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UNITED STATES
DEPARTMENT OF THE INTERIOR
Office of Indian Affairs
Colorado River War Relocation Project
Poston, Arizona

March 19, 1943

Dr. John W. Powell
Assistant Chief of Community Services
Colorado River War Relocation Project
Poston, Arizona

Dear Dr. Powell:

The Office of Indian Affairs, under which the Colorado River War Relocation Project is administered, has designated me as Accountable Officer for this Project for property accountability purposes. Under rules and regulations promulgated by the Secretary of the Interior and the Office of Indian Affairs, I am authorized to request you to furnish an appropriate bond to me since you in your capacity of Ass't. Chief, Community Services are responsible for the care and preservation of Government-owned supplies, materials, and equipment.

Contrary to popular belief which has grown up in the Indian Service for many years, property for accountability purposes has been classified in three major groups:

(1) fixed property (2) equipment, and (3) supplies and materials. Under the first classification, items such as real estate, buildings and structures, irrigation, water, sewer, gas, telephone and electric systems, stationary machinery, and equipment permanently installed and affixed to buildings such as boilers, water heaters, etc., are included.

Under equipment such items as automobiles; implements; vehicles; machines of all kinds; medical, surveying and scientific instruments; tools, utensils; furniture, etc., are included.

Under the third classification fall other commodities which are actually consumed or used up in operation, maintenance, manufacture, or construction. Typical items are food, clothing, textiles, drugs, medical supplies, stationery, fuel, lubricants, oils, gasoline, builder's supplies, and the like.

[Handwritten signature]

It will be seen, therefore, that for accountability purposes there are no longer the two main classifications, viz., non-expendable and expendable property. One of the prime requirements of the property regulations is that unless all property is properly accounted for, it is necessary to hold officers and employees of this Project financially responsible, and they will be required to reimburse the Government for any shortages or losses of property unless relieved of liability through the proper procedures.

Regulations under which we operate require the establishment of a Board of Survey consisting of five members, three of whom will constitute a quorum. This Board of Survey will be appointed and appropriate notices issued in the near future relative to its establishment. The duties of the Board and its relationship to the various officers and employees of the Project are fully outlined in the Property Accounting Regulations issued by the Secretary of the Interior. Copies of these regulations should be in your possession and studied from time to time to see that the various requirements thereof are complied with by you and employees under your jurisdiction who are charged with the responsibility of caring for and preserving Government-owned property. Copies of these regulations may be had by a request addressed to the Property Custodian.

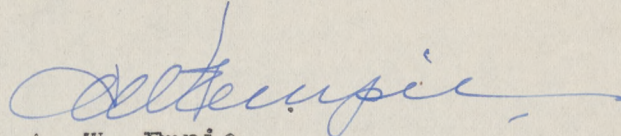
Your attention is particularly invited to section 6, paragraph 5, supra, which reads as follows:

"Upon separation or transfer of an employee having custody of property, a complete inventory thereof should be made and if everything is accounted for satisfactorily, a clearance will be given. Certification for final salary payment should be withheld until this clearance is obtained."

There is attached hereto a sample form of bond for your use in making application to your own bonding company. In requesting your bond you should ask the bonding company to furnish a copy of the power of Attorney showing the authority of the person who signs for the bonding company, and a statement indicating that such Power of Attorney is on file with the Clerk of the United States District Court in the state in which the bond is issued. A statement should also be requested from the representative of the company to indicate that their company has been approved by the Treasurer of the United States, and that their company is authorized to do business in the State of Arizona, having received permission from the State Corporation Commission.

It is requested that this bond be filed in the amount of \$ 3,000.00 at the earliest possible date, but in no event later than April 15, 1943.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "A. W. Empie", with a long horizontal flourish extending to the right.

A. W. Empie
Chief Administrative Officer

Attachment

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THE HOOVER LIBRARY ON WAR, REVOLUTION, AND PEACE

STANFORD UNIVERSITY LIBRARIES

CIVIL AFFAIRS TRAINING SCHOOL

July 17, 1944

Dr. John Powell
Chief of Community Management Division
War Relocation Center
Poston, Arizona

Dear Dr. Powell:

During the last year we have had a Civil Affairs Training School operating under the direction of the Provost Marshal General for the training of Army officers for service as civil affairs officers in military government in Europe. The European instruction has been completed, and we have now been asked to commence the training of officers for a similar service in Japan. Our first class in the new course will begin the middle of September.

An important part of the instruction will be training in the Japanese language and for this we have been asked to secure the services of about twenty American citizens of Japanese ancestry to serve as language informants--that is, to act as drill leaders in the spoken language. The Commanding General of the Western Defense Command has authorized the employment of persons of Japanese ancestry at this university for this purpose. The enclosed statement gives some further information about the work we are required to do.

We have discussed our needs with the W.R.A. office in San Francisco and have been in correspondence with Mr. Myer whose office is also in touch with the man in charge of language instruction in the Training Branch of the Military Government Division of the OCMG. I have also been in touch directly with a member of the W.R.A. staff at Manzanar and I have already received several applications from Nisei in that center. I have submitted these names to the Chief of the Civil Affairs Division of the Army at the Presidio of San Francisco for clearance.

Jup,

Dr. John Powell

July 17, 1944

Page 2

If some of those who are in the Relocation Center at Poston are interested in the positions which are open here and are, in your opinion, qualified, I shall be very grateful to you if you will be kind enough to forward their applications with as much information as is available about the applicants and with their Form 57. As you will realize, the success as a language informant will depend in the first place upon the ability to use Japanese but also on qualities of personality and resourcefulness which language teaching requires. I shall be very grateful for any help that you are good enough to give us in working out this rather difficult problem.

Sincerely,

H. H. Fisher
Director

HNF)fs
enc.

AIRMAIL

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CIVIL AFFAIRS TRAINING SCHOOL
AT STANFORD UNIVERSITY

The Civil Affairs Training School at Stanford University needs twenty Nisei to serve as conversation - and drill-leaders of small groups of officers in the Japanese language. The nature and conditions of the work are as follows:

1. The Civil Affairs Training School is preparing Army and Navy officers for the responsibilities of military government in enemy territory in the period immediately following the cessation of hostilities. An important phase of this training is to develop considerable proficiency in speaking and understanding the spoken language, and sufficient acquaintance with the written language to enable the officers to follow simple printed instructions, such as street signs and time tables.

2. The Language Program. - Three hours daily for six days a week will be devoted to language work. During one of the three hours a skilled linguist will give instruction in new material. During the remaining two hours the Nisei will lead groups of eight officers each in conversational practice on the new material presented in the instruction hour.

3. Duration. - Employment for this work will begin immediately and last very probably until July 1, 1945, and possibly until October 1, 1945.

4. Requirements. - It is not necessary that the Nisei have skill or previous experience as language teachers, although this would be valuable. They must be capable of conducting conversational practice in Japanese among a small group of officers of ages from 35 to 55. Wherever possible it is preferred that the Tokyo dialect be used.

5. Teaching Hours. - A maximum of four hours per day in leading practice groups will be expected from the Nisei instructors.

6. Salary. - The War Department has indicated that a salary of about \$180 per month should be the standard remuneration for this service.

7. Living Quarters. - Dormitory accommodations on the Campus at reasonable rates will be available for single men and single women. Family accommodations, unfortunately, are not available.

8. Training Period. - A training school for Nisei drill leaders has been established at the University of Chicago, to train them in the teaching methods to be used until such time as this school and other similar schools will need them. Nisei sent to this training school will be put on Civil Service for that period at a monthly salary of about \$180. During this period they will be offered pleasant living quarters at reasonable rates near the University of Chicago. Transportation to the University of Chicago and from there to Stanford University will be provided, if not in whole, at least in part.

Powell

Colorado River War Relocation Project
Poston, Arizona

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July 21, 1943

MEMORANDUM TO: J. W. Shepard
Fiscal Officer

Please refer to your memorandum of July 19, concerning your recommendation to designate Dr. John W. Powell, Acting Chief of the Community Management Division, as a certifying officer. This matter has received careful consideration, both by this office and in collaboration with the Project Director. Inasmuch as long experience in Government accounting and auditing procedures is considered essential in connection with the work of a certifying officer, it is believed that the interests of the Project and of Dr. Powell himself would not be best served by his designation as a certifying officer.

It is, of course, the policy of this office, where the responsibility lies for certification of vouchers, to facilitate in every way possible the certification of all vouchers presented for payment. In order to facilitate prompt certification and scheduling for payment, it is often necessary to go to great length to explain the reasons for certain basic requirements

CHRONOLOGICAL FILE

CHRONOLOGICAL FILE

in the way of documentary evidence to support such payment. Divisions making unusual requests in asking that vouchers be certified which are not adequately supported, should be carefully instructed as to basic requirements and their wholehearted cooperation solicited toward the end that complete and comprehensive evidence may be available for certifying purposes at all times.

A. W. Maple
Chief Administrative Officer

cc: Mr. Palmer
Mr. Thutson
Mr. Powell

BYRON J. GILBERT
1. A. GILBERT

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WAR RELOCATION AUTHORITY
COMMUNITY ANALYSIS SECTIONColorado River Relocation Project
Poston, Arizona

March 15, 1944

Memo To: Dr. French, Community Analyst

From : Judicial Council

Subject: Stringent Penalties Imposed for Violation of
Council Regulations

Attention: Kiyoshi Shigekawa

Com.
Gov't.

Since you have asked me to present my views as Chairman of the Judicial Council on the above subject, I shall endeavor to express my thoughts in this brief memorandum.

Knowing the history of Poston from the beginning, you will no doubt agree with me that during the early days of the Judicial Commission in Unit I, said Commission abstained from imposing severe penalties on the residents. The Commissioners and the other members of the law enforcing agencies proceeded on the theory that being confined in a relocation center was sufficient punishment for ordinary minor infractions of the common rules of behavior, that every group of people living together should adhere to.

However, after 22 months of residence in Poston, there has been an evident change in the attitude of the residents on this particular subject. Many people, if not the majority of the residents, consider this their permanent abode for the duration and for some time after peace has been declared. The residents have come to feel that since this is their home of more or less permanence, infractions of law and order should be frowned upon and appropriate penalties for such infractions should be meted out more often to all offenders. While it is true that those who are demanding more stringent penalties are those who are directly concerned with the orderly management of this community, the commissioners of the various units feel that these people are expressing the sentiments of the vast majority.

We are also reminded of the criticisms which have emanated from the Solicitor's Office in Washington, D.C.

March 15, 1944

regarding the mild treatment of criminal offenders which was the practice formerly as I stated above. This in comparison with the somewhat rather severe sentences meted out by the Project Directors of the other centers to the residents, and we feel that unless the residents of Poston are willing to assume the burden of maintaining law and order to a degree approximating that which we find in normal communities on the outside, the privilege of handling the criminal problems in our community might be taken away from the residents, a result which would be highly undesirable.

I trust that the foregoing may be of assistance to you in analyzing the problems on this question.

SIGNED

Elmer S. Yamamoto
Elmer S. Yamamoto
Chairman

ESY/mf

WAR RELOCATION AUTHORITY

COLORADO RIVER RELOCATION CENTER

Poston, Arizona

March 31, 1944

MEMORANDUM

To: Duncan Mills, Project Director

From: John W. Powell

Subject: Employment policies.

1. I have established the following tentative quotas for the Community Management Division, aggregating 863 positions in addition to the 100 non-transferable apprenticeships in the vocational program:

Office of the Assistant Project Director	1
Health and Sanitation	245
Education	253
Community Activities	162
Welfare	36
Community Analysis	8
Internal Security	118
Community Government	36
Business Enterprise	4
	<u>863</u>

This releases seventy additional positions to you, to be used in alleviating the position of the block managers' offices.

2. In partial response to John Provinse's instructions and memorandum,

I have agreed to reduce the present Red Cross office force by fifty per cent, to 8 workers paid by the project. The membership and Executive Committee of the Chapter feel very strongly that if their staff is reduced below 13 for the three unit offices, their service to the community cannot be maintained at the level which the community expected when it oversubscribed the fund drive in the three units. Therefore, I am recommending that you authorize the Community Council, after suitable investigation, to permit the employment of such additional workers as are deemed essential, out of the budget already agreed upon by the local Chapter, the Area Office of the American Red Cross, and the Project Administration. The local chapter believes that by curtailing its publicity and similar expenses, it can meet the cost of employing additional members without increasing its budget.

Since the Area Office has already given the local chapter authority to



dispose of its funds as the Executive Committee sees fit, I do not believe the consent of the American Red Cross to this proposed change will be necessary. As to the WRA, there is the precedent of employment of ministers and priests out of donations from their congregations; and the further local precedent of the Council's permission to the Shibai Associations to retain their contributions and use them if necessary for the remuneration of actors and other workers within the Association.

The local Red Cross chapter has earned, by its hard work, efficient organization, and unstinting service, the solid respect of this community. It has had, as you know, almost the status of a separate Section within the Division, since its interests supplement those of many other sections: welfare, health, education, as well as community activities. It has served perhaps primarily the Issei section of the population, though its staff members have contributed enormously to the school and Boy Scout programs as well.

The transfer to Community Activities of the titles of those remaining on our payroll is, therefore, purely nominal. I have encouraged the Chapter to retain its present offices and to continue its essential services. The Life Guards have asked that they continue to be supervised by the Red Cross; and I see no reason why this should not continue as before, though they too will be, officially, within the Community Activities Section.

3. I have, at Washington's behest, terminated all but twelve of the more than 80 sewing, pattern-drafting, and tailoring workers on the Project. Those remaining are transferred to Adult Education, whose new program is being worked out by the three Unit principals and Adult Education staffs under the general supervision of Mr. Conlin, Assistant Principal.

I have encouraged Community Enterprises to set up custom dressmaking shops; and I have also asked Council support in establishing a Community Activities Trust to handle the various financial transactions involved in recreational, educational, art, and service activities in which WRA does not offer employment.

At the suggestion of Messrs. Currie and Katow, we are planning to establish a Board composed of two representatives each from the Council, Community Enterprises, and Community Activities. This Board will review new activities and assign them either to the Enterprise Co-op or to the Activities Trust, according to their nature. In this way we hope to avoid needless competition between the Co-operative and the Trust in such areas as sewing, artcraft, and other service or production fields.

4. In short, Sir, I have gone as far down the line of duty as my sense of the realities of this community, and of my obligation to it, would permit me to go.

I am happy that the misunderstanding over the Divisional ceiling enabled this Division to contribute to the solution of the block management problem. I believe, also, that it will prove good and useful for us to have tightened our controls over private enterprise, and to have developed with the Council's aid new devices under which the Community can carry out its own wishes in a legitimate and responsible manner.

I am pleased to report that the quotas of Education, Health, Welfare, and Community Analysis are adequate to their present levels of available workers. Neither Internal Security nor Community Government has been cut below the minimum essential to their increased responsibilities.

Actually, the major impact of the Divisional limitations, imposed specifically by the Authority, fell on Community Activities. On this score, I feel that I have both the right and the obligation to protest. The Section developed its program and its personnel initially under my supervision, and I have some understanding of its relation to the community which I am here to help serve.

(a) The reduction of our population through relocation and transfer does not automatically reduce the load on the Activities staff. Rather, it makes the job more difficult: first, by removing the younger leaders, who looked after the bulk of Nisei activities; and second, by developing a homogeneous residuum of Issei, whose recreational and cultural interests are persistently belittled by the Authority.

Of the 162 employees in the Section, only about twelve--less than 7 $\frac{1}{2}$ %--are specifically employed in positions devoted to Issei recreational and cultural interests. Teachers of classical Uta carry on a large number of classes with devoted students; but they cannot be recognized through Project employment. Possibly the most ambitious and expert performance of the classical Japanese theatre in present-day America was presented here last winter by the combined talents of the three unit Shibai Associations; but we are permitted only the most meagre recognition of that branch of the arts. The Nisei theatre is the mechanical one of the talking screen; and this we are expected to provide. Scores of positions are set up for post-high school clubs and athletics, when the available leaders and participants are leaving as rapidly as the Army and the Relocation Division can arrange.

Poston, in short, is becoming an old people's town, except for the school-age population and their preoccupied mothers. But at every point we are discouraged from continuing the chief activities of the

older group: sewing and pattern-drafting; plays and music; and the traditional social and family services to which our professional resources in the Administration are not always appropriate.

(b) Let me remark, in passing, that our activities personnel is not so far "out of line with other centers" as John Provinse suggests. Evacuee employment in Community Activities in the other eight relocation centers is approximately 400 to a little less than 60,000 population, an average of one worker to 150 residents. For the population of Camp I this would indicate an average level of 53 workers. As of April 1, including Red Cross but excluding Life Guards, who do not exist on other centers, Camp I is employing approximately 60 workers. Camp II and III have a larger ratio of workers because it is necessary to maintain as nearly as possible equal programs in those two units, even though they are smaller in population.

I must protest here again, moreover, that to cut every center to the employment level of the lowest is more than likely to ignore and destroy the actual social efficiency and initiative which in some other center may accompany and be reflected in its larger employment.

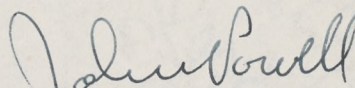
(c) I believe, as I have indicated in a recent memorandum to Mr. Myer, that the Authority is underestimating the genuine institutions of the California-Japanese family community; and over-estimating the potentialities of individual Nisei escape into urban assimilation. I stress institutions, in the sociological sense, to indicate that I do not mean merely the flotsam and jetsam of local politics. I am not concerned with political stratagems aimed at saving the jobs of ambulance drivers, political appointees, or health cultists. What I regard as genuine institutional developments include the block-leadership machinery, the religious integration, the emancipation of the older women into cultural and social activity, the social-service agencies, and the development of mature and responsible controls over community action and attitude, in place of the irresponsible and self-seeking controls which were prominent earlier in our history. These things do not develop by the book, and are not taken account of in the Manual.

It is our responsibility, in this Administration, to discriminate between institutional developments within the genuine community, and political or neurotic cults and pressure-groups. I do not believe that all of us who are concerned with the management of the community are sufficiently alert to these differences; and so there is always the danger that the genuine may be thrown out with the false. It has even happened in Poston that the false has been approved, the genuine rejected. And so long as this discrimination remains our obligation, I cannot agree to be bound in every judgment by directives or manual sections which seem to me at variance with reality.

I have continued, and am continuing, the Red Cross. I have continued, and shall continue, the teaching of Japanese reading and writing to the out-of-school Nisei who feel the need for it. I shall find ways to continue the support of the classical Japanese culture and arts, wherever there is genuine evidence of community interest and response. I shall press for increased concessions to the felt needs of the religious groups; I am encouraging them to submit plans for a church building; and I shall ask approval for additional service from outside religious workers wherever their personal character and aim would be of benefit to this community.

I have never supported the older group in its occasional attempts to restrict the independence of judgment or action of the Nisei. But I recognize the claims of the Issei community in respect to its own interests and purposes, and I shall try to help fulfill those claims.

For the present, we have enough to do to reorganize our activities so as to provide independent areas of action and self-support for the institutions the Authority is reluctant to recognize. As we approach the end of the fiscal year, in June, I anticipate further reductions and restrictions. All I can say now is that I shall hope to have fences and storm-cellars ready to receive those^{on} whom the next cold blast may fall, and on whom the continued health and leadership of the community nevertheless may continue to depend.



John W. Powell
Assistant Project Director
Chief of Community Management

Mr. J. Humida

19

Colorado River Relocation Center
Poston, Arizona

November 7, 1944

MEMO TO: Community Activities Coordinators
Unit Council Chairmen
Unit Administrators ✓
Mr. Duncan Mills
Dr. Walter Balderston
Mr. Dick Nishimoto

FROM: John W. Powell, Chief, Community Management Division

SUBJECT: A Suggestion on the Redistribution of Community Activities

I. Community Activities in each unit now falls into three broad phases:

- A. Technical service of P.A., movie, and truck; also central bookkeeping and bank account.
- B. Young people's program, club and athletic.
- C. Issei and Japanese-style activities.

Present employment is running around 130-40. The quota for January will be 100.

Financing of Activities is from many sources. The money of the residents is returned in part by Cooperative Enterprises to the Council to be spent for movies and similar programs. Athletic and club programs are financed out of the pockets of the participants and their parents. The "shibai" program is financed by subscriptions from interested Issei. Some groups earn money with movies, dances, parties, etc. Finally, the Government pays those employed as leaders and helpers.

Within each unit the Community Activities program is quite independent, except for the movies which cover all units. Largely because of transportation difficulties, there is now no over-all recreational program or organization.

II. I have this suggestion to propose for the consideration of all concerned:

- A. Assign the technical services with the unit to the supervision of the unit administrator, collaborating with the unit council chairman, block manager supervisor, and executive board head. In other words, each unit will ad-

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minister its own P.A. and truck dispatch systems. The movie program would be administered under a Project Motion Picture Committee, unit arrangements being made by the unit administrator. Employees would still be paid according to positions listed by Washington under Community Activities.

B. Recent surveys have shown that 80% or more of the participants in athletic and club programs are in school. The number of out of school participants is dwindling. I suggest that the club advisors and others assigned to work with young people's club and athletic programs be assigned to the supervision of the school principals in each unit. They would still be paid under C.A. positions. The Student Body Council in each school, which now approves the formation of organizations within the school, would coordinate and share in a direction of the club and athletic programs. Greater use would be made of school facilities in the development of recreational programs.

C. Issei and Japanese-style activities would become independent, and would operate under volunteer leaders or on membership-financing plans controlled and approved by the proposed Finance and Audit Committee of the Council. A business manager assigned to the unit administrator's office and paid by C.A. could keep the books on all such accounts, and would be responsible to the Finance and Audit Committee.

D. Notices of assignment and termination, and monthly timesheets, would be signed by the unit administrator for those under his control, and by the school principal for those working with the Education Section. The unit employment office would keep strict control of the number of positions permitted in each unit: approximately 60, 25, and 25.

E. The Red Cross in each unit would also become part of the unit picture, supervised and signed for by the unit administration.

F. The Chief of Community Management would continue to give counsel and assistance in coordinating the phases of the program. The present unit C.A. coordinators could be assigned either to the unit administrator's or the high school principal's office, and should continue to keep an coordinating eye on the different parts of the program and to act as intermediaries, trouble-shooters, and executive assistants. It would be advisable for them to continue to meet regularly with the Chief of Community Management at least for the initial period of such a ^{plan} period.

III. Mr. Marshall Stalley, Community Activities Supervisor in the Washington office, will be in Poston within the next week or two. I should like the opportunity to consult the coordinators, the unit administrators, council representatives, and the principals and Superintendent of Education in time

to reach a decision on the formulation of a plan to be presented to Mr. Stalley. I should appreciate, therefore, your giving me your reaction to this suggestion as early as possible. I hope it will be possible for us to meet together, perhaps on the morning of Monday the 18th. Please let me know if this will be convenient.

JP
John W. Powell, Chief
Community Management Division

JWPmf

cc: Mr. Marshall Stalley
Dr. John Province

Colorado River Relocation Center
Poston, Arizona

February 22, 1945

Memorandum to: Duncan Mills, Project Director

Subject: Formation of a Guidance Committee

I should like to suggest the formation of an informal guidance committee to utilize professional training and experience on the psychiatric and juvenile guidance side of some of our staff members. The current case of Matsuda and Izushita from Camp III is only symptomatic of the potentially mischievous unrest which exists among our adolescent population, and which has perhaps been given less attention in Camp III recently than it deserves.

My ^{oral} ~~general~~ suggestion is that when adolescent delinquents are apprehended, the full statement of the facts be given to appropriate members of the Education, Welfare, and Relocation staffs; that they integrate their knowledge of the family background and personality resources; and that two or three of them work together in developing the plan of both local correction and relocation referral indicated in each situation. They should be free to call upon the medical staff also for guidance or consultation, since the medical staff not only includes two members with some psychiatric experience but also has access to the services of Dr. Blank in Phoenix.

In the case of Matsuda and Izushita, Mr. Light and some of his teachers and the student counselor are already at work building up the educational background. They have brought in Mrs. McGee of Welfare and Miss Corrigan of Relocation. I would like to suggest that Howard Hollenbeck, who has had unusual experience and training for work with juvenile problems of this nature, be made available to work on cases of this type, and that Drs. Dunshee and Bartlett be regarded also as available for consultation.

Because there has been a tendency for interested persons to work separately and in some respects in competition with each other, I should like to see a small steering group work together in developing this machinery of cooperation. I would suggest Hollenbeck, Bartlett, Poole, and McGee, since the instant case arises in Camp III. These people should be aware of the youth guidance resources in the unit, and should work with Internal Security and the unit authorities in developing corrective action. The purpose of including Relocation and Welfare, in addition to the existing authorities, is to make sure that where emotional problems are a serious factor in family constitution, the planning for the resettlement of the family can include constructive provision for securing remedial situations and supervision outside.

I should welcome the discussion of this problem for all concerned.

John W. Powell,
Assistant Project Director
Community Management Division

JWP:mf

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Colorado River Relocation Center
Poston, Arizona

May 7, 1945

NOTED

MAY 8 1945

Maurice Lipian

MEMO TO: Mr. Mills
Mr. Lipian
Mr. Carter

SUBJECT: Administrative Changes in Community Management

1. In connection with the transfer of the Welfare Section to the New Relocation Division, a number of details will occur which should, perhaps, be the subject of prior written agreement. Some of these will require changes in Administrative procedure which should come to Washington attention.

One such concerns the transfer of the budgeting and accounting responsibility for Evacuee Housing from the Welfare Section to Project Management, where the administration of Evacuee Housing is now located. A second question concerns the transfer of allocations under the present Welfare budget to that of the New Division. On a third point, it has already been agreed that Time and Attendance Reports for the Welfare staff will be transferred on May 16.

2. An inventory of property and supplies, now charged to this Division on behalf of the Welfare Section, should be made as early as possible in connection with the transfer of personnel to the New Division. I recognize that this in itself is no light task. Dr. Harris tells me that the Education Section has completed two inventories of its property, and that neither of these has yet been reconciled with property lists and receiving documents with which Dr. Harris and I will eventually be charged. I should, if possible, like to see completed an inventory of all property charged to me, by the end of June. The transfer of Welfare properties will contribute to this, and might be used to initiate inventory procedures which could be followed out for the Division as a whole.

3. Community Activities and Community Analysis will orient their programs increasing around the functions of the New Division, and while both Education and Health will continue to be linked more and more closely with it, it is probably too early to discuss a transfer of these Sections. If during the next few weeks, I take leave to go east, I might recommend that as many as possible of the policy and administrative decisions, arising in those sections while I am gone, be worked out in consultation with Mr. Carter. At this stage, however, there will still need to be a Division and Acting Head, but I am not sure that all the present sections in this Division will need to remain separate from either Relocation, coordinating the movement of people, or Administrative Management, coordinating the liquidation of property.

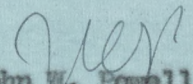
Mr. Mills
Mr. Lipian
Mr. Carter

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In proportion as my own duties involve less emphasis on administrative coordination of the professional services, and more emphasis on the preparation of historical materials, it should be possible for me to relinquish my claim to the central and strategic office space which I now occupy.

If it proved desirable to have the New Division give personal supervision to more of the Community Management Sections, it might be desirable to assign these Sections, not to Mr. Carter himself, but to the personal sphere of influence of Miss Butler and Miss Stevick, as his deputies.


John W. Powell
Ass't. Project Director

JWP:MH

cc: Miss Butler