウィリアム氏を高くに評価し、諸
方面の重き人々に對て、働いて、生活機
構を認めさせ、之に求む、現今の情勢、
軍中に彈丸なる運搬は、甚だ骨が折る
ものなりと由す。

本倉庫の働、凡て文官任用令下に在り、
働人、他の政府雇傭者と同一の特権を有す。
働、一週六日、四十八時を在り、四十時を以
て「パートタイム」を以て「倍半」なり。凡て
一日八時以上の「パートタイム」なり。

住居、寢室一二三のものあり、若茶の同台、
浴室あり。家賃、家具附、大抵にあり月
二十五ポンド、四十一ポンド五仙あり。敷布、生布、氣
用具必要の場合に、月一ポンド平均に借り得。住
外、洗濯、食糧店、肉店、床場、美容院、
飲食店、映画館、及び近世式病室あり。
小学校、倉庫より二哩の所に、又「スクール」は
トニー市に在り。無科にて運送。

申込、家族に限る。目下監督「ウィリアム」氏滞在
と募集申。申込、外部働は周旋所、
並に 22-3-11

September 7, 1942

Instructions to Evacuees Volunteering for Employment Outside Relocation Centers and Assembly Centers

1. All persons released from Relocation or Assembly Centers for employment outside such Centers are under the jurisdiction of the War Relocation Authority.

2. Upon leaving your Center you are given a "Leave Permit for Group Work." This permit authorizes you to travel to a certain county and work there. You must not leave this county unless you secure a Special Travel Permit from the War Relocation Authority. Failure to observe this requirement will subject you to penalties provided by law. In case of serious illness or injury where the service of a doctor or hospital in another county is needed, an exception to this rule will be made provided notice is given as soon as possible after leaving the county. Special Travel Permits will be granted for good reason and if you wish to leave the county to which you are assigned, you should apply to the official of the War Relocation Authority whose address appears on the back of your Leave Permit. NO ONE else has the authority to give you a Travel Permit.

3. If you change your address within the county to which you are assigned, you should immediately send in the change of address card furnished you when you left the Center.

4. The War Relocation Authority has placed no restrictions on your travel within the county to which you are assigned and it does not have any curfew regulations. Such regulations, if any, have been left entirely in the hands of the local authorities who have guaranteed your protection. It is assumed that such regulations will be held to the minimum necessary for your and the community's well-being. Such regulations as are issued must be respected. The county sheriff can advise you on any questions which may arise in this connection. In addition to restrictions which may be imposed by local authorities, designated military zones exist throughout the country. Regulations governing these zones are posted at zone boundaries and must be observed. In the states of California, Washington, Oregon, Arizona, Idaho, Montana, Nevada, and Utah, Public Proclamation No. 3 prohibits the use or possession of firearms, weapons, implements of war or component parts thereof, ammunition, bombs, explosives or the component parts thereof, short-wave radio receiving sets having a frequency of 1750 kilocycles or greater or of 540 kilocycles or less, radio transmitting sets, signal devices, codes or ciphers, or cameras.

5. You have been guaranteed protection by the Governor of the State, by the sheriff, and by other authorities of the county to which you are assigned. If you are molested in any way, immediately notify the sheriff. Your Leave Permit will assist you in identifying yourself to any federal, state, or local official.

6. When several workers sign the same contract, they should elect a "Crew Leader." The Crew Leader should represent his men in dealings with the employer and with the War Relocation Authority.

7. You have accepted a written Offer of Employment from an employer who desires your services. This is a contract. The War Relocation Authority expects the employers to fulfill all their obligations. It also expects you to fulfill yours and to perform the work in a good and workmanlike manner to the best of your ability. Your employer has agreed to pay you prevailing wages. The War Relocation Authority expects employers to pay you the same wages as are commonly paid to other laborers in the locality for similar work. If conditions are not as represented in the Offer of Employment, or if you do not receive prevailing wages, your Crew Leader should ask the employer or his agent (such as the sugar company) to remedy the situation. If this fails, your Crew Leader should report the matter to the War Relocation Authority Official in your district, or write directly to the Employment Division, War Relocation Authority, San Francisco, California.

8. You have the right to terminate your contract with the employer by giving him five days' notice. He has the same right. The War Relocation Authority urges both you and the employer not to terminate the contract before completion without just cause. If you terminate your contract, you should try to make a new contract with another employer within the same county as soon as possible. The War Relocation Authority Official in your area, the United States Employment Service Office, or the employer's agent, if any (such as the sugar company), who sponsored your coming to the county might assist you in obtaining new employment.

9. Upon completion or termination of your contract you may enter into a new agreement with another employer for any length of time. Your Leave Permit allows sufficient time to negotiate a new contract. If you make a new agreement, you should apply to the War Relocation Official in your district for an extension of your Leave Permit and send in your change of address card. Your Leave Permit will be extended so long as you have employment and conditions in the community remain satisfactory. However, the War Relocation Authority reserves the right to recall you to a Relocation Center at any time. Such a recall would be made in case the assurances given by State and County Authorities were broken, or in case your conduct was not in the public interest, or if unusual circumstances should arise in the state or community where you were working. Because the possibility of recall exists, you should be careful about acquiring property which could not be brought back to the Center or disposed of on short notice. It is suggested that you consult your War Relocation Authority representative before making any long term agreements. He will assist you in making agreements in which your interests will be protected.

10. Your employer or his agent has agreed with the War Relocation Authority to pay the cost of your transportation from the Center and return after completion of the contract. At the end of the employment contract, unless you make a new contract, you will be returned, with all expenses paid, to the Relocation Center or Assembly Center where you previously resided. If you do not have a family at the Center where you previously resided, you may have your choice of returning either to that same Center or to a different Relocation Center designated by the War Relocation Authority. If you wish to return to your Center before completing your employment contract, you may do so at your own expense. Persons returning to Centers in Restricted Military Areas will have to wait for an escorted movement back to the Center. Such movements will be arranged once a month. However, if you have to return because of serious illness, prolonged unemployment through no fault of your own, or illness of your family back at the Center, arrangements will be made for you to do so and your employer or his agent will still pay your return fare.

11. You must not, under any circumstances, return to your Center without first securing a Travel Permit from the War Relocation Authority Official in your district.

12. Some evacuees may be going out under agreements which they have made to pay part or all of their transportation because they wished to work for a particular employer, or to bring their families, and the employer was not willing to pay the transportation. In such cases, the head of the family must file the following statement with the Employment Division, War Relocation Authority, San Francisco:

"I _____, residing in the _____ Center, have accepted an offer of employment from _____ at _____ and have agreed to pay the following part of the transportation costs to the place of employment _____.
I hereby agree to pay the costs of return transportation to a Relocation Center for myself and my family if the War Relocation Authority directs me to return.

Signature"

13. Evacuees living in Relocation Centers have the privilege of leaving their dependents at the Center or of taking them with them when accepting outside employment. In case dependents are left at the Relocation Center NO charge will be made for their subsistence. At Assembly Centers heads of families are not permitted to leave their dependents at the Center.

14. While the employer has guaranteed to furnish free transportation to proper medical facilities, they will not be expected to furnish free medical services.

WAR RELOCATION AUTHORITY

WASHINGTON

F. # 15.100

Forms

OFFICE OF THE DIRECTOR

MEMORANDUM

APR 8 1943

To: Project Directors

Subject: Group Work (Seasonal Work) Leave permits in card form

Bellevue

On March 29, 1943 there were mailed to each project a considerable supply of Forms 135 (revised), 135a (revised) and 136 (revised) in the form of small cards taking a photograph on the front and a right index finger print on the back.

These cards with photographs and finger prints should be used for persons granted seasonal work leave in accordance with Supplement 8 of Administrative Instruction No. 22 (revised) issued on March 16, 1943. The cards were being printed when the term was changed from group work leave to seasonal work leave, and they therefore carry the old designation.

The issuance of these permits in the old sheet form (such as were attached as samples to Administrative Instruction No. 22, revised) should be discontinued at once. Supplement 4 of Administrative Instruction No. 22 (revised) issued on February 17 gives instructions for the attachment of photographs to the indefinite leave permit cards which are approximately the same size. By this time you should have your cameras and facilities for taking the identification photographs. If you are not yet in a position to make your own photographs, you are authorized to contract for these photographs temporarily.

Sample copies of the card form of Forms WRA 135 (revised), 135a (revised) and 136 (revised) are attached.

D. J. Myer

Director

Enclosures

Nos. 2986
19991
19991



11147

WAR RELOCATION AUTHORITY

WASHINGTON

OFFICE OF THE DIRECTOR



WAR RELOCATION AUTHORITY

INSTRUCTIONS WRA-21 NOTICE OF ASSIGNMENT

The Notice of Assignment (Form WRA-21) is the one official record which insures payment to the employee for work performed. Unless this form is used and filed in accordance with instructions, there is little possibility of providing just remuneration covering all Project employment.

1. Date - Enter here date on which assignment is made.
- 2a) Name: Note Last Name, First Name, etc., in full, including Japanese name where used.
- b) Identification Number: Use WCCA Family Number, plus identifying letter, as: 123456 D.
- 3a) Section: Name of Employing Section and Division.
- b) Activity Number: Number listed in Project Cost Accounting Manual as assigned to the Division employing the individual.
- 4a) EOD: Enter date on which work will begin. This is not always the same as date on which assignment is made.
- b) Termination: This date will be entered only upon completion of job or dismissal.

8/18/42